

ELLSWORTH ELEMENTARY SCHOOL

STUDENT / PARENT HANDBOOK

2017-2018

Dear Elementary School Parents/Guardians,

The elementary principals have compiled this student handbook to give you some necessary information that you need to know and use.

The Ellsworth Elementary School is under the same philosophy, which has been adopted by the Ellsworth Community School District. *“The mission of the Ellsworth Community School District, the leader of an engaged learning community that challenges all students to excellence, is to produce individuals who will continue to learn, compete, and contribute in an ever-changing global society, by providing a safe, innovative, and adaptive learning environment; demanding personalized academic programs and co-curricular activities; and inspiring community involvement, while cultivating our students’ natural desire to learn throughout their lives.”* The students in our elementary schools all use the same materials, the teachers follow the same courses of study, use the same time structures and all use the same resources, depending on the grade level.

We hope this student handbook helps you and your child/children better understand some of the operations and information that are common to the elementary schools.

If you have questions, concerns, or suggestions, please feel free to contact your child's teacher or building principal.

Come and visit your schools! Have a great school year!

Mary Zimmerman, Principal - EES 4K - 1st (Prairie View)

John Groh, Principal - EES Grades 2nd - 5th (Hillcrest)

715-792-5285

715-273-3912

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ATTENDANCE

School attendance is critical to the success of your child. All children between the ages of 6 and 18 are required to attend school, except as provided by law. Note: Beginning with the 2011-2012 school year, Wisconsin law (2009 Wisconsin ACT 41) requires that all children complete 5-year-old kindergarten as a prerequisite to being admitted to first grade in a public school.

School is in session from 8:30 to 3:45 p.m. for grades K-4 at Hillcrest Elementary; 8:25 - 3:40 p.m. at Prairie View Elementary. Beginning in January 2018 with the opening of Ellsworth Elementary School; hours will be 8:05 -3:25
We ask that parents do not send walking children to school so that they arrive before the school start time.

Responsibilities for Attendance

1. Parent(s)/guardian responsibility

- a. When a student is absent, his/her parent(s) or guardian shall **contact the school by 8:30 each day the student is absent**. Failure to contact the school will result in a telephone call to the home or workplace of the parent or guardian.
- b. When students arrive after 9:30 a.m. in the morning, they are considered absent for the morning. When they leave before 2:00 p.m. in the afternoon, it is considered an absence for the afternoon.
- c. If a child is tardy for school, please sign them in at the office and provide a reason for the tardy.

2. Student responsibility

- a. Students are required to attend all of their scheduled classes, study halls, and lunch periods, unless they have obtained parental permission and a pass approved by their teacher or office staff.
- b. A student who has been absent, or is anticipating to be absent, shall be expected to provide a written explanation of the absence signed by his/her parent(s) or guardian. Give written explanation to classroom teacher.
- c. Students should always check in and out at the school building office when they leave and return to school.

Excused Absences

Excused absences include illness of pupil, serious injury of pupil, an emergency or death in the immediate family, transportation delay beyond the control of the student, religious activity, and appointments with a doctor or a dentist for the pupil.

Classroom teachers should be notified in advance of family trips or other absenteeism of more than one day, for reasons not related to illness, if possible.

All students with excused absences will be given the opportunity to make up work missed in accordance with the following guideline:

- a. It is the student's responsibility to contact the teacher(s) for making up work missed during an absence from school.
- b. Students who miss classes for reasons that are determined to be excused will be given the opportunity, whenever possible, to make up work missed when they return to school. Any student who has been legally excused from school has one day for each day absent to make up work and is responsible for doing so. At the end of the school year, all work must be completed five (5) workdays after the final student day of class attendance.
- c. Examinations missed during an excused absence will be permitted at a time mutually agreed upon by the student and the teacher.

Unexcused Absences

Students who are absent from school with the consent of their parent(s) or guardian, but whose absence does not fall under the reasons listed above shall be considered unexcused. In such cases, the student may or may not be permitted to make up class work missed. All students with an unexcused absence will be permitted to make up an examination missed during an absence.

Leaving the School During the Day/Schedule Changes

Students must have a written note from their parents to be excused during the school day. The child should give the note to his/her teacher in the morning so the teacher is aware the child will be leaving. Parents should come to the office and pick-up their child if the child is leaving school early. If someone other than the parent is coming for the child, the office must be notified of this fact. Children are not allowed to leave the school without a parental request and permission from the child's teacher or principal. If your child is leaving school at the end of a day and going any place other than where he/she usually goes (home, baby sitters, etc.) **you must send a note to your child's teacher** informing him/her of this change. Otherwise your child will be sent home as usual. Please do not rely on your child to tell the school this information. For your child's protection we must have a written note from you.

Changes in End of Day Dismissal Schedules

If unable to send a note in advance; a phone call, note, personal visit or email to attendance secretary AND teacher prior to 3:00pm is required. Any requests for changes after 3:00pm will not be honored due to the inability to ensure information can be shared with all students, teachers and bus drivers in this limited amount of time.

Truancy Procedures Towards Legal Referral

"Habitual truant" means a student who is absent from school without an acceptable excuse for either of the following. At all grade levels truancy is defined as more than thirty minutes late at the beginning of the school day or unexcused at any other point during the school day.

- a. Part or all of five or more days out of 10 consecutive days on which school is held during a school semester.
- b. Part or all of 10 or more days on which school is held during a school semester and if the school attendance officer has completed the following.
- c. The school will notify parents whose students have acquired absences (excused and unexcused) for the school year totaling all or parts of 5 days, 10 days, and 15 days. All absences after the 15th day (excused or unexcused) not verified by an M.D., chiropractor, or Christian Science practitioner will be unexcused (consistent with local school board and Pierce County policies).
- d. A legal referral may be initiated if a poor attendance pattern has continued and the following have been met:
The school will meet with the student's parent(s) or guardian to discuss the student's truancy and will provide an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy and has considered curriculum modifications.
- e. In addition the school will evaluate the student to determine whether learning problems may be a cause of the student's truancy and, if so, has taken appropriate action or made appropriate referrals and conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, has taken appropriate action or made appropriate referrals.

BACKGROUND CHECKS FOR VOLUNTEERS

School Board policy changed in 2014. All volunteers that have access to students must have background checks. This includes chaperones for field trips. Forms can be completed in the elementary office.

BEHAVIOR EXPECTATIONS

The Ellsworth District promotes a positive and safe school environment in which students are encouraged to grow, learn, and develop to their maximum potential. Behavior expectations will be consistently taught throughout all school settings, including the school bus. While all expectations are uniform, teachers will use behavior systems that support the following school rules and behaviors:

Elementary School Rules.

- 1) Be kind.
- 2) Be safe.
- 3) Work hard.

The positive behavior intervention system (PBIS) will classify student behavior into 3 categories:

Above the Line Behaviors - expected behavior

Below the Line Behaviors - minor behavior infractions - staff (teachers and/or paraprofessionals) will reteach expectations, consequences will occur in the classroom setting

Bottom Line Behaviors - major behavior infractions - staff in addition to teachers and paraprofessional including principal and/or counselor will reteach expectations, consequences may include restitution, loss of privileges and parent contact.

Incentives promoting Above the Line behavior will be used on an individual, classroom, and school-wide level.

School Board Policy - Severe Behavior Infractions: may include situations as fighting, harassment, defiance of authority, vandalism, theft, weapons, alcohol, tobacco use or possession, drugs, or any activity which threatens the safety of others.

- Suspension: State Statutes permit the suspension of students (120.13). This method of dealing with a problem will be used with discretion, but is available to school authorities and will be used if necessary. A student enrolled in the Ellsworth Community Schools may be immediately suspended, either in-school or out-of-school for the following:
 - i. Noncompliance with the school rules related to disruptive behavior, alcohol, drugs, use of tobacco in any form, possession of tobacco in any form, tampering with fire drill alarms, weapons violations, and other acts affecting the safety and well-being of others.
 - ii. Assault and Battery: A student causing bodily harm to another by an act done with intent to cause bodily harm to that person is guilty of a misdemeanor. (s940.19)
 - iii. Vandalism: Any student who intentionally causes damage to the school building and/or school property. (s942.01)
 - iv. Slander/Libel: Intentional defamation of another, whether a student or a staff member, is prohibited by statutes

(s942.01). This involves anything which exposes the other to hatred, contempt, ridicule or disgrace in their line of work.

- v. Disorderly conduct: Students who engage in violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct in which such conduct tends to cause or provoke a disturbance are guilty of disorderly conduct. (s941.04)
- vi. Obscenity: A student who imports, prints, advertises, sells, has in his/her possession for sale, or publishes, exhibits or transfers commercially any lewd, obscene, or indecent written material, pictures, sound recording, or film or who has in his/her possession with intent to transfer to a person under 18 years of age any of the above materials or whoever makes any lewd, obscene or indecent drawing, or writings in school is guilty of a felony by state statutes. (s944.21 and 944.23)

Expulsion: The school board may expel a student from school whenever it finds the student guilty of repeated refusal or neglect to obey the rules, or finds that pupil knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives, or finds that the student engaged in conduct while at school or while under the supervision of a school authority which endangers the property, health or safety of others at school or under the supervision of a school demand his expulsion (s120.13 (1) ©.) Prior to such expulsion, the school board shall hold a hearing thereon.

Conduct of Field Trips and Other School Sponsored Activities

All school rules apply to any student involved on a field trip or school sponsored activity when on school property, during the time of the activity, before school, during noon-hours, after school and at all school functions or preparations for them, wherever or whenever they are held.

BULLYING

The Ellsworth Community School District is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board's bullying policy (# 5517.01) can be accessed on the district website: www.ellsworth.k12.wi.us/district and the link to the School Board Policies. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse.

The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. **Bullying** is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or

malicious intent. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well being. Specific examples of the school board's definitions of behaviors included in this policy can be found in policy #5517.01.

Any student that believes s/he has been or is the victim of aggressive or bullying behavior should immediately report the situation to a teacher, bus driver, paraprofessional, counselor, principal, or the Superintendent. Retaliation against any person who reports a complaint is prohibited and will not be tolerated. All complaints will be investigated, and if the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students and up to discharge for employees; individuals may also be referred to law enforcement officials. This policy applies to all activities in the District, including activities on school property or while traveling to or from school and those occurring off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business.

CHILD ABUSE AND NEGLECT

By Wisconsin state statute, all school employees are legally required to report all suspected cases of physical abuse, sexual abuse, emotional damage, and child neglect. School staff must also report when they believe a child has been threatened with an injury and that abuse of the child will occur. When reporting is done in good faith and with due care, the person making the report has immunity from any liability, civil or criminal, that otherwise might result from their action.

COMMUNICATION SYSTEM

Accurate Email Needed The vast majority of communications from school to home is sent via email. Please make sure all addresses are on file and up to date.

Messenger The Ellsworth Community School District utilizes a communication system called **Messenger** to communicate with parents and students information about school closings, as well as upcoming school events like parent teacher conferences or open house opportunities. Please provide our school secretary with any changes in your email or phone numbers in order to receive these timely messages.

Weekly/Monthly Communication Information such lunch menus and calendar of events can be accessed on the school webpage.

School closings, due to severe weather or for any other reason, will also be announced over WCCO 830 AM, WEVR 1550 AM and KCUE AM on your radio as well as local TV stations. Parents should make sure that each student (and his/her teacher) knows where to go if they should be sent home from school at some time other than the regular scheduled time. Because the phones are very busy during school closings, it would be desirable to make these arrangements in advance. If weather is too severe to permit the start of school, a school closing

announcement will be sent to your primary phone contact numbers and email address through **Messenger**, a text message, as well as messages put on the local radio and TV stations. If you do not hear an announcement that our schools are going to be closed, then you may assume that our buses will travel and that school will be in session as usual.

COUNSELING PROGRAM

Our schools have the services of licensed school counselors. The school counselor conducts a developmental guidance program by working with each classroom to assist pupils to develop a better understanding and acceptance of themselves, to develop inter-personal relationships, and to acquire skills in problem solving, decision making, and coping with change. The counselor is also available to counsel students with special needs or problems. If a parent feels the school counselor would be helpful to his/her child, the teacher, counselor or principal should be called and counseling services requested. In certain circumstances, the needs of the child are beyond the scope of a school counselor. In these cases parents can request a referral for therapy. School staff will assist in this process.

DRESS CODE

Clothes worn to school should be:

1. Clean and neat
2. Suitable for the weather (i.e. In winter months, students must have boots, snow pants, a warm coat, mittens/gloves and a hat.)
3. Proper for the occasion
4. Non-disruptive to the learning environment
5. Safe - flip flops not allowed on playground or during phy ed

If you are in need of resources/assistance to provide proper clothing, please contact your teacher, counselor or principal.

FAMILY EMERGENCY FORM

At the beginning of each school year, parents will be requested to update all information for school records. This would include information such as home, cell and work phones and email to use for parent contact, changes in address, emergency contact person if parent cannot be reached, etc. We appreciate parent's cooperation in completing this form and returning it to the school. If any of the information on the form changes during the year, please report that to us. **It is very important that the school always has current emergency contact information.**

FIELD TRIPS

Field trips may be planned for the students each year. They are valuable because they provide concrete learning experiences, provide pupil planning in real life situations, provide an opportunity for training in courtesy, safety, and good citizenship, and help stimulate the children's interest in the community. Parents are always notified when their child's class is planning a trip and permission is requested for your child to go with the group.

HEALTH SERVICES

Good health is basic to sound education and productive living. Parents have the primary responsibility for their children's health and the aim of the school health program is to assist parents in this task.

Disease/Illness

Check your child each morning to make sure he/she is well. Even though regular attendance is very important, there are times when a child should be kept at home for the sake of their own health, as well as for the health of other children. Do not send children to school if they are sick, as we must send them back home if they are ill. While many factors are to be considered, **if your child has a fever of 100 degrees F or higher we will contact you to come and pick up your child.**

If your child has the following symptoms, he/she should be kept at home in the morning:

Fever (99.5 or higher)	Sore Throat
Earache	Harsh Cough
Vomiting	Persistent Pain
Diarrhea	Drainage from Eyes
Contagious Skin Rash	Persistent Runny Nose

Medication

We will give medication during school hours only if absolutely necessary. Most medications can be given before or after school without jeopardizing the child's health--e.g. antibiotics that must be given three times a day can be given before and after school and at bedtime, rather than at breakfast, lunch and dinner.

Prescription medications will be given at school **only** if we have **written parental consent, and the signature of the physician** on file. (Request a form from the school for your physician to sign when prescribing medication to be administered at school).

Over-the-counter medications (Tylenol, aspirin, etc) require **written parent permission.**

All medication must be **in the original container**, properly labeled and include the following:

- a) child's name;
- b) name of the medication;
- c) time to be given;
- d) dosage (1 tsp., 2 tablets, etc.)
- e) how long to give (today only, 2 days, etc.).

Please **do not** send Tylenol or other non-prescription medications to school with the instructions "Give....If my child needs it." **The above 5 items must be included in any written request** for an over-the-counter medication.

VISION / HEARING SCREENING PROGRAMS

This program begins in four year old kindergarten for all children attending 4YK, and in kindergarten for all others. It is done in September/October under the direction of the school nurse. All children in Grades K-4 receive an annual screening test. If there seems to be a problem, the child is rechecked by the nurse. Then parents are notified by letter and urged to have their child seen by an eye doctor for diagnosis and treatment.

Screenings are done at other times throughout the year at parental or teacher request. Color vision tests are given at the request of parents or staff, but are not done routinely.

Hearing screening is done annually on students in Grades K-3. Hearing checks are done on any student throughout the year if teachers and/or a child's parent requests it.

HOMEWORK

Students may have homework assigned at various times. In most cases, the homework will be additional practice of a newly learned skill. Practicing these skills at home helps to reinforce the child's learning and also gives children a chance to share what they have learned in school with their parents. Please encourage your child and provide a **quiet space** and **consistent time** to complete their homework.

Shared reading is very beneficial for children, whether your child reads to you (at his/her reading level), or you read a story to your child (usually a story that is a little beyond the child's reading level). This time should be enjoyable for both child and parent and is valuable for developing a child's vocabulary and comprehension skills.

If your child has been absent, he/she may have to "make up" or complete some work in order to not miss essential skills that have been taught. Please consult with your child's teacher when your child has an extended illness or absence.

INCLEMENT WEATHER POLICY

We have a policy during cold weather that students go outside everyday except when the wind-chill factor is 0 degrees or below at the school. When the weather is too cold, the students do stay inside the building. If weather is permissible, students go outside everyday so students should dress according to weather conditions.

If there is some reason that your child cannot go outside, he/she must give the teacher a daily written note from you stating that information. Otherwise the child will be expected to go outside, weather permitting. When the weather is rainy, students will stay inside, regardless of the temperature.

INSURANCE

The school **does not** participate in a secondary medical insurance policy. Families may choose to purchase a secondary medical insurance policy. Information is available in the school office.

LUNCH AND MILK INFORMATION

Children pay for meals in the office of their school or an online payment option is now available. Checks should be made out to the ***Ellsworth School District Food Service***. An account will be set up for each family and meals will be deducted daily. You can check your account on the district website through the parent portal in the Infinite Campus program. Free or reduced price lunches are available to families who qualify based on their income. If you feel you may be eligible and do not have a form, please see school website or elementary office staff. **Sending Money to School**. When sending money to school with children for lunch, milk, books, etc., please put it in a sealed envelope marked with the child's name and the purpose for which the money was sent. Please include the teacher's name also on the envelope.

PANTHER KIDS' CLUB Before and After School Programs

Panther Kids' Club offers before and after school programming for children in 4K – 5th grades.

Our before and after school clubs offer a variety of activities to interest children of different ages:

- Homework help will be available after school each day.
- Various games, toys, and equipment are available for children to enjoy free play.
- Planned activities are incorporated in both morning and afternoon programs and may include arts and crafts, recreational games, educational games, computer games, etc.
- On non-school days, our PKC often take field trips to various sites.
- Summer PKC includes morning Summer Reading Success each day, and a daily afternoon enrichment program, along with one field trip each week.

Hours of Operation

- 6:00 – 8:00 A.M.
- 3:25 - 6:30 P.M. (close depends on numbers of students)
- 4K Wrap Around PKC hours: 8:05 am -12:25 pm. (for afternoon 4K students); 11:10 am - 3:25 p.m. (for morning 4K students)

Rates: Our rates are **\$3.00 per hour**. There will be a minimum charge of \$3.00 (or one hour). After that hour, the computer will calculate billing on the ¼ hour.

Daily rate for non-school days per child = \$22.00

Daily rate for non-school days for families with 3 or more children = \$44.00

Payment Schedules: The billing is a pre-pay system (similar to the lunch account). Families must maintain a +\$25.00 balance. All accounts must be paid in full weekly. Families with an unpaid balance will be unable to attend PKC until the account is paid in full.

PARENTS' CLUB

We have an active and supportive parents' club that helps support our school mission in countless ways. We encourage you to participate in this group as your time allows.

PARENT - TEACHER CONFERENCES

Parent-teacher conferences are scheduled twice a year.. Parents are notified about the time of the conferences and are encouraged to attend the conferences. These conferences supplement the report cards and give both parents and teachers an opportunity to exchange information and ideas concerning the children.

Other conferences may be requested by teachers or parents as the need arises. Other personnel such as nurse, resource teacher, psychologist, or principal might be involved.

INFINITE CAMPUS PARENT PORTAL

Parents are able to access their student's **grades, attendance, directory information, and school lunch** account through the Internet. Records will be accessed through Parent Portal and can be linked to from all school home pages on the website: www.ellsworth.k12.wi.us.

Online Payment Option

When paying online, please login to your Infinite Campus Parent Portal account. If you need an Infinite Campus Parent Portal login, please contact the elementary office staff. Note: there is a small convenience fee with each transaction.

PICTURES

Each fall and spring a professional photographer takes individual pictures of students. Parents may purchase the pictures if they so choose; however, they are under no obligation to do so.

PICTURE USAGE

Teachers and staff may take pictures of students throughout the year to highlight and celebrate the learning process and accomplishments. These pictures may be displayed in newsletters, newspapers, and school websites. **Your child's name may be attached to their picture when submitting to the local newspaper.** If you wish to restrict the use of your child's pictures, please contact your child's school office and inform them of your wishes in writing.

POLICE INTERVIEWS

All interviews, interrogations or questioning of students at school will be with full regard of fundamental fairness and protection of legal rights. They shall be conducted as discreetly as possible. Parents shall be notified if possible, and a school representative shall be present.

REPORT CARDS

Parents are a crucial part of the educational team. Within our program, we try to provide many ways which allow your child to share his/her progress with you. This provides an opportunity for everyone to praise your child for his/her successes, to assist him/her in setting future goals, and to identify possible areas of concern which your child, the school, and you will need to address.

Report cards will be issued to parents four times each year. Consideration is given to the child's academic growth in each of the subjects taught as well as the child's social skills and attitudes. Teachers make efforts to give individual attention and help. We expect students to progress according to their ability.

However, *students are evaluated based on state and national standards*. The nationally recognized Common Core State Standard (CCSS) and the Wisconsin Model Academic Standards define which skills are deemed vital. These standards have been used to identify essential knowledge and skills for each subject and each grade level. Teachers will identify the progress that each child makes toward reaching those grade level benchmarks, and discuss this progress with parents at parent-teacher conferences. Report cards are issued near the end of each school quarter.

Report cards are marked with the following number system:

4= Advanced: Distinguished in the content area. Academic achievement is beyond mastery. (100 - 95%)

3 = Proficient: Competent in the content area. Academic achievement includes mastery of the important knowledge and skills. (94 - 80%)

2 = Basic: Somewhat competent in the content area. Academic achievement includes mastery of most of the important knowledge and skills. (79 - 60%)

1 = Minimal: Limited achievement in the content area. Evidence of major misconceptions or gaps in knowledge and skills is present. (59-0%)

Interventions: As teachers identify whether students are making progress toward achieving grade level standards, specific interventions will be identified to help students who need additional time / instruction to reach grade level benchmarks. As skills are mastered, intervention times are adjusted. If you feel your child needs extra help in some area, please contact your child's teacher to make arrangements for some additional instructional time for your child.

Enrichment: Teachers may determine that some students are surpassing grade level standards. In order to stimulate academic growth, enrichment learning opportunities will be offered. These activities could be of a wide variety of opportunities requiring a high level of academic rigor.

SAFETY

Bus Stop: Students are expected to go directly to or from school or their bus stop without stopping along the route they walk. They are to avoid problems with other students who are walking to or from school or their bus stop.

Bicycle Safety: Students who ride bicycles to and from school are expected to follow bicycle safety rules.

Fire, Tornado and Emergency Drills: Regular fire, tornado and safety drills are held at school. During a fire drill, the building is evacuated as rapidly as possible. In addition we have emergency drills to practice what we would do in a situation where the building needed to be locked down.

SPECIAL EDUCATION SERVICES

Students can be referred to be considered for special services by school staff, their parent or a physician. For a learning disability the State of Wisconsin requires the use of a Response to Intervention model meaning teachers must implement multiple research based, intensive interventions as a part of referring a child for a special education evaluation. Parents must give their consent before any evaluation is done. Assessment results are reported to parents who must also consent to their child's placement in a special education program if the child qualifies for it. Special Education Services are mandated by the Individuals with Disabilities Education Act (I.D.E.A.).

STAFF WEB PAGES

All teaching staff have an individual web page. Pages can be accessed directly or from the school main page. Information about their program, classroom and resources for students and parents can be found on their page.

STUDENT RECORDS

Each child attending school has a "Pupil's Cumulative Record." Included in the record is information related to achievement, attendance, and standardized test results. Parents who wish to review the information in their child's record should make an appointment with the building office staff.

STAFF INFORMATION

Title I: Schools who qualify are served by Title 1 Teachers. Title 1 is a program funded by the federal government, administered by the State of Wisconsin, and operated by our local school district. It is designed to upgrade educational opportunities of children who are experiencing difficulty in acquiring the basic skills of reading and/or math.

Nurse: The school nurse works in our school district throughout the school year. The school nurse is responsible for maintaining all health records, conducting vision and hearing screenings, and helping students with special health needs.

Aides: In addition to classroom teachers, your child may work with a regular or special education aide. These people play a vital role in assisting the teaching staff to educate students.

TELEPHONES

Students may use the telephone in the office for emergency purposes only. Permission must be given by the secretary, teacher or the principal before using the phone. It is recommended that in cases of bad weather, after school activities, etc., transportation should be arranged in advance.

Cell phones may be checked in with classroom teacher each morning. Cell phones are not permitted to be used during the school day. If students fail to check in cell phones, they may be confiscated and held until parents can pick them up.

TESTING PROGRAM

PALS - (Phonological Awareness Literacy Screening)

In 2017-2018 students in grades Kindergarten and 1st grade will complete the PALS test. The PALS testing includes measuring the following skills: rhyme awareness, beginning sound awareness, alphabet knowledge, letter sounds, spelling and concept of word awareness.

STATE ASSESSMENT: 3rd, 4th and 5th graders will be taking the Forward Exam in Reading/Language Arts, Math, Science and Social Studies in the spring of 2018.

TRANSPORTATION

Transportation for all students in the school district is provided, although students living close to the school are encouraged to walk to and from school. Bus routes are developed in accordance with school district policy and any changes must have administrative approval.

Students must ride on assigned buses. They are picked up and delivered to a designated spot. Parents wishing to make a change to this rule must present a **written request to the teacher of the desired change**. **REMINDER: No changes in bus drop off locations are accepted after 3:00pm**. Students who are not regular bus *passengers may be granted permission* to ride an afternoon bus providing there is room on the bus and the student has presented a written parental request to the teacher. Non-assigned students will be denied permission to ride morning rural buses except in an emergency and only after authorization from the principal. The reason for this is that morning buses are

often filled to capacity with regularly assigned riders. Always check with the bus garage and not assume riding a different bus will be permitted. Reminder: **All school rules apply to buses.**

TRANSPORTATION – BUS SAFETY CODE

It is the bus driver's responsibility to drive the bus safely to and from school. This is so important that he/she cannot also be a disciplinarian; consequently we expect the cooperation of our students in observing the bus safety code. It is critical the parents and students understand that *bus transportation is a privilege, not a right*, and stress the hazards of misconduct on the bus. If a student does not follow the rules on the bus this is what will happen.

1st Referral:

Parent contact, review of bus rules, school consequence

2nd Referral:

Parent contact, review of bus rules, school consequence

3rd Referral:

Bus Suspension – Number of days to be determined by Building Principal and Transportation Director. Parents will be required to provide transportation. When above actions have failed or the rule infraction is of a serious nature, the student will be automatically placed on step 3 or beyond.

VISITORS

Due to the potential disruption of the educational settings, student visitors will not be allowed in school during the school day. All visitors are required to check in to the office every time they enter the building.

Building Security

The safety of students and staff is the first priority. In order to ensure the security of the school building; visitors and parents will ONLY be allowed in elementary or district offices between the hours of 7:30am and 4:00. During these times, visitors will not be allowed entrance to classrooms unless permission is granted by office staff. It will be helpful to communicate ahead of time to arrange visits.

WITHDRAWAL FROM SCHOOL

When transferring from one school to another, outside of our school district, it is necessary to contact the new school and the current school office. A “release of records” form must be signed and will enable us to send your child's records to the new school. Please notify us when you are planning to move, in advance if possible.

District Website: www.ellsworth.k12.wi.us

<p>(Beginning January 2018) ELLSWORTH ELEMENTARY SCHOOL 445 S. PIETY STREET ELLSWORTH, WI PHONE 273-3912 FAX 273-6838</p>	<p>(August 2017-December 2017) HILLCREST ELEMENTARY SCHOOL 350 S. GRANT STREET ELLSWORTH, WI 54011 PHONE 273-3912 FAX 273-6838</p>	<p>(August 2017-December 2017) PRAIRIE VIEW ELEMENTARY SCHOOL W7375 170TH AVENUE HAGER CITY, WI 54014 PHONE 792-5285 FAX 792-2068</p>
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The Ellsworth Community School District does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, including transgender status, change of sex or gender identity, disability, age (except as authorized by law), military status or physical, mental, emotional or learning disability.

Any person who believes that the Ellsworth Community School District or any staff person has discriminated against them in violation of this policy may file a complaint. A formal complaint can be made in writing to the School Compliance Officer listed below:

Name: Superintendent Barry Cain
Telephone Number: 715-273-3900
Office Address: 300 Hillcrest St. Ellsworth, WI 54011
Email Address: cainb@ellsworth.k12.wi.us

The complaint procedure is described in Board Policy 2260. The policy and complaint form are available in the School office.

The complaint will be investigated and a written acknowledgement given to the complainant within 45 days of receipt of a written complaint and a determination of the complaint within 90 days, unless the parties agree to an extension, or unless the complaint is within the procedures of Chapter 115 of the Wisconsin Statutes governing exceptional educational needs. Education Department General Administrative Regulations, commonly called EDGAR complaints, shall be referred directly to the State Superintendent. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.