

ELLSWORTH ELEMENTARY SCHOOL

STUDENT / PARENT

HANDBOOK

2018-2019

ELLSWORTH ELEMENTARY SCHOOL
445 S. PIETY STREET
ELLSWORTH, WI
PHONE 715-273-3912
FAX 715-273-6838
District Website: www.ellsworth.k12.wi.us

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.

School Motto: "EES C.A.R.E.S."

Character Attitude Respect Excellence Service

Dear Elementary School Parents,

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.”*

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.

Please contact us at anytime to arrange for a visit to EES. **Go Panthers!**

Mary Zimmerman, Principal - EES 4K - 1st 715-273-3912
zimmermanm@ellsworth.k12.wi.us

John Groh, Principal - EES Grades 2nd - 5th 715-273-3912
grohj@ellsworth.k12.wi.us

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Section 1: Academic Information

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.

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.

TESTING PROGRAM

Early Literacy Screening PALS - (Phonological Awareness Literacy Screening) Students in grades 4K 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. Student in 5K, 1st and 2nd grade are assessed using the Fountas & Pinnell Reading curriculum.

State Assessment: 3rd, 4th and 5th graders will be taking the Forward Exam in Reading/Language Arts, Math, Science and Social Studies in April/May.

Section 2: Attendance

DEFINITION

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. 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 8:05 to 3:25 p.m. for grades K-5 at Ellsworth Elementary. Staff will be available at 7:45. Students may enter the building at that time.

RESPONSIBILITIES FOR ATTENDANCE

Parent Responsibilities

- 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(s).
- 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.
- If a child is tardy for school, please sign them in at the office and provide a reason for the tardy.

Student Responsibilities

- Students are required to attend all of their scheduled classes and lunch periods, unless they have obtained parental permission and a pass approved by their teacher or office staff.
- 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). Give written explanation to classroom teacher.
- 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:

- It is the student/parents' responsibility to contact the teacher(s) for making up work missed during an absence.
- 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.
- 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 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.

END OF DAY DISMISSAL POLICY

If unable to send a note in advance; a phone call, note, personal visit or email to attendance secretary AND teacher prior to 2:00pm is required. Any requests for changes after 2:15pm 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 - 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.

- Part or all of five or more days out of 10 consecutive days on which school is held during a school semester.
 - Part or all of 10 or more days on which school is held during a school semester.
 - 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).
 - 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.*
 - 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.
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Section 3: Behavior Expectations for Students

BEHAVIOR - PBIS PHILOSOPHY

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. This 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.

CONDUCT DURING FIELD TRIPS AND OTHER SCHOOL SPONSORED EVENTS

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 DEFINITION / POLICY

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.

BUS BEHAVIOR POLICY

All 4YK - Gr 5 students have assigned seats on the bus. 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 Transportation Director and Building Principal. 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.

CELL PHONE POLICY

- Students may have cell phones at school during the school day. However, there are no doors on students' lockers. Therefore, there is no way for a student to keep their phone secure.
- The Ellsworth Elementary School discourages cell phones at school due to the potential for damage, loss, theft or misuse.
- Ellsworth Elementary School is not responsible for any theft, loss or misuse of the cell phone. It is a student's responsibility to secure their phone.
- Cell phones are not permitted to be used during the school day.
- Cell phones must be powered off by 8:00AM and may be powered on after 3:25PM.
- Students or parents will not have access to the classrooms or student lockers after school hours in the event a phone is left at school.

DRESS CODE

Clothes worn to school should be:

- Clean and neat
- Suitable for the weather (i.e. In winter months, students must have boots, snow pants, a warm coat, mittens/gloves and a hat.)
- Proper for the occasion
- Non-disruptive to the learning environment
- Footwear: please provide your child with both an indoor and outdoor pair of tennis shoes. 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.

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.

Section 4: Communication

HOW DO I CONTACT MY CHILD DURING THE SCHOOL DAY?

The District recognizes that in emergencies parents may need to communicate with their children during the school day. When this need arises, parents must follow one of the following procedures:

- a. Parents may call the office and ask to speak with their child. School staff will then locate the child and instruct the child to come to the office to speak with the parent by telephone. Students generally will not be permitted to place or receive a call from a classroom.
- b. Parents may enter the administrative office of a school building and ask the office staff to call their child to the office. Parents may not go directly to a classroom or to any other location in a District facility without complying with the Visitor Procedures stated in this policy.
- c. Students will not be permitted to make calls or receive calls on personal cell phones during the school day.

HOW DOES THE SCHOOL CONTACT PARENTS?

Importance of Current Parent Email Addresses 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.

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.

Messenger The Ellsworth Community School District utilizes an Infinite Campus communication system feature called Messenger. Using parents' email addresses; the school informs parents and students about school closings, upcoming events, parent teacher conferences and open house opportunities. Please provide our school secretary with any changes in your email or phone numbers in order to receive these timely messages.

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.

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.

WEBPAGE

Information such lunch menus and calendar of events can be accessed on the school webpage at ellsworth.k12.wi.us

Section 5: Policies and Notifications

BACKGROUND CHECKS FOR VOLUNTEERS

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.

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.**

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.

LUNCH PROGRAM

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.

PICTURES AND PICTURE USAGE

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.

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.

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.

TRANSPORTATION POLICY

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 2:15 pm.** 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.**

WITHDRAWAL FROM SCHOOL POLICY

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.

Section 6: Programs and Offerings

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.

FEES: 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.

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.

PKC (PANTHER KIDS CLUB): BEFORE / AFTER SCHOOL CHILDCARE

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 – 7:45 A.M.
- 3:25 - 6:00 P.M.
- 4K Wrap Around PKC hours: 8:05 am -12:25 pm. (for afternoon 4K students); 11:05 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 $\frac{1}{4}$ 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.

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 INFORMATION

Aides/Paraprofessionals: 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.

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.

Title I Staff: 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.

Section 7: School Safety and Health

BACKGROUND CHECKS FOR VOLUNTEERS

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.

BUILDING SECURITY: Doors locked from 7:30am - 4:00pm

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.

CHILD ABUSE AND NEGLECT STATUTE

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.

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 Prevention

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.

SAFETY PREPARADNESS

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

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.

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.

Section 8: Visitor Policy

DEFINITION

A “visitor” means any person who enters a district facility except for the following: enrolled students who are in the facility to attend school, to participate in a school sponsored event or activity, or to attend a meeting of a student-initiated, non-curriculum related group that is recognized by the District; central administrators; employees who are assigned to work at the facility or are otherwise authorized to enter the facility; and volunteers who have been assigned to be in the facility at the time of the visit.

SIGN IN PROCEDURES

All visitors must comply with the following procedures:

1. Immediately upon entering a District facility, all visitors must report to the administrative office or reception desk.
2. Upon reporting to the administrative office or reception desk, all visitors must complete a form that requires them to do the following: print and sign their names, state the purpose of their visit, state the time of their arrival, and state the location of the building in which the visit will occur.
3. Parents who wish to observe their children in the classroom during the regular school day must schedule the visit in advance with the classroom teacher or the building principal.
4. The building principal or a designee will follow this policy in determining whether or not permission will be granted for a visit to a school building.
5. If permission for a visit is granted, the visitor will be given a visitor’s identification badge.
6. All visitors must wear the issued visitor identification badge in a conspicuous location at all times while in building.
7. If a District employee sees a visitor in a school building without a visitor’s identification badge, the employee must either escort the visitor to the administrative office.
8. Upon completing a visit, a visitor must return to the administrative office or reception desk, return the visitor’s identification badge, sign his/her name on the same form that was signed upon entering the building, and state the time of his/her departure.
9. The sign-in procedures do not apply to members of the public who are in a limited part of the facility in order to attend an event that is open to the public, such as parent-teacher conferences, a school board meeting or a concert.

EXPECTATIONS OF VISITOR CONDUCT

All visitors must demonstrate respect and civility when interacting with other individuals during a visit. In addition, all visitors must immediately comply with any and all lawful directives given by a District employee, including a directive to leave the building.

Visitors must not do any of the following during a visit:

1. Violate any law or policy of the District;
2. Make any threat or engage in any threatening behavior;
3. Engage in any conduct that is designed to intimidate another person or that could reasonably be perceived as being designed to intimidate another person;
4. Swear or use vulgar language;
5. Demonstrate hostility toward another person;
6. Engage in conduct that is objectively rude;
7. Make or participate in making any personal attacks against another person;
8. Make or participate in making any objectively disrespectful, demeaning, disparaging, or insulting comments or statements about or to another person;
9. Confront or make physical contact with any person other than their own child, unless the physical contact is part of the normal greeting process, such as a handshake, or is reasonably necessary to prevent imminent harm to another person or serious harm to property;

10. Photograph, film or otherwise record any students, employees, or volunteers of the District outside of an event that is open to the general public;

11. Enter onto school property while impaired from the use of alcohol or any other chemical;
12. Create or participate in creating a disruption to the learning or working environment. Examples of disruptive behavior include, but are not limited to, using a raised voice, shouting or yelling; talking with a teacher or a student while observing in a classroom; and engaging in other conduct that interrupts a lesson while observing in a classroom.

*NOTE: This policy may not be construed to limit the ability or right of any person to file a complaint in accordance with any law or District policy governing the filing of complaints.

CLASSROOM OBSERVATIONS BY PARENT(S):

A central administrator, the building principal, an assistant principal, or a designee may deny a parent's request to observe his or her child in the classroom, or may revoke permission for such a visit, if the central administrator, principal, assistant principal, or designee determines that:

1. The parent has failed or refused to comply with any part of this policy, including the requirement that classroom visits be scheduled in advance;
2. The parent observed in the classroom on a prior occasion during the school year and created a disruption or violated this policy in some other respect;
3. The requested date or time for the visit is educationally inappropriate or inconvenient, such as when a test is being administered, when a substitute teacher or guest speaker is present, or when students are going on a field trip;
4. The parent has observed the child in the classroom on at least three prior occasions or for three or more hours during the school year.
5. The parent's parental rights have been terminated or the parent does not have physical custody or visitation rights during the school day or during the specific period of time when the parent wants to observe the classroom; or
6. In the discretion of the building principal or another administrator, the parent's presence in the classroom is not in the interests of the student, other children, or staff.

OTHER VISITS BY PARENT(S)

A central administrator, a building principal, counselor, or a designee may deny permission for a parent to visit any part of a District facility if the central administrator, the principal, the counselor, or the designee determines that:

1. The parent has refused or failed to comply with any part of this policy;
2. The parent violated any rule or procedure of this policy while visiting a District facility on a prior occasion during the school year;
3. The requested date or time for the visit is educationally inappropriate or inconvenient;
4. The parent presents a risk of harm to a student, to a staff member, or to District property; or
5. The parent's actions or words suggest that the parent is impaired from using alcohol or another chemical.

VISITS BY THIRD PARTIES

"A central administrator, a building principal, counselor, or a designee may, as he or she sees fit, deny a visitor's request to visit any part of a District facility if the visitor is not a parent of a child who attends school in the facility."

NON-ENROLLED STUDENT VISITOR POLICY

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.

RESPONSE TO INAPPROPRIATE VISITOR CONDUCT

A central administrator, building principal, counselor, or designee may take the following steps when a visitor violates this policy or engages in other inappropriate conduct:

1. Notify the offending visitor that his or her conduct is inappropriate.

2. Notify the offending visitor that if the conduct does not cease immediately, the visitor will be required to leave the building.
3. Notify the offending visitor that he or she is required to immediately leave the building.
4. Contact law enforcement.
5. Document the incident.
6. Take other action that the central administrator, building principal, counselor, or designee reasonably deems to be prudent or necessary in order to protect the safety of students, staff, or school property or to maintain an environment that is conducive to learning and working.
7. Any step or steps of this procedure may be skipped or addressed at a later time if the central administrator, building principal, counselor, or designee determines, in the exercise of his or her professional discretion, that immediate removal of the offending visitor is in the best interests of the students or the staff.

PARENT’S RIGHT TO APPEAL DENIAL OF REQUEST TO VISIT

If a parent believes that his or her request to visit a District facility has been improperly denied, the parent may submit a written appeal to the Superintendent. The decision of the Superintendent or a designee is final.
