

# ELLSWORTH ELEMENTARY SCHOOL

## STUDENT / PARENT

### HANDBOOK

### 2020 - 2021

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

Updated (July 2020)

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. **Go Panthers!**

Mary Zimmerman, Principal - EES 4K - 1st  
[zimmermanm@ellsworth.k12.wi.us](mailto:zimmermanm@ellsworth.k12.wi.us) 715-273-3912

John Groh, Principal - EES Grades 2nd - 5th  
[grohj@ellsworth.k12.wi.us](mailto:grohj@ellsworth.k12.wi.us) 715-273-3912

# TABLE OF CONTENTS

## Page

### Section 1: Academic Information

6	Homework
6	Shared Reading
6	Report Cards
6	Interventions
6	Enrichment
7	Testing Program
7	Early Literacy Screening
7	State Assessment

### Section 2: Attendance

8	Definition
8	Attendance Goal
8	Responsibilities for Attendance
8	Parent Responsibilities
8	Student Responsibilities
8	Excused Absences
8	Unexcused Absences
9	Leaving School During the Day/Schedule Changes
9	End of Day Dismissal Policy
9	Truancy Procedures - Legal Referral

### Section 3: Behavior Expectations for Students

11	Behavior - PBIS Philosophy
11	Above the Line Behaviors
11	Below the Line Behaviors
11	Bottom Line Behaviors
11	Bullying Definition /Policy
12	Bus Behavior Policy
12	Cell Phone Policy
12	Conduct during Field Trips and Other School Sponsored Activities
12	Dress Code
12	School Board Policy - Severe Behavior Infractions
12	Suspension
13	Threats
13	Expulsion

### Section 4: Communication

14	How Do I Contact My Child During the School Day?
14	How Does the School Contact Parents?
14	Importance of Current Parent Email Addresses
14	Infinite Campus Parent Portal
14	Messenger
14	Parent Teacher Conferences
14	School Closings
14	Webpage: <a href="http://ellsworth.k12.wi.us">ellsworth.k12.wi.us</a>

### Section 5: Policies and Notifications

15	Background Check Policy for Volunteers
15	Family Emergency Form
15	Inclement Weather Policy

TABLE OF CONTENTS (continued)

<b>Page</b>	
15	Lunch Program
15	Pictures and Picture Usage
15	Police Interview Policy
15	Student Records
16	Transportation Policy
16	Withdrawal from School Policy
16	Notice of School District Policies on Sex Discrimination, the District's Title IX Coordinator(s), and Procedures for Reporting or Filing a Complaint of Sex Discrimination

**Section 6: Programs and Offerings**

18	Counseling Program
18	Fees: Online Payment Option
18	Field Trips
18	PKC (Panther Kids Club): Before and After School Childcare
18	Hours of Operation
18	Rates
18	Payment Schedules
18	Parents Club
19	Special Education Services
19	Staff Information
19	Aides/Paraprofessionals
19	Nurse
19	Staff Information
19	Schoolwide Title 1 Family Engagement Policy at Ellsworth Elementary School

**Section 7: School Safety and Health**

20	COVID-19 Health and Safety Policies
20	Building Security - Doors Locked from 7:30-4:00
20	Child Abuse and Neglect Statute
20	Health Services
20	Disease/Illness Prevention
20	Medication
21	Vision/Hearing Screening Programs
21	Secondary Medical Insurance Policy
21	Safety Preparedness
21	Bicycle Safety
21	Bus Stop
21	Fire/Tornado/Emergency Drills

**Section 8: Visitor Policy**

22	Definition
22	Sign-In Procedures
22	Expectations of Visitor Conduct
23	Classroom Observations by Parent(s)
23	Other Visits by Parent(s)
24	Visits by Third Parties
24	Non-Enrolled Student Visitor Policy
24	Response to Inappropriate Visitor Conduct
24	Parent's Right to Appeal Denial of Request to Visit

TABLE OF CONTENTS (continued)

**Page**

Section 9: EES online Learning Program

25	Introduction
26	Technology Requirements
26	Behavior Expectations
26	Special Education and Title I

## 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%)

Throughout the 2019-20 school year, the staff at EES will be sharing information about a new look report card. This document will allow students and parents to get feedback on specific essential skills. The new report card will be used beginning in the fall of 2020.

**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 areas, 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. Students 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 whether they are learning in the online format or in person at school. 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.

### **ATTENDANCE GOAL**

Ellsworth Elementary has an attendance goal of 97% or higher for all students. Based on research, this rate is considered “good” and contributes greatly to academic and social success. This means 5 or fewer absences for the entire year. Please stress the importance of attendance and habits such as handwashing, proper sleep and nutrition.

### **RESPONSIBILITIES FOR ATTENDANCE**

#### **For In-Person Learners:**

##### **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 a written explanation to the classroom teacher.
- Students should always check in and out at the school building office when they leave and return to school.

#### **For Online Learners:**

##### **Parent Responsibilities**

- When a student is absent, his/her parent(s) or guardian shall **contact the school emailing the following address: eeseol@ellsworth.k12.wi.us**
- Please email as far in advance as possible.
- Attendance is taken twice a day (am and pm) for in-person students and this will be the same for online learners.
  - For our record keeping purposes, attending reading lessons will count as present for half the day and attending math lessons will count as present for the other half.
  - For days when no live lessons are scheduled, completing/posting assignments in Google Classroom will serve as evidence of attending.

##### **Student Responsibilities**

- Attend ALL live lessons
- Complete and electronically submit all homework assignments on or before the due date
- 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 a written explanation to the classroom teacher.
- Students should always check in and out at the school building office when they leave and return to school.

##### **EOL Staff Responsibilities**

- EOL staff will track and record attendance
- A student is in attendance if they do the following:
  - Attend ALL live lessons

- If a student has multiple lessons in the same day, they must attend all of them to be counted as present. Attending only one will result in an unexcused absence if parent contact is not made with the school.
- Complete and electronically submit all homework assignments on or before the due date
- If live lessons are not attended and parents have not emailed, the students will be considered **“absent unexcused”**

### **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 guidelines:

- 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 that 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 the attendance secretary AND teacher prior to 2:00 pm 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 This applies to both in-person and online students**

"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 15<sup>th</sup> 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.
-

## Section 3: Behavior Expectations for Students

### **BEHAVIOR - PBIS PHILOSOPHY** This applies to both in-person and online students

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](http://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 always be a disciplinarian; consequently we expect the cooperation of our students in observing the bus safety code. It is critical that 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.

**1<sup>st</sup> Referral:** Parent contact, review of bus rules, school consequence

**2<sup>nd</sup> Referral:** Bus Suspension – Number of days to be determined by the Transportation Director and School Administration. Parents will be required to provide transportation. When the above actions have failed or the rule infraction is of a serious nature, the student will earn an automatic bus suspension.

## **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 are not allowed on the 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 such 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)

### **Threats:**

In the Spring of 2018 the Wisconsin State Legislature passed Act 143 of Wisconsin. This act requires school staff to complete on site safety assessments and drills. It also increased existing regulations regarding school safety plans and requires training for staff in Mandatory Reporting of Threats of School Violence. According to **Wis. Stat. sec. 118.07(5)** school staff must be trained to recognize the threat level.

**Lower Level Threat:** Vague, Implausible, Unlikely to be carried out. These should be reported to the administration to look at more thoroughly for a course of action.

**Medium Level Threat:** More concrete, some planning involved, somewhat vague. These should be reported to the administration to look at and arrange meetings with parents, other parties, etc to intervene. Police should be involved.

**High Level Threat:** Direct, Specific, Plausible, Taken steps to prepare. These should be reported immediately and police must be involved immediately.

When an EES student makes a threatening statement/act of any kind; school staff take it seriously. Students will be taught that the use of threatening language or gestures (such as “finger guns”) is a bottom line behavior, which will result in disciplinary action. Statements like, “I am going to kill you” is a threat and is UNACCEPTABLE in a school setting. We recognize it is unlikely to be carried out (low level threat), but oftentimes scares the recipient. Similarly, gestures like “finger guns” can be viewed as intimidating or threatening by some regardless of how the gesture was intended.

We view all threats as disruptive to the learning environment. All students must understand this is not a joke, which is often the response we get when a student is questioned about the threat. Another explanation we hear is “I was just kidding.” Again, this is not an acceptable response.

Our goal is for students to know the expectations in advance. We want to avoid disciplinary action (loss of privileges, suspension, etc). Threats are UNACCEPTABLE no matter the age of the student or the intent.

**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 your email 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](http://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 may 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 the 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](http://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 the 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 the 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 buses except in an emergency and only after authorization from the principal. 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.

## **NOTICE OF SCHOOL DISTRICT POLICIES ON SEX DISCRIMINATION, THE DISTRICT’S TITLE IX COORDINATOR(S), AND PROCEDURES FOR REPORTING OR FILING A COMPLAINT OF SEX DISCRIMINATION**

### ***Title IX Nondiscrimination Policy Statement –***

As mandated by the current provisions of Title IX of the Education Amendments of 1972 and under the regulations set forth in Chapter 106 of Title 34 of the Code of Federal Regulations (“the federal Title IX regulations”), the District does not unlawfully discriminate on the basis of sex in any education program or activity that the District operates. Title IX’s requirement not to discriminate in any education program or activity extends to cover, but is not limited to, District students, certain admissions processes, and District employment. Inquiries regarding how Title IX and the federal Title IX regulations apply to the District may be referred to a District Title IX Coordinator (as designated below), to the Assistant Secretary for Civil Rights at the U.S. Department of Education, or to both.

The District’s commitment to nondiscrimination under Title IX and under other state and federal laws is further defined in the following policies of the School Board (school board policy 1422, 1662, 2260, 3122, 3362, 4122, 4362, and 5517).

### ***District Title IX Coordinators –***

The District employees who hold each of the positions identified below serve as Title IX Coordinators for the District:

Mary Zimmerman  
Special Education Director/Elementary Principal  
300 Hillcrest St  
PO Box 1500  
Ellsworth, WI 54011  
(715)273-3911  
[zimmermanm@ellsworth.k12.wi.us](mailto:zimmermanm@ellsworth.k12.wi.us)

Tim Conway  
Middle School Principal  
312 W. Panther Drive  
PO Box 1500  
Ellsworth, WI 54011  
(715)273-3908  
[conwayt@ellsworth.k12.wi.us](mailto:conwayt@ellsworth.k12.wi.us)

### ***Reporting Sex Discrimination –***

Any person (including a person who is not claiming to have been personally harmed/victimized by the alleged discrimination) may report a concern or allegation regarding prohibited sex discrimination (including sexual harassment) to the District. Such reports may be submitted as follows:

1. To a District Title IX Coordinator, either in person, by U.S. mail, by telephone, or by electronic mail, using the contact information listed above. In person reports should be made when the Title IX Coordinator is reasonably available during regular working hours. Reports submitted by telephone, mail, or electronic mail may be made at any time.

By any other means that results in a Title IX Coordinator actually receiving the person's verbal or written report.

#### ***Filing Formal Complaints of Title IX Sexual Harassment –***

As required by the federal Title IX regulations, the District has established a formal grievance process for investigating and resolving “formal complaints” of “sexual harassment,” as those terms are defined in the regulations.

An individual who is alleged to be the victim of conduct that could constitute sexual harassment under the federal Title IX regulations (i.e., a Title IX “complainant”), or a parent or guardian who has a legal right to act on behalf of such an individual, may file a formal complaint of sexual harassment. No Title IX complainant is obligated to file a formal complaint, but a qualifying formal complaint is necessary for the District to start an investigation using the District’s formal Title IX grievance process.

Complainants are expected to file formal complaints of sexual harassment with a District Title IX Coordinator by submitting a document or electronic submission in person, by U.S. mail, or by electronic mail, using the contact information specified above.

Additional requirements for formal complaints of Title IX sexual harassment, including a description of the required content for a formal complaint, are set forth in school board policy 2266 found on the district website at <https://go.boarddocs.com/wi/ellsworth/Board.nsf/vpublic>

#### ***District Response to Reports and Complaints of Sex Discrimination and to Formal Complaints of Sexual Harassment under Title IX –***

The District has established grievance procedures through which the District structures its response to reports that allege unlawful discrimination on the basis of sex in any education program or activity of the District. The purpose of such procedures is to provide for the prompt and equitable resolution of any report or complaint of alleged sex discrimination, excluding formal complaints of sexual harassment under Title IX (which are subject to a different process).

Any time that the District has actual knowledge of sexual harassment or allegations of sexual harassment that could constitute a violation of Title IX, the District has obligations to respond to such knowledge in a manner that is not deliberately indifferent and in a manner that treats the alleged victim(s) of sexual harassment and the alleged perpetrator(s) of sexual harassment equitably. Such a response includes, but is not limited to, offering supportive measures to a complainant and investigating and resolving any formal complaint that presents allegations of Title IX sexual harassment using the formal grievance process that the District has adopted for such formal complaints. District procedures for responding to alleged sexual harassment under Title IX, including the formal grievance process, are set forth in school board policy 2266 found on the district website at <https://go.boarddocs.com/wi/ellsworth/Board.nsf/vpublic>

## 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 interpersonal 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 Due to COVID 19 restrictions we are currently unable to plan 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 – 5<sup>th</sup> 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 ¼ hour.

Daily rate for non-school days per child = \$25.00

**Payment Schedules:** The billing is a pre-pay system (similar to the lunch account). Annually there is a \$25.00 registration fee. 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. Information is available on the Ellsworth Elementary webpage.

## **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.). Please contact your child's School Counselor if you have any questions.

## **STAFF INFORMATION**

**Teaching Assistants:** 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.

**Schoolwide Title 1:** EES offers a Schoolwide Title 1 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. All EES students are eligible to receive Title 1 support and all EES teachers and teaching assistants are highly qualified Title 1 instructors.

## **Schoolwide Title 1 Family Engagement Policy at Ellsworth Elementary School**

The following is a policy written by Ellsworth Elementary School to ensure that families of the children being served in the Title 1 program have had and will have an adequate opportunity to participate in the design and implementation of the Local Educational Agency's Title 1 project. This policy was developed with and will be shared with families of Title 1 students.

*In Ellsworth Elementary School, it is understood that families are important in the education of their children. To that end, it will be imperative that an annual meeting be conducted in which families of eligible Title 1 students will be invited to participate.*

*In addition to the above requirement, our school will consider developing the following activities as part of the total Title 1 project:*

- a. Each child's families will be notified in a timely manner that the child has been selected to participate in Title 1 and why the child has been selected.*
- b. Classroom and Title 1 teachers will inform each child's families of the instructional goals for the child as well as the child's progress.*
- c. Offer conferences between families and teachers.*
- d. Provide materials and suggestions for families to help them promote the education of their children at home.*
- e. Provide information concerning the Title 1 program. Solicit families' suggestions in the planning, development, and operations of the program at an annual evaluation meeting.*
- f. Encourage volunteer participation by families in all school activities.*
- g. Provide a compact between the families, the students, and the teachers including the responsibilities each will have, for the education of the student.*
- h. Provide professional qualifications of the students' classroom teachers upon request.*

## Section 7: School Safety and Health

### **COVID-19 Health and Safety Policies**

COVID-19 has significantly changed people's behavior, systems and organizations in ways not seen in recent times. Because of this ever-changing pandemic, organizations such as the Ellsworth Community School District have been reacting quickly to address mandates and recommendations as soon as possible. It would be difficult to keep this handbook updated with the most recent and relevant information. Therefore, it is vital for all families to reference the school website and updates shared by the school via Infinite Campus Messenger emails.

### **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 pm. During these times, visitors will not be allowed entrance to classrooms unless permission is granted by office staff. Please communicate ahead of time with your child's classroom teacher 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:

Fever (99.5 or higher)	Sore Throat
Ear Ache	Harsh Cough
Vomiting	Persistent Pain
Diarrhea	Drainage from Eyes
Contagious Skin Rash	Persistent Runny Nose
Untreated Head Lice	

#### **Medication**

All medication must be brought in and picked up by an adult. 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 after 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 the fall 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.

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.

### **INSURANCE**

The school does participate in a secondary medical insurance policy. Information is available in the school office.

### **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.

---

## **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.

## **COVID-19 VISITOR RESTRICTIONS**

**In response to COVID-19 health and safety recommendations, the Ellsworth Community School District is not allowing visitors inside school facilities at this time with the following exceptions: delivery personnel, maintenance personnel, inspection personnel, law enforcement, emergency/first responders and guided tours for prospective students and their families. Parents wishing to visit Ellsworth Elementary will only be allowed to enter the main entrance vestibule. An example would be when a parent is picking up a child with an illness.**

## **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, reception desk or reception window.
2. Upon reporting to the administrative office, reception desk or reception window, 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 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 the 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): Due to school district COVID-19 health/safety policy, classroom observations are no longer allowed at this time.**

A central administrator, the building principal, an assistant principal, or 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): Due to school district COVID-19 health/safety policy, classroom observations are no longer allowed.**

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, 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 designee is final.

---

## Section 9: EES Online Learning Program

### Introduction

The Ellsworth Online Program is an instructional delivery model in which instruction is done at home by parents and certified online teachers. This program has two modes: short term or long term participation. It involves special techniques of course design, differentiated instructional techniques, unique methods of communication by electronic means and other technology, as well as organizational and administrative arrangements.

- The online school experience will be positive if a strong home-school partnership exists
- Parents must ensure student strong and regular attendance for all online class times
- The EES online School operates on the same calendar as the [ECSD 2020-2021 School Calendar](#)
- Online learning will require students to do homework and complete learning activities independently

### STO (Short Term Online)

- Designed for absences of a few days up to a couple of weeks
- Classroom teachers and special education teachers will continue to instruct your child using online tools such as SeeSaw and Google Classroom
- Students will be assigned a district Chromebook to use at home
- Parents are asked to make wifi available
- If the absence from school is planned for over 2 weeks, we ask that you sign up for LTO school (see below)
- Students remain STO students until they formally enroll in LTO (Long Term Online) learning.

### LTO (Long Term Online)

- Parents must make a formal extended commitment to this option to allow school staff to be prepared
- Parent commitment for at least a quarter
- Option could extend to a full school year
- LTO Coordinators: district math and reading specialists will be the primary instructors with planning support from classroom teachers.
- Students will receive assessments, feedback and report card grades from LTO coordinators
- Art, music, physical education and technology staff will remain connected online on a regular, rotating basis
- Classroom teachers will remain connected online on a regular basis for social studies and science.

### LTO Contacts

- Principals (for enrollment or leaving the EOL program)
  - Grades 4K-1 Mary Zimmerman [zimmermanm@ellsworth.k12.wi.us](mailto:zimmermanm@ellsworth.k12.wi.us)
  - Grades 2-5 John Groh [grohj@ellsworth.k12.wi.us](mailto:grohj@ellsworth.k12.wi.us)
- LTO Coordinators (daily instruction, special education questions, Title I questions, feedback, absences, grading)
  - Reading/Language Karen Thoen [thoenk@ellsworth.k12.wi.us](mailto:thoenk@ellsworth.k12.wi.us)
  - Math Travis Logslett [logslettt@ellsworth.k12.wi.us](mailto:logslettt@ellsworth.k12.wi.us)
- School counselors (social and emotional needs)
  - Grades 4K-1 Lisa Groh [grohl@ellsworth.k12.wi.us](mailto:grohl@ellsworth.k12.wi.us)
  - Grade 2-3 Kayla Zimmer [zimmerk@ellsworth.k12.wi.us](mailto:zimmerk@ellsworth.k12.wi.us)
  - Grade 4-5 Brenda Brewer [brewerb@ellsworth.k12.wi.us](mailto:brewerb@ellsworth.k12.wi.us)

### LTO Instructional Delivery Format

A combination of approaches will be used:

- LTO Coordinator will share weekly schedule for class time and homework for your child
- LTO Coordinator will make recommendations about how much independent study time is reasonable based on the age/grade level of your child, including class times and homework
- LTO Coordinators will provide additional times and will be available for one-on-one assistance during the school day and evenings
- Online learning platforms will be used
  - Grades 4K-2 will use SeeSaw

- Grades 3-5 will use Google Classroom
- LTO Coordinators will utilize lessons from classroom teachers. These will be recorded and posted on the online learning platform for each specified grade level.
- Other subjects such as art, music and physical education will use a Google Slide Deck.
- Daily Practice: required so feedback can be given on learned concepts. Work turned in through online platforms.
- Formative Assessments (non-graded) will be given periodically (every 1-2 weeks) to ensure students are on track to master concepts.
- Summative Assessments (graded) will be given at the end of units (every 3-5 weeks) to measure student progress of the curriculum.
- Standardized Assessments: These assessments provide a snapshot of student progress. They are important tools that help teachers plan for instruction
  - STAR Math and Reading test (fall, winter spring) Grades 1-5
  - Forward Exam (April 2021) Grades 3-5

### **Technology Requirements**

- **WiFi:** Parents are required to secure a reliable wifi internet connection for their child. The district has a limited supply of wifi hotspots that can be shared.
- **Device Requirements:** Technology in the form of a District provided computer, if required. Students may choose to use their own device so long as it meets technology performance standards.
- **Technology Use and Care:** Parents and students are required to read and sign the Ellsworth Community School District Chromebook Policy and Handbook. In addition, users must sign the Technology Acceptable Use Code of Conduct.

### **Behavior Expectations**

The Ellsworth School District has specific academic and behavioral criteria that must be followed. Students who violate District regulations will face consequences in accordance with the student handbook, policies and procedures. Consequences could include removal from online courses.

### **Special Education and Title I**

The goal of both in person and online learning is to provide opportunities so students can make educational progress and grow both socially and emotionally. This includes providing students with disabilities access to these opportunities to the greatest extent possible. We will provide services specified in the student's individualized education program (IEP) to the extent possible based on the individual needs of the student. For Title I services because students learning online are already 1:1 or in small groups they will receive Title I support from the online teacher.