

PORT EDWARDS
ELEMENTARY
SCHOOL

OFF TO A GREAT START!



K - 5

**STUDENT
HANDBOOK
2010-2011**

WELCOME

Introduction to Students and Parents/Guardians

We hope that you use this handbook as a resource on school rules and procedures. The information that is included will be very helpful as you and your children begin the school year. Please keep a copy of the handbook in a convenient place, as you will refer to it frequently.

If you have questions or concerns regarding any of the information in this handbook, please do not hesitate to contact us. We welcome the opportunity to communicate with you as partners in your student's education!

Pat Sullivan, 4K-5 Principal
887-9000, ext. 101

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2010-11 Port Edwards School District Calendar

As mutually determined by the Port Edwards Education Association and Port Edwards Board of Education - 4/12/2010

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KEY:	
▲	Professional Inservice
■	New Staff Inservice
◆	Vacation Day
●	Recordkeeping Day
	Quarter Begins/Ends
■	Graduation Day
+	Parent/Teacher Conference

2010-11 DAILY TIME SCHEDULE

Building Entry Time 8:25 A.M.
Morning Classes 8:25 – 11:40 A.M.
Noon Lunch/Recess 11:43 A.M. – 12:25 P.M.
Afternoon Classes 12:25 – 3:12 P.M.



Important: To ensure the safety of your children, please make certain that they do not arrive at school early, unless you are signing them into the Morning Reading Program, or they are eating breakfast. We do not have playground supervision before 8:00 A.M.

Students will not be dismissed until the bell rings at 3:12. If you must pick up your student early, please obtain a pass from the office. Students must go directly home after school. There is no supervision on the grounds after dismissal.

Parents picking up their child after school are asked to wait in the front lobby until the bell rings. We appreciate your cooperation in helping to minimize any unnecessary distractions in the building for the entire school day.

2010-11 ELEMENTARY SCHOOL STAFF

Administration

Principal/Curriculum Coordinator: Pat Sullivan

Faculty

Primary Unit Grades 4K-2: Mary Kulinski – 4K
Koren McCarrier, Kristen Winters – Kdg.
Carol Bord, Thomas Cleveland – Grade 1
Denise Severson, Elizabeth Springer – Grade 2

Lower Intermediate Unit Grades 3-5: Natalie Bowe, Beth Willcome – Grade 3
James Bena, Deanne Borski, Ann Pickett – Grades 4 & 5

Special Area Faculty

Art: Amy Noonan
Band (Grade 5): Jean Stelchek
Counselor: Rauni Vruwink
Learning Disabilities: Kay Lavey
Physical Education: Tina McLaughlin
Reading Specialist/Title I Coordinator: Karen Isaacson
Vocal Music: Ashley Brown

Support Staff

Custodians: Paula Coates, Lori Houchin
Instructional Aides: Ernestine Neve, Pamela Sorbo
Registered Nurse: Anna Hahn-Olig
Secretary: Becky Taylor

2010-11 SCHOOL CALENDAR DATES/EVENTS OUTLINED

School Begins: September 1, 2010
School Photos (Grades K-5): September 8
Parent/Teacher Conferences: November 11 & 18 4:30-8:30 P.M.

No School for Students

Staff Work Days: August 26, 27, 30, & 31
Labor Day: September 6
Staff Work Day: October 8
WEA Convention: October 28 & 29
Thanksgiving Vacation: November 25 & 26
Winter Vacation: December 23 – January 2
Staff Work Day: January 21
Staff Work Day: February 14
Staff Work Day: March 4
Spring Vacation: March 28 – April 3
Staff Work Day: April 15 & 22
Vacation Day: April 25
Staff Work Day: May 13
Memorial Day: May 30
Staff Work Day: June 9

School Terms

End of First Quarter: November 5 – Report Cards Distributed at Parent/Teacher Conferences on November 11 & 18
End of Second Quarter: January 20
End of Third Quarter: March 24
End of Fourth Quarter: June 8

IMPORTANT TELEPHONE NUMBERS

Absences Grades 4K-5: 887-9070
Elementary Principal: 887-9000 ext. 101
School Nurse: 887-9000 ext. 202 (MS/HS), ext. 421 (ES)
Lamers Bus Lines: 421-2400 ext. 10211



ACHIEVEMENT TESTING PROGRAM

In order to monitor your child’s academic achievement, the district follows a yearly standardized testing program. We view these tests as important diagnostic tools for the classroom teacher and as a way to give parents/guardians important information about their children’s academic progress. We do want to emphasize that while our testing program is valuable and important, it is only one of the ways in which we assess children.

You will certainly want your children to be well rested and calm during the testing periods. As a parent, you can help us by ensuring that your children get adequate rest and relaxation during test times and by avoiding disruptions such as clinic or dentist appointments on the test days. As educators and parents/guardians we want to avoid causing undue concern about the testing situation.

You will be notified as the testing periods approach, but our general test frame is as follows:

OLSAT	Given in Spring to Grade 1
Wisconsin Knowledge and Concepts Exam/CRT	Given in November to Grades 3 & 4
Terra Nova Multiple Assessment	Given in April to Grade 2

PROMOTION AND RETENTION CRITERIA – GRADE 4

Please review this information. It is important to your child’s academic progress. You may review the complete board policy by request. Please contact the guidance office at 887-9000, ext. 211, if you have questions.

The following criteria shall be applied to promotion and retention of students. Students must earn nine (9) points from three (3) categories in order to advance from grade 4 to 5; or have met the goals and objectives established in his/her Individual Educational Program (IEP).

Transfer Students

Students who transfer to the Port Edwards School District in grades K, 1 or 2 will follow the policy. Students who transfer to the Port Edwards School District in grades 3 or 4 will be assessed by Guidance & Counseling on an individual basis. The building principal will approve any adjustments. Any such adjustments shall be consistent with state law requirements.

WISCONSIN KNOWLEDGE AND CONCEPTS EXAM 1 point per test (basic level) 1 – ¼ points per test (proficient level) 1 – ½ points per test (advanced level)	0-9 Points
PERFORMANCE CRITERION 1. Classroom Assessment 2. Summer School Remediation	0-5 Points
TEACHER RECOMMENDATION One point per category: 1. Standardized Form 2. Portfolio	0-2 Points
POSSIBLE POINTS	16

ABSENCE, ATTENDANCE, TRUANCY

**TO REPORT AN ABSENCE IN GRADES 4K-5,
PLEASE CALL 887-9070 BY 9:00 A.M. THE DAY OF THE ABSENCE.**

Wisconsin state statute 118.15 and 118.16 requires all children between the ages of 6-18 to attend school every day that school is in session. Students enrolled in kindergarten are expected to attend regularly during the hours that school is in session. When a student is absent for any part of a school day, the parent/guardian must call the school and provide a valid reason for the student's absence. The principal has the final authority as to whether an absence is excused.

Valid reasons are limited to situations where the absence is unavoidable, such as illness, medical or legal appointments, religious observance or funeral. **Personal reasons (without specifics), car trouble, oversleeping, traffic problems, etc. are not acceptable excuses.**

In accordance with state law, a student may only be excused by a parent/guardian for a total of 10 days in any school year. **All absences after 10 days or parts of days in any school year will be considered truant unless the principal receives satisfactory documentation from the parent/guardian to justify the additional absences.** If a student must be absent from school, the parent/guardian must phone the elementary school office as soon as possible on the day of the absence. To report an absence dial 887-9000, ext. 304, or call the direct line into the elementary office at 887-9070. Calls should be made before 9:00 A.M. on the day of the absence. The elementary office will contact parents/guardians who do not notify the office.

A truancy is defined as missing 15 or more minutes of a class without a school-approved reason. Any unresolved absence that is not cleared up within 48 hours will be recorded as a truancy. **When a student is truant for 5 days or parts of days in a semester, the student/parent will be referred to local law enforcement and social services as a habitual truant and may receive a fine.**

The office will make every effort to notify parents on a regular basis when we do not receive notification within 48 hours of a student's absence. In addition, truancy notices will be sent home on the second, third, fourth and fifth truancy in any semester. Attendance reports will also be included with report cards. Keep in mind, on the fifth truancy in a semester, local law enforcement and social services will be notified. This includes notification on excessive tardies.

The school reserves the right to request an excuse from a medical doctor for any abuse of the attendance policies and procedures.

All students having an excused absence from school will be allowed to make up work. Two days will be allowed for each day of non-vacation, excused absence for completion of this work. This make-up privilege applies to work assigned or missed due to the absence and not to previously assigned work, tests, papers, etc.

PASS SYSTEM

We require that all of our students present a pass to their teacher in the event that they must enter or leave the school. This procedure will ensure that there is good communication between the parents/guardians, teachers and the elementary office.

If you are picking up your child, please come to the office and pick up a pass to give to your child's teacher. The teacher will then be able to dismiss the child and be confident that the office has been notified.

If you send a note with your child in the morning, this information will be sent to the elementary office and the teacher will be notified so that he/she can have your student ready for dismissal.

TARDIES

If you bring your child late in the morning, please come to the office and we will give the student a pass to give to the classroom teacher. This system will give us increased security and increased accuracy in recording absences. We are experiencing a very high rate of tardiness at the elementary building. Being late for school causes a disruption for your student, his/her classmates, and the teaching staff. Please bear in mind that when a student is late, the time counts toward the 10-day absence rule. Although we all occasionally have unavoidable delays, please keep in mind that the school must use the following guidelines for reporting under State Attendance Laws:

Excused Tardies: medical and legal appointments, illnesses or family emergencies

Unexcused Tardies: oversleeping and running late

Excessive tardies will be referred to social services.

VACATIONS

The Board of Education recommends that extended family vacations be planned so as not to interfere with the child's in-school education. Many in-school educational experiences cannot be made up. If a child must miss school, established guidelines must be observed so that the absence creates as little negative effect as possible.

THE MOST IMPORTANT guideline is to start planning with the teachers as early as possible. Please notify the school ahead of time – two school days for each school day missed. Completing work before a vacation can minimize the effect of the absence. Arrange make-up work for vacations with each teacher prior to leaving. The student may pick up a **Pre-arranged Absence Form** in the elementary school office. A parent/guardian must sign the form and turn it into the office. This allows the teacher and student to arrange for missed work.

If the student has not made arrangements prior to vacation to complete required assignments, the absence for that class will be unexcused. This emphasizes the importance of notifying and working with the teachers well ahead of the planned vacation. Remember that only 10 days total absence can be considered excused.

ALCOHOL & OTHER DRUGS POLICY (See Policy Book for entire text)

The Port Edwards Board of Education recognizes that drug abuse is a problem within the elementary and secondary schools of the nation. The Board recognizes that alcohol and other drug abuse is a behavior/medical problem.

Communication and cooperation with the home are viewed as critical. Parents/guardians are invited to contact the school with concerns in this area. The schools will be contacting parents/guardians when action is warranted.

The goal of the school is to provide help, guidance and referral for treatment when a student shows indication of a possible behavior/medical problem. An equally important goal is to provide for every student a healthy and appropriate atmosphere in which to seek an education. The Port Edwards Public Schools become concerned when an individual student's welfare and performance are affected during any school-related activities or when an individual's behavior may affect the health, safety and welfare of themselves and/or other students. The detailed policy is available in the school office.

Wisconsin Statute Chapter 125 regarding the possession, use, distribution or sale of drugs and intoxicants on or off school premises will apply.

Any student exhibiting a continuing problem or suspected of being under the influence of drugs or intoxicants is to be referred to the designated personnel (principal, guidance counselor or nurse). These procedures will be followed:

1. The police liaison office will be contacted.
2. Parents/guardians will be advised to seek immediate medical attention for their child and a recommendation for counseling with Human Services will be made.
3. If parents/guardians cannot be contacted when the immediate problem occurs, the building principal or a designee will contact the person(s) listed on the student's emergency card.
4. A follow-up conference will be held approximately one week after the incident to be attended by the student, the parents/guardians, the school nurse, the principal, and other appropriate school personnel to discuss management of the problem. At this time the written observations made by the staff describing the behavior will be made available for the parents/guardians and student to review.

Student Self Referral

Students are encouraged to seek help for their problem and concerns without fear of retaliation, suspension, or expulsion. These problem areas may include behavioral/medical, alcohol or other drugs.

A student should feel free to seek out help from staff members. Confidentiality will be maintained until such time that the involved staff member decides that the health and safety of the student warrants additional action.

In-school counseling or referral to an outside agency will be made available. The student will be encouraged to inform parents/guardians of the situation and communicate their needs and concerns.

Possession of Alcohol and/or Other Drugs

If a student is suspected or found to be in possession of any quantity of alcohol and/or other drugs while on the school premises or while involved in any school-related activities, the student will be referred to the building principal or a designee who will notify the local law enforcement agency and the parents/guardians. If deemed necessary, lockers and desks will be subject to search by/or under the direction of school administrators. Any alcohol or other drugs confiscated will be turned over to the police.

Subsequent action by the school will be in accordance with legal steps taken by the law enforcement agency. The school will make counseling referrals, if requested by the law enforcement agency, parents/guardians or student.

Selling, Dealing or Pushing of Alcohol and/or Other Drugs – (Under Wis. Statute 125)

If a student is suspected or found to be exchanging, distributing, selling or possessing with the intention of selling illegal drugs or intoxicants on the school premises or while involved in any school-related activity, the following procedure is to be followed:

1. The student will be referred to the building principal or a designee, who will inform him/her of the nature of the incident reported. However, no accusations will be made at this time.
2. If deemed necessary, lockers and desks will be subject to search by or under the direction of school administrators. Any alcohol and/or drugs confiscated will be turned over to the police liaison officer.
3. The building principal or a designee(s) will notify parents/guardians.

Selling, Dealing or Pushing of Alcohol and/or Other Drugs (cont.)

4. Subsequent actions by the school will be in accordance with legal steps taken by the law enforcement agency. The school will make a counseling referral, if requested by the law enforcement agency, parents/guardians or student.

Suspension or Expulsion

1. Suspension from school could follow in all of the above cases (except in cases where a student refers him/herself for assistance) unless the principal determines that suspension would not be in the best interests of the student and the school.
2. The principal may initiate expulsion procedures if he/she determines that an expulsion hearing by the Board of Education is warranted.

Policies, rules and regulations regarding drugs and alcohol are available as follows:

- ♦ Student Handbook – distributed to all students each year
- ♦ Policy Book – available in the library and also from each teacher and school offices

TOBACCO USE/POSSESSION

State law prohibits smoking or use of tobacco products in any form by students or adults in school buildings or on school grounds. Tobacco use by students is also a violation of city ordinance. When smoking or other use of tobacco violations occur, the following disciplinary steps shall be used:

First Offense: The student shall be suspended for one day. A letter shall be sent home and the parents notified by telephone.

Second Offense: The student shall be suspended for one day. A letter shall be sent home and the parents notified by telephone. A conference with the principal shall be held and the guidance counselor notified. The student shall be referred to the village police.

Third Offense: The student shall again be referred to the police and suspended. A conference with the parents, principal and student shall be held. Further continued violations may result in expulsion from school.

ANIMALS

Animals are not allowed to visit school unless they are part of an educational program approved by the building principal.

BEFORE AND AFTER SCHOOL PROGRAMS BOYS & GIRLS CLUB

The Boys & Girls Club of the Wisconsin Rapids Area sends staff to the elementary school to provide after-school programming for students ages 6-18. Three days a week from 3:12-6:00 P.M. students may participate in arts and crafts, board games, movie days, outside recreation, homework help and other fun, themed activities. For a modest yearly membership fee, the club offers a safe, positive place for students. Stop by the IMC to speak with staff and to sign up your child.

MORNING READING PROGRAM

The Morning Reading Program runs from 7:00 until school breakfast is served at 7:45. This free program, held in the IMC, is open to students in grades 4K- 5, Monday through Friday and coincides with the district calendar. If there is no school for students, there will be no Morning Reading Program that day, or any day school is closed due to inclement weather. Students may arrive at school anytime during this time frame. Parents must complete a simple enrollment form once each school year for their child to attend. **Parents/guardians will be required to come into the building to sign in their child each day that he/she attends the program. Because this is a voluntary program, please be aware that there will be no transportation provided and that there are no crossing guards on duty this early in the morning.** At 7:45 A.M., after awakening their minds with a good book, students can go into the cafeteria to jump-start their bodies by eating a nutritious breakfast or to be supervised in the gym. The cost for breakfast is \$1.20 per day, which will be deducted from your student's food account. Playground supervision will begin at 8:00 A.M. as usual.

The program is structured around engaging themes. The children take part in learning center activities and games, as well as silent reading. The morning is supervised by faculty members or a teacher's assistant. At 7:30 the children are treated to a read aloud by volunteers from the Port Edwards community. We are seeking community volunteers, retired or not, to be guest readers, or to listen to the children read. If you are interested in doing so, please call the elementary school office at 887-9070 to be added to our list.

Ms. Amy Sjomeling will be periodically visiting our Morning Reading Program with her certified therapy dog, Strider. Students practice their oral reading skills by reading to this special, canine guest.

BICYCLE RULES & PARKING

Bicycles are a very desirable means of transportation to and from school, but their use places additional responsibility on the student to follow all traffic and safety rules. Students who do not follow the rules will be required to leave their bicycles at home. Please encourage your child to wear a bike helmet.

Two bike-parking areas are provided at each school. Bikes must be parked in these areas. Students are not to play in the bike parking areas.

Bikes are not to be ridden during any times of recess.



BREAKFAST & HOT LUNCH PROGRAM

A nourishing hot meal is available to all students in grades K-5. Port Edwards Schools use an automated ID food service program. Each student in grades K-5 is issued an ID number. When students wish to purchase breakfast or hot lunch, they enter their number into the food service computer in the cafeteria. This process is monitored by a staff member. The cost of the meal is automatically deducted from the student's account. **All accounts must have a positive balance.** If an account has reached a negative balance of \$5.00 or more, the student will be provided with **one** lunch consisting of a peanut butter sandwich, fruit and milk. Students may, if they prefer, bring a lunch from home. They may purchase a carton of milk to have with their lunch. The current price for a carton of milk is 30 cents. The current meal prices for students in grades K-5 are \$1.75 /day for hot lunch and \$1.20/day for breakfast. These prices are subject to school board approval and may change. **You must make deposits to your child's account in advance.** These payments can be made in person or by mailing a check. For your convenience, a

locked deposit box is located in the central office at the MS/HS building. Parents, we strongly discourage sending cash payments to school with your students. No payments will be accepted by food service staff or lunchroom supervisors. You may request a complete record of your student's meal purchases and account deposits by logging on to the school's website or by calling the elementary secretary at ext. 304. If you feel you qualify for the USDA School Nutrition Program, request a Free and Reduced Price School Meals Application form from the elementary school office. This program allows families with limited income to obtain free or reduced priced meals, including lunch & breakfast, for their children. Parents must fill out a new application form at the beginning of every school year.

The adult price for hot lunch is \$3.00/day. If you would like to join your student for lunch, please notify the office at 887-9000, ext. 304 by 9:30 A.M. and pay for your meal there.

In compliance with federal regulations, the Board of Education allows students at the high school, middle school and elementary level to participate in an "Offer vs. Serve" program. This permits students to decline food they do not intend to eat. School lunch program personnel will offer a full portion of the five required meal items; meat or meat alternative, bread or bread alternative, milk and two fruits or vegetables. High school, middle school and elementary students may be permitted to decline up to two of the five items.

Cafeteria Behavior

- ♦ Students may report to the cafeteria for breakfast at 7:45 A.M.
- ♦ Students will go to their table before they begin to eat.
- ♦ Student manners and behavior are expected to be that which would normally be expected in any public eating establishment.
- ♦ Students are to remain seated until excused by an adult supervisor. When ready to be excused, students should raise their hand.

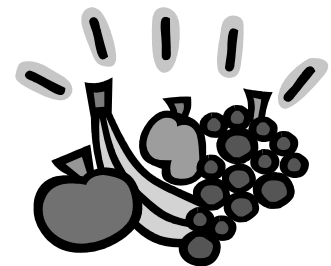
MILK PROGRAM

A carton of white or chocolate milk is available to students in grades K-5 following the morning recess. If parents/guardians want their child to take advantage of the milk program, the cost is \$51.00 for the year, payable at the beginning of the school year. Prices on milk and lunch are subject to change. Families that qualify for free or reduced priced meals are also eligible for free milk.

NUTRITION

Research has shown that a healthy lifestyle including good nutrition facilitates learning. Port Edwards Elementary is committed to improving the learning environment by providing healthy meals and snacks. We are in the process of improving the food items that we offer the children in the hot lunch and breakfast programs.

We will limit the number of sugary treats that we offer to the students during the celebration of special occasions. Please assist us in this effort by considering granola products, fruit, muffins, popcorn, chex mix, crackers, cheese, etc. when you send a birthday treat. **Soda pop will not be served to students as a classroom reward and should not be a part of a student's cold lunch.** Please consider bottled water as an alternative.



BUILDING EXPECTATIONS – THE PEACEFUL SCHOOL BUILDING

The staff and students at Port Edwards Elementary believe in the value of the following character traits:

Trustworthiness, Respectfulness, Responsibility, Fairness, Caring, Citizenship

All of our school rules, consequences, and celebrations will reflect our commitment to these character traits. We will work together to develop a safe and peaceful classroom, building, and playground. Using the qualities listed above, each classroom will start the year by discussing how we model these behaviors and what rules we must have in our classrooms. These discussions will result in a classroom Code of Conduct that will be displayed.

Students should not engage in behavior that may hurt or injure others. As a building we will create and define what behaviors are “below the line.” When students make inappropriate behavior choices they will participate in activities that focus on personal responsibility and restitution. We believe that the students themselves should be held accountable for their behavior and be involved in finding solutions that work. All teachers will teach and model problem-solving, the use of caring language, and conflict resolution strategies.

In instances of severe misbehavior or any kinds of physical or verbal violence, parents will receive notification.

Playground reminders

- ♦ Play away from outside doors, the side of the building, and parking or wooded areas
- ♦ Leave animals on the playground alone (snakes, stray dogs and cats, etc.) Report the presence of animals to the supervisor; do not chase animals or handle them.
- ♦ Roller blades, skates, and scooters can not be used on the school grounds



ATTENDANCE AT ATHLETIC & ACADEMIC EVENTS

So that all persons attending will enjoy the event, each student is expected to meet the following expectations:

- ♦ Follow rules of common courtesy and respect.
- ♦ Follow all directions of the adult supervisor on duty.
- ♦ Enjoy the event. Do not run, chase, or “horse around.” If you create a problem, you will be asked to leave.

BEHAVIOR GUIDELINES/DISCIPLINE

The following guidelines have been developed to aid school personnel in implementing school disciplinary procedures. Disciplinary problems fall into several categories:

Non-disruptive Behavior

Non-disruptive behaviors include chewing gum, running in the halls, throwing snowballs, etc. Teachers are to initially use counseling/warning procedures and follow these with assignment of appropriate consequence, such as indoor recess.

Disruptive Behavior

Disruptive behavior interferes with the normal operation of class or school. This misbehavior will result in the notification of the parents/guardians by the teacher; in more serious

situations the principal will be notified. Classroom consequences will be assigned. If disruptive behavior continues, the student will be referred to the counselor and may be removed from class.

Aggressive Behavior

Aggressive behavior is the use of disrespectful language or action. Parents/guardians will be notified with a disciplinary referral slip or telephone call.

Physical Abuse

Physical abuse is an attack on another individual with the intent to do bodily harm. This act will result in notification to parents/guardians and the principal. The parents/guardians may be asked to remove the child from school for the remainder of the day.

Consequences will be issued and supervised by the staff member involved, or in more extreme cases by the principal or designee.

BULLYING & HARASSMENT POLICY

The Port Edwards School District seeks to provide a safe and civil environment in school so that students can learn and achieve high academic standards. Therefore, the Board prohibits acts of harassment or bullying. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, staff and school volunteers to provide positive examples for student behavior.

"Harassment or bullying" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts via the Internet, cell phone, personal digital assistant or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as sex, race, national origin, ancestry, religion, color, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap, or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function or in a school vehicle if it substantially interferes with a student's school performance or creates an intimidating, hostile or offensive school environment.

All forms of harassment in cyberspace commonly referred to as cyber bullying are unacceptable and viewed as a violation of this policy. Cyber bullying includes but is not limited to the following misuses of technology: harassment, teasing, intimidating, threatening, or terrorizing another person or group of people of sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images or website postings, including blogs or any other messages via cyberspace. For purposes of this policy, "cyberspace" is defined as a global domain within the information environment consisting of the interdependent network of information technology infrastructures, including the Internet, telecommunications networks, computer systems, and embedded processors and controllers.

In situations in which cyber bullying originated off school property or from a non-school computer or telecommunication device, but is brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly impedes the day-to-day operations of a school. Such conduct includes, but is not limited to, harassment, bullying or making a threat off school groups through cyberspace that is intended to endanger the health, safety or property of others at school, a District employee or a school board member.

The Board also prohibits reprisal or retaliation against any person who reports an act of harassment or bullying, or participates in the investigation of such a report, and prohibits any person from falsely accusing another as a means of harassment or bullying.

Management, including all administrators, is responsible to assure that prohibited activities do not occur. Any student who believes that he or she has been the subject of prohibited conduct under this policy should report the matter immediately in accordance with established complaint procedures.

If the alleged harasser/bully is the person to whom the complaint would normally be made, the complaint should be made to the next higher administrative authority in the complaint procedure. Complaints and reports will be investigated promptly and confidentiality maintained within practical bounds. Disclosure of information related to the complaint will be made only to those with a legitimate need to know, consistent with legal requirements. Students are required to cooperate fully with any harassment/bullying investigation.

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion, in the case of a student, or suspension or termination in the case of an employee. Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, the student's history of problem behaviors and performance. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the behavior and protect the victim of the act.

The consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for school employees found to have falsely accused another as a means of harassment or bullying shall be disciplined in accordance with District policies, procedures and collective bargaining agreements.

LEGAL REF.: Wisconsin Administrative Code PI 9.03

Wisconsin Statutes 118.13, 120.13(1), 947.013, 947.0125, 948.51(2)

Title IX, Education Amendments of 1972

Chapter 227

Wisconsin Act 309, 118.46(2)

CROSS REF.: 411 – Policy, Equal Educational Opportunity

411 – Rule, Student Discrimination Complaint Procedures

411.1 – Rule(1), Student Harassment Administrative Rules

411.1 – Rule(2), Student Harassment Complaint Procedures

411.1 – Exhibit(1), Student Harassment Incident Report

411.1 – Exhibit(2), Student Harassment Complaint Form

443 – Policy, Student Conduct

Student Handbooks

Staff Handbooks

Adopted: 08/16/10

Reviewed:

Revised:

Note: See the school district web page for all supporting documents related to this policy.

BUS CONDUCT

Bus Riding Responsibilities

Parents/guardians and students shall realize that the school bus is an extension of the classroom. The bus driver, like the teacher in the classroom, has the responsibility for the safety and welfare of the students while under his/her charge. The following guidelines have been developed for all-school sponsored activities and for the protection and safety of all involved.

All students of the Port Edwards School District must be able to ride in a district bus free from the fear of harassment, abuse, or discrimination. Any incident or suspicion of harassment, abuse, or discrimination should be filed according to the complaint procedures.

Parent Responsibilities

Students shall ride on assigned buses. Parents/guardians shall request, in writing, any exception from this rule. Requests shall be made to the contracted bus company. Parents/guardians accept the responsibility for the care and safety of the child when deviations from the regular schedule are granted.

Student passengers shall not get on or off the bus at a place other than their regular stop unless the bus driver is presented with a written parent/guardian request.

Parents/guardians are encouraged to contact the respective school official regarding any problems with school bus transportation. To provide a safe ride for all, it is imperative that parents/guardians, school officials and bus drivers work cooperatively to solve any problems.

Student Responsibilities

Students shall obey all rules that apply to bus riding for their own safety and protection as well as others aboard the school bus. Students and parents/guardians alike shall be informed that misbehavior on the school bus shall not be tolerated.

Prior to Loading, the Student Shall:

- ♦ Be on time at the designated school bus stop – help keep the bus on schedule.
- ♦ Stay off the road while waiting for the bus. Bus riders shall conduct themselves in a safe manner while waiting.
- ♦ Wait until the bus comes to a complete stop before attempting to board the bus. Line up in an orderly single file manner. Do not rush to get on the bus.

While on the Bus, the Student Shall:

- ♦ Keep hands and head inside the bus at all times.
- ♦ Treat bus equipment as he/she would treat valuable furniture in the home. Damage to seats, etc., shall be paid for by the offender.
- ♦ Follow the directions of the bus driver.
- ♦ Not throw anything.
- ♦ Always remain in the seat while the bus is in motion. No standing up or changing seats.

After Leaving the Bus, the Student Shall:

- ♦ Cross the road at least 10 feet in front of the bus, but only after checking to be sure no traffic is approaching and/or after receiving a signal from the driver.
- ♦ Never walk behind the rear of the bus. If the rider can touch the bus after unloading, he is too close and is in potential danger.

Bus Driver Responsibilities

The bus driver is responsible for discipline on the bus. The driver may, in extreme cases of a serious nature, notify the police and have a student removed from the bus. Drivers shall not refuse student transportation home after school unless the student has been suspended from

transportation. Drivers shall talk to students to try and resolve problems. Drivers may assign students to seats on the bus. Drivers will report any incident of harassment, abuse or discrimination.

School Bus Disciplinary Procedures

Students shall conduct themselves on the school bus in a manner consistent with established student behavior standards.

The initial phase of discipline for non-critical situations shall be between the bus driver and the rider. If the bus driver is unsuccessful on a one-to-one basis with the rider, he/she will initiate the following progressive disciplinary actions:

First Offense: The offender will receive a verbal warning from the bus driver that the next infraction will result in a written report to the bus company manager. The bus driver may choose at any time to assign a seat to the offender.

Second Offense: The offender will receive a written report of misconduct. This report of misconduct will be filed with the bus company. The offender's parents/guardians and the school principal will receive copies of this report within 48 hours of the incident.

Third Offense: A written report will be filed with the bus company. Parents/guardians will be notified and the student will receive a three-day suspension from bus privileges. Students whose bus riding privileges have been suspended are required to be in school.

If the student receives more than one three-day suspension in a semester, the student's parents/guardians will be requested to meet with the principal and demonstrate intent of corrective action. No student will be suspended for more than five consecutive days without a hearing.

Any single incident of a very serious nature, which threatens the health, safety, and welfare of other individuals on the bus or a school district employee, may be referred directly to the district administrator or school board for action and/or hearing.

Use of Video Camera on the School Bus

The Port Edwards School District approves the use of video cameras on the school buses for the primary purpose of reducing disciplinary problems and vandalism on the bus, thereby allowing the driver to focus on the driving of the bus, providing for safer transportation for our students.

Parents/guardians shall be notified once a year by the school district newsletter that video cameras are being used on the buses and a sign shall be placed at the front of each bus indicating that video cameras are being used on that bus.

The district administrator or his/her designee shall approve the rotation schedule and maintain a log, which includes the date, bus number and driver. Bus drivers may not be informed as to the placement of the video camera. Individual drivers and principals may request that the video camera be on a specific bus on designated dates.

Only the transportation manager, bus drivers, principals, and district administrator shall be authorized to view the videotape for the purpose of documenting a problem, and determining which student(s) may be involved. Disciplinary action may be taken with students based on video documentation.

A student being disciplined based on the viewing of a videotape recording, and/or their parent(s), may view that isolated segment of the videotape that documents the incident for which

they are being disciplined. The transportation director or building principal(s) shall view the videotape with the student and/or parent(s) and document the date and names of all individuals viewing the tape.

The videotapes shall not be available for viewing by the public in general, employees in general, media, or other individuals. The principals or district administrator may authorize other individuals, such as the guidance counselor, school psychologist, or social worker, to view segments of a specific videotape, if such individuals are working with the student on the videotape because of a behavior, emotional, or learning problem, and viewing the videotape is beneficial to their role in assisting the student. A log shall be kept of the date and names of the individuals viewing the videotape.

If there are no bus problems pertaining to the date a video was taped, the video may be erased or reused after 10 school days.

Legal Ref.: S.S.120.13(1)121.52(2)

Cross Ref.: Board Policy: Student Conduct on Buses

CODE OF CLASSROOM CONDUCT (Section 118.164 Wisconsin Statute)

The district owes its students, as a group, the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and disruption. Such behavior, while not necessarily as serious or pervasive as to warrant suspension or expulsion, can be nearly as destructive to the educational environment. Such behavior warrants that the student be removed from the class or activity to eliminate (or minimize) the disruption. It also reinforces the District's strong commitment to an appropriate educational environment, and provides a "cooling-off" period.

Under the "Code of Classroom Conduct" adopted by the Port Edwards School Board (as directed by state legislature), any teacher or support staff member in a supervisory capacity employed by the district may remove a student from the teacher's class or the supervisor's area if the student violates the terms of this Code of Classroom Conduct (hereafter referred to in this section as the "Code"). Copies of this Code are available upon request or can be reviewed in the Policy Book.

What are the Grounds for Disciplinary Removal from Class?

A student may be removed from class or other school setting for conduct or behavior which:

- ♦ Violates the District's policies regarding suspension or expulsion.
- ♦ Violates the behavioral rules and expectations set forth in the Student Handbook.
- ♦ Is disruptive, dangerous or unruly.
- ♦ Interferes with the ability of the teacher to teach effectively or with a supervisor's ability to maintain a safe environment.
- ♦ Is incompatible with effective teaching and learning in the class or acceptable conduct in a non-classroom area of the school.

What are Other Nondisciplinary Reasons for Removal of a Student from Class?

In some cases a teacher or supervisor may believe that a student should be removed from the class for the good of the student and in the best interests of the class as a whole. Some examples could include a student dealing with grief, a medical problem or emotional distress.

Who may Remove a Student from Class?

A teacher of that class or a supervisor of a particular area may remove any student from a setting in the school under this Code. For the purpose of this Code, "student" means any student enrolled in the District.

What Procedures Must be Followed in Removing a Student from Class?

- a) Teacher or supervisor should call the appropriate office or emergency pager number to notify the administrator/designee.
- b) The student will be instructed to go to the main office for the period of removal. The teacher or the supervisor will give a brief description of the infraction.

Within twenty-four (24) hours or one business day of the removal, whichever is longer, the teacher or the supervisor shall submit to the building principal or designee a short and concise written explanation of the basis for the removal. Such information will be submitted on a form provided by the building administrator or designee.

As soon as possible, but in any event within twenty-four (24) hours of the removal, the building administrator and/or teacher and/or supervisor shall inform the student's parent/guardian(s) that the student was removed from class.

Within 24 hours a meeting between the teacher/supervisor, student, counselor, building administrator/designee and parent/guardian (if parent/guardian is available) will be held.

Where Shall Students be Sent Pending and During Removal from Class?

For the duration of the removal, the student shall stay in the short-term removal area. At the discretion of the building administrator or designee, the student may instead be sent to another appropriate class, program or educational setting, provided the student is supervised in such alternative setting.

How Long Shall a Removal Last?

A student will remain in the removal area for at least the duration of the class or activity from which she or he was removed. Prior to allowing the student to return to the class from which he/she was removed, a conference must be held between the student, teacher or the supervisor, administrator and parent/guardian if available.

What are the Procedures for Long-term Placement in an Alternative Setting?

Long-term placement in an alternative setting should not ordinarily be considered or implemented except after a thorough consultation, including consideration of alternatives between the teacher/supervisor(s) and the building principal or designee. For the same reasons, long-term placement in an alternative setting should not ordinarily be considered on the basis of a single incident. Unlike short-term removal, the ultimate decision regarding long-term placement in an alternative setting rests with the building administrator. The building administrator shall, in his/her discretion, take one of the following steps:

- a) Place the student in an alternative education program as defined by law.
- b) Place the student in another class in the school, or in another appropriate place in the school.
- c) Place the student in another instructional setting.
- d) Return the student to, or retain the student in, the class from which he or she was removed or proposed to be removed.

Student Suspensions

By law, principals and the district administrator have the authority to suspend students for periods of time not to exceed five days. Boards of education have the authority to suspend for longer lengths of time, including permanent expulsion from school. (Wis. Stat. 120.13, 1980)

When a student has been suspended from school, the parent(s) shall be notified in writing and invited to confer with the principal and district administrator. Students may be assigned an in-school suspension where they will remain in the school and be able to do the required assignments.

Student Suspensions (cont).

Student suspension and expulsion are viewed as serious matters:

Suspension: A time-out removing the student from the normal school program for a period of time not to exceed five days.

Expulsion: Expulsion hearings are conducted by the School Board in accordance with the law. If the student is expelled, the student's in-school educational services are terminated in accordance with the law. The Board at the expulsion hearing determines the length of expulsion time.

CONTRABAND & WEAPONS

The possession of items that are unsafe, unsanitary, disruptive or dangerous are not permitted – items such as matches, lighters, cigarettes, knives, walkmen, mp3 devices, radios, tape recorders and firearms. These items will be confiscated and held by the administration for appropriate action. A student in possession of a firearm as defined by Wisc. 921 (a)(3) shall be suspended for up to 15 days. The principal will also recommend to the school board that the student be expelled for a period of one year.

DISCRIMINATION, WISCONSIN STATE LAW REGARDING PUPILS

118.13 Pupil Discrimination Prohibited

- (1) No person may be denied admission to any public school or be denied participation in, be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.
- (2)(a) Each school board shall develop written policies and procedures to implement this section and submit them to the state superintendent as part of its annual report under s.120.18. The policies and procedures shall provide for receiving and investigating complaints by residents of the school district regarding possible violations of this section, for making determinations as to whether this section has been violated and for ensuring compliance with this section.
- (b) Any person who receives a negative determination under par. (a) may appeal the determination to the state superintendent.
- (3)(a) The state superintendent shall:
 - (1) Decide appeals made to him or her under sub.(2)(b). Decisions of the state superintendent under this subdivision are subject to judicial review under ch. 227.
 - (2) Promulgate rules necessary to implement and administer this section.
 - (3) Include in the department's biennial report under s.15.045(1)(d) information on the status of school district compliance with this section and school district progress toward providing reasonable equality of educational opportunity for all pupils in this state.

- (b) The state superintendent may:
- (1) Periodically review school district programs, activities, and services to determine whether the school boards are complying with this section.
 - (2) Assist school boards to comply with this section by providing information and technical assistance upon request.

DISCRIMINATION, PUPIL COMPLAINT PROCEDURES

This district encourages informal resolution of complaint under this policy. If any person believes that the Port Edwards School District or any part of the school organization has failed to follow the law and rules of s.118.13, Wis. Stats., or in some way discriminates against pupils on the bases listed above, he/she may bring or send a complaint to the administration office at the following address: 801 Second Street, Port Edwards, WI 54469.

Step 1: A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the district employee designated to receive complaints. That employee shall send written acknowledgment of receipt of the complaint within 45 days.

Step 2: A written determination of the complaint shall be made by the board within 90 days of receipt of the complaint unless the parties agree to an extension of time; appeals under 20 USC.1315 and ch. 115, Wis. Stats., relating to the identification, evaluation, educational placement, or the provision of a free appropriate public education of a child with an exceptional educational need shall be resolved through the procedures authorized by Ch. 115, subch. V., Wis. Stats. Complaints under 20 USC 1231e-3 and 34 CFR ss. 76780-76.782, commonly referred to as EDGAR complaints, that the state or a subgrantee is violating a federal statute or regulation that applies to a program shall be referred directly to the state superintendent.

Step 3: If a complainant wishes to appeal a negative determination by the board, he/she has the right to appeal the decision to the state superintendent within 30 days of the board's decision. In addition, the complainant may appeal directly to the state superintendent if the board has not provided written acknowledgment within 45 days of receipt of the complaint or made a determination within 90 days of receipt of the written complaint. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster St., P.O. Box 7841, Madison, WI 53707.

Step 4: Discrimination complaints on some of the above bases may also be filed with the federal government at the Office for Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8th Floor, Chicago, IL 60606.

Note: The 118.13 complaint procedure does not apply to district employees or job applicants. Also, it does not replace the federal regulations that require a school district to have Title IX and Section 504 complaint procedures. See school office for appropriate form.

NONDISCRIMINATION DISTRICT POLICY

It is the policy of the Port Edwards School District, pursuant to s. 118.13, Wis. Stats., and PI9, that no person, on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability, may be denied admission to any school in this district, be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program. Discrimination complaints shall be handled in accordance with established procedures.

Pat Sullivan, Nondiscrimination Compliance Officer, 801 Second Street, Port Edwards, Wisconsin 54469, 715-887-9000, ext. 101.

DRESS CODE

Students need to dress appropriately for the weather. We go outside for recesses if it is not below zero and if it is not raining. Please remind your child to bring shoes to school during snow boot season. If a student is not appropriately dressed for the existing weather conditions or school activities, parents or guardians will be called and requested to bring the required clothing to school.

Student clothing must be neat and clean. References to drugs, alcohol, tobacco, profanity, gangs, etc. are not allowed on clothing, jewelry or backpacks. Hats should not be worn inside the building. Shoes must be worn at all times while on school property or attending a school-sponsored function. Clothing or dress that is too bare or distracts from the learning environment will not be allowed. Pants, shorts, skirts, etc. must be the appropriate size so that they are neither too small/tight, nor too large as to sag below the waist. A belt will be required if these items sag below the waist. Administration and teachers will use discretion as long as the garment is not inappropriate. Jackets and coats need to be kept outside the classrooms.

USE OF CELL PHONES BY STUDENTS

Students are allowed to possess and use cell phones as set forth by District policy, and in accordance with state law requirements.

- ♦ During the instructional day, cell phones are to be turned off and secured, out of sight, in the student's backpack or locker.
- ♦ Cell phones may be used before school, during lunch, and after school, outside of the school building.
- ♦ Cell phones with photographic capabilities shall not be used to photograph other students without that student's permission.
- ♦ Cell phones with photographic capabilities shall not be used to photograph any items that are confidential to the organization (for example, testing materials).
- ♦ Under no circumstances should cell phones with photographic capabilities be permitted in locker rooms, bathrooms, or other locations where privacy is an issue.

Students may use cell phones during the instructional day if the School Board or its designee determines that the device is used or possessed for a medical, school, educational, vocational or other legitimate purpose.

The building principal may revoke a student's cell phone privileges if it is determined that the student's behavior is a distraction or is detrimental to the learning environment.

Because this policy is geared toward and is most relevant to older students, elementary-aged students are highly discouraged from bringing cell phones to school. The school is not

responsible for lost, stolen, or damaged personal items brought to school. Any cell phones not used within these guidelines will be confiscated and must be picked up by a parent/guardian.

BUILDING SECURITY

We feel that it is necessary to take reasonable precautions for the safety of our children and staff. The doors on the north and south ends of the building will be locked at all times. The front entry doors will be open during the school day so visitors can enter and check in at the main office.

All visitors and parents who will be in the building during the day will be required to pick up a guest name tag at the main office. Please return the tag to the office at the conclusion of your visit.

CLASS PARTIES

We have a school-wide celebration three times per year; just before winter break, on Valentine's Day, and on the last day of school. The school provides a treat and/or drink for students on these special days.

CLASSROOM VISITATION/VOLUNTEERING

Parents/guardians are always welcome to visit their child's classroom. The only exception might be if a special testing program is in progress. **Visitors must sign in at the office when you enter the building and pick up a visitor's name tag.** We will also welcome you as a volunteer helper. When you visit, or volunteer, please be considerate of the learning activities taking place. It is appropriate to observe from the back of the room, but not to interact with your child during lessons or study time. School volunteers will be provided with a Code of Ethics for Volunteers to sign, a copy of the District's School Volunteer Policy, and some helpful guidelines to make your experience go smoothly. The safety and well-being of our students is of paramount importance. Therefore, all adult volunteers who consistently and routinely volunteer will be subject to a Wisconsin criminal background check.

COUNSELING & GUIDANCE

All students and parents/guardians should be aware of the services offered by the Counseling and Guidance Department. A certified counselor is available to assist students with personal/social and academic issues.

Resource books on child development, child discipline, common childhood school problems, divorce and the family, step parenting, etc. are also available for parents/guardians to check out.

CROSSING GUARDS

Crossing guards are provided at 5th Street and Ver Bunker Ave. and at 5th Street and LeTendre Ave. for student protection from train and motor vehicle traffic. We request that all K-5 students crossing the railroad tracks on their way to or from school use one of these crossings. For your child's safety please make sure they are coming to school, and going home after school, during the period of time when the crossing guards are on duty.



FIELD TRIPS

You may be asked by your child's classroom teacher to sign a field trip form, which allows your student to travel between the elementary building and the middle/high school. All other field trips will require your permission for each event. If the trip is beyond reasonable walking distance, a school bus will be provided. Students may be asked to pay a fee for some trips to help cover the expenses. Bag lunches, prepared by school cafeteria staff, may be ordered to take on field trips that extend past the lunch hour. Students will be charged at the regular lunch price, unless they qualify for free or reduced priced meals. A carton of milk is included.

At times the number of chaperones may be limited due to seating capacity of buses and theatres, etc. We will make an effort to rotate chaperones, if needed, so that different parents have the opportunity to volunteer. We look forward to great field trips and want to thank you for offering to be such an important part of them.

FLAG AND PLEDGE OF ALLEGIANCE (Wisconsin Statute 118.06)

Every school board and the governing body of every private school shall cause the U.S. flag to be displayed in the schoolroom or from a flagstaff on each school ground during the school hours of each school day.

Every public and private school shall offer the pledge of allegiance in grades K-12 at the beginning of school every day. No student shall be compelled, against his objections or those of his parents/guardians, to recite the pledge.

GRADING

The teachers take many things into consideration when assigning grades. Your child's classroom teacher will give you the specific criteria that are used in each subject area. The Port Edwards School District uses the following grading scale:

A	100 - 96
A-	95-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D+	69-67
D	66-63
D-	62-60
F	59 and below

REPORT CARDS

Report cards are sent home to all parents/guardians of children in grades 1-5 at mid-quarter and at the end of each quarter (9 weeks). Kindergarten students receive reports at the end of the first semester and at the end of quarters three and four.

Parent conferences are held after the end of the first quarter (mid-November) and may be requested by the parent or teacher at any other time during the year. The purpose of the conference is to report on the student's progress in school and to assist the student.

Parents/guardians may request written progress reports from the teachers at any time during the year.

REPORTING TO PARENTS/GUARDIANS THROUGH POWERSCHOOL

Accessing the PowerSchool Student Management System is another way to stay connected to your child's education. Parents may view their student's school information online by visiting our school website at www.pesd.k12.wi.us. Once there, click on the PowerSchool link. You will have the ability to see pertinent information about your child's grades, assignments, attendance, lunch account, discipline and more. Information about obtaining access will be mailed to parents near the beginning of the school year.

STUDY HABITS

Place/Time/Regular Schedule

It is important that students develop good study habits at an early age. Parents/guardians can be of much help by providing:

- ♦ A quiet, well-lighted place for the student
- ♦ A regular time each day that is set aside for reading and/or study
- ♦ Encouragement and guidance

GUESTS

Students are not allowed to bring guests to school unless there is a specific educational purpose.

INCLEMENT WEATHER PROCEDURES

When severe weather forces school to be closed, the announcements will be made on local radio stations (WFHR, WGLX, WIZD and WIFC), and local television stations (WSAW-Channel 7, WAOW-Channel 9 and WEAU-TV 13), as soon as the decision is made. In the event of an early closing these same stations will be notified. Parents and students will also be contacted by phone through Instant Alert. If you make special childcare arrangements for an early closing, please notify the student's classroom teacher.

Upon arrival, on days when the weather conditions are below zero or rainy, students should enter the building. At recess and noon hour, during inclement weather, students are to remain within the school building.



LEAVING THE SCHOOL GROUNDS

Pupils are not allowed to leave the school during the school day, except by written permission. In all cases, before students are sent home for illness, a call will be made to make certain someone is home to care for the student. Students who are ill will not be allowed to leave the building alone. Students excused by the nurse will report to the elementary school office and be released from that location to the parent/guardian.

LIBRARY/IMC

Each homeroom in the elementary school has a scheduled time for visiting the library. Our library exists to make school, learning, and reading a stimulating and enjoyable part of our children's lives and to foster the development of information skills.

Students in grades K-2 may check out three books for one week. Grades 3-5 may check out up to six books for two weeks. No fines are charged for late returns. If a book is lost or damaged, replacement cost is charged. If the barcode is damaged or lost, \$1.00 is charged.

Library Fines for Lost or Damaged Materials

If materials are not returned, the cost will be the list price or replacement cost.

When the material is defaced, the fine will range from a minimum of \$1.00 up to the total cost of the item, depending on the damage. If an item is returned with a ruined cover/contents, the fine will range from a minimum of \$3.00 up to the total cost of the item, at the discretion of the librarian, based on the damage to the article.

Computer Lab

The elementary IMC is a state-of-the-art computer learning lab. Students have access to educational technologies such as the SMART Board. All homerooms are regularly scheduled for time in the computer lab.

LOST & FOUND

Very Important: The school is not responsible for items lost or stolen. Backpacks are hung in the hall and are not secure.

There are always many unlabeled items in the “Lost & Found.” It would be very helpful if all personal items and books carried the student’s name.

Lost and found items are located inside the front doors on the marked shelves. You are encouraged to check this area for items your child may have lost any time you visit the school. Items not claimed will be disposed of in January and May.

NURSING SERVICES

The school health service covers a variety of functions. Emergency nursing services are available for all students in need of prompt intervening action to maintain physical, mental and emotional health. First aid is provided for all students as needed. The school nurse also organizes annual screenings.

Fall of School Year	
Students in K-4	Hearing Screening
Students in 4K-6	Vision Screening
December / January	
Female Students Grades 6-8	Scoliosis Screening
Male Students Grades 8-9	Scoliosis Screening
February / March	
Students in Grade 1	Cholesterol Screening
Students in Grade 10	Blood Pressure Screening
March / April	
Students in Grade 2	Healthy Smiles Screening

At other times such screenings are done on an individual basis if a problem is thought to exist. Any parent/guardian or staff member can request a referral for an individual screening by notifying the school nurse.

Physical Exams

All-preschoolers, prior to the start of kindergarten, should have a school physical. Forms are provided for this purpose. This is an excellent time for the preschoolers to fulfill the minimum immunization requirements, which the State of Wisconsin now requires for all students entering school for the first time.

Yearly dental exams are highly recommended for each student with the emphasis on prevention of dental disease.

Immunizations

The school nurse monitors student immunization requirements and communicates information to parents.

Other Functions

The school nurse is also available for home visits and telephone conferences regarding the health needs of any student. The nurse can be utilized by parents/guardians and staff as a resource person whenever health questions arise. The nurse will also assist in making referrals to physicians or outside agencies.

Medication Policy (See School Office or Nurse's Web Page for Appropriate Forms)

It is a recognized fact that at times children may need to take medication during the school day and that parents/guardians, for a variety of reasons cannot supervise this and are asking school authorities to do so. For the safety and protection of the student on medication, his classroom peers, and school personnel involved, the following guidelines must be followed.

All prescription and over-the-counter medications must have a signed "Parent/Guardian Medication Consent" form on file at school. This is mandated by state law. No medications will be given without this form. In addition, prescription medications require a signed, written order from the prescribing practitioner. The "Authorization to Administer Prescribed Medication" form must be on file at the school for each medication the child receives. All long-term prescriptions must have this form updated each academic year. Any changes made at any time during the school year must be accompanied by new parental consent and practitioner's order forms. We have enclosed copies of these forms at the end of this handbook. Feel free to copy them and take them to the practitioner with you. Additional copies are available from the school nurse, school office, or on the school web page at www.pesd.k12.wi.us. While at the doctor's office, parents can request the doctor to fax permission forms directly to school to the attention of Anna Hahn-Olig, School Nurse. The elementary school fax number is 715-887-9095 and the MS/HS fax number is 715-887-9040.

Changes Regarding Medication in the School

A new state law states that no medication can be provided by the school district. This law includes both prescription and over the counter medications including cough drops. Any medications that parents want administered to their child at school must be provided and brought to school by the parent according to the guidelines that follow. Medications will not be given unless these requirements are met.

Medication brought to school must be given to the school nurse or office personnel. It must be in the proper container. The pharmacist can provide you with an extra bottle if you request it. We can not accept any medications without the labeling requirements on the next page.



MEDICATION LABELING REQUIREMENTS

Prescription Medication	Over the Counter Medication
Student Name	Must be in Sealed, Original Container Listing Name of Medication
Name of Medication	
Dosage and Time of Administration	Must have Student Name Written on Bottle or Package
Duration of Administration	
Prescribing Practitioner's Name	Must List Dosage Appropriate for your Child's Age
Prescription Number	

Parents/guardians will be called if for some reason the medication cannot be administered. Parents/guardians will have to make alternate arrangements for the student to receive the medication until the proper forms are on file.

A law for asthma students has been in effect since the 1999-2000 school year. This law allows all students with asthma to carry their own inhalers if your practitioner feels they are responsible enough. This will enable the students to access their meds more quickly. The inhalers can be taken on field trips, gym class and sports events as long as they are used appropriately. You must have an "Asthma Medication Sheet" completed by your practitioner and on file at school.

Emergency Referral Calls

Please report any change of phone numbers, place of employment, or change of person to call if parents/guardians cannot be reached.

RECESS

A recess break of 15 minutes is provided in the morning for students in grades K-5.

We have in the past, received an excessive number of requests for students to stay inside at recess and noon hour. In some cases we learn that the child wants to stay in because he/she thinks one of his/her friends might be staying in. When the student is recovering from pneumonia, bronchitis, or ear infection, we feel these are legitimate requests. Our concern is in the area where the student has a mild cold or runny nose and truly needs to get out and get some fresh air to aid in proper recovery. If properly clothed for the weather conditions of the day, brief outdoor activity will be highly beneficial.

SCHOOL SUPPLIES/LISTS

To assist you in furnishing your child with the proper supplies needed, we have listed what your child will need during the school year. We have included a supply list for each grade level.

Children have a way of wearing out pencils and crayons very quickly. We suggest you purchase a large economy pack of pencils. Keep this pack at home and send a new pencil as needed. The same holds true for crayons and glue. Some parents/guardians purchase these items in the fall thinking they will last all year. This simply is not true. Ask your child frequently if he needs these items and see to it that he has them. Tools are a necessity in learning hand skills. Do not handicap your child by neglecting to see that he has the proper tools. Please label all of your student's personal items with his/her name. If purchasing school supplies presents a financial hardship to your family, please contact building principal, Pat Sullivan.

Please be sure to purchase these specific items according to grade level. It will greatly help with classroom management and organization.

2010-2011 Kindergarten School Supply List

- _____ 1 box of 24 crayons
- _____ 2 packs of pencils
- _____ *A school bag large enough for BIG books (please send this bag to school each day)
- _____ *1 2-pocket folder to keep in their school bag
- _____ 3 2-pocket folders to keep at school (1 red, 1 green, 1 blue)
- _____ 1 4oz. bottle of Elmer's glue AND 2 glue sticks
- _____ 1 large box of facial tissues
- _____ 1 box of 8 Classic Color large Crayola markers
- _____ 1 pair of Fiskars scissors (child size, blunt end)
- _____ *1 spiral notebook for "Journal Writing" (8 ½"x 11")
- _____ 1 SMALL (no larger than 12"x12") pillow AND a SMALL blanket or towel for rest time

♦ No Trapper Keepers or ring notebooks, pencil sharpeners, eversharp pencils, ball point pens, or novelty supplies, please. ***Put your child's name on starred items only.**

All children must have gym shoes to participate in physical education classes.

2010-2011 Grade 1 School Supply List

- _____ 1 dozen #2 graphite pencils (We will collect and distribute these pencils as needed. Do not put names on pencils.)
- _____ 4 large erasers
- _____ 2- 4oz. bottles of Elmer's white glue
- _____ 1 rounded point Fiskars scissors, child size
- _____ 1 box colored pencils
- _____ 2 boxes of washable broad-tip Classic Crayola markers (primary colors - put your child's name on each marker, please.)
- _____ 1 wide line one-subject spiral notebook
- _____ 4 pocket folders
- _____ 2 highlighters (any colors)
- _____ 1 large box Kleenex type tissues
- _____ 2 -24 count boxes of crayons (nothing larger)
- _____ 1 small school box to store items (cigar box size with a closure)
- _____ 1 box zip lock sandwich bags, or snack bags, or 2-1/2 gallon zip lock bags
- _____ 1 box of crackers, cookies, etc.
- _____ 1 package of 3 ounce or 5 ounce paper or plastic cups

♦ No Trapper Keepers or ring notebooks, pencil sharpeners, eversharp pencils, ball point pens, or novelty supplies, please. **Please label all of your child's personal belongings (except the #2 pencils).**

All children must have gym shoes to participate in physical education classes.

2010-2011 Grade 2 School Supply List

- _____ 2 dozen #2 pencils (Please purchase basic “yellow” pencils. No decorative pencils. We will collect and distribute these pencils as needed.)
- _____ 2 large erasers
- _____ 3 jumbo Elmer’s glue sticks
- _____ 1 rounded point Fiskars scissors – child size
- _____ 1 yellow highlighter
- _____ 1 set of colored pencils (Please purchase Crayola brand)
- _____ 6 pocket folders (1 red, 1 green, 1 blue, 3 color of choice)
- _____ 2-2 pocket portfolios with fasteners (any color)
- _____ 1-24 count box of crayons (nothing larger)
- _____ 1 box washable broad-tip Classic Crayola markers (primary colors)
- _____ 1 school box to store items (Cigar box size with closure)
- _____ 3 wide line one-subject spiral notebooks
- _____ 1 large box Kleenex type tissues
- _____ Supply the following items if your last name starts with:

A-M

- 1 package baby wipes
- 1 box 2-gallon size plastic bags

N-Z

- Another box of Kleenex type tissues
- 1 box sandwich size plastic bags

♦ No Trapper Keepers or ring notebooks, pencil sharpeners, eversharp pencils, ball point pens, or novelty supplies, please. **Please label all of your child’s personal belongings (except pencils). All children must have gym shoes to participate in physical education classes. Please be sure to purchase these specific items according to grade level. It will greatly help with classroom management and organization.**

2010-2011 Grade 3 School Supply List

- _____ 3 dozen #2 natural wood pencils
- _____ 1 small pencil sharpener with container for catching shavings
- _____ 1 large eraser
- _____ 1- 4 oz. bottle of Elmer’s white glue AND 2 jumbo Elmer’s glue sticks
- _____ 1 bullet-tip Sharpie permanent marker
- _____ 1 rounded point Fiskars scissors (5” or 6”)
- _____ 1 pack of 3-ring loose leaf notebook paper (wide lines)
- _____ 1 wide line one-subject spiral notebook (unperforated)
- _____ 3 pocket folders (1 red, 1 blue, 1 green)
- _____ 1 large box Kleenex type tissues
- _____ 1 box crayons (24 count)
- _____ 1 box washable broad-tip classic colors Crayola markers (8 count)
- _____ 1 broad tip yellow highlighter
- _____ 1 ruler with inches and centimeters
- _____ 1 small school box to store items (about 5” x 8”)
- _____ 1 unlined spiral sketch pad for art class (approx. 8” x 12”)
- _____ 1 pack Post-it notes with 5 different colors (3”x3”)

♦ No Trapper Keepers or ring notebooks, ball point pens, or novelty supplies, please. **Please label all of your child’s personal belongings (except pencils). All children must have gym shoes to participate in physical education classes.**

2010-2011 Grade 4 School Supply List

- _____ 2 dozen - #2 graphite pencils
- _____ 2 blue pens
- _____ 1 Sharpie black fine-tip felt marker
- _____ 1 large eraser
- _____ 1-4oz. bottle of Elmer's white glue **and** 4 jumbo Elmer's glue sticks
- _____ 1 rounded point Fiskars scissors (5" or 6")
- _____ 1 ruler
- _____ 1 pack of 3-ring loose leaf notebook paper (wide lines)
- (5) spiral notebooks (wide lines); see specific colors below
 - _____ 2 purple labeled Math
 - _____ 1 green labeled Science
 - _____ 1 yellow labeled Social Studies
 - _____ 1 red labeled Language Arts
- _____ 1 box colored pencils
- (4) two-pocket folders; see specific colors below
 - _____ 1 purple labeled Math
 - _____ 1 green labeled Science
 - _____ 1 yellow labeled Social Studies
 - _____ 1 red labeled Language Arts
- _____ 2 highlighters (1 yellow and 1 another color)
- _____ 1 pack 3" x 5" ruled index cards
- _____ 1 large family size box Kleenex type tissues
- _____ 1-24 count box crayons (nothing larger)
- _____ 1 pad 3" x 3" Post-it notes
- _____ 1 small pencil box to store items
- _____ 1 box washable broad-tip Classic Crayola markers (primary colors)
- _____ 1 unlined spiral sketch pad for art class (approx. 8" x 12")
- _____ 1 bag of individually wrapped candy for treat jar

♦ No Trapper Keepers or ring notebooks, small pencil sharpeners, eversharp pencils, novelty pens and supplies, or large odd-sized pencils, please. **All children must have gym shoes to participate in physical education classes.**

Please be sure to purchase these specific items according to grade level. It will greatly help with classroom management and organization.

2009-2010 Grade 5 School Supply List

- (6) spiral notebooks (wide lines); see specific colors below
 - _____ 2 purple labeled Math
 - _____ 1 green labeled Science
 - _____ 1 blue labeled Health
 - _____ 1 yellow labeled Social Studies
 - _____ 1 red labeled Language Arts
- (5) two-pocket folders; see specific colors below
 - _____ 1 purple labeled Math
 - _____ 1 green labeled Science
 - _____ 1 blue labeled Health
 - _____ 1 yellow labeled Social Studies
 - _____ 1 red labeled Language Arts
- _____ 1 package of wide lined loose leaf notebook paper
- _____ 2 dozen pencils - #2 lead
- _____ 2 blue pens
- _____ 1 box colored pencils
- _____ 1 box washable, broad-tip Classic Crayola markers (primary colors)
- _____ 1-24 count box crayons
- _____ 2 yellow highlighters

- _____ 1 Sharpie Ultra Fine Point black marker
- _____ 1 large eraser
- _____ 1 large family size box Kleenex type tissues
- _____ 1 pack 3" x 5" ruled index cards
- _____ 1-4oz. bottle of Elmer's white glue and 4 jumbo Elmer's glue sticks
- _____ 1 rounded point Fiskars scissors (5" or 6")
- _____ 1 ruler (centimeters and inches)
- _____ 1 pad 3" x 3" Post-it notes
- _____ 1 small pencil box
- _____ 1 unlined spiral sketch pad for art class (approx. 8" x 12")
- _____ 1 bag of individually wrapped candy for treat jar

♦ No Trapper Keepers or ring notebooks, mechanical pencils, novelty pens and supplies, or large odd-sized pencils, please. **All children must have gym shoes to participate in physical education classes.**

SHARING OF ADDRESSES

Each grade level will distribute a list of class phone numbers and addresses. If you do not wish to have this information published, indicate so on the form that will come home at the beginning of the school year.

Invitations may not be delivered at school for private parties.

SPECIAL AREA CLASSES

Students in grades K-5 have classes in Art, Music, and Physical Education taught by staff members who are specialists in these areas.

PHYSICAL EDUCATION

All children must have gym shoes to participate.

Excuse from class participation requires a written note from the parent or school nurse. Excuse from Physical Education for sustained illness or injury (more than one week) requires a doctor's excuse.

Students are expected to check on make-up work after an absence.

The teacher will decide if a child's clothing is unsafe or inappropriate for participation in physical education activities. Students will be required to wear gym shoes for Phy Ed classes.

We suggest that they carry a separate pair in their backpacks.

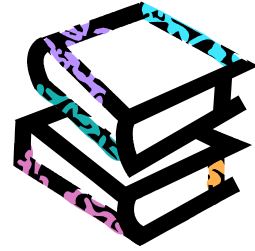


TELEPHONE USAGE

School phones are generally quite busy with usage by the staff. Student use of the phones must be limited to emergency or necessary calls. Most of the unnecessary requests to use the office phones can be avoided if students make their after-school plans before leaving home in the morning.

TEXTBOOKS & SCHOOL EQUIPMENT

All students are responsible and liable for books/materials assigned to them. Textbook conditions will be monitored to determine if a book is returned in a condition that shows normal wear and tear for one year's use. If a book shows wear and tear that is excessive for one year, replacement or damage costs will be assessed. Fines will range from \$1.00 to \$10.00 depending upon the amount of damage. Replacement costs for lost textbooks, or books damaged beyond repair, can be as much as \$60.00 per book.



WITHDRAWAL PROCEDURE

Parents/guardians transferring their children to another school district should inform the school office as soon as possible. Records will be transferred directly to the new district in which the student enrolls.

. . . see following pages for medical forms required for administering medications at school

AUTHORIZATION TO ADMINISTER PRESCRIBED MEDICATION

PARENTAL CONSENT

Name of Student _____ Date of Birth _____

School _____ Grade _____

Names of Parent(s)/Guardian _____

Phone: (Home) _____ (Work) _____

I give permission for my son/daughter to receive prescription medication during school hours. I will be responsible for:

- 1) delivery of medication in a **pharmacy-labeled container** to the school office
- 2) maintaining a sufficient supply of medication
- 3) keeping school personnel informed of changes in the medication (dosage, time)
- 4) obtaining a new form from the prescribing physician for any changes in this medication

I hereby release the Board of Education and its agents and employees from any and all liability that may result from my child taking the prescribed medication.

(Parent/Guardian Signature) _____
(Date)

PHYSICIAN ORDER

I am prescribing medication for _____
which is as follows: (Patient's Name)

Name of Medication (Generic and Trade)	Dosage (mg/cc/tsp./gtt)	Form (tab/cap/liq.)	Time a.m./p.m.	Possible Adverse Side Effects

FOR METERED DOSE INHALER ONLY:

This patient has received instruction and has demonstrated competency in the use of a metered dose inhaler. He/she may carry and self-administer the inhaler as prescribed.

(Physician's Signature)

I understand the above information may be shared with necessary school personnel. The above order shall remain in effect through the end of the current school year unless discontinued or changed by me or the parent/guardian withdraws the request in writing.

Physician's Name _____ Phone _____
(Please Print)

Physician's Signature _____ Date _____
(No Stamp)

Form may be faxed to elementary school, at 715-887-9095, or middle/high school at 715-887-9040, Attn: Anna Hahn-Olig R.N. (Page two for School Use Only.)

For School Use Only

1. Date Received _____

2. Name of Person(s) who will administer the medication:

3. Approved by _____

(School Nurse)

(Date)

DISPENSING MEDICATION(S) IN SCHOOL
PARENT/GUARDIAN MEDICATION CONSENT FORM
Non-prescription

Full Name of Student _____ Phone # _____

Name of drug and dosage _____

Hour of dispensing _____ Length of time medicine is needed _____

Name of family physician _____ Phone # _____

Reason for medication _____

Special Instructions _____

I hereby give my permission to the appropriate authorized school personnel to administer medication to my child according to the directions stated above and to contact the child's physician.

I agree to hold the Port Edwards School District and its authorized personnel harmless in any and all claims arising from the administration of this medication at school.

I agree to notify the school in writing at the termination of this request or when any change in the above orders is necessary.

(Signature of parent/guardian) _____ (Date)

(Address) _____ (Phone Number)

(Signature of authorized school personnel) _____ (Date)

Before medication will be administered by authorized school personnel, a Parent/Guardian Medication Consent form must be completed, signed and returned to school. For prescription medications, an Authorization to Administer Prescribed Medication form must be completed and returned.