

2015-2016 Handbook

Washington Elementary School

2911 Washington Street

Wisconsin Rapids, WI 54494

715-424-6788

www.wrps.org

Principal – Mrs. Kelly Schaeffer



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Mission Statement:

Working together with home and community, we are dedicated to providing the best education for every student, enabling each to be a thoughtful, responsible, contributor to a changing world.

Governing Values:

We Believe each student is the first consideration of the education process.

We Believe all students can learn.

We Believe learning is a life-long process.

We Believe in a safe, caring, and respectful learning environment.

We Believe all students should become effective citizens of the community, state, nation,
and the world.

We Believe meaningful home, school, and community involvement is vital to continuous
improvement.

Respectful, Responsible, and Safe Washington.

We strive to develop the child as a whole. We hold our students to high expectations and practice being respectful, responsible, and safe in our school and the community. We have a Leader of the Pack focus each month that reinforces these beliefs. We encourage families to talk with their child about ways they can be respectful, responsible, and safe at home as well.

Respectful

Birthday Parties/Invitations:

Birthday party invitations can only be given out in the classroom if they will be given to **all** children in that classroom.

Communication:

School newsletters are shared via email on a regular basis. Watch for important special events, and school lunch menus. We encourage parents to read these newsletters with their child.

Skylert is another tool that will be used to communicate important messages throughout the school year.

Skylert is the district's automated notification system that provides emergency alerts, attendance notifications and other informational alerts via phone call, email and/or text messages. It is very important for your information to be current in Skyward Family Access to receive these alerts.

Dress Code:

Students are asked to comply with a dress code at Washington. Students are not to wear clothing which may cause a disruption to the educational process or the orderly operation of the school. This includes: "Short" shorts, spaghetti strap tank tops, halters (which reveal undergarments or exposed midriffs), cutoffs, and clothing with inappropriate messages are not acceptable. Clothing that contains comments, pictures, slogans, or designs that are obscene, profane, lewd, or vulgar. This includes any clothing that promotes alcoholic beverages, tobacco products, illegal drugs, or illegal activities. If such clothing is worn to school, students will be required to change or cover said clothing or will be sent home to do so. Refusal to change or cover said clothing will result in the students not being allowed to attend class until they have complied.

Note: In the interest of safety, all students are required to wear gym shoes for Physical Education classes. When Physical Education is inside, we ask that these gym shoes be other than what the student normally wears outside.

Nondiscrimination Statement:

The Wisconsin Rapids Public School District will not deny any person admission to, participation in, or the benefits of any curricular, extra-curricular, pupil services, recreational or other program or activity because of a person's gender, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity, gender expression, or physical, mental, emotional or learning disability. Please review Board Policy 411, Wis. Stats. 118.13, and Wisc.

Adm. Code PI-9 for additional information. Discrimination complaints should be placed in writing and directed to the building principal.

Responsible

Absence:

State statute requires each school to report the frequency of and reasons for student absences. The truancy statute is not a district policy; it is state law. Under Wisconsin Statute 118.16(1)(a) and (c), a student is considered truant if school is in session and he/she is not in attendance without an acceptable excuse.

A child is considered a habitual truant when absent or tardy without an acceptable excuse for part or all of 5 or more days on which school is held during a semester.

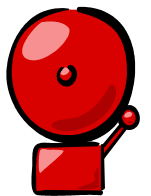
“Part of a day” is defined by WRPS elementary buildings as:

- Arrival after 10:00 AM is considered Absent AM, and is counted as a half-day absence.
 - Arrival after 2:00 PM, for afternoon sessions, is considered Absent PM, and is counted as a half-day absence.
 - Leaves before 10:00 AM is considered Absent AM, and is counted as a half-day absence.
 - Leaves before 2:00 PM is considered Absent PM, and is counted as a half-day absence.
- A parent may not excuse a child’s absence, **in writing before the absence**, more than 10 days in the school year.
 - If a parent does not contact the school office personally, leave a voice message on the attendance line, or send a note to the school reporting a student absence, the student absence is considered unexcused.

Bell Schedule:

Note: Children may not arrive before 8:20 a.m.

8:20-8:40	Breakfast is served in the cafeteria
8:40 a.m.	Official School Start Time – students are expected to be in their classrooms at this time.
3:30 p.m.	Dismissal Bell



Cell Phones at School:

Cell phones are not allowed in the classroom at any time. Students may have their phone in their backpack and turned off during the school day. The school is not responsible for items brought to school by the student.

Change of Address:

Please inform the office if you change your **address or telephone number**. A written notice is preferable.

Lunch/Milk/Juice Computerized System:

Money may be deposited at any time. We ask that all payments be sent in an envelope with the child's first and last name, ID number, and amount. No change will be given back; the exact amount should be enclosed because the total amount will be deposited in the student's account. One check may be written if there are multiple students in the family. Then specify your wishes on the envelope. If your wishes are not stated, then the money will be divided equally between your children. When a student's account runs out of funds, or runs low (below \$4.50), a note will be sent home in your child's folder and/or a call will be made to the home.

Students with negative lunch balances will not be able to charge extra milk/juice with lunch.

2014-15 Lunch/Breakfast Prices

Breakfast - Student, Daily	\$ 1.25	Adult, Daily	\$ 1.85
Hot Lunch - Student, Daily	\$ 1.95	Adult, Daily	\$ 3.10
Hot Lunch (<u>reduced</u>) Student, Daily	\$.40		
Extra Milk/Juice with lunch	\$.35		

Lunch money can be used any day and no refunds will be given unless a child moves from the district. Money left in the account at the end of the year will carry over for the next school year.

Milk:

Each semester students may participate in our semester milk program. Registration will be sent home twice per year. If your child is absent a refund will not be granted, unless an extended absence is medically excused.

Money:

When money must be sent to school for any reason, please place it in a sealed envelope with the child's name, grade, the amount enclosed, and its purpose. If it is lunch money include the student's account number. Do not write checks out and request change.

Office Hours:

The school office is open from 7:45 a.m. – 3:45 p.m. every school day. The office phone number is: 715-424-6788.

Registration Procedure:

Students entering any grade for the first time shall present a birth certificate or other acceptable evidence to verify the date of birth. Furthermore, all persons ten (10) years of age or younger entering initially or transferring from another state are required to be completely immunized against vaccine preventable diseases as designated by the state health authority. Proof of such immunizations must be submitted to the school. Each year after the initial registration, families will be required to complete online verification of student information.

Snack:

We request that families make every effort to provide healthy snacks when the occasion arises to bring in a snack to school.

**Student Insurance:**

Student accident insurance is available through a private provider on an annual basis. Applications are sent home during the initial weeks of school. The school district does not provide individual insurance for students.

Telephones:

The school telephones in each room and in the office are for school business and may be used by students only in cases of emergency. If you need to leave a message for a teacher you will be forwarded to voicemail. Instruction will not be interrupted. Please be sure to discuss after school instructions with your student before they leave for school. We will not permit students to call home to make arrangements to spend time with a friend after school. These arrangements need to be made outside of the school day.

Safe

Bicycles, Scooters, Skateboards, and Rollerblades:

Bicycles, scooters, skateboards, shoes with wheels and roller blades may be ridden to school and should be locked and/or parked in the areas provided. When students arrive at school and leave, they must push their bicycles or scooter and carry skateboards or rollerblades. Students will not be allowed to ride on the playgrounds or sidewalks during school hours.



Bike Riders:

All students that ride bicycles to school are to ride directly to the school grounds, push them to the bike rack, and lock them (preferably). Bicycles may not be ridden during the school day, and are not to be ridden through parking areas when arriving at school or when leaving after school. Bikes should be walked on school sidewalks. Bike racks are located in front of school near the soccer field fence.

Bringing Pets to School:

Children who wish to bring pets to school for “show and tell” should have the permission of the teacher and must follow school policy regarding animals in school. A parent must take pets home shortly after the “show and tell” activity. Leaving the pet(s) at school all day is not only disruptive to the entire class, but is not the best experience for the animal. Students will meet the pet outside or in the front entry to protect others with allergies. There are district policies for animals at school.

Buses:

All buses arrive at school at about 8:25 a.m. and will unload at the “buses only” driveway. At dismissal time, students board the buses at the “buses only” driveway entrance to the building and leave by 3:35 p.m.

Bus Passes:

If your child will be riding a different bus to or from school than the bus they normally ride, they must get a bus pass from the office. If your child will be taking the same bus, but will have a different drop off or pick up, they must also get a pass. Please send a signed, dated note with your child and a pass will be given to them. *If your child does not ride a bus, they will not be given a bus pass to ride with another student. Passes will only be given to students that are assigned a bus route. Walkers and pickups are not allowed to ride the bus home with a bus student.*



Cancellation Of School:

Before School: If bad weather during the night makes it impossible for buses to run in the morning, a Skylert message will be sent to all families via their provided contact information in Skyward Family Access as early as possible, but in no case later than 6:30 a.m. Also, notice of cancellation will be posted on the main District webpage at (www.wrps.org). WFHR (1320 AM), WGLX (103.3 FM), WSPT (97.9 FM), WIFC (95.5 FM), WSAU (550 AM), WDEZ (102 FM), WRIG (1390 AM), WSPO (1010 AM), WAXX (104 FM), WAYY (1150 AM) WYTE (96 FM), WDLB (1450 AM), WLJY (106 FM), WIZD (99.9 FM), WYCO (108 FM), AND WXCO (1230 AM)

If bad weather develops during the morning while school is in session contact regarding the early dismissal will be made to the above listed stations by 10:00 a.m. asking them to advise parents that their children will be sent home early. Lunches will be served to K-12 students before the K-12 students are dismissed.

For early dismissal, buses will run according to the following schedule :

Elementary Schools - 12 noon

Middle School/Junior High School - 1:00 p.m.

Lincoln High School - 1:20 p.m.

Morning 4 Yr Old Kindergarten Session - 10:45 a.m.

** Afternoon 4K and early education sessions will be cancelled.

All students, including walkers, will be dismissed at the times listed above. Generally, lunches will be served before the pupils are dismissed. We encourage you to listen to the radio if you think the weather is bad and please **DO NOT CALL THE SCHOOL**. It is important to keep the phone lines open. Please check the website for updates.

Child Care:

Washington School has a before and after school hours child-care. It is a Kid's Clubhouse program that is run through the YMCA. If your student arrives at school prior to 8:20 a.m. they must be enrolled in this program. We do not have supervision for students to be at school prior to 8:20 a.m. For more information or registration materials, contact the YMCA at 887-3240.

Boys & Girls Club of The Wisconsin Rapids Area provides a safe place for children, age 6 to 18 , to learn and grow, on-going relationships with caring adult professionals and life -enhancing programs.

Transportation is provided from the club to school in the morning, and to the club from the school in the afternoon when needed.

Cold Weather Recess/Playground Procedures:

When the temperature or wind chill factor is below 0 degrees F, students will not play outside for more than 10 minutes at a time. If the wind chill factor is 10 degrees below 0 degrees, children will not go outside at all.

Note: Short sleeve recess: 50+ on the wind-chill thermometer

Long sleeve: 40 - 49 on the wind-chill thermometer

Winter clothes: 0 - 39 on the wind-chill thermometer



Department Of Health and Family Services:

Please check with your doctor, the Wood County Court House, or our school nurse, Mrs. Wendy Schooley (424-6788), for Student Immunization Law Age/Grade Requirements.

Fire and Emergency Drills:

Fire and emergency drills are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. Each year, in cooperation with our School Safety Officer, we practice and prepare for the event of a school emergency that would require a lockdown. A *code yellow* allows instruction to continue, however allows for all doors to be locked and all students are accounted for. A *code red* requires silence, all doors locked, and students and staff move to a safe place, in the classroom. We practice these drills to ensure the safety of all students, staff, and visitors in our school buildings in the district. We also lock all exterior doors in the building during the day, except our front entrance. All visitors sign in, and volunteers are required to complete a background check with our human resource department.

Grievance Procedure:

Any alleged violations of this policy are to be processed in the following manner:

1. The aggrieved employee or student should discuss the alleged violation with the building principal.
2. If the grievance is not resolved in step one within ten (10) working days, the employee or student should place the grievance in writing and present it to the Superintendent of Schools.

3. If the grievance is not settled within ten (10) working days, the grievance will be submitted in writing to the Board of Education Personnel Committee. The committee will meet to rule on the grievance within twenty (20) working days.
4. In the event the grievance is not resolved in step three, the case may be presented to the state or federal agency having appropriate jurisdiction.

Inquiries concerning the Wisconsin Rapids Public Schools Nondiscrimination Policy, Title VI, Title IX, Section 504, or alleged discrimination on the basis of race, national origin, sex, or handicap should be referred to the Director of Human Resources, 510 Peach Street, Wisconsin Rapids, WI 54494.

Telephone: 715-424-6700

Infractions of the Disciplinary Plan:

Major infractions of the Disciplinary Plan include fighting, disrespect to staff and guest teachers, failure to follow reasonable directions, continuous disruption, swearing at others, intimidation, harassment, assault, drugs/alcohol use/distribution/possession, and bringing a weapon to school. As defined by state statute 939.22 a “dangerous weapon” means any firearm, whether loaded or unloaded, any device designed as a weapon of producing bodily harm, any electric weapon or any other device or instrumentality which, in the manner it is used or intended to be used, is calculated or likely to produce death or bodily harm. Due to the serious nature of these inappropriate behaviors, the consequences will involve time spent after school, parent conferences, removal from class, in-school and out-of-school suspension, a police referral and possible expulsion proceedings. Students who are given out of classroom suspensions may be prevented from participating in extra activities including field trips. The primary focus is on protecting all of the people in the school and providing a safe and orderly environment where they can work and learn.

Involvement with Law Enforcement or Child Protective Services’ Agents:

A Law Enforcement Officer or Child Protective Services’ agent may on occasion need to contact a student at school. Suspected abuses and/or neglect: The Child Protective Services’ agent has the right to interview and take a student into protective custody. Parental notification by school authorities is not required.

Medication:



According to Wisconsin Statutes #118.29 and Wisconsin Rapids School Policy for Administering Medication in School, the following procedures must be followed before any medication can be administered to your child. The Physician/Dentist Orders for

Administering Prescription Medication in School form must be completed by the prescribing physician and parent, and returned to school.

Each medication must have its own properly labeled pharmacy bottle, (i.e. Ritalin – 5 mg. And Ritalin 10. Mg must be in separately labeled bottles and include child's full name, name of drug and current dosage, time and quantity to be given, physician's name, name and telephone number of the pharmacy and date if it is prescription medication.)

1. Medication should be supplied in ready to administer form without need for manipulation. Pills and bottle dosage must match.
2. Extra prescription labeled bottles can be obtained from your pharmacist upon request.
3. School personnel will not administer medication arriving in improperly labeled or unlabeled containers.
4. Changes in dosages, medication, and/or time of administration require a new Physician Order Form to be completed.
5. Over the counter medication will be administered only with proper written parental consent. Medication must be provided in original labeled container.

Parents Right to Restrict School In Release Of Public Information:

Student Directory Data is defined as: student name, address, photographs, degrees and awards received, major field of study, participation in activities/sports, weight/height on athletic team, and name of school student most recently attended. The ability to release directory data helps WRPS to include a student in certain publications like the annual yearbook, honor roll and scholarship programs, and on athletic program rosters. At the high school level, WRPS does receive requests for student data from organizations such as colleges/universities, technical colleges, and armed forces recruiters for educational or career opportunity purposes. Parents or adult pupils must complete a "Release of Student Directory Data" form if they wish to restrict the release of student data. You can obtain this form from the school office. If no form gets completed, the District will fulfill its legal obligation to release directory data when requested.

Pick-Ups:

At the end of the school day, all students being picked up will be escorted by a safety patrol cadet down the sidewalk to the teacher on duty. If you choose to pick up your student, for safety reasons, the following guidelines will be in effect:

1. Parents may line up in their cars and staff will supervise dismissal to parents' cars. Please pull forward to the yellow line when waiting for your child.

2. If you choose to enter the building to pick up your student, you **must wait in the cafeteria** until your student comes to you. This will alleviate the hallway congestion.
3. If you are picking up a Kindergartner, you may park in the parking lot, enter the building through the main entrance, wait for your student in the cafeteria and escort your student to your vehicle. However, you may **not** park anywhere in the "buses only" drive as this is for district van and bus loading only.
4. In case of inclement weather, students will be dismissed as their parents appear in the front drive.
5. PLEASE do not use your cell phone in your car while driving on Washington property.

Publication/Sales:

All posters and publications must be submitted to and approved by the administrator before they are posted and/or distributed. No student may sell any product (candy bars, etc.) during school hours.

Release Of Students During The School Day:



A custodial parent or authorized person requesting release of a student during the school day must check into the office and sign the student out. Office staff will then contact the classroom and have the child sent to the office. Release will be made only to those individuals designated on the student's emergency card, unless authorization has been previously given to the office by the parent.

Safety

We expect all students to behave in a ***respectful, responsible, and safe*** manner. In the interest of the health and safety of all children if a student does not follow school rules appropriate action will be taken .

Hard and fast rules cannot be made to cover all situations. It is most important that good judgment prevail at all times.

Sick At School:

If your child becomes ill during the school day, a call will be placed to the parent(s) of the child to arrange for the child to be picked up. If the parents cannot be reached, we will attempt to contact the emergency contacts listed on file. We consider the child sick if they are running a fever or have vomited. If the child is not running a fever and has not vomited, we will have the child rest in our health office and will eventually send them back to class when they are ready. If the child does not feel that they can return to class, we will attempt to

contact the parent for pick up. It is very important that contact information is always current; please inform the office of any changes immediately.

Visitors:

Parents and visitors must report to the school office for clearance and a visitors pass before visiting classrooms or checking out children prior to regular dismissal time.

Volunteers:

If you wish to be a school volunteer, contact your child's teacher or the office. We will work with you to find an appropriate setting to utilize your talents. Volunteers have been of great assistance to the school, and our children always benefit from exposure to a wide variety of concerned adults. Our PTA is a great place to start. Many special activities for the students are organized and funded by the PTA.

Washington School Staff 2015-2016

Office

Kelly Schaeffer, Principal
 Crystal Fraundorf, Secretary

Kindergarten

Jennifer Landers
 Sara Rasmussen
 Joleen Larsen

First Grade

Brenda Kraft
 Jenni Derks
 Kelly Look

Second Grade

Jane Overfelt
 Marilyn Kreuser
 Lori Bores
 Stacey Jarosinski

Third Grade

Letha Brizzee
 Nikki Graf
 Danielle Weinhold

Fourth Grade

Kim Marshall-Melby
 Sue Johnson

Fifth Grade

Mary Sabo
 Scott Johnson

EEN-LD

Kaycee Marks

EEN-ED

Dawn Collins

EEN-Speech/Language

Amy Hamin

Reading Interventionists

Winnie Jeffers
 Cindy Kane
 Lisa Sullivan

Art Education

Patricia Larsen

General Music

Lori Thompson
 Holly Vine

Physical Education

Tom Nolan

Guidance Counselor/Social Worker

Kayla McLean
 Barb Bondioli

ESL

Collette Altmann

Able Learner Coordinator

Psychologist

Shannon Huff

Nurse

Wendy Schooley

Health Aide

Michelle Zimmerman

Library Media Specialist

Kathy Kester

Cooks

Crystal Giese
 Judy Fuller

Special Education Aides

Terry Weier
 Patty Halbur
 Xee Khang
 Jodie Porter

Noon Aides

Vicki Schwalbach Ursala Alarie
 Dawn LaMarche Amanda Kempf

Custodians

Jeff Smits
 Charlene Neinfeldt