

**GROVE
ELEMENTARY SCHOOL
STUDENT HANDBOOK
2018-2019**



**471 Grove Avenue
Wisconsin Rapids, WI 54494**

**Tina Wallner, Principal
Email: Tina.Wallner@wrps.net
School Office (715)424-6769
Fax (715) 422-6325**

MISSION:

The Grove School Family will work interdependently to provide each of our students with an excellent education, preparing them to be active citizens who are able to communicate effectively, think creatively, and work cooperatively as responsible contributors to society.

VISION:

The Grove School Family will provide a positive, intellectually stimulating environment of achievement built on shared responsibility and relationships.

VALUES:

Our Learning Community Believes...

Each student is the first consideration of the educational process.

All students are unique and learn in different ways.

All students will learn and be successful.

The physical, social, emotional and intellectual needs of students are integral to learning and achievement.

WRPS 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 educational process.

We Believe...all students can learn.

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.

ARRIVAL AND DISMISSAL:**School Hours:**

All classes at Grove school will begin at 8:25 am and dismiss at 3:25 pm. Students may wait on the blacktop prior to entering the building in the morning. We ask your cooperation in not allowing your child to arrive before 8:05 am. There is no supervision for students prior to that time. Students are not allowed to play on the equipment before or after school.

Entry to Building:

In order to secure entrances for the safety of students and staff, both the front and rear entrances will be locked in the mornings until approximately 8:05 when we will have staff on duty to help during arrival. Unless supervised by a parent or guardian students may not enter the building until 8:05 am. In cases of inclement weather, students will be allowed to wait in the entryway near the office. If you have an

appointment with a staff member and need to arrive earlier, the staff member can arrange to have the door opened earlier for you.

During the school day the doors will be locked. Entry in the building during the school day will require to use the “buzzer” outside the main entrance.

Students are released from class at 3:25. At the end of the day we strongly encourage parents (especially 1st through 5th grade) to allow their student to walk out to the pick up lane rather than have parents enter the building. Due to high traffic volumes at the end of the day this helps to keep everyone safe during pick up time. At the end of the day, the doors will be unlocked approximately 3:25 for parents who need to enter the building. Parents must wait near the office until after dismissal.

Private Vehicles & Student Pick-up:

Since most of our students are “walkers”, it is essential that we have procedures in place that will allow nearly 300 students to arrive and leave everyday in a safe and orderly way. If students need to be transported to school by car, please make note of the options outlined below.

1. Park on the road, children follow sidewalk to safely meet you at your car.

On Grove Ave: The north side has a sidewalk for kids to follow right to the car.
The south side of the road-students will have to cross at the corner crosswalk to meet you at the car, or you will have to walk over to get them.

On Clyde Ave: The South Side has a sidewalk for kids to follow right to the car

On Lincoln St: The west side has a sidewalk for kids to follow right to the car

2. Due to significant parking challenges, we encourage parents to utilize the pick-up / drop off zones when transporting students, so there is no need to park. There are two entries (off Grove Ave and off Lincoln Street). Both have a dedicated lane for pick up/drop off. There will be NO PARKING in either driveway from 7:45 - 8:45 every morning and 2:45 - 3:45 every afternoon on school days. Staff will be outside to help your children get in and out of the vehicles in the “SAFE ZONE” as indicated by the yellow paint on the curb and the orange cones. We ask that you drive as far forward into the safe zone as you are able, to drop your children off. They should exit/enter the car at the curb side only. After school, students will wait near the safe zone until their ride arrives and staff will help them enter the car safely.

Buses:

All buses arrive at school about 8:25 a.m. and will unload at the Lincoln Street entrance of the building. At dismissal time, students will board the buses and leave about 3:25 p.m. Private vehicles are not allowed to be in this driveway before or after school. This is a bus only area.

ATTENDANCE:

Your child’s attendance can have a significant impact on their academic success. All students are expected to attend school every day unless excused for illness, family emergencies, or other acceptable reasons.

- If your child needs to be absent, families are required to inform the school. You may email or call the attendance line at 715-424-6769. You may leave a message in English, Hmong, or Spanish. If families do not contact the school the absence will be marked unexcused.

- If a student is absent, and the school office has not been notified by **9:30 am**, the automated calling system will call the parent/guardian at home or at work to ensure the safety of the child.
- Arriving after 10:00 am or leaving before 2:00 pm results in a half-day absence.
- Any unreported or unacceptable reason will result in an unexcused absence.
- Students may be considered a habitual truant if they are absent or tardy from school without an acceptable excuse for more than 5 days during a semester. Parents may excuse their student from school no more than 10 days per school year.
- Five (5) tardies equals an unexcused absence. Any student arriving to class after 8:25 am is tardy and should report to the office for a tardy slip.

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.

BIKE/SCOOTER RIDERS and ROLLERBLADERS:

All students riding bicycles to school are asked to walk directly to the bike racks, park their bikes, lock them (preferably), and then wait on the playground. Bicycles must be walked on the sidewalks when on school property between the hours of 7:45 a.m. and 3:45 p.m. There is no riding of bicycles on school property between these hours.

Students on scooters or rollerblades are expected to follow the same rules as bicycles. Students having scooters may be brought into the building and kept in their cubby. Roller blades may only be worn when students are off school property.

BIRTHDAYS

Birthdays are important days in your child's life. In order to maintain an appropriate learning atmosphere, we ask that birthday celebrations such as balloons or flowers not to be presented during the school day. If these items are delivered to school, they will be kept in the office until the end of the school day. Birthday invitations are not passed out by teachers and should not be given in school, unless the entire class is invited to the celebration. No addresses can be given out to parents for any purposes.

BOOK & MATERIAL FEE:

Book and material fees are assessed yearly on a per student basis. The elementary fee is \$20.00 per student.

BREAKFAST/LUNCH:

Beginning this school year, *all students* attending Grove will be provided free breakfast and free lunch! Completing the Free/Reduced Meal Application will not be required for school meals but filling out the application is important for determining funding for other school programs so please fill out the application even if you don't think you will qualify. If families have children who attend other schools within the district, you will still need to complete a Free/Reduced Meal Application for those children.

Breakfast: All students receive a free breakfast.

Child visitor - \$1.25

Adult breakfast - \$1.85

Breakfast is served from 8:05 to 8:20 daily

Lunch: All students receive free lunch.

Child visitor - \$2.45

Adult lunch - \$3.25

Ala Carte Juice or Milk: 35 cents

CHILD CARE:

YMCA Kids Club House:

Grove School has a before and after school child-care program called the Kid's Clubhouse which is offered through the YMCA. Students in grades 4K-5 are eligible to participate in Kid's Clubhouse. There are fees for attending. Financial assistance is available for eligible families. For more information or registration materials, contact Laura Lokken at the YMCA at (715) 818-6019.

Boys and Girls Club:

Transportation is provided from Grove school each day to the Boys and Girls Club. Students must sign the attendance sheet in the school office each day they plan to attend. The club offers help with homework, enrichment... for a membership of \$20.00 per school year and \$100.00 for the summer program. Financial assistance is available.

COMMUNICATION:

Parents:

Phone Calls: If you need to contact staff members during the school day the office secretary will take messages. Call the office if you need to get a message to a staff member

Emails: If you need to contact a staff member, you can access emails through the wrps.org website → schools → Grove. <http://www.wrps.org/schools/grove/index.cfm>

Newsletter: A monthly newsletter will be sent home from the office. The newsletter can also be found on the Grove School webpage. Teachers will also send regular updates and class information.

Skylert: This 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. Please communicate with office staff if your contact information changes throughout the school year.

Skyward: Online Verification, which you can get to by accessing your Family Access account, is not an option, it is a requirement. If you haven't completed the process by the time you and your student visit for orientation or open house, you can take care of this requirement when you arrive at your student(s) school for welcome back/orientation activities. Thank you in advance for your cooperation and assistance in keeping us up to date on these critical pieces of information about your student.

Students:

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.

Phone Calls: The school telephone is a business phone. Only in the case of a necessity will children be permitted to use the phone. Parents are encouraged to assist their children in deciding after school plans **before** leaving for school in the morning.

DISCIPLINE:

GROVE SCHOOL GUIDELINES

- BE SAFE
- BE KIND
- BE HELPFUL
- BE A LEARNER

Consistent and common sense supervision of students is expected of all staff members. Teachers create classroom guidelines consistent with expectations for safety & positive connections. Appropriate behaviors are modeled and practiced with students. Parents, please review the safety rules listed below with your children, and periodically check to see if your child is meeting both building and classroom expectations.

LUNCHROOM BEHAVIOR GUIDELINES:

Realizing that lunchtime is a social time for students, we ask that students eat as they talk in a level 1 or 2 "voice" to their classmates. All students will sit at tables designated for their classrooms. Students are expected to:

1. Wait in line quietly and with respect for others
2. Be polite and address all adults with respect

3. Clean up after themselves and carefully put plates, silverware, and garbage where they belong.
4. Eat items from their own lunch without sharing food between students

GROVE SCHOOL/RECESS SAFETY GUIDELINES:

Playground

- Be safe, be kind, be helpful
- The designated playground area is the black topped area west of the building, the open area containing the play equipment, and the baseball fields. All of the woods west of the baseball area are out-of-bounds. The tires next to the swing set mark the end of the playground area.
- Personal equipment brought to school is done so at your own risk and must follow these guidelines.
 - Group games need to be collaborative and inclusive. All kids get to participate.
 - Equipment must be labeled with student name.

Field

- Ball games, such as football, soccer, softball, or any other games where balls are kicked, thrown, or batted are to be played in the field.

Blacktop

- 4-square and basketball are the only ball games to be played on the blacktop.
- Touch tag only (no pushing, tackling or tugging on clothes)

Equipment

- Go **down** the slides only. Wait at the top until the bottom of the slide is clear.
- Only 3 people may use the ACT spinner at one time.

Winter

- The building of snowmen, forts or other forms of snow sculpture is encouraged.
- Snow belongs to everyone. Be kind and respect the work of others.
- There is no throwing of snow in any form. There is no kicking of ice chunks on school property.
- Everyone must wear boots and snow pants. Boots and snow pants are to provided by parents. Students who do not have these will still be required to go outside but must stay on the cleared areas of the blacktop. The office has a limited number of hats and mittens to loan students. Students may not borrow these on a daily basis, they are only available in case of an emergency.
- Orange cones mark unsafe play areas.
- .When the temperature or wind chill factor is between 0 F and -10 F, students will not play outside for more than 10 minutes at a time. If the temperature or wind chill factor is -11 F or below, students will not go outside at all.

Students should report any problems or accidents to the playground supervisor and appropriate action will be taken.

ACCEPTABLE DRESS:

In any situation, good personal grooming is an asset. Personal appearance should not attract undesirable attention, cause disruption, present a health problem, or present unsafe situations for children in the building.

The following clothing is not permitted at Grove Elementary:

1. Clothing with comments, pictures, slogans or designs that are obscene, profane, lewd or vulgar
2. Clothing which harasses, threatens, or reasonably offends an individual or group of individuals because of sex, race, color, religion, handicap, national origin or sexual orientation
3. Clothing which advertises or promotes alcoholic beverages, tobacco products or illegal drugs
4. Clothing which is revealing

The teacher/administrator may ask students to change clothing or may contact parents for more suitable attire if these guidelines are not followed.

NOTE: In the interest of safety. ALL STUDENTS are required to wear gym shoes for Physical Education classes. When physical education is inside we strongly urge that these shoes be other than what the student normally wears outside.

CODE OF CONDUCT/DISCIPLINE:

The Wisconsin Rapids Public School District recognizes and accepts its responsibility to create, foster, and maintain a positive and safe environment, conducive to teaching and to the learning process.

The district has a legal duty to make its schools as free as possible of the dangers of violence, weapons, drugs, and other behavior harmful to the educational environment. This duty is enforced through the district's Code of Conduct. This policy states that if a student's behavior is dangerous, disruptive or unruly, or it interferes with the teacher's ability to teach effectively, it will not be tolerated.

Therefore, if action were warranted, the steps outlined in the Code of Conduct would be put in place. If a student's behavior escalates to where it disturbs the learning of the other students in the class, the teacher may remove that student from the class. Depending on the circumstances, the student may be removed for the duration of the class period, or for the entire day.

HARASSMENT AND BULLYING

The District strives to provide a safe, secure, and respectful learning environment for all students in school buildings, on school grounds, at school-sponsored activities, and school buses. The District prohibits all forms of discrimination, harassment, and bullying. The District consistently and vigorously addresses discrimination, harassment, and bullying so that there is no disruption to the learning environment and learning process.

Harassment is unwanted, abusive behavior of a physical, verbal, non-verbal, or written nature, directed towards a student or group of students based, in whole or in part, on gender, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, transgender status, gender identity, physical mental, emotional, or learning disability, or any other characteristic protected under State or Federal civil rights laws which substantially interferes with a student's school performance or creates an intimidating, hostile, or offensive school environment.

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may or may not be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; transgender status; physical attributes; physical or mental ability or disability; and social, economic, or family status.

District Policy on Bullying

The School District of Wisconsin Rapids strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The District consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may or may not be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; transgender status; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet)
 - a. Cyber bullying is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. Any communication of this form which disrupts or prevents a safe and positive educational environment may be considered cyber bullying. Cyber bullying is unacceptable and a violation of the District's technology acceptable use policy and procedures.

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the District. This includes public transportation regularly used by students to go to and from school. Educational environments include every activity under school supervision.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal.

Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to the building principal.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

The school official receiving a report of bullying shall immediately notify the building principal. If the building principal is unavailable, or if there is a perceived conflict of interest involving the building principal, or if reporting to the building principal would not be appropriate under the circumstances, the school official should contact the Superintendent or his/her designee.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

The person assigned by the District to conduct an investigation of the bullying report shall, without undue delay, interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

If the investigation reveals that the reported conduct may have created an intimidating, hostile or offensive school environment, and was based on a characteristic protected by State or Federal civil rights law, the report will be forwarded for investigation under the District's student non-discrimination and anti-harassment policy.

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, District administration and/or the school board may take immediate disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Pupil services staff will provide support for the identified victim(s).

This policy will be distributed annually to all students enrolled in the District, and their parents and/or guardians. The District will also provide a copy of the policy to any person who requests it.

LEGAL REF.: Wis. Stat. § 118.46

CROSS REF: 411 – Student Non-Discrimination and Anti-Harassment Policy
411 Exhibit 1 – Complaint Form

APPROVED: February 11, 2008
August 9, 2010
August 10, 2015

STOPit App

The STOPit mobile app can be used to report instances of abuse, cyberbullying, and bullying; it is not intended to be used to report students who are simply being mean, rude, or inappropriate, but not to the level of bullying.

More information and resources can be found online at stopitsolutions.com. Download on the App Store or Google Play.

Access Code for Grove Elementary is: grove1

MONEY:

When money is sent to school for any reason, please place it in a sealed envelope. On the outside state the child's name, the amount enclosed, grade, teacher, and its purpose. The envelope should be left with the classroom teacher or brought to the office until the end of the day.

PETS: Any pet visits must be approved by the Principal.

SAFETY AND SECURITY:

To ensure the safety of all students, WPRS and Grove School have developed processes and procedures in the case of events such as fire, severe weather, intruders, or accidents. In cooperation with our School Safety Officer, we practice and prepare for the event of a school emergency that would require a lockdown or evacuation. We practice these drills to ensure the safety of all students, staff, and visitors in our school buildings. We also lock all exterior doors in the building during the school day. All visitors sign in and volunteers are required to complete a background check with our human resource department.

STUDENT SUPPORT SERVICES:

Grove School offers counseling, special education and family support services through our Student Services team. The members of the include:

Rachel Sheets ~ school social worker

Shawn Pfeil ~ school counselor

Chris Klopotek ~ school psychologist

VIDEOS:

A staff member must preview all videos/films used in the classroom that are not specifically developed for an educational purpose, and must be "G" rated. Any video/film not rated "G" must have parental permission and the authorization of the building principal.

VISITORS:

Parents and visitors must report to the school office for clearance and a visitor's pass before visiting classrooms or checking out children prior to regular dismissal time. **VOLUNTEERS:** Parents are encouraged to volunteer in their child(ren)s classroom. Any parent/guardian who wishes to volunteer must submit an online background check that can be found on the district web-site. Please see the school secretary for more information about completing this process. All applications must be submitted by November 30th. Once the background check is completed it is good for 3 years.