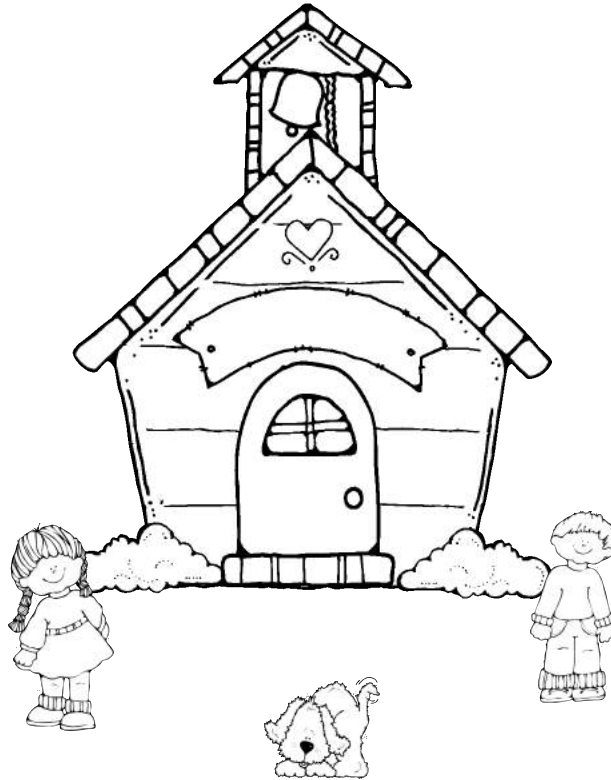


# Student and Parent Handbook



**2017-2018**



**Black Earth Elementary School  
Mazomanie Elementary School**



## Wisconsin Heights Elementary Schools



### **Black Earth Elementary, Grades EC-2**

1133 Center St.

Black Earth, WI 53515

Office Hours: 7:30-3:30 (when school is in session)

Phone: 767-2251

Fax: 767-2545

Attendance Line: 767-2023



Deb Winkler, Principal

[dwinkler@wisheights.k12.wi.us](mailto:dwinkler@wisheights.k12.wi.us)

Administrative Assistant, Sue Dupee

### **Mazomanie Elementary, Grades 3-5**

314 Anne St.

Mazomanie, WI 53560

Office Hours: 7:30-3:30 (when school is in session)

Phone: 767-2737

Fax: 767-2103

Attendance Line: 767-2737

Dale Green, Principal

[dgreen@wisheights.k12.wi.us](mailto:dgreen@wisheights.k12.wi.us)

Administrative Assistant, Nancy Sokovich



Dear Elementary School Families,

Welcome to the 2017-2018 school year! We look forward to another great year focusing on the total growth of your child. We invite you to become our partners in the education of your children. Please come to school often and be involved!

The purpose of this handbook is to provide basic information about our elementary schools. Please read our handbook and go over the rules and suggestions with your children. It will provide you with a great deal of valuable information and will answer many of your questions.

Please feel free to call us with any additional questions you may have, to share concerns or make suggestions to our staff towards improving our educational programs.

We look forward to working together with you during the course of the 2017-2018 school year.





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VISIT OUR DISTRICT WEBSITE AT:  
[www.wisheights.k12.wi.us](http://www.wisheights.k12.wi.us)





# Black Earth and Mazomanie Elementary School Information



## A. School Hours

Early Childhood meets from 11:30 p.m.-2:00 p.m. on Tuesday, Wednesday, Thursday, and Friday.  
Morning K4 meets from 7:45 a.m.-10:30 a.m. and afternoon K4 meets from 12:00 p.m.-2:45 p.m.  
Kindergarten through fifth grade meets from 7:45 a.m.-2:45 p.m.

If you live within walking distance of school or choose to transport your children yourself, your children should arrive at school **no earlier than 7:35 a.m.**

After school, children who walk should go directly home unless parents have made other arrangements and/or students are involved in a school-sponsored activity. Adult playground supervision is not available after school.



## B. Attendance

The Wisconsin school attendance law (Section 118.15, Wisconsin Statutes) requires regular attendance at school of any child between the ages of 6 and 18 years.

### Reporting Absences at BE & MZ Elementary:

If your child is going to be absent from school or tardy, please call the school attendance line (BE, 608-767-2023, MZ, 608-767-2737) and let us know. Your message should include the child's name and teacher, the reason for the absence and the name of the person reporting the absence. Messages may be left at any time, 24 hours a day.

If a student is absent from school on a day in which an evening event (Fun Night, concerts, etc.) will take place, that student may not participate in that night's activity.

***Please plan appointments and vacations around scheduled school days. Every day of school is important!***

### Sign-In/Out Procedure at Wisconsin Heights Elementary Schools

Parents and other visitors are required to report to the office. Parents or guardians must sign students in when they bring students to school late or sign them out when picking them up early. Students cannot be signed out "over the telephone" and walk home. Advance notice of appointments is appreciated.

For attendance purposes only, the school day is divided into quarters, with attendance recorded within four periods each school day. Below is a schedule/table of how tardies and absences will be recorded when students arrive or depart during a regular school day.

| Grades K-5                             | Arriving to school | Departing from school |
|--|--------------------|-----------------------|
| 7:45-8:00                              | Tardy              |                       |
| Period 1 8:01-9:30                     | .25 Absent         | .75 Absent            |
| Period 2 9:31-11:30                    | .50 Absent         | .50 Absent            |
| Period 3 11:31-1:00                    | .50 Absent         | .50 Absent            |
| Period 4 1:01-2:44                     | .75 Absent         | .25 Absent            |
|  |                    |                       |
| Grade EC & K4                          | Arriving to school | Departing from school |
| A.M. (K4 7:45-8:00)                    | Tardy              |                       |
| P.M. (K4 12:00-12:15) (EC 11:30-11:45) | Tardy              |                       |
| Period 1 K4 A.M. 8:01-8:45             | .25 Absent         | .75 Absent            |
| K4 P.M. 12:16-1:00 (EC 11:46-12:15)    | .25 Absent         | .75 Absent            |
| Periods 2 & 3 K4 A.M. 8:46-9:30        | .50 Absent         | .50 Absent            |
| K4 P.M. 1:01-2:15 (EC 12:16-1:15)      | .50 Absent         | .50 Absent            |
| Period 4 K4 A.M. 9:31-10:30            | .75 Absent         | .25 Absent            |
| K4 P.M. 2:16-2:44 (EC 1:16-2:00)       | .75 Absent         | .25 Absent            |





### Excused Absence

Written or verbal communication from the child's parent or guardian is required in order for a child to be considered excused from school attendance.

The district considers the following acceptable absences from school:

- a. Personal illnesses (Parents/guardians may be asked to furnish a medical excuse for absences of illness beyond three days. The school may use their discretion in such situations). Failure to do so within 5 school days of the student's return may result in consideration of absences listed as unexcused.
- b. Severe illness or death in the family
- c. Religious observances
- d. Short-term family emergencies
- e. Medical appointments that must be conducted during the school day
- f. Other legitimate absences approved by the school



Absence from school during a period of suspension is considered an excused absence.

Parents/guardians are asked to telephone their child's school by 8:00 a.m. on the day of the absence to inform school officials of the absence. To provide for compliance with state law, parents/guardians should also provide a written excuse in order for the child's absence to be considered excused.

Students will have a minimum of two days to make up assignments and examinations due to an excused absence. The classroom teacher may extend this timeline for extenuating circumstances.

### Pre-arranged Absence

Although the school discourages absence from school during regularly scheduled school days, a parent/guardian may excuse a child **in writing**, for not more than 10 days in a school year per state statute. This request for an exception to compulsory school attendance **must be made a minimum of one day in advance of the child's absence**. Course work missed during the absence must be made up. When more than 10 school days in a school year are affected by a parent's desire to remove a child from school, a parent may request an excused absence by statute for an approved educational experience.



### Tardiness and Unexcused Absences

When circumstances prevent a student from being present at the beginning of the school day, the child will be considered tardy which is counted as an unexcused absence.

When a student is not present in his/her designated location when the school day begins at 7:45 a.m., the following examples illustrate tardiness in this category:

- Arriving late because adequate time was not allowed for the student to walk or ride a bicycle to school.
- Arriving late because adequate time was not allowed by the parent/guardian for transportation.
- Arriving late due to oversleeping or missing the bus.
- Arriving late due to parent/guardian work schedules.
- Arriving late due to student supervision of siblings or ill family members.

**Please note:** If a child is habitually absent due to illness or other reasons, a doctor's note/excuse may be required for continued absences to be recorded as excused. Any absence including tardies without a school-approved excuse will be considered unexcused and counted toward truancy.

### Truancy

A student is considered truant if he or she is absent from school without an acceptable excuse for part or all of (5) or more days on which school is held during a school semester. Such absences from school are presumed to be absences during which the school attendance officer, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil. State Statute 118.15.



## C. Early Release Days



Wisconsin Heights has three designated school days (Sept. 20<sup>th</sup>, April 18<sup>th</sup> and May 16<sup>th</sup>) listed as an “Early Release Day”. There will be **no school for Early Childhood and Four-Year-Old Kindergarten students on Early Release Days**. All K-5 students are dismissed at **11:25 a.m.** on these days.

-No lunch will be served, but "Grab and Go" lunches will be available for students to purchase and take home to eat. "Grab and Go" lunch counts will be taken by 8:15 Early Release mornings and lunches distributed to students before they leave. **(First Student rules about food and drink consumption on the bus remains in effect. Students should eat their lunch when they get home.)**

-Early Release Day announcements will be placed in the newsletter each month. Please discuss and review arrangements with your child so they are confident they know where to go on Early Release Days.

-In the afternoon of Early Release Days, school staff will be involved in professional development activities.

## D. Student Drop-off and Pick-up



Please remember that before and after school are busy and potentially dangerous times of the day in front of the school. For the safety of your child, we ask that you abide by the following school rules:

\*Please **use the designated area for student drop-off** when driving your child to school. Once your child is safely on the sidewalk please slowly drive away to allow the next parent to pull up and drop off their child. Please do not use the Black Earth staff parking lot as a place to drop-off your child.

\*Please **avoid leaving your car unattended in the student drop-off area**. Parked cars in this area prohibit parents from pulling safely to the side of the street to drop off students and pose a safety threat for children being dropped off. If you need to park your car to accompany your child to the door, please park further from the school. While the students are in the building for the school day, those “further away” areas are appropriate parking areas for visitors.

\*Please **do not pull your car into the area of curbing in front of the school that is painted yellow**. This area is for buses only before, during, and after school hours. Cars stopped in this area prevent buses from pulling out of the traffic flow and cause traffic tie-ups and safety hazards.

\*Please **teach your children to use the school crosswalks at both ends of the school**. Please **do not ask them to cross mid-block to you in your car** as this would have them entering traffic from between parked buses, which is **extremely** unsafe.

## E. Parking



When visiting the school, parents must park in a legal parking place. It is illegal to park for any length of time on the school-side of the street in front of the school between 7:30 a.m. and 3:30 p.m. on days in which school is in session. PLEASE RESERVE THE BLACK EARTH ELEMENTARY PARKING LOT FOR THE STAFF.



## F. School Cancellations

School may be canceled, delayed, or closed early because of severe weather or other emergencies. In the event that school is canceled, **all** after-school activities are canceled as well. Please watch tv/email/website any day weather is questionable. Announcements concerning a cancellation or delay will be made on area radio and television stations after 6:00 a.m. Cancellations, delays or early closings will also be posted on the district website at:

[www.wisheights.k12.wi.us](http://www.wisheights.k12.wi.us). **Any parents picking students up because of early dismissal or other emergencies will need to sign them out with office personnel.**



## G. Newsletters

District newsletters will be posted on the district website near the beginning of each month. Included in these newsletters are school calendars, lunch menus, announcements and other school information. Additional pictures and informational updates can also be found on the Wisconsin Heights School District Facebook page.



## H. Academics/Homework

### Calendar for 2017-18

|   |                               |
|---|-------------------------------|
| October 26 <sup>th</sup>                  | Parent/Teacher Conferences    |
| November 30 <sup>th</sup>                 | First trimester ends          |
| March 1 <sup>st</sup> and 2 <sup>nd</sup> | Parent/Teacher Conferences    |
| March 1 <sup>st</sup>                     | Second trimester ends         |
| June 6 <sup>th</sup>                      | Last day of school (full day) |



### Academic Expectations:

The Wisconsin Heights Elementary School community is committed to helping each child develop effective work habits and academic independence. Daily, as well as long-term assignments provide students with opportunities to practice their learning, apply their knowledge and to take pride in their learning. It is expected that all students at Wisconsin Heights will strive to do their best on assignments and projects both within and outside the classroom. Students are responsible for completing assignments neatly and on time.

### Homework Philosophy:



Our staff recognizes homework as an extension of the learning activities in the classroom and as an integral part of the learning process. It provides practice on activities similar to those completed at school and encourages students to engage in further thinking about topics being studied. It may come in a variety of formats which ultimately provides practice to improve academic success. We also recognize that homework can help to foster the development of responsibility and self-discipline.

### Homework Guidelines:

We believe that each grade level serves as the foundation for the next. Homework should be introduced in the elementary school years to encourage learning as well as good study skills. We recognize, however, that the amount of time devoted to homework and its degree of difficulty will vary according to the age and special needs of individual students.

The following times are to serve as a general guideline and should be used as a reference for the maximum amount of time spent on homework at each grade level. Students may also have reading time which is typically a book of their choice, in addition to their homework.

|                                   |   |
|-----------------------------------|---|
| Kindergarten - 10 minutes per day | Additional Reading - 10 minutes per day |
| Grade 1 - 20 minutes per day      | Additional Reading - 15 minutes per day |
| Grade 2 - 30 minutes per day      | Additional Reading - 20 minutes per day |
| Grade 3 - 40 minutes per day      | Additional Reading - 30 minutes per day |
| Grade 4 - 50 minutes per day      | Additional Reading - 30 minutes per day |
| Grade 5 - 60 minutes per day      | Additional Reading - 30 minutes per day |



Parents are encouraged to notify the classroom teacher if a child is consistently taking longer than the suggested time for their grade level to complete homework.

## I. Textbooks/Library Books



Textbooks may be assigned to students for core subjects. A replacement cost for damaged or lost textbooks or library books will be assessed.



## J. Curriculum



Our elementary curriculum includes Reading, Language Arts, Science, Math, Social Studies, Music, Art, Guidance, Phy. Ed., Library and Band (Gr. 5). We also provide support in Special Education programming including: Early Childhood (ages 3-5), Learning Disabilities, Emotional Disabilities, Cognitive Disabilities, Speech and Language and Occupational and Physical Therapy.

Wisconsin Heights elementary class schedule is built around "Literacy Blocks" and "Math Blocks" to ensure that all homerooms have large, uninterrupted blocks of time each day to focus on student learning in the areas of literacy and math. Our grade-level teaching teams also have common planning time to work together with a shared responsibility for student learning.

## K. Testing: Use and Purpose



Testing of students is used for educational purposes. The results become diagnostic tools, which provides information for teachers that helps to guide their instructional strategies. Typically our district assessments take place in the fall, winter and spring.

Standardized tests:

### State Assessments

\*Forward Exam: Grades 3-5 (Spring)



### District Assessments

4K: Phonological Awareness Literacy Screening (PALS)

Kindergarten: Fountas & Pinnell, Journeys and GO Math Baseline Assessment

Grade 1&2 : Fountas & Pinnell, Journeys and GO Math Benchmark Assessment, and MAP Testing for 2nd grade only

Grades 3-5: Fountas & Pinnell, Benchmark and GO Math Baseline Assessment, MAP Testing



## L. School Supplies



We do ask parents to provide certain school supplies for their child and classroom. Grade level school supply lists are available at your child's school office or on the district website.

## M. Shoes for Physical Education



Each student is asked to keep an extra pair of gym shoes at school. These shoes should only be used for gym class or in case the student's other pair of shoes become unwearable during the school day.

## N. Behavior and Discipline



A positive, productive interaction between the home, school and community is important to the continued success of our elementary schools. With that goal in mind, we have adopted Positive Behavioral Interventions and Supports (PBIS), a national movement that focuses on teaching behavior expectations and acknowledging students' good choices.

We refer to PBIS at our school as the "Vanguard Way", with the primary focus of teaching three positive school wide expectations: Be Responsible, Be Respectful and Be Safe. Using common language, students and staff are taught what these expectations are in all areas of our school. Students are acknowledged with Gotcha Tickets when they are meeting expectations. The Gotcha Tickets contribute to earning classroom and school wide celebrations. This teaches the students that their actions impact themselves, their class, and their school.






We have also implemented a positive behavior referral system which recognizes “Golden Behaviors”. Golden Tickets and a golden pencil are given to a student when an exemplary behavior is witnessed by a staff member. These are not given as frequently as the Gotcha Tickets. Along with our school wide ticket program, our teachers will be using ClassDojo as a classroom tool to boost student engagement, collect positive data and to communicate student progress with parents. ClassDojo is a technology based program that each teacher will use to encourage, monitor and reward our students.

The Vanguard Way teaches positive behaviors that will empower students to be successful at school, home and in the community. We encourage you to discuss these expectations with your child.

The purpose of implementing Positive Behavior Interventions and Supports at the elementary level at Wisconsin Heights is to:

1. Establish consistency (students and staff)
2. Develop a behavior RTI program
3. Use data to make decisions regarding student behavior
4. Create positive recognition for students
5. Improve climate and culture



 **School Behavior Expectations (Please review them with your child):**

*Be Respectful*

*Be Responsible*

*Be Safe*

**BEHAVIOR EXPECTATIONS MATRIX – Wisconsin Heights Elementary**

| Expectations          | Classrooms  | Hallways  | Cafeteria  | Bathroom   | Playground  |
|-----------------------|---|---|--|--|---|
| <b>Be Respectful</b>  | <ol style="list-style-type: none"> <li>1. Use appropriate language and volume</li> <li>2. Take care of self</li> <li>3. Honor others’ personal space &amp; property</li> <li>4. Listen, be kind, use good manners</li> <li>5. Value individual differences</li> <li>6. One person speaks at a time</li> </ol> | H-ands at side<br>A-ll faces forward<br>L-evel 0-1<br>L-ow speed<br>S-tay to the right<br><br><ol style="list-style-type: none"> <li>1. Body Basics</li> <li>2. Throw away trash</li> </ol>           | <ol style="list-style-type: none"> <li>1. Use level 2 voice</li> <li>2. Make room, do not save seats</li> <li>3. Three students per section</li> <li>4. Use appropriate eating habits</li> <li>5. Clean up after yourself</li> <li>6. Follow staff instructions</li> </ol> | <ol style="list-style-type: none"> <li>1. Honor the privacy of others</li> <li>2. Wait your turn</li> <li>3. Clean up after yourself</li> <li>4. Throw away trash</li> </ol>                           | <ol style="list-style-type: none"> <li>1. Take turns and share equipment</li> <li>2. Include everyone in group games</li> <li>3. Be a good sport</li> <li>4. Honor others’ personal space</li> </ol>  |
| <b>Be Responsible</b> | <ol style="list-style-type: none"> <li>1. Be prepared</li> <li>2. Follow directions</li> <li>3. Use learning time wisely</li> <li>4. Keep space neat</li> <li>5. Be honest</li> <li>6. Complete work on time</li> </ol>   | H-ands at side<br>A-ll faces forward<br>L-evel 0-1<br>L-ow speed<br>S-tay to the right<br><br><ol style="list-style-type: none"> <li>1. Keep your space clean</li> <li>2. Throw away trash</li> </ol> | <ol style="list-style-type: none"> <li>1. Clean up after yourself</li> <li>2. Voice level 2</li> <li>3. Use good table manners</li> <li>4. Follow cafeteria rules</li> </ol>   | <ol style="list-style-type: none"> <li>1. Flush the toilet</li> <li>2. Wash hands</li> <li>3. Turn off water</li> <li>4. Put waste in trashcan</li> </ol>  | <ol style="list-style-type: none"> <li>1. Play on equipment appropriately</li> <li>2. Remember proper clothing</li> <li>3. Line up promptly when whistle or bell sounds</li> <li>4. Return equipment to proper place</li> <li>5. Take ownership of behaviors</li> </ol> |
| <b>Be Safe</b>        | <ol style="list-style-type: none"> <li>1. Sit properly</li> <li>2. Keep hands and feet to yourself</li> <li>3. Use body basics</li> <li>4. Walk at all times</li> <li>5. Report unsafe actions to an adult</li> </ol>   | H-ands at side<br>A-ll faces forward<br>L-evel 0-1<br>L-ow speed<br>S-tay to the right  | <ol style="list-style-type: none"> <li>1. Wait patiently for your turn</li> <li>2. Walk at all times</li> <li>3. Body basics</li> <li>4. Voice level 1-2</li> <li>5. Use table manners</li> </ol>  | <ol style="list-style-type: none"> <li>1. Flush toilet</li> <li>2. Wash hands with soap and water</li> <li>3. Body basics</li> <li>4. Follow the rules</li> <li>5. Return to class promptly</li> </ol> | <ol style="list-style-type: none"> <li>1. Take turns on equipment</li> <li>2. Body basics</li> <li>3. Use equipment appropriately</li> <li>4. Stay in designated area</li> <li>5. Listen to adults</li> </ol>   |

### **Dress Code Guidelines:**

Dress and appearance reflect and affect both the student's attitude and behavior. Students are expected to dress appropriately for school. Any student whose appearance is deemed inappropriate by faculty or staff may be subject to disciplinary action.



- No headgear is allowed inside the building. This includes, but is not limited to: hats, caps, bandanas, hoods.
- No sunglasses.
- No offensive, vulgar, put-down, racial degradation, or sexual reference language and/or pictures on clothing, jewelry or backpacks.
- No pictures, slogans, advertisements or references to alcohol, tobacco and other drug use on clothing, jewelry or backpacks.
- No clothing adorned with improper writing or pictures including "double meaning" expressions.
- Pants/shorts should not be so inappropriately baggy that they reveal undergarments.
- No revealing shorts or skirts of inappropriate length.
- No clothing that is overly revealing or that draws undue attention.
- No chains hanging from pants/shorts.
- Students must wear shoes at all times in the school building. Shoes with wheels are not allowed.



**Personal toys**, including (but not limited to) handheld video players such as Nintendo DS and Gameboys, cell phones, digital music players such as MP3 players and iPods, trading cards (i.e. Pokémon), sport balls, stuffed animals, dolls, etc., **should be left at home**. If it is necessary for students to bring personal items or toys to school that may be needed after school, or after school daycare, students will be expected to keep such items **in their backpacks** the entire day, including during recess times. Cell phones need to be switched off during the school day. **The school is NOT responsible for lost or stolen items.**



**Possession of prohibited items** such as tobacco, alcohol, drugs, firearms, ammunition, knives, explosives or any item considered as dangerous and unlawful is prohibited on school grounds. **This includes any form of weapon or look-alike weapon.** Persons in violation are subject to legal prosecution, fines and imprisonment. Student violators may be suspended and are subject to possible recommendation for expulsion from Wisconsin Heights Schools.



**Lockers/cubbies/hooks** are the property of the school district. Students will be assigned lockers where available. Periodic locker/cubby checks may be made by school staff to ascertain whether prohibited items or substances are present.



### **Winter Playground Expectations:**

We expect children to be dressed appropriately for outdoor weather. Please listen to the weather report and dress your child accordingly. (In extreme weather, recesses are held in the classroom or gymnasium.) Children will only be staying inside if the wind chill or actual temperature reaches below zero.

All children are expected to wear snow pants, mittens/gloves, jackets/coats and snow boots (to be worn only outside). You may want to send in extra socks and mittens/gloves with your child on really wet, snowy days. Boots are required during snowy or muddy conditions and snow pants are required to go off the blacktop area in snowy conditions. Sleds are provided by the school; please do not bring your own sled to school.



### **Winter Playground Safety Rules:**

1. Keep all snow and ice on the ground.  
the 3 B's for sledding: back, belly or bottom (no standing!).
3. Keep off the ice.
4. No pushing people on the snow banks.
5. Stay out of the way of people who are sledding and look for others before you sled.
6. Respect other students' snowmen, snow forts, etc.



2. Use



### **Discipline Procedures:**



Wisconsin Heights Elementary Schools will use a consistent procedure for handling discipline. We have two types of behavior referrals, (Minor Infractions and Major Infractions). Teachers will address all minor infractions in the classroom. Teachers will document these minor infractions using the EduClimber reporting system, and the Minor Incident Reporting Form when necessary. Teachers will refer all major infractions to the office by completing an Office Referral Form. Please note that three minor incidents will result in an office referral. If a student receives an Office Referral, parents will be notified by administration.

Consequences for major infractions will be determined by administration. Suspensions will be determined on a case-by-case basis. Students committing major offenses will be permitted to share their version of the incident with an administrator. Other students and/or staff members involved may also report their involvement in or witness of the incident. After gathering information, the administrator will make the decision regarding interventions, in school consequences or suspension. In the event of student suspension, the parent will be contacted by administration.

### **O. Bus Conduct**



All students who ride the school bus must follow the rules set by the bus company in order to insure the safety of each child. Maintaining proper behavior while on the bus is a cooperative responsibility of the students, parents, bus drivers and school officials.

### **Student Bus Expectations:**

1. Students must show proper respect and obey the driver at all times.
2. Objectionable or dangerous objects are not permitted on the bus.
3. A student must keep his arms and head inside the bus at all times.
4. Nothing, regardless of size, is to be thrown in or out of the bus.
5. The use of obscene language or gestures is prohibited.
6. Fighting or physical play is prohibited.
7. Food and drinks are not to be taken on the bus.
8. Students must remain seated at all times unless directed by the driver.
9. Students must be silent at railroad crossings.
10. Students must be at the bus stop at the scheduled time and wait in an orderly fashion.



### **Key behavior rules we emphasize at the elementary level while riding the bus:**

- A. Listen/follow the directions of the driver.
- B. Use appropriate language and voice level at all times.
- C. Stay in your seat.
- D. Keep your hands and feet to yourself.
- E. Be respectful to everyone.



**Our school behavior expectations:** Be Respectful, Be Responsible, Be Safe is also expected while

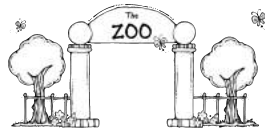


Please review these rules/expectations with your child so they fully understand what is expected of them when they ride a bus, whether it is to and from school daily or on a field trip.



Students who have difficulty responding to the guidelines for safe bus transportation will be reported to an administrator. Students may be suspended from riding the bus if their behavior is inappropriate and interferes with the safety of others.

A note from parents is required for a student who needs to take a different bus after school. The school office will issue a “**Bus Pass**” to that student with the information necessary for the driver. This is only for a one-day change. The bus company needs to be notified by the parent for a change involving two or more days. They can be reached at 608-416-1582.



## **P. Field Trips**

Teachers plan field trips to provide additional educational experiences for their students. We believe that field trips provide an important role in the learning, experience and social development of our students. Attendance is taken on these days and a parent permission slip must be signed and returned for a student to participate. If parent permission is not granted or a permission slip is not returned to school, the student will remain at school on the day of the field trip. Our PTO has made it a priority to sponsor the costs for transportation and admission costs related to all school field trips. Thank you PTO!



## **Q. Student Safety**

The Wisconsin Heights Schools join our parents/guardians and community members in making the safety of our students a top priority. Each school has developed emergency plans in the event of threats (ranging from fire and tornado to an intruder) to students’ well-being. School staff has worked with community EMT’s, police and fire personnel in the creation and review of the emergency plans. The plans are kept in each school office, reviewed periodically and practiced via drills throughout the year. We have done our best to ensure that our students are safe from all such threats and that, in the unlikely event of a crisis, we have procedures in place for a quick and safe response.

We wish to remind students and parents/guardians that we need, and expect, their cooperation with the school and with the district safety and evacuation procedures. Since the safety of all depends on the right action of each individual, students are subject to the appropriate disciplinary consequence in the event of a violation of school procedures. Parents/guardians are invited to call or stop by their school office to review and/or discuss any aspect of the emergency plans with the principal.

## **R. Special Custody**

Special custody arrangements need legal documentation in the office. In homes where parents have shared custody, the school office needs an official request if a duplicate copy of newsletters and other school information is to be given to more than one home.

## **S. Visitors**



Parents and other adult family members are invited to visit school. We ask that anyone visiting the building for any reason **sign-in at the office and receive a visitor name tag**. If visiting a classroom, please make **prior** arrangements with the teacher. Students from other schools are discouraged from visiting our school while classes are in session.

## T. Use of Telephone, Messages



Children will be permitted to use the telephone **only for emergencies**. In the event your child is ill or injured, designated school personnel will telephone you. We ask that you do not call and ask to talk to your child **unless an emergency occurs**.



The school office will make every effort to cooperate in getting messages to students; however, requests for messages should be kept to **essential** or **unusual circumstances**. We ask parents to please make arrangements with their children **prior** to leaving for school each morning. This includes arrangements for all after-school activities and appointments.

## U. Health Issues



1. Any child with a temperature over 100 (oral or ear), (101 axillary) will be immediately sent home and parents advised to seek treatment. Children who are prescribed antibiotics should remain at home at least 24 hours after starting the course of treatment. Children returning to school before this time will be sent home.

2. Policy 453.31 - Head Lice Control and Prevention: In the interest of preventing the spread of head lice among students in the Wisconsin Heights School District, any student found with live head lice will be excluded from school until treatment has taken place. Treatment of the student and the environment will be explained to the parent. The child will be readmitted to school after thorough home treatment and designated school staff or the school nurse has inspected the student's hair.

## V. Medications at School



Wisconsin Heights has adopted a policy on medication and a medication procedure for the district has been implemented. This procedure applies to prescription medications and nonprescription medications, such as aspirin, acetaminophen and ibuprofen tablets, cold tablets, cough drops, etc.

1. Except as otherwise provided, all medications are to be kept in the office in a locked, safe place where no unauthorized person will have access. No medication will be kept in the student's possession or classroom EXCEPT for inhalers and/or EpiPens. Inhalers and/or EpiPens may be carried and self-administered by students only after the Medication Consent Form is signed by both parent/guardian and physician and is on file in the school office. It is recommended that a back-up inhaler and/or EpiPen be available in the office.

2. Signatures from both parent/guardian and physician are required for ALL prescription medication. Non-prescription medication needs only the parent/guardian signature. A MEDICATION CONSENT FORM MUST BE SIGNED AND RETURNED TO THE SCHOOL OFFICE PRIOR TO ANY MEDICATION BEING ADMINISTERED AT SCHOOL.

3. Limited quantities of medication will be kept. It is the responsibility of the parent to supply medication to the school when the supply is low.

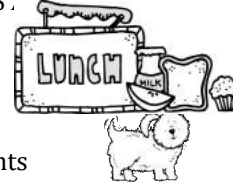
4. All medication must be in the original container and clearly labeled with the student's full name, the name of the medication and dosage, and the name of the physician prescribing the medication. Medication not in the original container will not be given.

5. All medication consent forms must be renewed at the beginning of every school year or when there is any change in dosage, medication, or times when medication is given.

6. If a student refuses to take medication, the parent/guardian will be notified.



MEDICATION CONSENT FORMS ARE AVAILABLE IN THE SCHOOL OFFICE, AT AREA PHYSICIANS AND ON THE WISCONSIN HEIGHTS DISTRICT WEBSITE.



## W. Food Service Program

Each student is eligible to receive hot lunch. The cost of each meal is \$2.90. The Wisconsin Heights School District uses an automated food service accounting system. The system functions as a debit system or pre-payment program. Parents/guardians are required to maintain their food service account in a **positive** status. Families are notified by phone by an automated system when balances are below \$20.00. Students should bring food service checks to school in a sealed envelope with the family name and student name clearly written. Drop-off points are in any of the school offices. Any funds remaining in family food service accounts at the end of the school year will carry over to the next school year. Refunds will be issued upon written parental/guardian requests.

Students may also purchase milk for 45 cents per carton if they choose to bring a cold lunch. **Soda pop or other carbonated drinks are not allowed during lunch or snack time.** Classroom special occasions may be the exception.

Breakfast is offered daily to students. The cost is \$1.60 per day. We offer an "all-in-one" box with cereal, juice and/or milk. Students may enter the building by 7:15 a.m. or upon arrival to school by bus to enjoy breakfast with us in the cafeteria.



A milk break is offered each day to students. The price for a carton of milk (.45) will be deducted daily from your food service account only if your child takes milk.

Parents are welcome to join their child for lunch. Please call by 8:00 that morning to let us know that you plan on having lunch with us so we may adjust our lunch count accordingly. The cost is \$4.30 for any non-student. This needs to be paid by cash or check on or before the day you plan to eat.

Guidelines and applications for Free/Reduced-Priced Lunches are available from any school office and on the district website.



**Please Note:** Actual Meal/Milk prices may be different from the prices quoted in this handbook. If meal/milk prices are changed, parents would be informed by email, school newsletters or note in backpacks as well as posted on the district website.

## X. Student Birthdays

There is no expectation that families recognize their child's birthday at school. However, if you choose to send a classroom treat, we encourage snacks that are healthy and nutritious. In addition, we discourage the delivery of birthday balloons and/or flowers to school. To avoid disruption of the learning environment and/or hurt feelings by other students, personal deliveries such as balloons or flowers, will be held in the office until dismissal time. Please also consider how your child will transport these items home as concerns have been raised when taking these items on the bus.



Individual party invitations should be delivered or mailed from home. Also, the school does not provide phone numbers or addresses to individual parents for any reason. A student directory is provided by the parent teacher organization for families choosing to participate.

## Y. Volunteers



We welcome and encourage parent volunteers in our school. Each classroom has guidelines for volunteering. Contact your child's teacher if you are interested in volunteering. Volunteers are also utilized for special projects and for chaperoning field trips. Contact the office if you are interested. All volunteers will be asked to complete a "Volunteer Enrollment Form" and a "Volunteer Disclosure Statement".



## Z. Wisconsin Heights Parent-Teacher Organization (WHPTO)

Black Earth and Mazomanie Elementary Schools have a joint parent organization that meets monthly and provides valuable resources to the schools. Please contact the school office or visit the WHPTO link on our website for information regarding this organization. Information is regularly sent home in backpacks for volunteer opportunities throughout the school year.

