

*School District of
Rhinelander*

*Crescent Elementary School
2017-2018*

*Parent and Student
Handbook*



Introduction

The School District of Rhinelander Elementary School Handbook is an information resource for students, parents, and staff. We ask that all stakeholders read this handbook thoroughly and keep it as a source of reference. While every possible situation cannot be covered in a handbook, most that may arise are addressed. This handbook, approved by the Superintendent, has been deemed reasonable and designed to achieve legitimate educational purposes.

Specific board policies are summarized. Full School District of Rhinelander Board Policies may be accessed at: <http://www.rhinelander.k12.wi.us/index.html>

Select “District.”

Under the heading “School Board” select “District Policies.”

Select “Index” for an alphabetical listing of topics.

The School District of Rhinelander does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities.

The district encourages informal resolution of complaints under its pupil nondiscrimination policy. A formal complaint resolution procedure is available, however, to address allegations or violations of the policy in the School District of Rhinelander. Any questions concerning the district’s nondiscrimination policy and complaint procedure should be directed to the Assistant Superintendent-Pupil Services.

All School District of Rhinelander services and programs are nondiscriminatory. Reasonable accommodations will be provided when necessary to assure full accessibility. Information on the existence and location of auxiliary aids and support services available to provide reasonable accommodations (i.e. interpreters, readers, change in location or activities, etc.) can be obtained from the School District of Rhinelander Pupil Services Office.

Harassment of a student(s) by other students or any member of the staff is contrary to the Board of Education’s commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of Federal and State Law. In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment also includes any action or verbal expression related to race, gender, age, religion, disability, pregnancy or sexual orientation that creates a hostile, intimidating or offensive learning environment. The Superintendent or the Superintendent’s designee will promptly investigate all reports of harassment.

ATTENDANCE

SCHOOL ATTENDANCE POLICIES - 5200

Regular attendance is essential for a student to progress and have success in school. State law requires that parents ensure regular attendance of their students during the full hours in which school is in session. When a student is absent or tardy, the parent should contact the school during the morning on the day of absence or tardiness and give the student’s name, teacher name and reason for absence. **Guardians must accompany tardy students to the office and sign them in.** A dated and signed excuse from home stating the reason the student was absent must accompany the student upon his/her return to school. Failure to bring an excuse will result in an unexcused absence and possible truancy.

The principal may approve prearranged absences upon written request from parents; keep in mind this does count towards your 10 days of excused absences per year. Requests should be made one week prior to the intended absence. *K-5 Request for Planned Absence* forms are available in the school office. State law allows parents to excuse their child(ren) 10 days per year for any reason.

The first bell rings at 7:55 a.m. The second, and final, bell rings at 8:00 a.m., school begins promptly at 8:00.

Students arriving between 8:00 a.m. and 8:14 a.m. will be marked Tardy, or TDU, and attendance will be coded accordingly. **Students arriving late to school must be accompanied into the building by a parent and signed in in the main office.**

Students arriving at 8:15 a.m. or later will be marked Truant, or TRU, and attendance will be coded accordingly. **Students arriving late to school must be accompanied into the building by a parent and signed in.**

Students who do not show up for school, and we do not receive a call in the office from a parent regarding the child's absence, will be marked Truant, or TRU, and attendance will be coded accordingly.

All medical appointments (e.g. doctor, dentist, counseling/therapist), with proper verification of the appointment(s), will be coded as Medical, or MEP, and will not count towards the 10 Parent Excused Absences (PEAs) allowed per school year.

Students who become ill while at school, and who meet specific exclusionary conditions as outlined by District policy, will be sent home and their attendance coded as ILL. These days will not count towards the 10 Parent Excused Absences (PEAs) allowed per school year.

BUILDING HOURS/ARRIVAL TIME

To ensure safety of all students, parents/guardians (hereafter referred to as "parent"), are asked to follow the school drop-off, pick-up, and busing procedures. Students are to report directly to the playground. **There is no supervision on the playground prior to the 7:40 a.m. drop off time. Parents will need to remain with their children until school personnel are visible on the sidewalk located by the Parent Parking Lot and/or playground.**

*** All Times subject to change

Crescent Elementary School: 7:58 a.m. - 2:58 p.m. Drop-off time: 7:40 a.m.

Central Intermediate School: 7:55 a.m. - 3:08 p.m. Drop-off time: 7:40 a.m.

Northwoods Community Elementary School (NCES): 8:00 a.m. - 2:40 p.m.

Pelican Elementary School: 8:00 a.m. - 2:58 p.m. Drop-off time: 7:35 p.m.

BUILDING DISMISSAL

Students should depart from school immediately after dismissal if not involved in pre-arranged after-school programming or events. Parents are responsible for their children when in the school building or on school grounds, including the playground. Students who remain after school for a school-sponsored event must remain at the event with authorized school staff until a parent/guardian is present.

After students arrive at school, it is the school's obligation to keep them until regular dismissal time. If, for any reason, students must be released for dental or medical appointments, etc., parents should inform the classroom teacher(s) of the time and reason by sending a written note to school. Parents need to come to the school office to sign students out of school. Unless a student has an end-of-day appointment, or there is an emergency situation, students will be expected to remain at school until dismissal at 2:58 PM. Students will be escorted out of the building at the end of each day by their teacher(s).

SCHOOL CLOSING

When the superintendent or designee determines that it is necessary to close the schools the following radio and television stations will be notified:

All school closings will be announced over radio stations WIFC-FM 95, WSAU-AM 55, WRLO-FM 105, WHDG-FM 97.3, WRJO-FM 94.5, WXPR-FM 91.7, WDEZ-FM 101.9, and TV stations, WSAW Channel 7, WAOW Channel 9, and WJFW Channel 12 as early as possible.

When the possibility of an Early Dismissal exists, **PLEASE LISTEN FOR THE ANNOUNCEMENT ON THE STATIONS LISTED - DO NOT CALL THE BUS COMPANY OR THE SCHOOL.**

Parents are reminded that the student emergency information sheet should be kept complete and up-to-date so that appropriate persons may be contacted in the event of an early dismissal.

Professional Development Days~No School for Students

The School District of Rhinelander continues to move forward providing professional development training for our teachers and paraprofessionals during the academic school year. Students are not in school on Professional Development days to allow staff to receive highly qualified professional development in the areas of instructional innovation. Our teachers are then able to bring these best practices immediately into the classroom for implementation. We thank our parents and community for supporting our effort to become educational leaders.



No School for Students 2017-2018 School Year

Monday, September 4, 2017 - Holiday
Friday, October 20, 2017 - Professional Development Day
Monday, October 23, 2017 - Parent/Teacher Conferences, 11AM - 7PM
Wednesday, Thursday, and Friday, November 22, 23, 24, 2017 - Fall Break
December 25, 2017 to January 2, 2018 - Winter Break
Friday, January 19, 2018 - Recordkeeping Day
Monday, January 22, 2018 - Professional Development Day
Friday, February 23, 2018 - Professional Development Day
February 26, 2018 - Parent/Teacher Conferences, 11AM-7PM
March 26-April 2, 2018 - Spring Break
Monday, April 23, 2018 - Professional Development Day
Monday, May 28, 2018 - Holiday
LAST DAY OF SCHOOL: Thursday, June 7, 2018

TRANSPORTATION SCHOOL BUS

The safe transportation of students requires cooperation from the students, parents, and school officials. Students will not be allowed to bring animals on the bus. Musical instruments and play objects may be transported with the permission of the bus driver.

Control of student behavior on the bus is the responsibility of the bus driver, the coach, teacher or activity director aboard the bus. Control of student behavior at bus stops is the responsibility of the parents, and control of student behavior while loading and unloading at the school is the responsibility of the school officials.

Students and parents are responsible for intentional damage to a school bus. Video cameras may be placed on buses to assist in maintaining discipline.

If a parent/guardian requires that a child/ren be dropped off at a location other than his/her assigned bus stop, a **Request for Alternate Transportation** form must be filled out and returned to the Business Office of the Administration Center before transportation will begin. (Forms are available at all schools and the Administration Center.)

Bowen's Bus Service is the provider for the district's busing services.

Contact Information:

1940 River Street
Rhinelander, WI 54501
Phone: (715) 362-3996
Fax Number: (715) 362-3997

SCHOOL BUS DISCIPLINE (See Policy 8600)

School Bus Discipline Students riding the school buses are subject to the same discipline as they are in the school in which they attend. The bus contractor, through the bus driver, will have disciplinary authority and responsibility on the bus. Students must obey bus regulations. In the event of a discipline problem on the bus, the following steps are to be taken:

- A. The driver shall transport the student to school and/or his/her scheduled bus stop.
- B. First Offense - The bus driver informs the student that he/she will be written up for a first offense of misconduct. The bus driver completes an Unsatisfactory Bus Conduct Report form. The bus contractor sends two copies to the school, one of which is mailed to the parents as soon as possible. The contractor keeps the third copy. The report is a warning unless the misconduct is clearly dangerous to the bus driver and students on the bus. If a dangerous offense is committed, the student may be suspended from transportation on the first offense.
- C. Second Offense - The bus driver informs the student that he/she will be written up for a second offense of misconduct. A second Unsatisfactory Bus Conduct Report form is filled out. The same procedure as in the first offense is followed.
- D. Third Offense - The bus driver informs the student that he/she will be suspended from transportation. A third Unsatisfactory Bus Conduct Report form is filled out. The same procedure as in the first offense is used. This will result in suspension from transportation for up to three days. Additional suspensions may be given for continued infractions.

Pupil Transportation Relationships and Responsibilities

Pupils have the following responsibilities for their transportation:

- A. Arrive at the bus stop at least five minutes before the bus is scheduled to arrive.
- B. Wait in a safe place, clear of traffic and away from where the bus stops.
- C. Wait in an orderly line and avoid horseplay.
- D. Obey the driver promptly and respectfully.
- E. Cross the road or street in front of the bus only after the bus has come to a complete stop and upon direction of the driver.
- F. Go directly to an available or assigned seat.
- G. Remain seated; keep aisles and exits clear.
- H. Keep hands, feet and head inside the bus.
- I. Observe the same conduct as in the classroom - no loud talking, shouting, whistling, profane language, unnecessary noises, fighting or throwing of things.
- J. No eating or drinking on the bus unless a written plan has been developed for the student and shared with the transportation provider.
- K. No animals on the bus
- L. Musical instruments and play objects may be transported with permission from the bus driver.
- M. No smoking or chewing tobacco allowed on the bus.
- N. Respect the rights and safety of others and protect their personal belongings.
- O. Do not ask the bus driver to use his/her radio for personal requests. A note approved by the principal or his/her designee is required.
- P. Keep the bus clean.
- Q. Do not be destructive - restitution will be required.

Parents have the following responsibilities for their child's transportation:

- A. To be present at the bus stop, or have another responsible adult present, to send and/or receive a kindergartner or younger student to and from the school bus stop.**
- B. To provide transportation when a change of school is requested outside the attendance area in which they reside.
- C. To fill out a *Request for Alternate Transportation* form when requesting transportation to and/or from a location other than the one of residence.
- D. To teach safe walking practices to and from the bus stops.
- E. To provide light-colored or reflective clothing when going to and from the bus stop in darkness.

- F. To teach how and where to wait safely for the bus.
- G. To have a plan for what to do if the bus is late arriving at a designated bus stop or does not arrive; also for unscheduled or scheduled early dismissals.
- H. To teach respect for the rights and privileges of others.
- I. To notify the bus driver, contractor, and principal of severe medical needs of certain students and emergency procedures necessary, i.e. seizures, autism, etc.
- J. To teach responsibility for personal belongings.
- K. Send a note with your child(ren) for personal requests. Bus radios will no longer be used for that purpose.
- L. To talk with bus drivers and/or bus contractors regarding any problems with school bus transportation. Contact school officials if problems cannot be resolved with the bus contractor.

SCHOOL BUS STOP ASSIGNMENT

Bus stops are determined by the Superintendent or his/her designee. The safety of students at a bus stop is the primary determining factor in establishing a bus stop.

Buses will not travel on private roads to a bus stop. A suitable area is to be provided and maintained if a school bus is required to turn around at a bus stop at no cost to the district. Law enforcement officials will evaluate bus stops that are alleged to be hazardous.

Bus stops for students requiring special transportation per the Individual Education Program (IEP) is at the student's home.

Parents/Guardians will be expected to provide transportation if requesting a change of school outside of the school attendance in which they reside.

PERMISSION TO RIDE A DIFFERENT BUS HOME

Students wishing to ride a different bus home from school must have written permission from their parent/guardian. They are to show the note to the teacher (have the teacher sign the note), to the bus driver they normally ride with, and the bus driver with whom they are going to ride with. If the bus is already filled to capacity, the student will not be granted permission to ride a different bus. All notes must accompany the students on the day the change will occur. The school will provide notes for students only in emergency situations. Students are allowed six parent/guardian notes per school year. After six notes a **“Transportation to Alternate Location”** Form must be completed.

SPECIAL PROGRAMS

STUDENT ACCIDENT INSURANCE - POLICY 8760

The Board recognizes the need for insurance coverage for injuries to students caused by accidents occurring in the course of attendance at school and participation in the athletic and co-curricular programs of the schools. Therefore, at the beginning of each school year, the Board shall offer parents the opportunity to participate in group accident insurance at the expense of the parents.

A signed statement of insurance coverage on the part of the student's parent or guardian shall be a prerequisite for student registration in any school activity having a potential for personal injury.

The Superintendent shall recommend suitable and qualified insurance carriers and notify all parents of their availability.

FOOD SERVICE

The Taher Food Service Staff looks forward to serving your child a nutritious breakfast and lunch every day. They are dedicated to providing students with healthy food choices that also taste good. School meals are planned by a Registered Dietitian to reflect the Dietary Guidelines for Americans and student preferences. Menus include whole grain products, fresh fruits and vegetables and low-fat entrees and dairy products. Breakfast, the most important meal of the day is available daily at all schools. Eating breakfast helps children do better in class and on tests.

Monthly printed menus are distributed to elementary students They are also posted on the district website.

Elementary Student Breakfast	\$1.10
Reduced Breakfast	FREE
Elementary Student Lunch	\$2.25 (milk is included with the meal)
Reduced Lunch	\$0.40
Milk	\$0.50

***** If your child is bringing a cold lunch from home and wishes to purchase milk from school, a charge of \$.50 per carton will be charged to your account, even if you qualify for a free meal or reduced meal. Milk is included with the purchase of a Breakfast or a Lunch.**

Four Ways to Purchase Meals (Prepayment required)

1. Online. Easy-to-use, convenient, private and secure. Go to www.rhinelander.k12.wi.us to **Families to Food Service to Payments** (third option from the left at the top of the page), to **Infinite Campus Portal**
2. By Mail. Send to RHS Food Service, 665 Coolidge Ave, Rhinelander, WI 54501
3. In person or in the drop box at the Rhinelander High School (RHS) Food Service Office.
4. At your child's school. Include family ID and child's name.

Policy and Procedure:

- School board policy allows meal charges to negative \$5.00. When accounts are below negative \$5.00, a sandwich and milk will be offered for \$2.00.
- Lunch account balances can be checked on-line. Go to www.rhinelander.k12.wi.us to **Families to Food Service to Payments** (third option from the left at the top of the page), **Infinite Campus Portal**
- Parents are notified of low and out of money balances by phone or e-mail.
- Contact your RHS Food Service Office at (715) 365-9547 or (715) 365-9688 or karabpat@rhinelander.k12.wi.us: with any questions you may have.

Free and Reduced Price Meals

Free and reduced-priced meals are available to students whose families qualify based on household size and income. Free and reduced price **meal applications and share information sheets** are mailed to all households annually. They are also available at each school office. **A new form needs to be filled out each school year** or at any time household situations change (a decrease in income or increase in household size). Some families may be **directly certified** and do not need to fill out a form. If your family qualifies this way you will receive a letter from us.

School District of Rhinelander Food Service Contact Information:

Pat Karaba, Food Service Director, Taher Inc.

School District of Rhinelander Food Service

665 Coolidge Ave, Rhinelander, WI 54501

Phone: 715-365-9547 Fax: (715) 365-9687

WELLNESS POLICY

In compliance with Federal Law P.L. 108-265, the Child Nutrition and Women, Infants, and Children (WIC) Reauthorization Act of 2004, the School District of Rhinelander adopted a wellness policy in 2006 to promote student health and develop lifelong habits of healthy eating and physical activity.

SCHOOL COUNSELING SERVICES

School personnel and parents are partners in guiding students throughout their development. To promote this partnership, guidance and counseling services are available to all students. In addition, students can participate in individual or group counseling sessions to address specific concerns. A referral for this option can be made by a parent, staff member or student. Parents are encouraged to contact the school counselor about any difficulties their child may be experiencing, which could affect their education. Students may be involved in individual or group counseling.

Elementary (K-5) classroom teachers are to be an active and contributing member during guidance lessons. Teacher engagement during these instructional periods demonstrates to students the importance of a collaborative/team approach, positive role modeling, knowledge and understanding of the lesson objective, and increased ability to interact with students by reinforcing lessons learned between scheduled guidance periods. Guidance staff will develop and share lessons with the classroom teacher to foster these efforts. This approach is a condition of employment with the School District of Rhinelander and should result in improved student performance.

SPECIAL EDUCATION

The School District of Rhinelander provides special education services for students ages three to twenty-one who are identified as having impairment. Areas of impairment include: autism, intellectual disability, emotional behavioral disability, learning disability, speech/language, vision, hearing, orthopedic, traumatic brain injury, significant developmental delay and other health impairment. Parents, teachers, or other individuals who have knowledge of a child with a suspected impairment may initiate a referral for special education testing. If a child is found to have an impairment as a result of the evaluation, the specific education services provided would be determined by the Individualized Education Program (IEP) team, which includes the parents, teachers, and other staff members. Referral forms for special education testing can be obtained from the school office.

HOME INSTRUCTION

If a student is unable to attend school for thirty days or more due to a health problem diagnosed by a licensed physician, home instruction may be provided. Parents are requested to inform their child's teacher or the school district pupil services office if a lengthy absence from school for medical reasons is anticipated.

LIBRARY MEDIA CENTER

The Library Media Center (LMC) has four main goals: (1) to support classroom instruction in all curricular areas, (2) to teach information retrieval and processing skills, (3) to enable students to use current educational technology, and (4) to provide recreational reading/listening/viewing materials at appropriate levels for students. Each elementary school has a LMC. Students have access to the school LMC for book borrowing, independent reading and listening/viewing activities. During scheduled class time, students receive help with such things as reference work, listening skills, learning information retrieval skills, checking out books or any number of other activities. The LMC aims to help students make their school years productive and enjoyable.

MUSIC, ART AND PHYSICAL EDUCATION PROGRAMS (MAPEs)

In grades Kindergarten through Grade 5 music and art teachers provide instruction for each class once a week for 45 minutes and physical education provides instruction for each class twice a week for 45 minutes each session.

HEALTH AND SAFETY

TOBACCO POSSESSION AND USE - POLICIES 3215, 4215, 7434

The use and possession of tobacco products in any form by students on school property, at school-sponsored activities, and on school buses is expressly forbidden. Tobacco products, lighters and matches shall be confiscated and not returned. Students shall be subject to disciplinary action including possible suspension for violation of this policy. Tobacco use by adults, in any form, is prohibited by this policy on all school district property and vehicles.

DRUG AND ALCOHOL ABUSE

Parents and students are reminded that alcohol and other drug abuse is illegal and harmful. Legal consequences are in place regarding alcohol and other drug use. Violators have the potential for referral to law enforcement authorities for prosecution.

TOYS

Objects that might be considered dangerous are not allowed in school. Toys such as squirt guns, fireworks, cap guns, knives, weapons, etc. are not allowed at school. Skateboards, roller blades, and snow sleds need principal approval. Any items not allowed on school property will be confiscated.

OUTDOOR ACTIVITY

Students have daily outdoor activity, please be sure they are appropriately dressed for the weather. During extremely cold or inclement weather the principal will determine whether students will go outside. All students are expected to take part in scheduled outdoor activity periods. Scheduled outdoor activities may be postponed if the temperature/wind chill is at or below zero.

Exceptions:

1. The student has a medical excuse from the family physician.
2. Other legitimate daily requests approved by the teacher and/or the principal.

HEALTH SERVICES

Health services are cooperative ventures shared among the parents and school. Vision screening is provided annually for grades K, 1, 2, 3, and 5 and any other students that are referred to the school nurse. Hearing screening is provided by referral.

WISCONSIN IMMUNIZATION LAW - 140.05(16) In order to protect the health of students, state law requires that all students must meet minimum immunization requirements. These requirements can be waived only for reasons of health, religion or personal conviction. A signed copy of the student's immunization record or waiver must be on file at the school the student attends.

ILLNESS OR INJURY

If a student becomes ill at school, parents will be notified by phone. A student will not be sent home unless contact has been made with a parent or emergency contact person. If a student becomes ill or is injured and needs emergency treatment, parents will be notified first. If parents can't be reached, the student will be taken to the hospital or clinic designated by the parents on the emergency card, which has been signed by parents.

Students should stay home for (24) hours after starting medication for a contagious condition. Students should be fever free without medicine before returning to school.



EMERGENCY SITUATIONS

Fire Drills-Fire drills are organized to provide the safest and most expedient method of evacuating the school building. Fire drills will vary to provide practice in leaving various activities in various parts of the building (or playground).

Tornado Drills: The staff will prepare the students for a possible tornado emergency. A general tornado plan has been formulated for each school. This plan includes designated areas for students along with protective

measures to be used by the students. Tornado drills will be conducted in the fall and spring to familiarize students with designated areas and correct procedures.

Lockdown Drills: In the event of a threat or impending danger, students will move quickly and quietly to their designated areas and await further instructions. Emergency Lockdown Drills are practiced twice a year in each school building.

MEDICATION ADMINISTRATION

5150 ORAL MEDICATION IN SCHOOLS. If under exceptional circumstances a student is required to take oral medication during school hours and the parents cannot administer the medication at school, only the principal's designees or the school nurse will administer the medication in compliance with the following rules. In the interest of safety for all students, the following medication administration procedures will be followed for any student needing medication while at school. ALL RX or Over the Counter (OTC) medicines must be delivered to school by parent/guardian/or a responsible adult.

1. Prescription Medication to be given at school must have:

- a. A written order from the physician. It is acceptable for the physician to FAX the order to the school.
- b. A completed medication administration form filled out and signed by the parent/legal guardian.
- c. Medication must be in a labeled pharmacy container (loose pills/tablets sent in plastic bags or envelopes will not be given); parents may request an extra labeled "school bottle" from the pharmacist for school use.
- d. Stimulant type medication (for ADD/ADHD/Depression) must be brought to the school by the parent/legal guardian; likewise if the medication is discontinued or changed, any remaining medication must be picked up from the school by the parent/legal guardian or the medication will be disposed of in proper fashion.
- e. The parent/legal guardian is responsible to supply prescription refills to the school.
- f. A new written order from the parent and the physician is needed for any medication dosage change.
- g. Any medication left one week after the close of a school year will be disposed of in proper fashion by school personnel.

2. Over-the-Counter-Medication (OTC) to be given at school must have:

- a. The parent/legal guardian must fill out and sign a Non - Prescription Medication Consent Form. Parents are responsible for providing OTC medications for their students at school. Only FDA approved products will be administered.
- b. All OTC medications must be in the original labeled container (loose pills/tablets sent in plastic bags or liquid medication in jars will not be administered). These OTC must be brought to school by a parent/guardian.
- c. Medication will only be administered within the guidelines established by the manufacturer on the container.
- d. Any OTC medication containing aspirin must have a written physician's order on file in the school office in order for the medication to be given at school.

3. Medication Distribution at School:

- a. The school nurse or principal's designee will distribute all medications out of the school office or area designated by the principal. Documentation of all medication administered during the school day will be performed by school personnel.

4. Self-administration of Medications:

- a. Self-administration of medications will be considered on an individual basis at the high school level only.
- b. A written request from the student's parents must be received by the high school office for determination by the school nurse and the high school principal if the student is capable of self-administration of the needed medication in the school setting.
- c. No student taking a controlled substance or a scheduled medication (antidepressant/ stimulant/narcotic) will be allowed to self-administer medication at school.
- d. A signed, completed medication administration form must be on file in the high school office from the parent/legal guardian.
- e. A written prescription must be on file from the physician if a prescription medication is to be administered by the student.
- f. If a student is self-medicating at the high school without written permission of the parent, school nurse, high school principal and the physician, (for prescription medications only) a referral will be made to the school police liaison officer (Policy 5145.1).

5. Inhalers:

- a. Wisconsin Act 77 allows for asthmatic students to carry and self-administer inhalers at school or school sponsored activities, with the approval of the student's physician and parents; the medication administration form must be completed and on file in the school office along with the written prescription from the physician.

6. Field Trip Protocol:

- a. Single doses of medication will be placed in a sealed, labeled envelope, and all medications will be kept and distributed by a trained paraprofessional, who will be on the field trip.
- b. That trained SDR staff will administer the medication to the student at the time noted on the envelope, following written instructions as if the medication was given at the school building.

7. All medication administered at school will be stored in a locked cabinet located in the school office.

8. Parents must notify the school if a medication is discontinued. If the medication is resumed, a new order must be received from the physician and the parent/legal guardian must fill out a new medication administration form.

9. Students are responsible for coming to the school office without reminders to take their prescription medications.

GENERAL OPERATIONS

STUDENT FEES

A fee of \$18.00 is assessed to each student at the start of the school year or upon student entrance during the school year. Additional fees may be collected from time to time for field trips, etc. This fee does not apply to 4K students. With a completed Share Information form, families who qualify for Reduced Meals would also qualify for a reduced Student Fee of \$9.00 per child. Families that qualify for Free Meals will not be charged school fees.

TEXTBOOKS

Textbooks and workbooks needed for the education of students will be furnished by the school district.

Textbooks and all other school property are to be handled with care to insure long use. Any property that is damaged through misuse or carelessness will be replaced at student expense.

LOCKERS

Students may not put locks on lockers. The lockers are to be kept neat, clean and free from damage. Only school material and clothing are to be kept in the lockers. The lockers can be inspected by school staff. Lockers provide conditional privacy.

VALUABLES

The school is not responsible for damage or loss of personal items such as radios, jewelry, electronic devices, or sports equipment. Students are discouraged from bringing them to school. Money should be placed in an envelope, labeled with student name, teacher name, and grade. Only school money needed for special events or other school expenses should be brought to school. Cell phones and any electronic games/devices are not to be used during the instructional day. It is strongly recommended that cell phones, electronic games/devices or other items deemed as valuable remain at home.

LOST AND FOUND

Label all personal items with student name. In event an item is lost, this helps in identification. A Lost and Found is located in each school building. Items found on school property should be turned into the office.

PETS

Pets are not allowed at school. The exception is when a pet is brought to school by parents for classroom activities with prior approval per school board policy.

EDUCATIONAL STUDY/FIELD TRIPS

Field trips enhance the study of course concepts or units. Whenever students are going on a trip, notification will be sent home indicating the date, time and nature of the trip. The student will be unable to participate in the field trip unless the parent has signed and returned the form granting approval for the field trip. Any costs of field trips to students will be announced in notices to parents. Field trips are considered to be a privilege and students may lose the right to participate due to classroom issues including behaviors.

STUDENT BEHAVIOR

Students in the School District of Rhinelander shall be expected to act in such a fashion that their behavior will reflect favorably on the individual student and on the school, show respect and consideration for the rights of others, and create a harmonious school atmosphere. To accomplish this, each student must recognize individual responsibilities and obligations and discharge them in accordance with school regulations. Students are expected to abide by the code of conduct and behavior as outlined in the student handbook and/or as stated in the rules and regulations established by building principals for each school. All employees shall share responsibility for supervising the behavior of the students and for seeing that they meet the standards of conduct established by the building principal. In enforcing rules for student conduct, staff members shall place particular emphasis upon educating students in the ability to control themselves. The School District of Rhinelander shall not discriminate in standards and rules of behavior, including student harassment, on the basis of sex, race, national origin, color, ancestry, creed, pregnancy, marital status, sexual orientation, handicapping condition, or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established procedures. (Policy 1107).

DRESS AND GROOMING - POLICY 5511

Responsibility for the personal appearance of students enrolled in the School District of Rhinelander shall normally rest with the students themselves and their parent(s)/guardian(s). Student dress or grooming should not, however:

- A. affect the health or safety of students; or
- B. disrupts the learning process within the classroom or school.

No student shall be permitted to wear any clothing which is normally identified with a gang or gang-related activities (e.g. gang-related colors) or clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, and/or legal drugs. If there is a disagreement between students and/or parents and the staff regarding the appropriateness of clothing, the principal will use his/her discretion to make the decision.

This policy is in force during the school day, in school vehicles, in school buses and at all school activities. Personal hats or caps are not to be worn in school buildings during the school day, except during certain activities when hair or head protection is required. In addition, flip-flop type sandals are not to be worn; sandals must have an ankle strap.



COMMUNITY INTERACTIONS

REPORTING TO PARENTS

Report cards are issued twice during the academic year for children in Kindergarten through Grade 3. Formal report cards are issued once during the academic year for children in our 4 Year Old Kindergarten (4K) Program. Parents will be able to monitor student performance via Infinite Campus and teachers will issue progress reports at intervals throughout the year.

Parent/Teacher Conferences are scheduled two times during the school year. All parents are encouraged to participate in these conferences. These are excellent opportunities to discuss progress at school. Parents desiring a conference at other times should call the school and arrangements will be made.

SCHOOL EVENTS

In order to strengthen our learning environment, parents will be invited to participate in school events or grade level specific events such as, but not limited to, parent/teacher conferences, family nights, concerts, special classroom events, monthly assemblies and our K-3 Picnic throughout the school year. These events will be promoted to our entire school community.

Because, teaching and learning begins promptly at 7:55 a.m. each day when the first bell rings, we have an obligation to preserve the learning environment at Crescent Elementary School. **For the safety of all children, only volunteers, with approved background checks on file and in coordination with the classroom teacher and/or principal, will be asked to work with our students on an as needed basis in classroom.**

PARENT ADVISORY COUNCIL-PAC

The school has a Parent Advisory Council, which meets on a regular basis. It has the following objectives:

1. To assist the building principal in the identification of school needs.
2. To function as the liaison group and assist the building principal in the dissemination of information to the school and to the community.
3. To provide feedback to the principal.
4. Interested parents are welcome to join this group. For more information, contact the principal.

VOLUNTEERS

Volunteers are welcomed to donate time on a scheduled basis to help teachers with the learning process.

Persons interested in volunteering should contact the building principal. **All volunteers must complete a Background Check and Volunteer Contract and be approved by the Superintendent.** A background Check and Volunteer Contract must be completed every other year.

Once approved, it is up to the classroom teachers and/or principal as to how often, and for which specific activities volunteers are needed.

CHAPERONES

One of the requirements school groups have is to provide one (1) chaperone per ten (10) students on all field trips, excursions, etc. The responsibilities chaperones have are to assist school staff in providing a safe and educational experience for students. In order to assist to this end, please familiarize yourself with the responsibilities listed below to ensure a well supervised and educational activity. Chaperones are required to have a background check completed and approved by the Board of Education to chaperoning. A background check must be completed every other year.

Responsibilities:

1. Monitor behavior and assist in supervision of all students.
2. Assist handing out lunches during the lunch break.
3. Sit among students on the bus.
4. Responsible for your group headcount at various intervals during the trip, i.e., returning from side trips, bathroom breaks, lunch time, etc.
5. Assist in the instruction of students.
6. Assist in supervision of bathrooms and play activities.
7. Chaperones are not to bring other siblings/children.

PUPIL RECORDS - POLICY 8310

Student information defined as directory data may be disclosed to the public unless the parent has contacted the school and requested that all or part of this data be kept confidential by the school. Directory data includes student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height, member of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently attended by the student.

This information may be disclosed to any person once the school has given notice of the categories of information designated as directory data and has allowed a reasonable amount of time for the parent(s) to inform the school. If parents do

not wish to have any or all of the before-mentioned information made public, they should contact the principal or designee of the school their child attends. All other data such as grades, results of group or individual evaluations, psychological data, discipline reports, formal and informal parent communication is considered confidential information.

STUDENT RECORDS - POLICY 8330

From time to time, schools are requested to provide outside individuals or agencies information pertaining to a student. Under School District of Rhinelander Policy 8330, the following directory information will be provided, unless the school is informed in writing by a parent/guardian within fourteen (14) days after the start of the school year that such information, in whole or in part, should not be disclosed: Student's name, address, phone, birth date, place of birth, subjects taken and grades, participation in officially recognized activities and sports,

dates of enrollment, degrees (diplomas) and awards, name of school attending, and most recently previously attended school.

NCLB - HIGHLY QUALIFIED TEACHERS

Federal law requires that we notify all parents of children attending Title I schools that they may request information about the qualifications of their children's teachers. Parents may request the following information: state qualifications, licensure, and degree in field of instruction. All teachers in the School District of Rhinelander have at least a bachelor's degree, and many have advanced degrees. In addition, all of the teachers in this school are fully licensed for their assignment. In addition, paraprofessional support staff is trained in best instructional practices to assist teachers and students. For further information, please contact your child's school.

TITLE I

Title I Reading and Math a federally funded program re-authorized under the No Child Left Behind (NCLB) legislation of 2002. The overall purpose of Title I is to ensure that all children have a fair, equal, and significant opportunity to obtain a high quality education and reach proficiency on state academic achievement standards and assessments. Title I provides supplementary instruction in reading and math to students at eligible schools who are targeted as needing assistance to meet the state standards in reading and math. Title I teachers provide specialized instruction to reinforce and supplement classroom learning within the regular classroom or in a separate Title I classroom.

Crescent Elementary School is designated as a Schoolwide Title I School.

School District of Rhinelander

Title I Schoolwide Program

Student/Parent/Teacher Compact



Your child's school participates in a schoolwide Title I program which is a comprehensive reform strategy intended to improve the academic achievement of all students in the school, particularly the lowest achieving students. For your child to perform to his/her greatest potential, it is critical that a home-school partnership be formed. This compact outlines how school personnel, students, and parents can share the responsibility for supporting your child's learning. Please read and discuss the outlined responsibilities with your child and then return the signed bottom portion to your school.

Student Responsibilities:

I will do my best to:

- Come to school prepared and ready to learn.
- Work with my teacher to establish personal learning goals.
- Ask questions of my teachers when I don't understand something.
- Talk to my family about what I am learning in school.
- Complete my schoolwork.

Parent Responsibilities:

I will do my best to:

- Encourage good study habits.
- Review and sign the daily planner.
- Encourage reading outside of school.
- Send my child to school on time and well rested and fed.
- Attend school functions such as open houses and conferences.

Teacher Responsibilities:

- Explain instructional goals and academic expectations to students and parents.
- Guide students and parents in choosing appropriate materials that would support learning.
- Provide motivating and challenging learning experiences in the classroom.
- Adjust instruction to the individual needs of the student.
- Communicate on a regular basis regarding the student's academic progress.