

*Frederic Elementary School*  
*A Lifetime of Learning Starts Here!*

*Frederic School District*

*Student/Parent Playbook*  
*2016 -2017*



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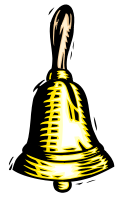
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*Infinite Campus Parent Access Information*

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## LEARNING ATMOSPHERE

*Rules are what make good things happen!*



We, the staff of Frederic Elementary School, place a high value on learning. We believe that in order to make learning possible, a student must feel safe, and the school climate must be conducive to study. We believe that the best discipline is self-discipline. We encourage respect for self as well as others, and care of personal and school property.

## FREDERIC ELEMENTARY SCHOOL – GENERAL RULES

1. **Students will behave in a manner, which is safe for themselves and others.** Examples-using playground and classroom equipment safely, walking in the halls, not bringing any dangerous objects to school, staying on school grounds and within the boundaries. The bus is an extension of the school and safe and proper behavior is also expected while riding the school bus.
2. **Students will treat others with respect and courtesy.** Examples-following directions and cooperating with adults, not back-talking or using inappropriate language.
3. **Students will respect and care for school property and the property of others.** Examples-not damaging schools equipment, no vandalism, or taking another person's belongings.
4. **Students will not hurt others, either physically or verbally.** Examples no hitting, fighting, name calling, harassment, bullying and no racial or sexual slurs.

## STUDENT EXPECTATIONS – BE EXCELLENT!

Teaching students to be productive citizens is a focus each school year. Self-discipline is one of the ultimate goals of education. We expect all students to strive to gain knowledge of their individual abilities. It is also expected of all students that they allow their fellow students every opportunity to maximize their potential.

**All students will be held accountable for their actions and will be required to observe the following regulations and rules as established by the State of Wisconsin and Frederic School District.**

## CHARACTER EXPECTATIONS

### **A. Be prompt and prepared.**

1. Arrive on time.
2. Arrive with the needed material.
3. Arrive with assignments completed.

### **B. Respect authority.**

1. Listen to authority.
2. Follow directions.
3. Accept responsibility for your own behavior.

### **C. Respect the rights of others.**

1. Use appropriate voice and language.
2. Listen to the speaker.
3. Respect the opinion of others.
4. Refrain from harassment.

### **D. Respect Property**

1. Respect the property of others
2. Respect your own property.
3. Use materials and equipment appropriately.

### **E. Display a concern for learning.**

1. Remain on task.
2. Allow others to remain on task.

### **F. Display appropriate social skills**

1. Cope (disagreement, teasing, failure)
2. Display courtesy and tact
3. Interact with others appropriately.

### **G. Display appropriate behavior.**

1. Display positive & productive character,
2. Dress appropriately.

## DISCIPLINE POLICIES AND PROCEDURES

**The following behavior will be reported to the office and result in a discussion with the principal, could be a call home to parents from the child and principal, and an immediate detention given by the supervisor/teacher. The student could also be sent home for the day or suspended.**

Bullying	Harassment
Physical violence	Vandalism
Insubordination	Possessing illegal substance
Throwing objects	Possessing dangerous objects
Use of profanity towards other	Safety violations
Sexual Harassment	

## **DETENTIONS**

Before or after school detentions will be issued and a detention slip will be sent home for you to sign and your child to return. Any supervisor or teacher may assign detention. If you have a conflict with the detention time assigned your child – YOU MUST call the office to reschedule. If your son or daughter does not show up for detention it will be doubled.

**Detentions will be held on Tuesdays 3:15-3:45 p.m. & Thursdays 7:40 – 8:10 a.m.  
Parents are responsible for transportation.**

## **BEHAVIOR LEVEL 1. – CLASSROOM**

The classroom teacher has primary responsibility for gaining the respect and cooperation of the students to maintain an effective learning environment. Students are responsible for following class rules. Classroom rules will be sent home from each teacher. Teachers will document behavioral concerns in a daily planner. This behavior record will be used and shared with parents when needed.

General rules apply in all areas of the school. All staff members have the authority to enforce them.

## **BEHAVIOR LEVEL 2. – CLASSROOM AND OFFICE**

### **STUDENTS REFERRED TO THE PRINCIPAL'S OFFICE**

When corrective actions taken by the classroom teacher have failed or the rule infraction is of a severe nature, the incident shall be referred to the principal(s) for investigation and appropriate action. The severity of consequences applied by the principal depends on two factors.

- **THE SERIOUSNESS OF THE OFFENSE.**
- **THE PREVIOUS DISCIPLINARY RECORD OF THE STUDENT.**

It should be understood that students who are referred to the principal will be subject to appropriate disciplinary measures. (after school detentions, loss of privileges, trip, assembly, etc... removal from class or suspension)

The administration reserves the right to impose more severe consequences during any disciplinary procedure for serious infractions. Any disciplinary referrals made to the principal will result in a parent contact.

Any student referred to the office, or reported to the classroom teacher by a substitute teacher will have severe consequences for his/her inappropriate behaviors.

## **BEHAVIOR LEVEL 3 – SUSPENSION**

If ordinary discipline measures are not successful, it may be necessary to take further action through suspension. Suspension from school is a temporary exclusion of a student from class attendance and participation in school functions as a response to misconduct or violation of district rules and regulations. Suspended students will meet with the principal. Parents will be contacted by a letter or phone call informing them of their child's behavior and the appropriate discipline. Consultations with parent(s) may be required prior to reinstatement. An administrator may suspend a student up to 5 days if it is determined that he/she is guilty of non-compliance with school rules.

Prior to the suspension, the student must be advised of the reason for the proposed suspension and given an opportunity to explain or refute the charge (due process).

## **BEHAVIOR LEVEL 4 – EXPULSION**

The School Board may expel a student from school whenever it finds the student guilty of refusal or neglect to obey the rules or endangering the property, health or safety of any person or school property regardless of whether the student's conduct takes place on or off the Frederic School Campus.

**Our expectations grow as a student's maturity develops.**

## **HALLWAY**

All staff members will administer discipline in this area.

While in the hallways, all students walk on the right side, keep hands to your self, stay in “flow” together, and use a “whisper” voice. Proper hallway behavior is for safety and so we don’t disturb the education of others. This rule will assist students in learning common courtesy.

## **PLAYGROUND**

All staff members will administer discipline in this area.

In this area we are primarily concerned with the proper use of the equipment, compliance with stated rules, fighting, rough housing or play fighting. The proper use of the playground equipment and the playground rules will be discussed during the first week of school in the regular classroom and in PE classes. Everyone’s safety is of the utmost importance. **We highly recommend NO FLIP FLOP type shoes on the playground.**

### **K-6 PLAYGROUND RULES**

**The following will not be tolerated:**

Toy guns, knives, swords or any type of play weapons.  
Walking on top of playground equipment.  
Climbing on top of the slides or in slides.  
Swearing or inappropriate language.  
Wrestling, fighting or rough play  
SNOWBALL THROWING  
Standing on swings  
Chicken on the monkey bars  
Play fighting – example Ninjas, power rangers etc...  
Hard balls – no baseballs, golf balls, softballs etc...  
Unnecessary tattling.  
Trading Cards

**For Safety reasons students will not be allowed to:**

Stand on the swings  
Run in and out of the building  
Throw wood chips  
Stand around by the doors  
Go out of the fenced area  
Stand or bump on the teeter-totters

**It is important to remember to:**

Take turns  
Respect others  
Play with everyone

**Appropriate dress for all seasons will be enforced and may result in your child being asked to stay on the blacktop if they are not dressed for the weather.**

### **Consequences**

All students who make the choice not to follow the rules on the playground will:

1. Receive a verbal warning from the playground supervisor on the 1<sup>st</sup> offense.
2. Receive a 10-minute time-out on the 2<sup>nd</sup> offense.
3. Receive a time-out for the remainder of the recess time.
4. If inappropriate behaviors continue – further disciplinary actions may be enforced.

### **CAFETERIA**

All staff members and supervisors will administer discipline in this area.

Students misbehaving in the cafeteria will:

1. Receive a time-out and they will eat at a designated/isolated area of the cafeteria.
2. Lose some or all of their next lunch recess, because a 30-minute recess will take place before the students eat lunch, so discipline will take place the next day.
3. Be assigned a permanent spot/table to eat lunch.

Individual students misbehaving in the cafeteria will be told of the misbehavior and asked to quit or clean up what mess they have made. Often it is difficult to determine the individual student involved in an act of misbehavior. Therefore, when the majority of a class, after initially being given a verbal warning, fails to follow the rules, the class may be detained. Often we have students who misbehave in the cafeteria do some cleaning of the cafeteria as a consequence for their actions.

## ATTENDANCE

**Student attendance is a parent responsibility** – shared with the school. Parent responsibility is to monitor and be sure your child is in school; the responsibility of the school is to communicate with parents when there are attendance concerns. **Parents – please make attendance a priority – schedule appointments and vacations around the school day and calendar.** Student success, both social and academic, is correlated to student attendance.

Wisconsin state law affirms that students are expected to attend school each official school day unless, in the opinion of the principal, there is an excusable reason:

1. Illness of the student.
2. Family emergency.
3. Trips with parents or guardians if work arrangements are made in advance.
4. Medical, dental, or other necessary appointments if they cannot be arranged at other times.
5. Recognized religious services.
6. Necessary work at home for which arrangements have been made in advance.
7. Other reasons as deemed excusable by the principal.

In accordance with Wisconsin Act 239, **parents may excuse their child from school not more than 10 school days in a school year.** When a student approaches ten absences (five absences per semester) the school may send a letter of concern to parents about the nature of the absences.

**Absent or Tardy.** Our school requires that students bring a note from you when they return. This excuse needs to include the following:

1. Signed by parent or guardian.
2. Date signed.
3. Dates student was absent.
4. Reason of absence or tardiness.

\*\* A **tardy** is recorded if a student arrives AFTER 8:25 (bell rings at 8:23) or BEFORE 10:30.

\*\* An **absent** (half day) is recorded if arrival time is AFTER 10:30.

\*\* An **absent** (half day) is also recorded if a student leaves by 1:30 in the afternoon.

\*\* If no note or phone call is made an **unexcused** will be recorded.

Wisconsin Act 239 allows a student to be excused by the parent/guardian for *not more than 10 days* in the school year. Wisconsin State Statute 118.15 defines “habitually truant” as a student who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester. The complete School Attendance Policy and Truancy Procedure are available in the elementary office.

## HOMEWORK

- Homework is important . . . **EXPECT** that students have assignments every day.
- Parents are required to give advance notice and to contact the office when requesting homework for their child. Homework will be picked up in the offices.
- Parents are encouraged to contact their child’s instructor when the child has unusual difficulty with homework assignments.
- Parents are also encouraged to check POWERSCHOOL to track student progress.
- The assignment notebook (if required by teacher) **NEEDS to be looked over and signed** nightly by the parent.
- Set aside time every day for schoolwork.

When your child is absent from school please telephone the school office in the morning and leave a message with your child’s teacher for assignments. Homework assignments may be picked up in the office at the end of the school day or when requested, sent home with another child.

**Classroom Hallways – Are for students and staff – No parents please. This is for the safety of all! Protocol will be: Parent reports to the office and the office will either call up the student or go and get the student.**

**BREAKFAST/LUNCH**

Breakfast and/or lunch are available: all meals meet USDA and DPI requirements. Children who have a diagnosed disability in regards to food will be provided a breakfast or lunch with an appropriate substitution when a physician’s signed and dated statement is provided to the office. A disability could be an allergy to food or foods; lactose intolerance.

**Parents must prepay, as our food service program is a debit account system, not a credit system.**

A deposit to your child’s account can be made during ELEMENTARY OPEN HOUSE at the beginning of the year or in either the elementary or high school office at any time. **Parents are encouraged to prepay for AT LEAST one month’s meals for each child.** However, you may deposit more than that at any time. Please check often to keep tabs on the lunch balance. When any account is in the negative school personnel will notify parents, a note will be sent home with your son or daughter requesting prompt payment! **Payment must be made and the account must have money in it before a child (ren) can continue with school lunch.**

**Breakfast** will be offered as a “grab and go” option starting at 8:10 and run until - 8:30. The cost for breakfast is \$ 1.25. Breakfast meals include a variety of breakfast menu options.

**“Extra” Milk – NO EXTRA MILK UNLESS THEY HAVE MONEY IN THEIR ACCOUNT!**

Students are given one milk per meal. Students who bring their own lunches will need to pay \$.30 for milk if they desire to have one. Any additional milk’s per meal are charged to the family account at the price of \$.30.

**This is true even if the family qualifies for free or reduced price meals.**

The breakfast/lunch programs are on-line. When a “low balance” statement appears you will have two days to put money into the account. If no money is received after two days your child (ren) will not be able to have hot lunch until the account is in good standings. **Low Balance automated calls and emails will go out to families.**

Prices per meal this year is:

K-5 Breakfast	\$1.25
K-5 Lunch	\$2.45
Adults Lunch	\$3.55
Extra Milk/Juice	\$ .30 with bag lunch or extra milk with a meal

- Send check/cash, payable to Frederic School District and have it sealed in an envelope and appropriately marked with amounts for each child.
- Free breakfast and lunch: **All** families are asked to apply for free and reduced meals – free and reduced help families AND help our school, and it is confidential. The forms will be included with emergency cards and other important information before school starts.
- Food service information has been mailed to each district household. If you have questions or would like assistance in completing the lunch form please call, or stop by the elementary office.

**BUS AND PARENT LOADING-UNLOADING AREAS**

1. **Buses.** Enter on Birch Street, south side of the school, and proceed along the sidewalk and exit on Lake Street. All students will enter and exit through the WEST entrance. For the safety of our students, all other doors will remain locked during school hours.
2. **Parents.** Dropping off/picking up students before or after school are asked to park in the **East parking lot.** All entrances will be locked from 8:30 a.m. until 3:15 p.m. except the main mall entrance on the west side during regular school hours. **Please don’t come to pick up your child(ren) until 3:15.**
3. **Parents & Visitors** are asked to remain in the main lobby at ALL times for the protection of our students.
4. **Visitors.** MUST get a visitor pass from the office & sign in.
5. The doors open at 3:15 in the afternoon. If you are picking up students at the end of the school day, you need to meet your child in the WEST lobby area by the front door. This allows our staff to put closure to the day’s activities without additional interruptions, and eliminates all the congestion by the student hallways. Your cooperation is appreciated.



### **Kids Club**

Kids Club is an option for parents who need to drop off their children early for school. The doors of Kids Club are 6:00 a.m. to 6:00 p.m. charging one dollar an hour.

Roots & Branches Day Care is also an option for parents who need day care for their children. There is a separate handbook for this program.

### **CARE OF BOOKS**

Students are provided textbooks and workbooks by the school district. Students must have all hard cover textbooks covered with book covers. Students assume the expense of replacing lost or damaged book (new books cost from \$30-\$60) and covering them will help prevent damage.

### **CLASSROOM CONDUCT**

The Board of Education adopted a Code of Classroom Conduct Policy. This policy is under Discipline Policy.

### **COMPUTER NETWORK/INTERNET**

The Frederic School District has a Computer Network/Internet Responsible Use and Safety Policy. This policy includes all technology, g-mail accounts, I-pad, Chrome books use and has information about being a responsible user. This policy will be handed out to each student at the start of the school.

### **TOYS**

The school will not be responsible for any toys or items a child brings from home. If it is broken, lost or given to someone else it is your child's responsibility. **We strongly encourage you NOT to let your child bring valuables/toys etc... from home.**

### **DRESS CODE**

Students will dress appropriately and groom themselves in a way that reflects personal pride. Clothing should be neat, clean, tasteful and modest. Any clothing that interferes with the education of students will not be allowed. Examples include but are not limited to: printed obscenities, questionable language, racial/sexual/ethnic references, hats/bandanas, halter tops, mid-rift clothing, mid-rift shirts, mesh tops and tank tops unless a shirt is worn underneath; clothing which is excessively ripped, torn, punctured, or revealing is not allowed. A good rule of thumb is that if the clothing depicts something that is illegal for minors, it should not be worn.

### **Consequences**

1. Turn the clothing inside out or cover it up.
2. Wear a clean article of clothing that the teacher issues the student for the remainder of the day.
3. Mrs. Steen will call home and the parent will bring in other clothing or the student will go home.

### **EVACUATION, CRISIS, AND DISASTER DRILLS**

Student safety is vital. Periodic evacuation fire, tornado, ALICE drills and lock downs are held. Parents can assist in these matters by discussing the importance of how their children are expected to follow directions.

### **HEAD LICE – Rule 453.3**

1. If a student is noted to be experiencing excess scratching or complains of scalp itching, he/she will be sent to the office staff for assessment.
2. When a case of live head lice is identified, the student will not be segregated from others, but all efforts should be made to prevent the affected student from sharing clothing or making close physical contact with other individuals. The parent to the affected student will be contacted by phone by the elementary office. The parent may choose to pick up the child and treat during the school day, or the student may remain at school and complete treatment at home after school. The school will provide information for treatment.
3. The office staff may screen other children who have had close head to head contact with a student with an active infestation, such as family members, but classroom wide or school wide screening will not be done.

4. Students identifies with live lice may return to school after completing treatment and changing into clean clothes. The affected students head will be rechecked in one week.
5. Children found to have nits will not be excluded from school, by may be rescreened at a later time to monitor for signs of re-infestation.
6. To protect student's privacy as well as the families right to confidentiality, classroom letters will not be sent home unless a pattern of live infestation develops in a classroom or grade.

### **HEALTH REQUIREMENTS**

All students are required by the State of Wisconsin to have proof of immunization.

### **TUESDAY FOLDERS**

Tuesday Folders are sent home to parents with students every Tuesday. There is a wealth of school information being sent home in the folders weekly, please look for the folder on Tuesday and go through the information. Many classroom teachers also create their own classroom newsletter so please check the backpack for this news. This folder communication is NOT meant for advertising and needs be school related, entries will require administration approval.

### **DIRECTORY DATA DISCLOSURE LANGUAGE**

In compliance with Wisconsin Statutes 118.125 the Frederic School District designates the following personally identifiable information contained in a student's education records as "Directory Information" and may disclose that information without prior written consent to a requesting party:

If any parent/guardian does not want any or all of these items disclosed, he or she must notify the Elementary Office in writing pursuant to the District's annual directory data notice and the provisions of s 118.125.



### **LIBRARY GUIDELINES**

Library classes are held once a week for each grade level. All library books may be renewed for another time period provided they are returned to the library to be renewed and another student isn't waiting for the books.

We make every effort to communicate with the homeroom teacher and eventually the parents about overdue books. Overdue lists are frequently given to the homeroom teacher. Once a student name appears on the overdue list for two or more items, we restrict their checkout privilege until the matter is solved. Students are financially responsible for all materials not returned to the library, or returned in damaged condition.

### **LOST AND FOUND**

Items found are placed on the clothesline or in a box next to the office . . . check this area for your children's things. Please write your child's name on all articles including backpacks or bags. Money and valuables tend to become "lost" – please don't send valuables to school. You are advised to put all money into a sealed envelope and send it with your child's name on it. Don't leave money or other valuable items in desks, lockers, or cubbies. Give valuable items to your teacher to keep for you.

### **MEDICATIONS**

The office cannot dispense any medication, including aspirin, without a parent permission form and physician order for Medication Administration Form on file in the elementary office. These forms may be obtained at the elementary office. We will dispense medication in the dosage and at the time required if the necessary forms are on file. The Board policy for dispensing medications may be obtained in the office.

### **PARENT NOTIFICATION FORM**

By filling out this form, parents may request that teachers of their children notify them (parents) before the viewing of all rated movies and/or videotapes. Parents filing this form will receive written notification prior to the movies or videotapes being shown.

### **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are held twice during the year; *please* participate in a discussion of your child's educational progress. Check the attached calendar for dates. *Parents* – do not wait until conference time if you have concerns about your son/daughter's progress and performance in any class. Please contact the school at any



time with your questions or concerns regarding your child's progress or our educational program. Also, check Infinite Campus periodically and you can keep tabs on your child's (ren) grades daily.

**INFINITE CAMPUS**- Parents please use INFINITE CAMPUS to access daily information about your child's progress, grades at school and lunch balance— teachers are continually updating information on INFINITE CMAPUS. **You will receive your child or children's access information within the first few weeks of school via the Tuesday folder – please watch for that.**

### **PARENT CLASSROOM CONCERNS**

When a parent is concerned about their child's progress in any class, they should first contact the child's classroom teacher because that is the person who is responsible for their child. If a parent's concern regards special services (special education, Title 1, speech, occupational/physical therapy) received by their child, the classroom teacher will invite the special teacher(s) to confer with the parent and the classroom teacher.

If a parent is dissatisfied the resolution to a situation; or feels that the resolution is not in the child's best interests, the parent can speak to the principal. The principal will recommend/request a parent-teacher-principal conference to resolve the situation.

When a parent believes that the situation has not been resolved to their satisfaction, they may file a formal complaint with the Board of Education: complaint forms are available in the District Office.

No step in the protocol explained above can be eliminated before approaching the Board of Education. The intention is to help solve a problem before it escalates and to keep communication open. Our primary goal is to do what is best for a child's learning.

### **PROGRESS REPORTS**

Progress reports will be sent home at mid-quarter for grades 4 & 5 and report cards are issued at the end of each nine-week grading period. **All report cards and progress reports are sent home with the student in the Tuesday Folder.**

### **PROMOTION AND RETENTION OF STUDENT**

Children shall be placed at the grade level to which they are best adjusted academically, socially, and emotionally. The educational program shall provide for the continuous progress of children. A child may benefit from repeating a grade. Retention may be considered when:

1. The child is achieving significantly below ability and grade level.
2. Retention would have a reasonable chance of benefiting the child.

When retention is being considered, the teacher shall confer with the principal and other staff members involved with the child. The parents will be requested to participate in a meeting with the teacher, principal, and other staff members. The meeting will consist of an explanation to the parents of their child's current academic standing in relationship to the group and his/her own individual ability. The principal and the parents shall make the final decision jointly. If parents disagree with retention they will be asked to sign a social promotion form.

### **RECESS**

Recess for elementary students is a necessity to provide a break from regular school routine. K-3 students have a noon and afternoon recess, 4-5 grade have a noon recess. They will be outside during these periods so please dress students according to weather conditions. Students will remain indoors during recess periods on inclement weather days or if playgrounds are extremely wet. Inclement weather is defined as rain, heavy or wet snow, strong wind, a temperature which gets below 0 degrees F, or if the wind chill factor gets below -15 degrees F. The noon recess is scheduled before students eat their lunch. **Students are required to go outside for recess, if a student is too ill to go outside for recess perhaps he/she is to ill to remain in school.**

### **RESPECT FOR SCHOOL PROPERTY**

All students have a shared responsibility in helping to keep our school building neat and clean. They should assist by putting their litter or trash in garbage cans. They should be no writing on walls or defacing any school property. Vandalism must always be reported to adults or to the office. Students will be charged for any damage done intentionally to school property and will be subject to other proper disciplinary action.

### **ROLLER BLADES/SKATEBOARD USE RESTRICTED**

Students in the Frederic School District may use skateboards and roller blades on school premises only in accordance with the rules and guidelines set by the district.

Students and others may use the student parking lot at the 6-12 School and the adjacent sidewalk on the west end of the school for skateboarding and roller-blading activities. The parking lot at the elementary may be used when the school is not in use. Common sense safety rules should be followed; no ramps or jumping devices of any nature shall be constructed or used, do not use the cement entryways and sidewalks at either building.

### **CELL PHONES OR OTHER ELECTRONIC DEVICES**

Cell phones, laser lights or other electronic devices must be turned off and out of sight for the entire school day. Failure to comply with this will result in the device being taken away for the remainder of the day. Student may pick it up in the office.

### **SCHOOL CLOSING OR LATE STARTS**

School closing, delayed starting time or early dismissal will be announced over the following radio/TV stations:

KARE	Minneapolis	Channel 11 TV
KSTP	Minneapolis	Channel 5 TV
WCCO	Minneapolis	830 AM and Channel 4 TV
WCSW	Shell Lake	940 AM
WGMO	Shell Lake	95.3 FM
WJMC	Rice Lake	1240 AM/96.3 FM
WLMX	Milltown	104.9/105.3 FM
WXCX	Siren	105.7 FM

Listen carefully to the announcements. If at all possible, we will not close the schools for the entire day. In the majority of cases we will start our regular school day at 10:25 a.m. Buses will run TWO HOURS later than usual. Please do not call the school. Telephone lines must be kept open for emergencies.

**There will also be an automated phone call to for staff & parents for faster notification and information. This call will go to a number you choose either home or cell.**

### **SCHOOL HOURS**

**Teachers are on duty from 7:30 a.m. to 3:45 p.m. each day (Friday 3:30 p.m.).**

- The student school day is 8:23 a.m. to 3:22 p.m.
- Students should not arrive at school before 7:50 a.m.
- **School doors do not open until 7:50 a.m. each day.**
- Supervision is NOT provided for students who arrive before 7:50 a.m. or remain later than 3:22 p.m. unless the student is in detention, homework club or attending Kids Club.

### **GUIDANCE COUNSELOR**

The objective of the guidance counselor is to enhance the social, emotional, and intellectual adjustment of all students. As a component of the developmental guidance program, the guidance counselor presents relevant guidance programs to the K-5 classes during the school year. Topics presented include protective behaviors, handicap awareness/accepting differences, careers, drug and alcohol resistance, and other related issues. They are available to provide individual and group counseling to students in times of personal crisis or on an on-going basis to assist students in dealing with issues having a direct or indirect impact upon their learning or emotional adjustment. Parents may request that their child be scheduled for counseling by contacting the guidance counselor. Students may request an appointment through their teacher or by stopping by the school office. The guidance counselor is a full time position. Our Guidance Counselor is Mrs. Jill Norman.

### **SEXUAL HARASSMENT POLICY**

The School Board enacted a Sexual Harassment Policy. This policy is available in the elementary office upon request.

## **SPECIAL EDUCATION PROGRAMS**

The following special education programs are available: learning disabilities, speech and language, early childhood, cognitive disabilities, and emotional/behavioral disabilities, hearing and visually impaired and physical and occupational therapists. Parents may refer your child for an evaluation. Please contact your child's teacher.

**Odyssey/Compass Learning- You and your child will have access to Odyssey/Compass Learning throughout the year at [www.thelearningodyssey.com](http://www.thelearningodyssey.com). Compass learning Odyssey assesses a student's strengths and needs, and prescribes a personalized learning path complete with rigorous and engaging curriculum. Students can work on Odyssey/Compass Learning at home, school and anywhere there is access. Login information will be sent home with students within the first three weeks of school.**

**Homework club-SPARK** – The Students Practicing Academics to Reap Knowledge Program will once again be set up to help students improve their math and reading skills, please have your son or daughter take part of this important resource if needed. This is offered after school Monday through Thursday in the library.

## **STUDENT HARASSMENT POLICY**

As per Wis. State Statute. 120.13(1), the Frederic School District adopted a policy against harassment. This policy is available in the elementary office upon request.

## **STUDENTS LEAVING DURING SCHOOL HOURS**

Students are not allowed to leave the district grounds without the written permission of their parents or guardians. This signed permission slip should give the time and other necessary information. For emergency situations contact the school office.

## **STUDENT LOCKERS/CUBBIES SEARCH**

Lockers or cubbies will be assigned to students. The privilege of using lockers/cubbies is extended on the basis that it will be kept clean and in good condition. Student is provided with lockers/cubbies for the convenience of the student, to be used solely and exclusively for the storage of outer garments, footwear, and school-related materials and the student shall be financially responsible for any damage to the locker/cubby.

The hallways need to be kept "clutter-free" at all times. Items need to fit into the locker/cubbies or be left at home. This rule will assist students in safety and items being lost or stolen.

School lockers/cubbies are the property of the School District. At no time does the District relinquish its exclusive control of lockers provided for the convenience of students. School authorities for any reason, may conduct periodic general inspections of lockers and cubbies at any time, without notice, without student consent, and without a search warrant. The district administrator, building principal, may conduct searches or individuals designated by the building principal. Any unauthorized item found in the locker may be removed. Students shall receive annual notification of this policy via this booklet.

## **STUDENT RECORDS**

In the event of parents moving out of the district, the school will give the following if requested:

1. Report of textbooks used.
2. Progress report to that point of the quarter.

**Parents must "check the student out" of the district by stopping in the office. All books, lunch and other fees will need to be paid before records will be sent to the next school district. We will not release records for students to take with them.**

## **TELEPHONE**

The office phone is a business phone. Students may use the phone for emergencies and unusual situations. We ask you to make family plans, after school plans, etc., before school hours.

Our phone system has voice mail available for parents to call staff members. If you feel you need to speak directly to your child's teacher you may do so by using voice mail. If you need to leave a message with the office before or after office hours, you may also do so with voice mail. Cell phones are not encouraged!

**AFTER SCHOOL PLANS** – Parents must submit **(IN WRITING)** their child’s after school activity plans if it is something other than their normal destination. If a phone call must be made it must be made by **NOON** if their child is to do or go somewhere other than their normal routine. Last minute calls often lead to misunderstandings and could place students in potentially dangerous situations. We cannot make changes to a child’s normal routine after 12:00 p.m.

**TRANSPORTATION AND USE OF SCHOOL BUS**

KOBUSSEN is our bus company and they developed the routes. Parents must indicate one (1) alternative drop off site for their child. **The first drop site is your official home address. The other site may be day care; grandparents etc.... but only one other site will be a drop site will be used and the site must already be on a route. Those will be the only two destinations that the child will be dropped off at in the P.M.** The safety of our students is our first concern. The child’s routine needs to remain consistent and not change from day to day so students are confident in where they are headed each day. We also have to consider that changing drop off sites ALSO changes the bus routes making drop off times different daily for all children.

**USE OF ALCOHOLIC BEVERAGES/DRUGS/TOBACCO**

Wisconsin Statutes, and the Frederic School Board of Education has determined that the PK-5 and 6-12 schools, along with the properties these buildings are located on will be alcohol, tobacco, and drug free. Violations of this policy will result in disciplinary action. Copies of this policy may be viewed in the elementary office.

**VISITORS**

We encourage parents and community members to visit the school throughout the school year. We ask that visitors notify the office in advance of visiting and sign-in at the office upon arrival. Visitors going beyond the office area are required to wear a visitor’s badge. Visitors are to return the badge and sign-out on the log when leaving the school building/premises. A copy of the Board policy may be obtained from the office.

School age visitors to our school are discouraged. Contact the elementary principal.

**VOLUNTEERS**

We continually ask for the help of volunteers. Areas where we can use help are: reading program, chaperone field trips, class activities and projects, track & field day, tutoring, playground supervision, etc. All volunteers must have a background check to be able to volunteer. With your continued help and support we are able to better provide services and activities to our students. Please contact your child’s teacher or the elementary office at 327-4221 if you can volunteer.

**ANIMALS AND OR PETS**

No animals are allowed in the school building unless the classroom teacher and administration approval has been given.

**DISTRICT HOME PAGE/PARENT ACCESS OPTIONS**

Staff is continually updating a web site that will represent the School District in a positive way and that can be assessed on the Internet. The site is [www.frederic.k12.wi.us](http://www.frederic.k12.wi.us). It is our goal to provide information concerning calendar, meetings, athletics, performances and similar facts to the public through this site. The site is on line but will continue to be developed and updated throughout the school year. In addition to the school web site, parents can access **Infinite Campus** from our web site to track and get updates on student progress and grades. You will receive information about how to access your child’s account about the third week of school via the Tuesday Folder. Questions concerning the operation of this program should be directed to the school office (327-4221).

**PUBLIC NOTIFICATION OF NONDISCRIMINATION POLICY**

It is the policy of the Frederic School District that no person may be denied admission to any public school in this district or be denied participation in, or be denied the benefits of, or be discriminated against in any curricular, extra-curricular, pupil service, recreational, or other program or activity because of the person’s sex,

race, national origin, ancestry, creed, pregnancy, marital or parental status, or sexual orientation, or physical, mental, emotional, or learning disability or handicap, as required by s. 118.13, Wis. Statutes. This policy also prohibits discrimination as defined by title VI of the Civil Rights Act of 1964 (race and national origin), and section 504 of the Rehabilitation Act of 1973.

The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the Frederic school district.

Any questions concerning this policy should be directed to:

Josh Robinson  
Office of the Superintendent  
Frederic School District  
1437 Clam Falls Drive  
Frederic, WI 54837  
715/327-5630

**Signature required on the following forms.  
Forms to be turned into the office the Night of Open  
House or by September 2<sup>nd</sup>, 2016**

- 1. This Signature Form**
- 2. Emergency Form (One per student)**
- 3. Free & Reduce Lunch Form**
- 4. Any Updates for immunizations**
- 5. Payments on Lunch & Breakfast Accounts**
- 6. Rural Health Dental Form**
- 7. Salvation Army Backpack Program Form**
- 8. School Bus Rules Agreement Form**
- 9. Google Apps Consent Form**

To be returned at Open House, August 24<sup>th</sup>, 2016, or to the classroom teacher by Friday, September 2<sup>nd</sup>.

I/We have read and understand the rules, procedures and policies in the **student handbook, I-Pad, Chrome book** and the **Internet Use** responsible use policy.

Student (s) Signature (s)

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Parent/Guardian Signature