

Pier Elementary

Student Handbook

2018-19



Belong. Believe. Achieve.

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PIER STAFF

Staff Member	Position	Staff Member	Position
Mrs. Lisa Bebow	Early Childhood Phono Teacher	Mrs. Jayne Perlick	Cross-Categorical Teacher
Mrs. Kelly Stafford	Early Childhood Instructional Aide	Mrs. Bobbie Jo Capetillo Pena	Cross-Categorical Teacher
Mrs. Teri Weyenberg	4K Teacher	Mrs. Stacey Matuszewski	EBD Teacher
Mrs. Julie Smet	4K Instructional Aide	Ms. Victoria Shumpert	Instructional Assistant
Mrs. Erin Zinke	Kindergarten Teacher	Mr. Matt Rock	Instructional Assistant
Mrs. Joyce Finn	Kindergarten Teacher	Mrs. Angela Hensen	Instructional Assistant
Mrs. Kris Mitchell	Kindergarten Teacher	Mrs. Tammy Koepke	Instructional Assistant
Mrs. Jenny Commo	1st Grade Teacher	Mrs. Patricia Kranig	Instructional Assistant
Mrs. Laurie Kent	1st Grade Teacher	Mrs. Stacy Mansueto	Social Worker
Mrs. Koreen Larson	1st Grade Teacher	Mr. Jason Schuette	Art
Ms. Peyton Peterson	2nd Grade Teacher	Mrs. Stacy Cappozzo	Physical Education
Mrs. Kelley Eeg	2nd Grade Teacher	Ms. Anna VanNuland	Music
Mr. Jay Rauen	3rd Grade Teacher	Mrs. Diana Stadler	Media
Mr. Daryl Zupke	3rd Grade Teacher	Mrs. Kimberly Blick	Counselor
Mrs. Helen Weigand	3rd/4th Grades Teacher	Mrs. Audrey Salazar	ELL

Mrs. Maureen Way	4th Grade Teacher	Mrs. Pamela Tranel	Speech/Language Pathologist
Ms. Rachel Luteyn	4th Grade Teacher	Mrs. Mary Liz Julka	Band
Mr. Dan Thuerwachter	5th Grade Teacher	Ms. Julia Hertig	Orchestra
Ms. Nikki Pruett	5th Grade Teacher	Mrs. Susan Groff	Secretary
Mr. Tim Anderson	5th Grade Teacher	Mrs. Kathy Munson	Media Secretary
Mrs. Jodi Straub	Reading Specialist	Mr. Brian Rabe	School Psych
Mrs. Robin Winkler-Olson	Reading Specialist	Mr. Guy Klintworth	Custodian
Mr. Mike Gray	Custodian	Ms. JoAnn Kreif	Custodian
Mrs. Shannon Schultz	Special Ed Coach	Mrs. Lisa Nigl	Instructional Coach
Mrs. Stephanie Hill	Nurse	Mrs. Renee Wendt	Food Service
Mrs. Shirley Krueger	Food Service	Mrs. Lisa Mueller	Food Service

THE SCHOOL DAY

Early Childhood 8:30 AM – 11:00 AM or 12:25 PM – 3:05 PM

4K 8:15 AM – 10:55 AM or 12:30 PM – 3:10 PM

K-5 8:15 AM - 3:15 PM

NOTE: 1/2 day dismissal time is 11:30 AM for grades K-5. On those days there will be no 4K or EC classes.

PIER PTO

The Pier Parent Teacher Organization (PTO) is devoted to promoting activities and programs that will enhance our children's educational experience. The PTO strives to bring the home and school into a closer relationship with each other.

The PTO provides resources for educational programs, hearing and vision screening, family engagement activities and more. The PTO sponsors school fundraisers such as Book Fairs, Box Tops for Education and Milk Moolah which enables us to purchase technology equipment and supplies for the school.

PTO meetings are held every other month beginning at 6:00pm in the Media Center on the following dates: Sept. 13, Nov. 8, Jan. 10, March 7, and May 9. Please see the Pier Activity Calendar that follows for more PTO sponsored activities.

PIER PTO OFFICERS 2017-2018:

Position	Name	Contact Information
President	Sarah Johnson	(920)979-3399 sarahandjustinjohnson@yahoo.com
Co-Vice President	Michelle Bolman	(920)375-3416 bolmanmom@gmail.com
Co-Vice President	Katie Waltenberry	
Secretary	Kimberly Gau	(920)979-5511 kimberlykay1018@yahoo.com
Treasurer	Amy Schmitz	(920)229-9929 swamyschmitz@gmail.com

Pier School Activity Calendar

2018/2019

August 20	Kindergarten/4K Back to School Night, 6-7pm
August 29	Back to School Night, 4:30-6PM
September 11	Domino's Night
September 13	PTO Meeting, 6:00PM - Pier Media Center
September 24	Picture Night 4:00–7:00PM
September 26	Hearing and Vision Screening
September 28	Picture Day
September 28	Tape-Your-Principal Fundraiser
September 28	FHS Homecoming Parade - 5pm
October 10	Walk to School Day
October 11, 16 & 19	Parent Conferences – 11th & 16th Evening, 19th Day
October 11, 16 & 19	Book Fair, Media Center
October 26	PBIS Celebration (Costume Walk to Theisen)
November 8	PTO Meeting, 6:00 PM - Pier Media Center
December 6	Santa's Visit to Pier
December 18	Domino's Night
December 21	Classroom Parties, Times TBD by individual teacher
January 10	PTO Meeting, 6:00 PM (social 5:30pm) at Fat Joe's
February 7, 12 & 15	Parent Conferences – 7th & 12th Evening, 15th Day
February 7, 12 & 15	Book Fair, Media Center
March 7	PTO Meeting, 6:00pm - Pier Media Center
March	Kringle fundraiser
April 12	Pastries with Your Peeps
May 6-10	Teacher Appreciation Week
May 9	PTO Meeting, 6:00 PM - Pier Media Center
May 17	Volunteer Appreciation Breakfast, 7:30am - Pier Media
May 30	5 th Grade Recognition, 6:30 PM, Pier Gym
TBD	School-wide Color Run

SCHOOL ATTENDANCE

Regular attendance is one of the most important factors in achieving success in school. Wisconsin laws provide that all children ages five and up who are registered must attend school.

EXCUSED ABSENCE PROCEDURES

For the safety of your child, we have implemented the following procedures:

1. Call Pier, 929-2868, before 8:15 a.m. to report an absence and the reason for it. It is very important that you identify the reason for the absence so that we may code it appropriately in our Skyward system. Messages may be left on the school answering machine at any time of the night or day.
2. In cases of extended absences, it is not necessary to call each day. During the initial call, let the school know when the child will be returning and the reason for the absence.
3. Homework may be requested in most cases of illness. It is best to request such work when the absence call is made. This allows the teacher(s) time to gather materials, assignments, etc. and send them to the office for pickup at a stated time, or the assignments may be sent home with a sibling or neighbor. Homework requests should not be made more than a couple of days in advance. Teachers establish plans on a weekly basis, thus they are not likely to know far in advance what assignments will be issued.
4. In the case of PLANNED ABSENCES, parents must send a note to the office regarding the absence prior to the student being gone.
6. Children must report to the office upon returning to school after doctor/dentist appointments are concluded or if arriving at school after the 8:15 bell has rung.
7. If a student has been ill and parents believe the child should not go outside during the school day, please send the teacher a note requesting that the child remain inside. These notes are only approved on a daily basis. A note needs to be sent each day the child is to remain inside for a limit of three days.

REASONS FOR EXCUSED ABSENCES

Student absences from school for all or part of a day are considered “excused” for the following reasons:

1. Illness of the student (doctor’s note should be provided if seeking medical treatment)

2. Severe illness or death in the immediate family
3. Emergency or special need
4. PLANNED religious observances
5. PLANNED court appearances
6. PLANNED school-sponsored activities
7. PLANNED family trips
8. PLANNED absences approved by the building principal or designee which address a special and specific student need
9. PLANNED medical and dental appointments

Any absence from school for an entire day or any part of a day without consent of a parent or guardian and approval of the appropriate school authority shall be defined as truancy. Such approval shall be given only for the previously listed excused absences.

TRUANCY

A habitual truant is a pupil who is absent from school for part or all of 5 days or more in a semester without an acceptable excuse, as noted above, under Wisconsin Statute s.118.15.

In compliance with Wisconsin Statute 118.0162(4), the Fond du Lac School District has adopted the following truancy plan:

In all cases involving a truancy, the building principal or designee shall notify the parent or guardian of a child's truancy, and direct the parent or guardian to return the child to school no later than the next day or when school is in session or to provide an excuse for the absence (s.118.15).

When a student becomes a habitual truant, as defined in s.118-16(a), the attendance office will notify the parent or guardian by registered mail or certified mail. This notice shall include the following:

1. A statement of parent's or guardian's responsibility under s.118(1)(a) to cause the child to attend school regularly.
2. A statement that the parent, guardian, or child may request program or curriculum modification for the child under s. 118.15(1)(d) and that they may be eligible for enrollment in a program for children at risk under s.118.153(3).
3. A request that the parents or guardians meet with the appropriate school personnel to discuss the child's truancy. The notice shall include the name of the school personnel with whom the parent or guardian should meet, a date, a time and place for the meeting, and the name, address, and telephone number of a person to contact to arrange a different date. The date for the meeting shall be

within 5 school days after the date that the notice is sent, except that with the consent of the child's parent or guardian the date for the meeting may be extended for an additional 5 school days.

4. A statement of penalties under s.118.15(5) that may be imposed on the parent or guardian if he or she fails to cause the child to attend school regularly as required under a.118.15(1)(a).

A habitual truant is a pupil who is absent from school without an acceptable excuse under s.118.15(4) for part or all of 5 or more days on which school is held during a school semester.

In the event that a truant student is located off of school grounds, the truant student should be returned to the building principal or designee. The building principal or designee will immediately attempt to contact the parent or guardian that the student has returned to school. The building principal or designee, after having a conference with the student, will send the student back to class unless there is a need for other intervention by the guidance counselor, school nurse, or other specialist.

CODE OF STUDENT CONDUCT- Board Policy

The following Board Policy statements are considered a basic foundation for responsible student behavior in each elementary school. A complete set of Board Policy statements can be found on the Fond du Lac School District website. Unique needs within a building might require the addition of specific rules/procedures beyond those generally stated in Board Policy.

STUDENT RIGHTS AND RESPONSIBILITIES (10.6)

The Board believes that a self-disciplined citizenry is essential for a free society. The rights of individual students shall be protected and each student shall be expected to respect the person and the rights of all other students, teachers, and other school personnel. Under no circumstances will vandalism, violence, physical or verbal abuse, destructive acts, intimidation, extortion, harassment, malicious disturbances, use of controlled substances, or violations of law or school rules be tolerated, condoned, or excused. Immediate steps will be taken to discipline any student involved in such behavior. Students are encouraged to work closely with their teachers in order to function successfully in the school environment.

STUDENT CONDUCT (10.63)

The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the manner in which his or her individual rights are exercised and must accept the consequences of any actions that are

committed outside the boundaries of these rights. Rights bring responsibilities. Unacceptable behavior, violations of law, and actions which infringe upon the rights of others will be dealt with directly and immediately. The responsibilities here are not all inclusive, since students have other rights as guaranteed by the Constitution and by state and local laws. This statement on student conduct is not expected to cover every situation which may arise, and each school shall develop procedures for infractions of school rules and regulations. These procedures shall be set forth in writing and shall be publicly announced to the student body. The District shall not discriminate in standards and rules of behavior on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability in its education programs or activities.

STUDENT DISCIPLINE (10.610)

Students are responsible for complying with rules and regulations of the District and the instructions of District personnel, and for accepting the authority of the faculty and District officials on school property and at school-sponsored off-campus events. Failure to meet these responsibilities will be cause for disciplinary action. Each teacher is expected to deal with the majority of problems which arise in his or her classroom. A positive approach in disciplinary measures shall be used, taking into account the dignity of the student, the seriousness of the infraction, and the need for positive motivation of students. In reference to discipline in the school, the ultimate goal is to develop an understanding of self-discipline and its necessity to our society. The District shall not discriminate in standards and rules of behavior or in disciplinary measures, including suspension and expulsion, on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability in its education programs or activities.

SCHOOL BEHAVIOR SYSTEM

To be successful, our behavior system needs to be a partnership between home and school. Positive Behavior Interventions and Supports (PBIS) is a research-based framework for teaching and supporting positive behaviors for ALL students. This school-wide approach to discipline focuses on building a safe and positive environment in which all students can learn. The benefits of implementing PBIS include ---

- fewer behavior issues
- more instructional time
- better attendance for student success

The foundation of PBIS in the Fond du Lac School District lies in the three fundamental

expectations at all of the Fond du Lac Schools.

- Be Respectful
- Be Safe
- Be Responsible

In addition to these behavior expectations, PBIS has five other components:

1. Behavior Matrix which explains specific behavior expectations in each school setting
2. Direct Teaching of the expectations
3. PBIS Acknowledgement System to recognize appropriate behavior
4. Behavior Reporting Forms to record and address inappropriate behaviors
5. Data Analysis to decide on further lessons and other interventions

In the 16-17 school year, Pier Elementary received a Bronze merit badge recognizing efforts to implement a culturally responsive system of support. In the 17-18 school year, we were recognized at the Silver level of implementation. Throughout the school year, the Positive Behavioral Interventions and Supports (PBIS) team will send updates and information about PBIS. We invite your comments, concerns and ideas to make PBIS most effective.

Please support PBIS at Pier by:

- Reviewing behavior expectations with your child
- Using the three expectations at home (The Panther Way):
 - Be Respectful
 - Be Responsible
 - Be Safe
- Providing positive reinforcement (rewarding good choices with compliments or quality time) at home
- Sharing comments with or asking questions of PBIS team members

BEHAVIOR MATRIX

The Behavior Matrix is a detailed description of expected behaviors in each setting of the school. For example, in the hallway, “stay to the right” instructs how to be safe when in the hallway. It is responsible to “leave no trace” and take all of your items with you. The matrix is posted throughout the school. Each Classroom teacher also has created a matrix specific to that class so students understand the routines for each classroom.

TEACHING EXPECTATIONS

Throughout the school year, students are taught what it looks like to be respectful, responsible, and safe in every setting during the school day. The lessons are called “Cool Tools” or “Behavior Lessons”. These lessons will be re-taught and reinforced

throughout the school year and become part of the instructional program. Reminders are frequently used. For example, before students leave a classroom, they might hear, “Remember, when walking in the hall, be polite and stay to the right”.

ACKNOWLEDGMENT SYSTEM

Acknowledging and reinforcing positive behavior is one of the best ways to encourage appropriate behavior and change inappropriate behavior. Students earn Panther Paws for meeting behavior expectations. When goals are met students enjoy both individual and school-wide celebrations and rewards.

BEHAVIOR REPORTING FORMS

Even with clear expectations and positive reinforcement, sometimes students will misbehave. A Behavior Report is written to record the incident. Students are then assisted in learning the desired behavior again by completing a follow-up agreement, conferencing with the teacher, participating in a reteaching opportunity, meeting with staff and parents, etc.

- Minor infractions - disruptive to the learning environment - handled by the supervising staff member in the situation
- Major infractions - more serious or repeated inappropriate behaviors - meet with the principal and parents receive notification

DATA COLLECTION

Collected data is used to by staff to make decisions in providing appropriate research-based interventions and supports to help students succeed in all academic and behavior areas.

ACADEMIC/SUPPORT PROGRAMS

ATHLETICS

Recreation programs are open to students in grades 3, 4 and 5. While information about these programs are sent home through school, the Recreation Department plans and organizes these programs. Transportation to and from practices and games are the responsibility of the parents. The phone number at the Recreation Department is 929-2885.

DAY CARE PROGRAM

“Kids School Care” is a private business offering before and after-school care in the cafeteria each day. More information may be obtained by calling 921-3448.

MUSIC LESSONS

Students in grade 5 are eligible to enter the instrumental music program. At recruitment time, instruments are demonstrated, sign up slips distributed, and a general review of

the program given. Lessons are free. Later in the school term, citywide orchestras will be developed to include all interested players. Most instruments will be owned or rented by the players, however, the school district loans some of the larger, more expensive types. The band instructor may have suggestions as to which instrument a particular child chooses based on mouth formation or other physical characteristics. Citywide bands also form during the school year.

PHYSICAL EDUCATION

The physical education specialist will be at Pier all week, Monday through Friday. Students should be prepared with the following clothing for physical education class:

K-3rd grade – A white t-shirt of reasonable size with the student's first and last name printed in large letters on the front.

4th-5th grade – A standard Fond du Lac School District blue T-shirt with the student's first and last name printed in large letters on the front.

Children will have the best chance for success in physical education if they are wearing the proper shoes. Look for shoes that fit well, are sturdy enough to kick a soccer ball, have good arch support and non-marking soles.

RESOURCE ROOMS

Our Resource Room programs and staff provide help for students with an Individual Education Plan (IEP) who have emotional, behavioral or learning difficulties that interfere with their learning process.

COUNSELOR

Our Counselor works with students, staff and parents to help all children with positive social development. Individual student concerns are addressed when they are brought to the attention of the counselor by parents or staff. Parents are encouraged to call the school counselor when they have concerns.

SPEECH/LANGUAGE THERAPY

Speech Therapy is provided for students needing to develop their speech/language skills. If you believe your child exhibits delays in the areas of speech or language, please contact your child's teacher.

HEALTH INFORMATION

Parents or guardians have the primary responsibility for the health care of their children. The school district has an obligation to promote the health of the children while attending school.

School Nurse

The school nurse serves Pier School 2 days per week. Parents with questions may contact Mrs. Stephanie Hill, the nurse, at 906-2868.

Health Examinations

Physical examinations are a part of the health program for children entering kindergarten and for fifth grade students as they enter middle school. Necessary forms are distributed through the School District's School Health and Safety office.

Dental and Doctor Appointments

Children may be dismissed during the day for scheduled dentist and doctor appointments if necessary. Parents or guardians should notify school by phone or note that the child is to be dismissed. Students will remain at the front office until an approved adult checks them out.

Immunization Requirements

Wisconsin state law requires that all students enrolled in school are to meet minimum immunization requirements. These requirements can be waived only if a properly signed health, religious or personal conviction exemption is filed with the school. Please complete and return the immunization cards immediately.

Emergencies and Emergency Numbers

It is extremely important for the school to have the name and current telephone number of a person(s) you designate to handle emergency illness or injury if you cannot be contacted. It is the parent's responsibility to make appropriate arrangements and notify the school of the person(s) designated to call for emergencies. Parents not having a home phone and/or who cannot be reached at work should give the school the name and phone number of two (2) designated persons. The designated person(s) should be consulted prior to listing him/her as the contact person. Parents planning to leave the city for a day or more should notify the school office where they can be contacted if an emergency arises. Parental permission is necessary for treatment.

Injury

Immediate first-aid will be provided to your child. When emergency treatment is necessary every effort will be made to contact you. If you are unable to be reached we will contact the person you have designated as an alternate emergency care provider. If the condition warrants immediate medical care, the ambulance will be called.

Caution should be used following head injuries. It is advisable to restrict physical activity and observe the child for 24 hours. If symptoms occur, contact the child's physician.

Illness

Children need to be healthy to participate and benefit from learning opportunities. Adequate sleep, proper nutrition and appropriate clothing aid in preventing illness.

Breakfast is important, too. If your child appears to be ill, please keep him/her home until fully recovered. Call school before 8:15 a.m. to inform us of the child's illness. When calling, please identify the symptoms your child is experiencing. Some reasons you should keep your child at home include:

- temperature above 99.8 or has had a temperature above 99.8 in the past 24 hours
- coughing frequently or has a productive cough (coughing up phlegm),
- had diarrhea or vomiting in the past 24 hours,
- is complaining that his/her ears or throat hurt,
- is very tired because of being up at night with any of the above symptoms,
- has seen a doctor who prescribed an antibiotic; the general rule is that a child is on an antibiotic for at least 24 hours before returning to school,
- is just "not feeling good" or is acting very sluggish.

If your child becomes ill at school, you will be contacted to pick him/her up. If you cannot be reached, the person you designate to handle emergencies will be contacted. Your child will remain at school until you or your designated person can be reached. In cases where a child must be sent home by cab, it is the parent's responsibility to make arrangements and to pay cab fare.

Medication

Every effort should be made to schedule the dispensing of medication at times when the child is not in school. If it is necessary for school personnel to administer medication to your child, you must prepare and submit a medication authorization form that can be obtained at the school office and/or physician's office. Authorized school personnel only will administer prescribed medication, and only if the school has the written physician order, written parent permission and the medication in the properly labeled pharmacy bottle. Due to the concern over certain controlled medication, it is advisable for parents to bring the medication to school.

ASPIRIN OR RELATED COMPOUNDS ARE NOT INCLUDED IN SCHOOL FIRST AID SUPPLIES AND ARE NOT DISPENSED BY ANY SCHOOL PERSONNEL.

Communicable Disease

Please notify school if your child has a communicable disease and will be kept home. (Measles, mumps and rubella occur infrequently and have been omitted from the following guide. If your child has a confirmed case of any of these diseases, please call the school immediately. A permit from the physician is not necessary for reentering school following a communicable disease or infection skin disease.)

COMMUNICABLE DISEASE CHART

Disease	Usual time from exposure to first sign of disease	Restrictions/regulations
Chickenpox	2-3 weeks, commonly	Exclude from school until lesions are over, 13-17 days usually 5-6 days after onset of rash
Conjunctivitis ("Pink Eye")	24-72 hours	Exclude from school until treated
Influenza	24-72 hours (varies)	Keep home until symptoms disappear
Impetigo	Varies	Exclude from school for 24 hours after 2-5 days treatment or healed
Strep Throat	1-3 days	Exclude from school until 24 hours after infection including antibiotic treatment

MISCELLANEOUS ITEMS

DISMISSAL PROCEDURES

In order to increase security in our building, we will be changing our dismissal procedures effective April 2, 2018. The most important safety change will be that all the doors will remain locked - even at the end of the school day. Because of this, parents, guardians and middle school/high school siblings will no longer enter the building to pick up students.

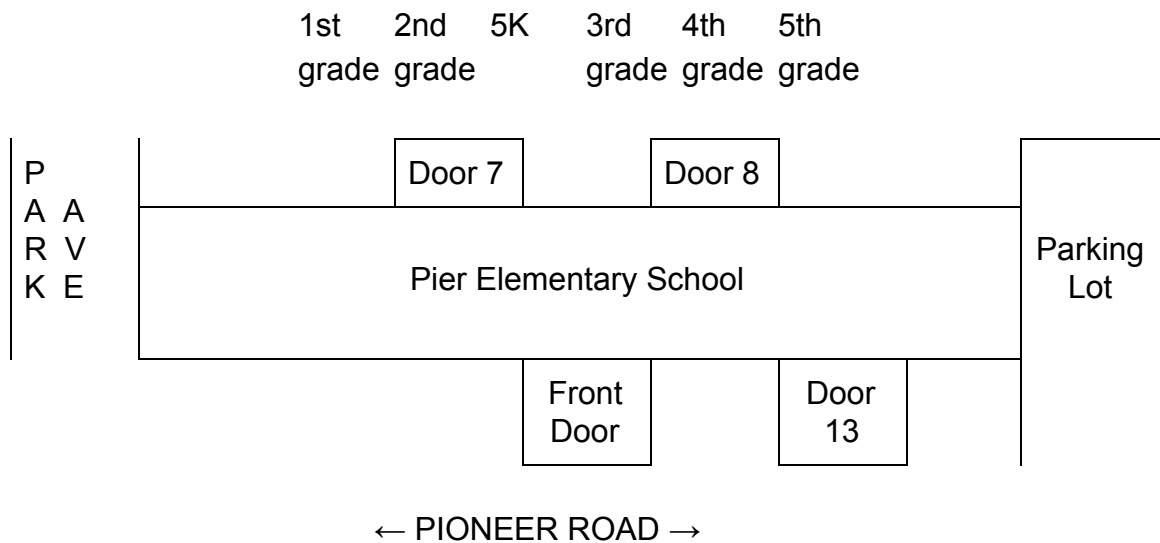
All kindergarten through 5th grade students who go home either by walking or riding in a car will be dismissed out the back doors of the building (doors 7 and 8) onto the playground. Students who are picked up in a car will go to their normal pick-up areas.

Parents, guardians, and older siblings who usually meet children in their classrooms can pick them up on the playground. Boys and Girls Club students will report downstairs.

All afternoon 4K students and their siblings will be dismissed from door 13.

Students who take the bus, ride a daycare van, or go to the school daycare will report to the cafeteria. All students in a school-sponsored sport (i.e. Girls on the Run, basketball, volleyball) will report to the gym.

Anyone with an appointment to meet with a staff member will be buzzed in the front door and must check in at the office. Staff will be available for meetings after 3:25pm.



BICYCLES (Board Policy 10.763)

Students who ride bicycles to and from school must park bicycles in designated areas. Elementary students shall not independently ride bicycles to and from school until they have reached the third grade level. Students are encouraged to follow bicycle safety rules.

The school is not responsible for damage to bicycles or equipment. Bicycle helmets are encouraged. Children must walk their bicycles on the school grounds. Bicycles are to be parked and locked in the racks provided.

Scooters, roller blades, roller skate shoes, skateboards and roller skates are not to be brought to school. If these items are brought to school, they will be taken from the

student until the end of the day. Repeated violation may result in additional consequences for the student.

BIRTHDAYS

Birthdays are always a special time for children, and we enjoy sharing in our students' special day. However, we are asking that students not bring birthday party invitations to school as we do not want to take away from the educational mission of our school. We also want to avoid hurt feelings for those students who do not get invited by classmates to events. We also ask that students and parents NOT send thank you notes to school to be distributed. Those are most appropriately delivered through the U.S. Postal Service.

BUS POLICIES (Johnson Bus Company – 921-3003)

Since the school district pays for each bus rider, bus riders are expected to ride the bus each school day. Should you wish to have your child's name withdrawn from the list of eligible bus riders, please inform the bus company.

If a child is not to ride the bus on a particular day, call the office at the beginning of the day so the teacher can be notified. Even if you call, we also ask you to send a note to the teacher about this. If no call/note has been received, the child will be sent home on the bus as usual. The school office has no authority to grant permission for non-bus students to ride home with bus friends, or for students to switch buses.

Should your child report a behavior problem, please call school so the matter can be taken care of. Students causing problems on the bus will be given a warning for the first offense and then could be suspended from bus riding for up to three days.

Students are to conduct themselves on the bus in a manner consistent with established standards of student behavior. Inappropriate student conduct is to be brought to the attention of the building principal by the bus driver and the principal will take action befitting the problem.

CLOTHING

It is important that your child be dressed to suit activities and weather conditions. We have a windy playground and the building is not air conditioned, so it is wise to be aware of temperature predictions. We do realize that children differ in their requirements of adequate clothing, and unless they are physically comfortable, they will find it difficult to concentrate on school tasks.

Students should also be sure to wear clothing that is in good taste. Clothing considered inappropriate by the school staff could result in the child's temporary removal from the classroom. When children wear shorts to school, they should be suitable for children doing their job in school. While it is entirely appropriate for a kindergartner to wear a top with spaghetti straps, it is less appropriate, if appropriate at all, for a fifth grader to wear

that kind of top. Halter tops and half-tops should never be worn.

If a student is found to be wearing clothing that is disruptive to regular class procedures, constitutes a health or safety hazard, or promotes drugs/alcohol/violence, the student will be asked to remove the clothing and replace it with appropriate clothing. Repeated violations of this request may result in additional consequences.

Teachers will encourage all children to be appropriately dressed, but boots should be worn by all students during the winter months. *All students must wear snow pants and boots if they are to play in the snow during recess.* Again, please be sure all clothing items are clearly marked with the child's name.

EMERGENCY INFORMATION

Emergency Contact Information records are maintained for each child in the school office and in the classroom. Please notify the secretary when you wish to make a change in such information. Whenever a child becomes ill or is injured every effort is made to reach a parent, however, when this is not possible the *Emergency Contact Information* is used. If illness or injury is serious and requires immediate action, the principal may send a child to the hospital. Please use local references. Parents are responsible for providing updated emergency contacts and employment phone numbers throughout the year.

HANDICAPPED ACCOMMODATIONS

Handicapped access to the building is available through the main front entrance. Handicapped parking stalls are also available in front of school. Handicapped accessible restrooms are located near the rear entrance. An elevator, located on the north side of the school, provides access to both floors and the playground.

HARASSMENT

Harassment is illegal and infringes upon equal respect in the educational environment causing serious harm to student learning, effective teaching, and the safety and stability of the educational process. It is a form of discrimination that violates state and federal laws.

Harassment is illegal if it is based upon a protected group status, meaning that no person shall be subject to discriminatory harassment on the basis of sex, race, color, national origin, ancestry, creed, pregnancy, age, marital or parental status, sexual orientation, arrest or conviction record, or physical, mental, or emotional disability in the education program or the Fond du Lac School District.

Harassment is defined as any unwanted, deliberate, or repeated unsolicited comments, gestures, graphic materials, physical contacts, or solicitation of favors which are based upon one's group membership, and may include, but is not limited to: verbal harassment, including epithets, derogatory comments or slurs, ethnic jokes, physical

harassment, drawings, and posters.

It is the policy of the Fond du Lac School District to prohibit and discourage any student from illegally harassing any other person of the District, provide a harassment-free educational environment, address any instances of harassment in a timely manner, provide on-going education and awareness of the problem of harassment in all forms, and provide procedures for filing and pursuing claims of harassment.

If you feel you are being harassed, you are encouraged to report your concerns to a teacher, counselor, principal, or the Director of Personnel (906-6501). Copies of the full Board policy and complaint form are available in the school office.

HOMEWORK

Assignments are sent home to be finished when classroom time did not allow the task to be completed or a topic can be done more effectively in the home or community setting. Drill of basic skills is also done very effectively in the home setting and may be assigned to students.

Parents are encouraged to assist children by creating an atmosphere at home that is conducive to studying. Parents are encouraged to contact the child's teacher if there are any concerns or questions. Homework requests should not be made more than a couple of days in advance. Teachers establish plans on a weekly basis, thus they are not likely to know far in advance what assignments will be issued.

LATE START/EARLY CLOSING

DO NOT CALL SCHOOL! Listen to the local radio stations or cable TV for the official announcement of any early closing. Local radio stations that have weather announcements are KFIZ AM 1450, KFIZ FM 107, WVBO 103.9, WOSH AM 1490, WPKR 99.5, WFDL 97.7, and WTCX 96.1.

School hours for late start days are calculated from the normal 8:15 a.m. starting time. Parents may have their children remain home if safety is a concern.

If schools are closed early because of weather, these are the procedures followed at Pier:

- A. All students should have an Early Dismissal form on file (located on the back side of the Emergency Card) which provides specific instructions for the school.
- B. Non-bus students are dismissed at a designated time. Older students are asked to walk with younger siblings.
- C. Bus students are dismissed as soon as buses arrive.

PLEASE NOTE: On any early dismissal day, it will be difficult to call into school. To avoid delay, come to school to pick up children without waiting to call.

LOST AND FOUND

We ask that the child's name be placed on ALL articles, supplies, and clothing brought to school. This will eliminate many such items being placed in lost and found and never reclaimed. If your child does misplace something, come to the school and look through our lost and found area (near the middle stairs to the playground). Any items of value such as watches, jewelry, or phones can be reclaimed at the school office. A child should always report the loss of anything to the teacher and/or the office. At the end of each trimester, all remaining lost and found items will be donated to charity.

LOST OR DAMAGED BOOKS AND MATERIALS POLICY

Borrowers will pay the current replacement cost for lost or damaged books and materials. If books and materials cannot be replaced, the borrower will pay the original price of the books and materials. Borrowers will pay the cover price on lost or damaged magazines. Children who remove a barcode from a book will be fined \$5.00.

MONEY, VALUABLES AND CELL PHONES

Parents are urged to strictly limit the amount of unnecessary money a student carries to school. If a sum must be brought (other than for school purposes), have the child take the money to the office for safekeeping. Cell phones or other personal devices that make phone calls are not to be used during school hours. Since the school is not responsible for valuables brought into the building, it is advisable these remain at home. Much misunderstanding results when such items are lost, damaged, or misplaced during a school day.

PETS

Many people exposed to animals and their bedding materials will exhibit allergic and/or asthmatic symptoms, including sneezing, congestion, cough, wheezing, watery eyes, and hives. These reactions may cause discomfort, increased use of medications, decreased productivity and learning at school, and increased absences. The Fond du Lac School District acknowledges the importance of good indoor air quality to overall health and wellness. For the safety and well-being of all people who come into school district buildings, the District does not allow most animals to be in district buildings, with the exception of companion animals for disabled persons and animals used under the control of law enforcement officials.

The Fond du Lac School District believes that there are some educational benefits in having animals in the classroom. Animals that are in the classroom must be properly contained and cared for. Good handwashing by staff and students caring for these animals is mandatory.

Acceptable animals in the school would be fish; amphibians, such as frogs and toads;

butterflies; insects; nonpoisonous snakes.

Please note, approval of the building principal is necessary before any pets may be brought into the classroom or school.

PLAYGROUND SUPERVISION

Playground areas are supervised ten minutes before the bell rings in the morning and during recesses. Group instructional play periods are supervised by staff members. *Children should arrive at school no earlier than 8 A.M. as there is no supervision before that time.* The office entrance is available for parent entrance. Doors are open for students to enter the building at 8:10 a.m. After-school activities are supervised by the sponsoring group (i.e. Boys and Girls Club, after-school day care).

****Children will be outside when the temperature or wind-chill is 0° F or above.**** The temperature gauge we use to determine whether or not our kids will be going outside is posted on the Fond du Lac School District website.

RELEASE OF INFORMATION

There are occasions when students have names or pictures published in the newspaper or shown on television because of coverage of school events. Please notify the school office in writing, as stated on the back of the student registration form if you DO NOT want your child's name or picture used in such a manner.

SAFETY AND SAFETY PATROLS

Parents bringing or picking up children in cars should park or stop in proper areas on the school side of the street. Parking on the opposite side of the street is illegal and requires children to run across busy thoroughfares. Parents should park in designated stalls and in the East parking lot only. Do not block bus lanes.

There are Safety Patrols at Park/21st, Park/Old Pioneer, and parking lot/Old Pioneer. Adult crossing guards are stationed at Martin/Pioneer Rd. There is also a portable stop sign placed at Park/21st to enable students to cross safely. Children are expected to follow the directions of these helpers.

SCHOOL SAFETY PATROLS

Grade 5 students volunteer to assist other students in crossing safely. Safety Patrols cannot stop traffic. They are taught a basic set of rules and are identified by vests and flags. All pupils are taught to respect their position and accept their help. The City Police Department enrolls and supervises the program with the assistance of involved classroom teachers. Patrols disobeying school rules will be removed from the patrol roster. When the temperature or wind-chill is at 0° F or below, the safety patrols are not on duty.

SEARCH AND SEIZURE

Students and parents/guardians are advised:

1. Students should place only school-related materials in coat areas or any other storage place in the school.
2. School lockers, desks, and any place in school where students may place materials are subject to search at anytime.
3. Searches may be conducted at random or en masse.
4. Students may not secure lockers or any other place in school where they may put materials with a lock or any other device to which the school does not have a key, combination, etc.

Under no circumstances will students be allowed to possess articles that may endanger the health and safety of others. Items such as squirt guns and Nerf guns should not be brought to school. Cigarette lighters, knives, and other disruptive and/or dangerous items are not allowed in school, will be confiscated, will not be returned, and disciplinary action will result.

STUDENT CONDUCT TO AND FROM SCHOOL

Children are to walk on sidewalks, cross at corners and not trespass on private property. Following each dismissal students should go directly home and avoid remaining on school grounds. Throwing of ice or snow on or about school premises is forbidden. Behavior concerns to and from school are the responsibility of the parents. If concerns involving student behavior to and from school are brought to the attention of the school, the local police may be called to take care of the matter.

STUDENT MESSENGERS

The youngest child from each family at Pier School is identified as the student messenger. When notices are sent from school on the basis of one per family, the student messenger will be the child who receives the notice to take home.

STUDENT SOLICITATIONS

During the school year, students often want to promote the activities and projects of organizations they belong to outside of school. Any student wishing to display a poster or promotional sign must first receive the principal's permission. Students are not permitted to solicit money at school from other students or staff members for skate-a-thons, walk-a-thons, or similar events, nor are students allowed to sell candy bars and such items (at school) as part of fundraising for non-school organizations.

USE OF THE TELEPHONE BY STUDENTS

Students should make arrangements for after-school activities before arriving at school for the day. If students must use a school phone, they must request permission from their classroom teacher. Students should not request to use the phone in the office as

they will not be given permission by office personnel except in the case of an emergency.

VISITORS TO OUR SCHOOL

We welcome and encourage all parents to visit our school. For safety and security reasons, all exterior doors will be locked during school hours. Visitors should ring the doorbell at the main entrance and wait for a response over the intercom system. They will be asked to identify themselves and state the reason for the visit. Upon entry, visitors should sign-in at the office and obtain a visitor's badge. Prior to leaving visitors should sign-out at the office and return the visitor's badge. All individuals who are visitors to the school and classrooms are required to conform to reasonable rules of conduct. Please help us keep our campus safe by refraining from asking students to open side doors for visitors.

To see additional information on visiting our school please visit our District website to review Board Policy 11.10—Visitors to the Schools.

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SCHOOL NUTRITION PROGRAM

The Fond du Lac School District offers a high quality lunch program to its students. With multiple entrée choices and fresh fruits and vegetables daily, we have something for everyone! The Fond du Lac School District participates in the National School Lunch Program. Our School Nutrition Program meets or exceeds guidelines set forth by the USDA & the Department of Public Instruction. Aramark Education operates the food service in the Fond du Lac School District, 8:00-4:00 PM.

School hot lunch and breakfast begins September 4, 2018.

Meal prices for 2018-2019 school year are:

Elementary breakfast \$1.00

Elementary reduced breakfast \$0.30

Elementary hot lunch \$2.55

Elementary reduced hot lunch \$0.40

Extra entrée (cash only) \$1.00

Milk per carton* \$0.30

*One carton of milk is included in each breakfast and lunch meal.

SPECIAL NOTE: Students qualifying for free or reduced meals are not eligible for free

or reduced price milk if they bring a cold lunch. Money must be in the student's account or students must pay cash to receive milk.

Menus

Menus are distributed to students before the beginning of each month, and include the following information: 1st choice entrée for each day, alternate entrees, side items & special news bulletin for healthy eating habits. Please log on to www.fonddulac.k12.wi.us for menu and nutritional analysis information.

PIN (personal identification number)

If a student does not have a meal card, then he/she will be issued a PIN number at the start of the year. These will be good for breakfast, lunch and milk. To make a purchase, the student will first enter his/her PIN on the keypad at the computer. The meal selection will then be made and debited accordingly from each account. If you do not remember your number, contact the Aramark office at 906-6581. To protect the student's account please keep your Personal ID Number confidential. PINs are the same year to year unless a new # is requested.

Payments

An electronic scanning system, Skyward, is used to process payments and charge lunches and milk to the family account. This is a debit system. Deposits to lunch accounts are to be placed in an envelope with the check and marked with the student name. Payments turned in to your child's teacher or school office must be in an envelope with the following information: payer name, students' names, and amount enclosed. They can also be mailed to Aramark, 72 W. 9th Street. If mailing, please allow 3 school days for deposit into your account. Families may make one check per household to cover all students, and checks should be made out to the FOND DU LAC SCHOOL DISTRICT. Payments received by 9:00 a.m. will be credited to the household's account that day. Payments will be processed on a daily basis. Checks to be applied for lunch must not be included with other activity fees (activity, field trips, weekly reader, etc.)

Account Balances and Negative Balances

Please log on to www.fonddulac.k12.wi.us for family lunch account information. View payments and purchases online. Automatic email notification is available for when account balances are under \$10.00. You can find out your family account balance at any time by calling 906-6581.

If you leave a voice mail, please leave your name, head of household, student name(s) and phone number and we will return your call. For family accounts that are under \$10.00, low balance notices are sent home with students weekly on Thursday. Family accounts that have a negative balance will receive a daily notice. The policy for negative

family accounts is to allow two days per student in the negative before service is denied or six dollars per student. It is the head of household's responsibility to maintain a positive lunch account balance.

Nutrition Office Information

The Aramark Nutrition office hours on school days are 8:00 a.m. to 4:00 p.m. For account balance information, call 906-6581. The fax number is 906-6785.

Free and Reduced Price Meal Assistance

Households may apply for free or reduced price meal benefits at any time during the school year. Application forms are available at back to school night, and at each school office, the district business office and the Aramark office. Please read the application and complete it thoroughly. Completed applications can be returned to your child's school office or to the district business office. You will receive a letter notifying you if your application has been approved or denied. Benefits are effective upon approval of the application, not when the application is submitted. Recipients for free and reduced price meals are not identified in any way. Meal eligibility status from the previous school year remains in effect for the first 30 (thirty) school days. A new application must be submitted and processed by October 17, 2014. If a new application is not received and processed by this date, benefits for free/reduced meals will be terminated and meals will be charged at full price. It is your responsibility to pay for these charges.

Cold Lunch Students

To encourage healthy eating habits for those students who choose to bring their lunch, please send only nutritious drinks such as water or juice or have your child purchase milk. Soda is discouraged in the FDL School District.

Breakfast Program

Breakfast will be available and served in each classroom daily from 8:15-8:30 AM.

Nondiscrimination and Access to Equal Educational Opportunity

The Board of Education is committed to providing an equal educational opportunity for all students in the District. The Board of Education does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to, sex, age, physical appearance, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, handicap, disability (physical, mental, emotional, or learning), in any of its student educational programs or activities.

Any person who believes that he or she has been discriminated against or denied equal opportunity in access to programs or services may file a complaint with the District's

Civil Rights Coordinator:

Katie Moder, Fond du Lac School District Director of Pupil Services
72 W. Ninth Street
Fond du Lac, WI 54935
(920) 906-6501

Retaliation Prohibited: Retaliation for filing a complaint or participating in the investigation of a complaint is strictly prohibited. Any individuals who knowingly engage in retaliation or knowingly provide false information concerning a complaint shall be subject to disciplinary action.

PIER ELEMENTARY SCHOOL FOND DU LAC, WI 54935