

**Pier Elementary**  
**Student Handbook**  
**2022-2023**



*Belong. Believe. Achieve.*

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## 2022-2023 PIER STAFF

Staff Member	Position	Staff Member	Position
Mrs. Jenny Hughes	Principal	Ms. Bri Hanley	Special Education Teacher
Mrs. Gigi Chang	Secretary	Ms. Brittany Smith	Instructional Assistant
Mrs. Jodi Straub	Teacher on Special Assignment	Mrs. Denese Heiser	Instructional Assistant
Mrs. Stephanie Hill	Nurse	Mrs. Lauri Drohman	Instructional Assistant
Mrs. Lisa Bebow	Early Childhood Phono Teacher	Ms. Julie Smet	Instructional Assistant
Mrs. Kelly Stafford	Early Childhood Instructional Aide	Mrs. Lynn Baumann	Instructional Assistant
Mrs. Teri Weyenberg	4K Teacher	Ashley Boeck	Instructional Assistant
Mrs. Julie Smet	4K Instructional Aide	New Hire (SCEBD)	Social Worker
Ms. Shawna Smith	Kindergarten Teacher	Mrs. Kimberly Blick	Counselor
Ms. Ann Schwarz-Bohn	Kindergarten Teacher	Mrs. Annie Schild	Art
Ms. Emilee Davis	Kindergarten Teacher	Mrs. Stacy Cappozzo	Physical Education
Mrs. Sarah Steenberg	1st Grade Teacher	Mr. Corey Holloway	Music
Mrs. Koreen Larson	1st Grade Teacher	Ms. Emily Heideman	Media
Mrs. Peyton Sparks	1st Grade Teacher	Mrs. Audrey Salazar	ELL

Mrs. Erin Zinke	2nd Grade Teacher	Mrs. Pamela Tranel	Speech/Language Pathologist
Mrs. Kelley Eeg	2nd Grade Teacher	Mrs. Mary-Liz Julka	Band
Mr. Daryl Zupke	3rd Grade Teacher	Mrs. Amy Redeker	Band/Orchestra
Mr. Jay Rauen	3rd Grade Teacher	Mrs. Kathy Munson	Media Secretary
New Hire	4th Grade Teacher	Mr. Brian Rabe	School Psychologist
Ms. Rachel Merkel	4th Grade Teacher	Mr. Dan Zemski	Custodian
Mrs. Nicole Oestreich	4th Grade Teacher	Mr. Mark Fauska	Custodian
Mrs. Alison Egnoski	5th Grade Teacher	Mr. John Luteyn	Custodian
Ms. Anna Murack	5th Grade Teacher	Ms. Lily Basler	Boys and Girls Club Director
Mr. Tyler Buermann	5th Grade Teacher	Mrs. NaQuisha Mann	Family Engagement Coach
Mrs. Robin Olsen-Winkler	Reading Specialist	Mrs. Stacey Matuszewski	Cross-Categorical Teacher
Stephanie Galvan	Spanish Interpreter	Mrs. Cheyenne Thompson	Cross-Categorical Teacher

## THE SCHOOL DAY

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

4K 8:15 AM – 10:55 AM

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.

\*School doors will open at 8:00am for students to go directly to their classrooms.

**PIER FACEBOOK** - Please follow us at [Pier Elementary School](#) to stay in touch.

## 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 the Walk-a-Thon which enables us to purchase technology and playground equipment as well as supplies for the school.

PTO meetings are held every other month beginning at 6:00pm on the following dates: Sept. 8th, 2022 at Buttermilk Creek Park, Nov. 10th at the Fond du Lac Public Library, Jan. 12th, March 9th at the Korneli's On the Avenue Roller Skating Rink, and May 11th. Please check out the Pier PTO website (<https://sites.google.com/view/pier-pto/home>) as well as the Pier Elementary PTO Facebook page for information on events, activities and ways to get involved.

### PIER PTO OFFICERS 2021-2022:

Position	Name
President	Vicki Neumann
Vice President	Teri Rebek
Secretary	Kari Zehren
Co-Treasurers	Jen Bergan and Stacey Matuszewski

## **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 9:00 a.m. to report an absence and the reason for the absence. It is important you identify the reason for the absence so we can 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, please indicate the reason for the absence and your child's expected return date.
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 to 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 8:15am 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 CONDUCT (5500)**

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

### **STUDENT DISCIPLINE (5600)**

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.

## **PBIS**

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 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

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. 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 individual, classroom and school-wide celebrations and rewards.

## **BEHAVIOR REPORTING FORMS**

Even with clear expectations and positive reinforcement, sometimes students will misbehave. An incident 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 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 is 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 (920)929-2885. Additional information can be found on the Rec Department website.

### **BOYS AND GIRLS CLUB**

The Fond du Lac Boys and Girls Club offers afterschool programming at Pier Elementary for all students in grades 1-5. Club meets from 3pm-6pm daily while school is in session. For more information or to register, please contact the Member Services Coordinator at bgcfdl.org.

### **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.

### **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:

Gym shoes: 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, and have good arch support and non-marking soles.

### **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.

## **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 two days per week. Parents with questions may

contact Mrs. Stephanie Hill, the nurse, at (920) 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. Emergency information is housed in our Skyward student management system. All families have been assigned a Skyward Family Access login and password used to update emergency information. 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 enter in Skyward 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. If you have difficulty accessing Skyward Family Access to update contact information, please contact the school office for assistance.

### **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.
- symptoms associated with COVID-19

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

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**MISCELLANEOUS ITEMS**

**DISMISSAL PROCEDURES**

All 4K through 5th grade students who arrive or dismiss either by walking or riding in a car will enter and be dismissed out of their grade-assigned doors of the building where they can be met by parents, guardians and older siblings. Students who are picked up in a car at dismissal will go to pick-up areas pre-arranged by the parents. 4K and

kindergarten students arrive and are dismissed through door 13 for 4K and door 1 for kindergarten. Caregivers are encouraged to park in the larger east parking lot. Do not park in front of the building as this is a bus-loading and handicap zone. For safety, *4K and Kindergarten families are encouraged to park in the larger east parking lot and walk their students to door 13 for 4K and door 1 for kindergarten.* Students who take the bus, ride a daycare van, or attend the Boys and Girls Club will report to the cafeteria at the end of the school day. Anyone with an appointment to meet with a staff member should ring the bell at the front door and check in at the office.

**Assigned Arrival and Dismissal Doors;**

4K	Door 13 on Old Pioneer Road
Kindergarten	Door 1/Main Entrance on Old Pioneer Road
Grades 1 and 2	Door 5 facing Park Avenue
Grade 3	Door 9 at the larger east parking lot
Grades 4 and 5	Door 7 on the playground

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

**BICYCLES** (Board Policy 5541)

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. 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 Postal Service. Birthday treats need to be approved by the classroom teacher prior to sending them to school. These should be individually wrapped.

**BUS POLICIES** (Johnson Bus Company (920) 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 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.

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 replace it with appropriate clothing. Repeated violations of this request may result in additional consequences.

Teachers will encourage all children to be appropriately dressed. *All students must wear snow pants and boots if they are to play in the snow during recess.* Please be sure all clothing items are clearly marked with the child's name. If you need assistance securing appropriate clothing for your child please contact our school counselor.



On occasion, students may have an accident that requires a change of clothes. We do have a limited supply of clothing for students to use in that situation. You may want to send along with your child a change of clothes to be kept in his/her backpack that can be used in case of such a situation.

### **EMERGENCY INFORMATION**

Emergency Contact Information records are maintained for each child in the school office and in the classroom. You can make changes to emergency contact information by logging into your Family Access Account. Please use local references if possible. 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. 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. All restrooms are ADA compliant. An elevator, located on the north side of the school, provides access to both floors and the playground. Additionally, there is a ramp located outside of door 9.

### **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. Many nights a student's sole homework requirements may be to spend time reading, reviewing site words or math facts or other similar tasks.

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**

Information will be shared through our Skylert system. It is important that your contact information in Skyward is accurate so you can receive the information as it is available. You may also 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.

### **LOST AND FOUND**

We ask that the child's name be placed on ALL items and clothing brought to school. This will eliminate many such items being placed in the lost and found and never reclaimed. If your child does misplace something, encourage him/her to 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; this includes calling or texting. We encourage cell phones to be put in the office for safekeeping. Should a student need to contact a parent, he/she should speak to a school staff member first. 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**

*Children should arrive at school no earlier than 8 A.M. as there is no supervision before that time.* Doors are open for students to enter the building at 8:00 a.m. After-school activities are supervised by the sponsoring group (i.e. Boys and Girls Club).

**\*\*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. Additionally, we regularly use social media to celebrate our students. In Skyward Family Access, please check the appropriate boxes 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 (south side) of Old Pioneer 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**

Board policy 5771 may be read in its entirety on the Fond du Lac School District website.

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 any time.
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. Students are expected to practice the Panther Way (being respectful, responsible and safe) as they travel to and from school each day.

### **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 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 should request permission from the classroom teacher. The office phone must be kept available for school business; students will only be given permission to use it in the case of an emergency.

### **VISITORS TO 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 check-in at the window in the office and obtain a visitor's badge. Visitors will need to provide a photo ID upon check in. Visitors will then be buzzed into the building. 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 9150 - School Visitors.

## **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 1, 2022.

Meal prices, menus and more can be found on the Fond du Lac School District website; <https://fonddulac.schooldish.com/>

Breakfast	\$1.00
Breakfast Reduced	\$0.30
Lunch Paid	\$2.55
Lunch Reduced	\$0.40

If students want extras, the following prices apply:

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 shared electronically and/or posted online 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 go to <https://fonddulac.schooldish.com/> 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 used 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](http://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 (920)906-6581.

If you leave a voicemail, 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 provided electronically through on-line registration; paper copies are available during Open House and at each school office, the district business office, the Aramark office, or on-line <https://www.fonddulac.k12.wi.us/lunch.aspx>. 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.

**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 is optional and will be offered daily in the classroom from 8:00-8:20 AM. The daily cost for breakfast is \$1.00, or \$0.30 free and reduced.

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**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.

## **RELEVANT SCHOOL BOARD POLICIES**

All Fond du Lac School Board policies can be found at <https://www.boarddocs.com/wi/fond/Board.nsf/Public?open&id=policies>. Policies that may be of particular interest are as follows:

- [2416](#) - Student Privacy and Parental Access to Information
- [5111.01](#) - Homeless Students
- [5136](#) - Personal Communication Devices
- [5230](#) - Release of Students to Authorized Persons
- [5310](#) - Health Services
- [5330](#) - Administration of Medication/Emergency Care
- [5500](#) - Student Code of Classroom Conduct
- [5505](#) - Academic Honesty
- [5516](#) - Student Hazing
- [5517](#) - Student Anti-Harassment
- [5517.01](#) - Bullying
- [5600](#) - Student Discipline
- [5611](#) - Due Process Rights
- [5771](#) - Search and Seizure

- [5772](#) - Weapons
- [7530](#) - Lending of District-owned Equipment
- [7440.01](#) - Video Surveillance and Electronic Monitoring
- [7540](#) - Technology
- [7540.03](#) - Student Technology Acceptable Use and Safety

**PIER ELEMENTARY SCHOOL FOND DU LAC, WI 54935**