

2013-2014 Revise to 2014-2015

**Manawa Elementary
Student & Parent Handbook**



Manawa Elementary School Wolves:

Work Responsibly

Own Our Education

Lead with Respect and Purpose

Find Our Potential

School District of Manawa
Manawa Elementary School
800 Beech Street
Manawa, Wisconsin
(920)-596-2238



MES Student Handbook

This Student/Parent Handbook is provided so all students and parents have a ready reference to information necessary to the understanding of the daily operation of our school. Please read the handbook, and if any questions should arise, please contact the school for clarification.

We are committed to partner with you in the education of your child. Included at the end of the handbook is a **Student/Parent/Staff Agreement** which outlines some responsibilities for each role. Please take the time to read and sign this agreement. Students should return signed agreements to their teachers.

Student Agenda

Students at MES will be provided with a student agenda or a similar recording/communication tool. Agendas will be used to keep track of assignments and long-term projects as well as a communication tool for both teachers and parents.

Arrival/Dismissal

Arrival

School begins promptly at 8AM. Students may be dropped off as early as 7:30AM. Please do not drop students off before 7:30AM as we cannot guarantee adult supervision before this time. Please park in the lot if you will be dropping students off before 7:45AM.

Dismissal Procedures:

Bus Riders – Dismissed at 2:55

Walkers/Parent Pick Up – Dismissed at 3:00 or directly after the departure of the busses.

Please develop and maintain a consistent plan for your child's method of getting home. In the rare case a child must ride a different bus home or there is any change to your child's normal dismissal routine, a note or parent contact with the office must be made before noon.

All MES students must board the bus from this building. If you are picking your child up in the school, please wait in the parking lot or cafeteria and let your child know that is where you will meet him or her. Please park in the lot if you are arriving after 2:00PM.

Between 7:45AM-2:00PM, the loop is available to drop off/pick up students.

Attendance/Tardiness/Truancy

All absences are to be reported to the school office by the parent/guardian. The Manawa Elementary School office may be reached by calling 596-2238. When an absence is not reported, every effort will be made to contact the parent or guardian to confirm the absence of the student. In cases where telephone contact cannot be made, the student must bring a written excuse, signed by the parent or the student's guardian, on the first day back to school. For anticipated absences, a phone call or written note is appreciated.

Written or Phone Excuses must include:

- (1) date(s) of absence(s)
- (2) reason for the absence
- (3) full name of the student
- (4) parent or guardian first and last name and signature (written)

Attendance

According to Wisconsin State Statute S.118.15, students between the ages of 6 and 18 years old are expected to attend school regularly. For more information see State Statute 118.15.

<http://docs.legis.wisconsin.gov/statutes/statutes/118/15>

Approved Absences

Personal illness, death in the family, religious holiday, or extreme emergency is acceptable reasons for absence.

Illness Verification – School District of Manawa, Rule 431:

“...The District may request the student’s parent/guardian to obtain a written statement from a licensed physician, psychologist, chiropractor, dentist, optometrist, or Christian Science practitioner as proof of the physical and mental condition of the child. Such excuse shall be in writing, shall state the period of time for which it is valid and shall not exceed 30 days.”

Tardiness

A student will be counted as tardy for missing any or part of class. Students that will be late to school should report to the office upon arrival and get an admit slip to class. Students will be excused if parents phone in or write a valid excuse. Students who are late and who do not have a valid excuse will be counted as being tardy (unexcused).

Truancy

Notifications will be sent to parents notifying them if their child meets the criteria of a truant or habitual truant. In accordance with state statute, a meeting will be scheduled to discuss interventions to address truancy issues. **Statement will say: In accordance with state statute, students who are habitually truant as defined by the State of Wisconsin may be referred to law enforcement and either the student or the parent may be issued a truancy citation.**

A **truant** is defined as follows: a pupil who is absent from school without acceptable excuse for part or all of any day on which school is held during a school semester.

A **habitual truant** is defined as follows: a pupil who is absent from school without an acceptable excuse for part or all of five (5) days on which school is held during a school semester.

Bicycles

A bicycle rack is located in the front area of school. Students must obey the safety rules of riding a bike and carefully watch out for both students and cars. Riding bicycles on the school property during school hours is not permitted except during events or special occasions that involve bicycles. The school district is not responsible for lost or stolen bicycles. We encourage students in kindergarten and first grade to ride with a buddy or sibling to ensure safety. Please discuss bike safety and rules of the road with your child before they begin riding to school.

Bus Transportation and Student Safety

Riding the bus is a privilege, and students who do not follow the bus rules may lose their privilege either temporarily or permanently. A code of conduct is sent home at the beginning of the year with each student and is also available in the office upon request.

School Cancellation

School cancellation information will be sent out via Skylert and can also be found on the following radio and TV stations:

RADIO STATIONS

WDUX 92.7 FM
WDUX 800 AM

TV STATIONS

WBAY Channel 2 WLUK Fox 11
WFRV Channel 5 NBC Channel 26 WSAW Channel 7

Code of Conduct

Student expectations are outlined in the Wolves Know How and Positive Behavior Intervention and Support (PBIS) programs. Staff will construct learning experiences for students that reinforce student expectations as outlined in those programs. Our goal is to create a learning atmosphere where students and staff can feel safe, welcome, and successful.

Daily Schedule

7:30AM	Breakfast
8:00AM	Classes begin
10:45AM	Dismissal for Morning Early Childhood
12:15PM	Afternoon Early Childhood begins
2:55PM	Dismissal for bus students
3:00PM	Dismissal for non-bus students

Student Dress Code

Each student shall wear clothing that fits properly, is neat, and is not revealing as to cause a distraction. This code is in force during the school day, in school vehicles, and at all school activities. Clothing displaying obscenities, suggestive slogans, nudity, crime, violence, occult worship, beer/alcohol, tobacco, or marijuana/other drug designs is prohibited. See-through shirts or blouses, bare midriffs, strapless and/or backless outfits, and beachwear are prohibited. The dress code policy may be adjusted to accommodate special occasion days or special school events as scheduled/planned by school staff and administration.

Emergency Alerts and Drills

In case of an emergency alert, school personnel will be notified and direct students to designated safe areas. A series of drills including fire, intruder, and severe weather will be held throughout the year to acquaint students with safe practices for various alerts.

Emergency and Medical Information

Accidents

Any accident that happens during school or at a school-sponsored activity must be reported to the elementary school secretary. An accident report will be completed if it is necessary to receive further care.

Emergency Information Forms

Students are required to fill out or update their Emergency Information form. Please turn them into the school office during the first week of school. Please update the office throughout the year with new information regarding addresses, phone numbers, parent jobs, emergency, and physician contacts.

Head Lice

Manawa Elementary School will follow the Board of Education Policy 451.31: Head Lice. This policy can be found online and is available in the school office.

Illness

Please do not send your child to school if the following symptoms are present: fever of over 100°, nausea or vomiting, severe cough/cold symptoms, sore throat, any persistent pain (earaches, severe headaches), or any infectious agent (chicken pox, pink eye, head lice, rash or skin problems). If your child is ill during the school day and needs to leave, we will contact the parent, guardian, and/or emergency contact to make the proper arrangements.

Immunization Forms

According to Wisconsin State Law, each student is required to have a completed Immunization Form on file at the school. These records are kept in the health room office.

Prescription and Non-Prescription (over the counter) Drugs Guidelines

Manawa Elementary School will follow the Board of Education Policy 451.4: Medication Administration to Students. This policy can be found online and is available in the school office.

Law Pertaining to Expulsion of Pupils and Due Process

The School Board of the District of Manawa follows Wisconsin Statute 120.13(1)(c) when dealing with expulsion of students.

Field Trips

Field trips are considered a part of the educational program of the school. They are under the supervision of the classroom teacher and chaperone(s). Permission slips for all field trips need to be filled out and turned in by the due date along with any necessary fees. Failure to turn in permission slip or fee will result in the child remaining in school for the duration of the field trip.

Grading/Report Cards

Report cards will be sent home each quarter and mid-term grades will be available through Family Access on Skyward.

School District of Manawa Grading Scale – Grades 3 – 12.

A 100-94	B- 85-84	D+ 75-74
A- 93-92	C+ 83-82	D 73-70
B+ 91-90	C 81-78	D- 69-68
B 89-86	C- 77-76	F 67 – 0

Harassment

The School District of Manawa expressly prohibits any form of harassment. Employees or students guilty of harassment are subject to disciplinary action up to and including dismissal or expulsion.

Harassment is defined as any deliberate, repeated, or unwanted verbal or physical contact, derogatory statement or discriminating remark which can be considered offensive and/or objectionable to the recipient, or which causes the recipient discomfort or humiliation, or which interferes with the recipient's academic performance.

Sexual harassment can take the form of any unwanted sexual attention, ranging from leering, pinching, patting, verbal comments, display of graphic or written sexual material, and/or subtle or express pressure. Sexual harassment may include the implicit message from the offender that noncompliance will lead to reprisals. Reprisals may include, but are not

limited to, the possibilities of harassment escalation, unsatisfactory academic evaluations, and difference in academic treatment, sarcasm, or unwanted comments to or by peers. It is important to remember that if it is offensive to anyone who is witnessing the harassment it is illegal and against the law.

Lost and Found

Please mark a student's name on his/her jackets, gloves, hats, boots, tennis shoes, school bags, and lunch boxes. We do have a lost and found located in a designated area of the school during the school year. Please check this area for lost items. Due to the large volume of lost and found items and lack of storage space, unclaimed items will be regularly donated to charity.

Lunch/Meal/Milk Prices

Prepayment for meals and milk break is expected. Milk Break is available to all students in early childhood through fourth grade. Students who are eligible for the free or reduced meal program will also receive free milk during milk break. However, this program does not provide milk during the lunch period if students choose to bring a cold lunch from home. To fill out an application for free or reduced meal benefits, please contact the District Office. These forms are also available in the school office and online. All information will be kept confidential.

Mandatory Reporting – Suspected Child Abuse and Neglect

The State of Wisconsin requires individuals who work in certain professions to report child abuse and neglect. With some exceptions, any of the following individuals who “has reasonable cause to suspect that a child seen by the person in the course of professional duties has been abused or neglected or who has reason to believe that a child seen by the person in the course of professional duties has been threatened with abuse or neglect and that abuse or neglect of the child will occur” shall report as described below. See Wis. Stat. sec. 48.981(2) (a). Every new instance of child abuse or neglect must be reported. Reporters are protected from discharge for reporting child abuse. Reports must be made to law enforcement or either the child welfare agency or child protective services agency. LE must refer all reports to CPS or CWA agencies within 12 hours. CPS or CWA agencies must refer reports of sexual abuse to LE within 12 hours and must also develop a policy regarding referrals for other types of abuse. These agencies are required to collaborate with each other when investigating sexual abuse.

WHO MUST REPORT? Wis. Stat. 48.981(2)(a) lists individuals as mandatory reporters. In a school system, this includes but is not limited to:

- court appointed special advocate
- medical or mental health professional
- member of treatment staff employed by or working under contract with a county department or a residential care center for children and youth
- nurse
- occupational therapist
- police or law enforcement
- professional counselor
- public assistance worker, including a financial and employment planner
- school teacher, school administrator, or school counselor
- social worker
- speech-language pathologist

WHAT IS REPORTABLE CHILD ABUSE OR NEGLECT? Wis. Stat. sec. 48.02(1)

- Physical abuse inflicted on a child by other than accidental means or, when used in referring to an unborn child, serious physical harm inflicted on the unborn child, and the risk of serious physical harm to the child when born,

caused by the habitual lack of self-control of the expectant mother of the unborn child in the use of alcohol beverages, controlled substances, or controlled substance analogs, exhibited to a severe degree.

- Sexual abuse, defined as:
 - Sexual intercourse or sexual contact under s. 940.225, 948.02, 948.025, or 948.085 (sexual assault, sexual assault of a child, repeated acts of sexual assault of the same child, or sexual assault of a child in substitute care)
 - Sexual exploitation of a child
 - Permitting, allowing, or encouraging a child to engage in prostitution
 - Causing a child to view or listen to sexual activity
 - Exposing genitals or pubic area
- Emotional damage for which the child's parent, guardian, or legal custodian has neglected, refused, or been unable for reasons other than poverty to obtain the necessary treatment or to take steps to ameliorate the symptoms.
- Neglect is the "failure, refusal or inability on the part of a parent, guardian, legal custodian, or other person exercising temporary or permanent control over a child, for reasons other than poverty, to provide necessary care, food, clothing, medical or dental care, or shelter so as to seriously endanger the physical health of the child." Wis. Stat. sec. 48.02(12g).

It is important to note that sexual intercourse with a child sixteen (16) or over is not reportable abuse. However, sexual assault under Wis. Stat. sec. 940.225 is included as abuse. This means that sexual activity involving a child age sixteen or seventeen (16 or 17) need not be reported as abuse unless the reporter has reason to believe that the activity was not consensual and voluntary. See <http://dpi.wi.gov/sspw/pdf/rfsaa.pdf>

EXCEPTIONS TO REPORTING REQUIREMENTS: 48.981 (2m)

The State of Wisconsin carved out an exception to reporting requirements to allow children to obtain confidential health care services. Health care services means family planning services as defined by law, pregnancy testing, obstetrical health care or screening, and diagnosis or treatment for a sexually transmitted infection. Health care providers for purposes of this exception include physicians, physician assistants, and registered or licensed nurses.

The exception applies when one of these persons provides a health care service to a child or when a mandatory reporter obtains information about a child who is receiving or has received health care services from one of these persons. This exception is not absolute, however. A report is required in spite of the exception whenever the health care provider suspects any of the following:

- That the sexual intercourse or sexual contact occurred or is likely to occur with a caregiver
- That the child suffered or suffers from a mental illness or mental deficiency that rendered or renders the child temporarily or permanently incapable of understanding or evaluating the consequences of his or her actions
- That the child, because of age/immaturity, was or is incapable of understanding the nature or consequences of sexual intercourse or sexual contact
- That another participant in the sexual contact or sexual intercourse was or is exploiting the child
- That there is any reasonable doubt as to the voluntariness of the child's participation in the sexual contact or sexual intercourse

Parent / Teacher Conferences

Parent/teacher conferences will be held to encourage purposeful communication between home and school regarding a student's progress. Additional conferences during the school year may be arranged and initiated by both parent/guardian and teacher. Parents are encouraged to communicate with staff members at any time throughout the school year concerning their child's progress.

Parking

Between 7:45AM-2:00PM, the loop is available to drop off/pick up students. If you arrive before 7:45AM or after 2:00PM, please park in the parking lot.

Personal Property

Manawa School District is not responsible for the damage, loss, or theft of personal property. Students bringing money and/or personal items to school do so at their own risk. If damage, loss, or theft occurs, please report it to the school office as soon as possible. If your child comes home with items that are not his/hers, please make him/her return the item(s) the next day with a note or phone call explaining the situation.

Respect for Personal and School Property

Students may be held financially responsible for any damage to school or personal property. This includes damage that is a result of purposeful activity as well as mischievous conduct. Depending on the incident, additional consequences may be instituted.

RESPONSE TO INTERVENTION (RtI)

What is Response to Intervention?

Response to intervention is an education model that promotes early identification of students who may be at risk for learning and behavior difficulties. Its design may include a tier system that provides appropriate learning experiences for all students and identifies students at risk for academic failure. Students benefit when their current levels of skill and ability are aligned with instructional and curricular choices provided within the classroom. When a mismatch occurs, student learning and outcomes are lowered. For most students, typical classroom instruction is appropriate and meets their needs. Other students require more challenging curriculum or more support. The RtI hypothesis is that the earlier these students are identified and provided appropriate instruction, the higher the likelihood they are to demonstrate academic success.

The Core Features of RtI include the following:

- *High-quality research-based classroom instruction
- *Student assessment with classroom focus
- *Universal screening of academics and behavior
- *Continuous progress monitoring of students
- *Implementation of appropriate research-based interventions
- *Progress monitoring during interventions (effectiveness)
- *Implementing programs, assessment and progress monitoring tools with fidelity.

Skyward Family Access

Skyward *Family Access* is a service that allows parents/guardians the ability to access student grades, attendance, and meal account information. Please contact the elementary school office to request a form to setup your username and password. Family Access can be accessed by visiting www.manawa.k12.wi.us. Your family access username and password works for all of your children.

Special Education Services

The Manawa School District is committed to providing a free and appropriate public education to every child. We recognize some children require special education services to meet their educational needs and have implemented the Response to Intervention format for identifying students and meeting their unique needs.

Care is given to assure that children receiving special education services have the opportunity to be educated in the regular classroom whenever possible: all children need the opportunities for learning in and belonging to the larger school community. If you have questions, concerns, or need additional information about special education, please do not hesitate to contact the school office.

Teacher Selection

Through careful reflection and consideration, the school staff assigns students to their next grade teacher. Selection is based on an array of factors, such as student strengths and needs, gender balance, student/teacher ratio, academic balance, and avoidance of a conflict (i.e. parent/teacher, student/teacher, student/student). Teacher selection is a school-designated responsibility.

Visitors

Approved visitors must sign in, secure a visitor's pass from the office and display the pass for the time they are in the building. Visitors must have legitimate business in the school. All visits by students must be arranged at least one day in advance with the principal.

Weapons, Alcohol and Drugs

No one shall possess a dangerous weapon (or look alike) on school property, school buses, or at any school related event. If observed with one, the student will be suspended immediately and the process of expulsion will begin. (Reference School District of Manawa Policy 441.6)

Use of Alcohol, Drugs, and Tobacco

By state law, Manawa Board of Education policy, and administrative policy, no student may be on school premises possessing or using alcohol, non-prescription drugs, prescription drugs not registered with the nurse, tobacco, or products which imitate any of the previously mentioned items. School premises include but are not limited to the school bus and/or any portion of time a student is on a school-sponsored field trip, activities, athletic trip, or on a fan bus. (Reference School District of Manawa Policy 441.4)

Manawa Elementary School Staff
Principal: Tammy Sjoberg
Administrative Assistant: Kris Wegener

Elementary School Staff To be updated

Megan Anderson	Special Education	Marissa Jashinsky	Special Education
Cindy Jaeckle	Special Education	Ann Romberg	Speech
Jeni Mursau	Reading Specialist	Deborah Martin	Speech
Judy Connelly	Curriculum Interventionist/ Literacy Coach	Susan Rucks	Early Childhood
Tracy Eklund	Band	Linda Trepasso	Chorus
Molly Suehs	Music	Lori Wilson	Art
Corrie Ziemer	Physical Education	Emily Guentner	4K
Michelle Poppy	Kindergarten	Lona Sexton	Kindergarten
Sheri Barber	1 st grade	Kathy Field	1 st grade
Carrie Hutchison	2 nd grade	Lisa Lee	2 nd grade
Roseanne Sanderfoot	2 nd grade	Becky Stormoen	2 nd grade
Christine Hansen	3 rd grade	Brad Johnson	3 rd grade
Jeanne Meier	3 rd grade	Kris Kleuver	4 th grade
Melissa Tassone	4 th grade	Scott Hahn	5 th grade
Janet Huebner	5 th grade	Cathy McCoy	5 th grade
Kevin Keller	6 th grade	Dawn Millard	6 th grade

Aides

Terri Braun	4K	Marla Gerl	Special Education
Marie Gorman	Library	Kris Lettau	Teacher Aide
DeeDee Lowney	Special Education	Jill Seka	Special Education
Pat Spiegelberg	Special Education	Diane Teuscher	Special Education
Kris Thompson	Health/Office/Transportation	Tori Wepner	Teacher Aide

Custodial Staff

Dave Gunderson	Custodial	Genie Patri	Custodial
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Food Service

Sharon Baldwin	Denise Buschke	Brenda Suehs
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Bus Drivers

Bernice Beck	Ruth Boerst	Judy Douglas	Dave Marcy	Barb Quinn
Jim Quinn	Vernon Shover	Lana Simonis	Randy Steingraber	Susan Suehs

To reach any staff member please call our office at 596-2238 and our school secretary will re-direct your call. We ask that all non-emergency calls during teaching periods be directed to voice-mail. Please see our website to contact teachers via e-mail.

Disclaimer:

This handbook does not cover all existing policies of the Board of Education. Additional policies and regulations will be presented and discussed with the student body as they become pertinent in terms of timing. Should a question arise on any topic not covered in this handbook in this or other sections, student and parents are encouraged to converse with school personnel for facts and opinions.

Non-Discrimination:

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

The Manawa School District encourages informal resolution of complaints under this policy. If any person believes that the Manawa School District or any part of the school organization has failed to follow the law and rules of s.118.13, WIS., Stats., and P19.9, WIS. Admin., Code, or in some way discriminates against pupils on the basis listed above, they may bring or send a complaint to the following address: Manawa School District, Administrative Office, 800 Beech Street, Manawa WI 54949 or telephone(920) 596-2525.

School District of Manawa Vision Statement: "Developing Lifelong Learners and Responsible Citizens"

School District of Manawa Philosophy: The Board of Education believes that the School District of Manawa should provide the finest administrative, instructional, and classified staff members working with the best physical facilities and materials the Board can provide within the limitations of available resources. The Board recognizes that the guardianship of public education is a trust and an obligation - that the goals of education are fundamentally the goals of our democracy. The Board also believes that the function of the educational processes is to provide each student with opportunities for obtaining the knowledge, experience, and skills to prepare him/her to compete successfully in an ever-changing society, and to enable him/her to make that society a better place in which to live.

MANAWA ELEMENTARY SCHOOL
STUDENT - PARENT - STAFF AGREEMENT



Manawa Elementary School Wolves:

Work Responsibly!
Own Our Education!
Lead with Respect and Purpose!
Find Our Potential!

Student

I will do my personal best to:

Be Ready, Responsible, Respectful and Safe!

Ask for help when I need it

Read at home, to others, with someone else, or by myself, at least _____ minutes a night

Student's Signature

Date

Parent or Guardian

I will do my personal best to:

Read to, listen to, and talk with my child daily and complete Title One Reading Log regularly.

Send my child to school regularly, healthy and rested, and on time

See that my child has the necessary school supplies

Monitor homework activities and provide a quiet place to work

Keep an open line on communication with the school, use the student Agenda Book, and contact my child's teacher

Whenever necessary attend Parent-Teacher conferences and other school events

Examine and appreciate the materials my child brings home from school

Encourage my child to be the best that she or he can be

Build my child's self-esteem by praising his or her success

I understand:

Manawa Elementary is a Schoolwide Title I school. Should the need arise, your child(ren) would receive additional curriculum interventions from the Title I Interventionists.

Parent or Significant Adult's Signature

Date

School Staff

I will do my personal best to:

Be Ready, Responsible, Respectful and Safe!

Read to, listen to, and talk with my students daily

Provide a safe and caring learning environment where your child will be encouraged to be responsible for his or her own behavior and learning

Provide an appropriate curriculum for your child

Communicate and work with your family and all others to support your child's learning

Promote a positive learning environment to insure daily success for your child

Teacher's Signature

Date

