

2012-2013 2013-2014
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

Welcome to Manawa Elementary School,

—As principal of Manawa Elementary School, I'm excited for our new school year. It will be a year filled with exciting opportunities, adventures in learning and a continued commitment to the school community of Manawa Elementary School. We as a school community will hold regular meetings to ensure all students are receiving the same message...WE ARE PROUD TO BE WOLVES!

—MES is home to over 400 students enrolled in Early Childhood through Sixth Grade with a dedicated staff of over sixty individuals committed to guiding all students in a direction to achieve their maximum potential. MES is proud of its staff, who works tirelessly to provide daily consistency and maintain their strong track record of academically successful school years. Each member of the MES team brings unique strengths, experiences and talents to our school. Our staff demonstrates life long learning by integrating current educational trends and initiatives into each classroom. Through a strong partnership with school, home and community there are no limits to what we can achieve!

Sincerely,

Mrs. Yenka



MES Student Handbook

This Student/Parent Handbook is provided so all students and parents of Manawa Elementary School have a ready reference to information necessary to the understanding of the daily operation of our school. In an effort to provide consistent information to all stakeholders, I ask, all students and parents read the information contained in this handbook. If any questions should arise please contact the school for clarification.

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, which demonstrates our commitment to partner in the education of each student. Students should return signed agreements to their teachers.

Student Agenda

Each student at MES will be provided with a student agenda which includes an abbreviated version of our student handbook. By daily use of the agenda, we encourage parents to maintain strong lines of communication with their child's teachers. Teachers will regularly have students keep track of assignments and long-term projects in their student agendas. Teachers will use the agendas to facilitate communication between students and their parents. Teachers will monitor the use of the student agenda to make sure all students are taking advantage of its many organizational/motivational benefits. Student agendas are an excellent communication tool as both home and school work toward the most successful outcome for each student.

Attendance

In our goal to ensure your success, our attendance policies are designed to promote academic achievement and student responsibility, in addition to providing for the safety and protection of each individual. Regular attendance, regardless of your age or academic placement, is the surest avenue toward well-rounded development in three crucial areas: academic growth, social growth, and emotional growth.

Regular attendance is absolutely necessary if you are to be successful in your coursework. Most absences can be kept to a minimum if careful planning is done ahead of time.

**SCHOOL ATTENDANCE IS THE RESPONSIBILITY OF THE STUDENT,
HIS/HER PARENT OR GUARDIAN, AND THE SCHOOL**

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. Voicemail, as well as the attendance voicemail is available on this line 24 hours a day. Should parents fail to report an absence within 2 days it will be considered unexcused and could result in a truancy recommendation. 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.

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 signature (written)

Attendance according to S.118.15 (1) (a) of Wisconsin Statutes 118.15 Compulsory school attendance. (1) (a) except as provided under APR's. (b) and sub. (4), unless the child is excused under sub. (3) or has graduated from high school, any person having under control a child who is between the ages of 6 and 18 years shall cause the child to attend school regularly during the fall period and hours, religious holidays excepted, that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age.

Parent Discretionary Days

Parents may excuse their child from school for a maximum of 5 days per semester, for reasons other than what are listed on the list of excused absences. Included in the 10 days will be absences for deer hunting and family vacations. The law clearly states that **THESE ABSENCES MUST BE PRE-APPROVED** in order for them to be excused by the school district. Please contact the school for any clarification or questions.

Extended trips/Pre-Arranged Excused Absence

To create the best possible environment for success, we encourage planning family vacations during school vacations. Students absent more than three days generally reflect a decline in content knowledge and grades. **Five (5) or more school days prior to leaving**, a signed written request from a parent/guardian must be turned in to the school office. This allows students and teachers to prepare as much advance make-up work as possible.

Approved Absences

Personal illness, death in the family, religious holiday, or extreme emergency is acceptable reasons for absence. **ALL OTHER REASONS FOR ABSENCE WILL FALL UNDER PARENT DISCRETIONARY DAYS AS PREVIOUSLY MENTIONED. REMEMBER, DISCRETIONARY DAYS MUST BE PRE-ARRANGED.**

A valid excuse written by a parent or guardian must be presented to the Secretary upon return to school, or a phone call from a parent or guardian on the day of absence, documenting the reason for the absence. For types of "valid" excuse, see below.

Examples of Excused Absences

Illness-mental or physical,
medical verification may be
required
Death in the family/funeral

Religious holiday
Educational trips accompanied by
parents

Emergency work necessary to the
family welfare
Emergency in the family

Examples of Unexcused Absences

Oversleeping
Working, other than family emergency
Missing the bus
Car would not start – take the bus
Shopping
Haircuts

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. **WHEN LATE FOR SCHOOL, STUDENTS SHOULD REPORT TO THE OFFICE TO OBTAIN A LATE PASSES TO BE ADMITTED TO CLASS.** Students who are late and who do not possess a valid pass 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.

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. Students who are truant will be issued a citation from the Manawa Police Department. This citation will require a court appearance by both the student and the parent/guardian.

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. Students who fall under the definition of a habitual truant may be issued a citation by law enforcement. This citation will require a court appearance by both the student and the parent/guardian.

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. This law is available for reading at each school office upon request.

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. 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. We ask that you 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. It is the parent's responsibility to help enforce good bus conduct. Students must follow the bus rules since the safety of all students is our responsibility.

Dismissal Procedures:

Bus Riders – Dismissed at 2:55
Walkers/Parent Pick Up – Dismissed at 3:00, after the departure of the busses.
Parents must wait in the commons if picking their child/children up in the building.

Please develop and maintain a consistent plan for your child's method of getting home. Last minute or frequent changes create confusion and your child's safety is of our utmost concern. Changes should only be made in the case of emergency situations. In the rare case a child must ride a different bus home, a note or parent contact with the office must be made in the 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 cafeteria and let your child know that is where you will meet him or her.

Custody of a Child

In cases where child(ren) are involved in a legal custody case, the parent(s)/guardian must provide a certified copy of the most recent court order dealing with the child(ren). We appreciate your cooperation in keeping our students safe.

Daily Bell Schedule – Typical School Day

7:30 a.m.	Breakfast
7:45 a.m.	First Bell – Students dismissed from Commons
8:00 a.m.	Second Bell – Start of School
10:45 a.m.	Dismissal for Morning Early Childhood
11:00 – 11:45 a.m.	4K – Grade 2 Lunch/Recess
11:15 – 12:00 p.m.	Grade 3 Lunch/Recess
11:30 – 12:15 p.m.	Grades 4, 5, 6 Lunch/Recess
10:45-12:30	lunch/recess
12:15 p.m.	Afternoon Early Childhood Begins
2:55 p.m.	Bus Students Only Dismissed
3:00 p.m. (appx)	Dismissal Bell MES – All other students dismissed AFTER busses have departed.

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 Cards 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.

Immunization Cards

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

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

Medications brought to the school office

- If you wish to have the school administer medication to your son/daughter, it must be brought in the original pharmacy labeled container, properly marked with the name of the student, name of medication, dosage, and the time to be given.
- It is the parent/guardian responsibility to provide all prescription / over-the-counter medications to the school.

Medication Administration Consent Form - This form, available through the office, must accompany both prescription and over-the-counter medication. The district has approved the following guidelines:

- Both **parent/guardian and physician** must sign the Medication Administration Consent Form for administration of any **prescription medication** during the school day.
- For **over-the-counter (non-prescription) medication** to be administered during the school day, only the **parent/guardian** signature is required.
- Only a limited supply of medication should be brought to school at any one time.
- Parent/guardian is responsible for personally delivering controlled substances to the school office personnel/school nurse.
- Controlled substances should be counted and the number of pills received documented on the medication form each time medication is brought to school.

No medication will be administered by school personnel unless this policy is followed. If a child brings a medication to school without the appropriately signed form or non-matching prescription bottle, the school will notify the parent or guardian that the medication will not be given until the necessary signatures or labels are provided. In the interim, the parent will be invited to administer the medication to their child at school.

Medications kept by students

According to school policy, medications (both prescription and over-the-counter) are generally not kept by students during the school day. However, special health concerns may warrant a change in procedure (i.e., inhalers). Older reliable students may have medication in their possession if the following criteria are adhered to:

- A properly completed and signed Medication Administration Consent Form is on file in the school health office AND
- The student has **personally** met with the school nurse.
- Students may **NOT** dispense any (prescription or over-the-counter) medication to another student.
- Student may **NOT** self-administer any medication without authorization according to school policy.

Information to consider

- Discuss the times of medication to be given with your physician. It may be possible to regulate the dosage so that the medication could be given while your child is at home.
- Please contact the school nurse at any time with health or medication concerns.

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, or sore throat, any persistent pain (earaches, severe headaches), any infectious agent (chicken pox, pink eye, head lice, rash or skin problems). It is not our responsibility to nurse a sick child for the day. If your child comes to school ill, he/she will be sent immediately home.

Mandatory Reporting – Suspected Child Abuse and Neglect

Wisconsin law requires all employees of Wisconsin public school districts to report suspected child abuse and neglect, Wis. Stat. sec. 48.981(2)(a)16m. In addition, school boards are to ensure all employees receive training provided by the Department of Public Instruction within six months of initial hiring and at least every five years thereafter, Wis. Stat. sec. 118.07(5). Initial training of all public school employees must occur no later than June 9, 2012, in order to comply with Wisconsin Act 81. Employees are considered to be anyone who receives an annual statement of wages for tax purposes (W-2 form) from the school district. Some school districts contract with a Cooperative Educational Service Agency (CESA) or other organizations for different kinds of services. In such cases, school districts may wish to consider requiring these contracted personnel to participate in the required training, if they work with students (e.g., school psychologist, physical therapist, special education teacher, bus driver).

Who is required to report?

Any person on the enumerated list, found in Wis. Stat. sec. 48.981(2)(a)16m which defines "person required to report" The statute specifically states "Any of the following persons who has reasonable cause to believe that a child seen by the person in the course of their professional duties has been abused or neglected or has reason to believe that a child seen by the person in the course of professional duties has been threatened with abuse or neglect, or that abuse or neglect of the child" shall report the incident as required in subsection (3) of the statute. In a school setting, the following individuals are required to report:

A school teacher, administrator, counselor and any school employee not otherwise specified in this paragraph.

What types of incidents are legally required to be reported?

Chapter 48, and Chapter 948 define what is physical abuse, sexual abuse, and neglect. ANY TIME mandated reporters' come into contact with a child who they reasonably believe has suffered from physical abuse, is being neglected, or has been sexually abused; they are REQUIRED TO REPORT that incident.

NOTE: The law defines children under the age of 18 engaging in consensual sexual activity to being sexually abused, even if there was no force in the incident, and thus these incidents are ones in which they are required to report.

Exceptions to maintaining confidentiality exist when the counselor is aware of a serious danger to health or the well being of the student. For a more complete discussion on counseling and keeping your confidence, please consult with the guidance counselor.

English Language Learners

The School District of Manawa is committed to providing appropriate services for students whose primary language is not English. The district shall provide appropriate services for students who possess limited or no command of the English language. The purposes of these services will be to help students learn English language skills that will enable them to become successful school citizens and lifelong learners and allow them to meet the established academic standards.

The English Language Learner (ELL) shall be identified as part of the school enrollment process. Once ELL students are identified, their English proficiency shall be assessed, and they will be classified according to the English proficiency level and placed in an appropriate program as designated by District standards. Parents/guardians of ELL students shall be notified of student testing arrangements and of educational programs and services available to help their children improve their English language skills and academic achievement. If you have questions, concerns or need additional information about ELL services, please do not hesitate to contact the school office.

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 mailed home each quarter and mid-term grades will be available through Family Access on Skyward. See Skyward Family Access below

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

Skyward Family Access

An excellent way to communicate with the elementary school includes the Skyward *Family Access* site. With the click of a mouse and access to the World Wide Web, parents are able to access records on their child(ren) such as discipline data, attendance information, lunch account information, and grades. Please contact the elementary school office to request a form to setup your username and password. Once setup *Family Access* can be accessed by visiting www.manawa.k12.wi.us. Your family access username and password works for all of your children.

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 IS OFFENSIVE OR OBJECTIONABLE TO THE RECIPIENT OR WHICH CAUSES THE RECIPIENT DISCOMFORT OR HUMILIATION OR WHICH INTERFERES WITH THE RECIPIENT'S ACADEMIC PERFORMANCE.

Threats, either physical or verbal, to students or staff will not be tolerated and may result in suspension or expulsion. 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 subtle or express pressure for 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 the main hall area. Please check this area for lost items. Due to the large volume of lost and found items and lack of storage space, lost and found items will be regularly taken to Goodwill.

Lunch/Milk Prices

We encourage payment in advance at a weekly increment at minimum. **Please contact the District Office if you are eligible for free or reduced lunch benefits.** Milk Break is available for all students if they choose and should be paid by the quarter, semester or year.

Students who are eligible for the free or reduced lunch program will also receive free milk during milk break, however, this program does not provide milk if students choose to bring a cold lunch from home.

	Weekly	Monthly	Quarterly	Semester	Yearly
Lunch	\$12.00	\$48.00	\$108.00	\$216.00	\$432.00
Breakfast \$6.00	\$24.00	\$54.00	\$108.00	\$216.00	\$432.00
Milk for Lunch	\$13.50	\$27.00	\$54.00	\$108.00	\$216.00
Milk for Milk Break	\$13.50	\$27.00	\$54.00	\$108.00	\$216.00

Parent / Teacher Conferences

Parent/teacher conferences will be held to encourage purposeful communication between home and school regarding a student's progress. Additional conferences may be arranged and initiated by both parent/guardian and teacher when difficulties occur. Parents are encouraged to communicate with staff members at any time throughout the school year concerning their child's progress. **Conferences for 2012-2013 are on the following dates:**

November 20, 2012 – 5:00 – 8:00 P.M. and November 21, 2012 – 8:00 – 11:00 A.M.
February 21, 2013 – 5:00 – 8:00 P.M. and February 22, 2013 – 8:00 – 11:00 A.M.

Parking

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In the morning parents are asked to drop off inside the parking lot area, not the loop. Buses will be dropping off students until at least 7:45 a.m. daily. After 7:45 until 2:45 p.m. parents are able to drop off or pick up in the front loop. After school parents are asked to park in the lot (south end) to pick up their children. Buses will be parking in the loop starting at 2:15 p.m. Students who are getting picked up or walking home will be dismissed after the busses have departed the school. Please park in the lot if you will be leaving your car to come into the school.

Respect for Personal and School Property

Students will be held financially responsible for any willful damage, or damage as the result of "horse play," to any school or personal property. In addition, there may be disciplinary action may be taken.

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.

Severe Weather/Fire Alarms

In case of severe weather, students will be alerted from the office by alarm and voice instruction over the loud speaker. Teachers will direct you to the areas designated for severe weather protection. These areas are posted in the classroom and other areas. Students should not go outside the building. A series of drills will be held throughout the year to acquaint students with "safe areas".

In case of a fire alarm, students are to evacuate the building completely, along routes designated, posted, and explained by teachers. If between classes, proceed quietly to the nearest outside exit. In all cases, get completely away from the building (a minimum of 50 feet) until the signal is given to return.

Snow Day / Inclement Weather information can be found on the following radio and TV stations:

RADIO STATIONS

WDUX 92.7 FM
WDUX 80 AM
WROE/WGEE 94.3 FM

TV STATIONS

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

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. A child's need for special education is determined, following a referral by a parent, teacher, or other professional, through evaluation by a team of educators knowledgeable about the child and other educational disabilities. If the team identifies a need, and the parents agree upon an educational plan, special education plans can be provided.

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.

Student Conduct

Student conduct reflects the expectations of our school. Through Positive Behavioral Interventions and Supports (PBIS) we will teach students those expectations creating more opportunities for success. Our goal is to create a safe learning atmosphere where students and staff can flourish. If the need should arise for a Discipline Referral a team approach will be used to ensure a positive outcome.

Student Dress

Parents and students are expected to use good judgment in selecting appropriate clothing to wear to school. Clothing should fit properly and should not cause a distraction to the educational environment. Students may be asked to correct this distraction by changing clothing, turning a shirt inside out or calling home for different clothes. Clothing expectations include but are not limited to:

- *Shoes must be worn. Sandals and flip flops are discouraged for safety reason at recess.
- * Outer apparel is not to be worn indoors unless you have special permission from the instructor or nurse (this includes hats, all jackets or coats and sunglasses).
- * Clothing displaying obscenities, suggestive slogans, nudity, crime, violence, occult worship, beer/alcohol, tobacco, marijuana or other drug designs is prohibited.
- *Students at MES shall have no skin or undergarments exposed from mid-high to the armpit line. Muscle shirts, see-through shirts or blouses, bare midriffs, strapless and/or backless outfits, spandex and beachwear are prohibited.

Supply Lists

Supply lists are available at many of the local merchants, on the District website and in the Elementary Office. Each child is responsible for textbooks that are distributed by the staff and for library books checked out. Students should have textbooks covered and labeled with their name and class. Should damage occur, either cost of replacement or a reasonable fee will be charged.

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. ~~In the spring of the year, parents are invited to complete a parent information sheet to provide additional information about their child's needs and learning styles.~~ Teacher selection is a school-designated responsibility.

Test Policy

You will receive an informational flier prior to the administration of standardized tests informing you of the testing dates. Parents/guardians will receive the testing results as soon as they are available from the testing service. Our students take the following tests: Wisconsin Knowledge and Concept Exam (WKCE) (reading, math, science, and social studies) in Grades 3 – 6. STAR Reading ~~and Math~~ testing will also be administered in Grades ~~4, 5~~ through Grades 6 at the MES. ~~PALS testing will be administered in Kindergarten and First grades. STAR Math testing will be administered in Grades 1 through Grade 6.~~

Theft

If you have experienced a theft, please report it to the school office at once. Students are encouraged to contact their insurance carrier to see if theft loss is covered by their parent's policies. A report of any theft can be made to the City of Manawa's Police Department. If your child comes home with items that are not his/hers, please make them return the item(s) the next day with a note or phone call explaining the situation. Please use common sense in regard to what you bring to school. We discourage bringing large sums of money and valuable items of *any kind* in to the school. The school is not responsible for the safety of these types of items.

Visitors

Parents are welcome to visit the school at any time and should feel free to do so. Please register in the office upon arrival. If a parent-teacher conference is desired, an appointment should be made. Appointments may be arranged by calling the office at 596-2238.

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. All visitors must have administrative approval.

Weapons, Alcohol and Drugs

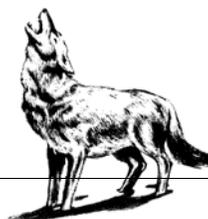
No one shall possess a dangerous weapon (or look alike) on school property, school buses, or at any school related event. If observed with one, the student will be suspended immediately and the process of expulsion will begin. (Reference School District of Manawa Policy 441.6)

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 the school bus and/or any portion of time a student is on a school-sponsored field trip, activities or athletic trip, or on a fan bus. (Reference School District of Manawa Policy 441.4)



Manawa Elementary School Faculty and Staff



*Principal/Curriculum Director
Administrative Assistant*

Teaching Staff *Needs to be updated*

School Counselor

Support Staff

Custodians

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.

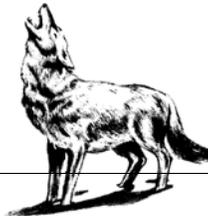
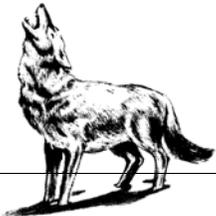
Non-Discrimination:

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

****Please sign and return to your child's teacher by Sept. 10, 2012. Teachers will turn signed forms in to the MES Office.****

Manawa Elementary School Wolves:

- W**ork Responsibly!
- O**wn our Education!
- L**ead with Respect and Purpose!
- F**ind our Potential!

Student

I will do my personal best to:

~~Follow our Wolf Pact Code.~~

~~Ask for help when I need it.~~

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

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 Significant Adult

I will do my personal best to:

~~Read to, listen to, and talk with my child daily. (Please assist your child in completing the above reading goal.)~~

~~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 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

Teacher's Signature

Date

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