

# Valders Elementary School Handbook

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### Online Tools

This handbook, and more useful information, is located online. Please access the school's website through the district's website at [www.valders.k12.wi.us](http://www.valders.k12.wi.us). This includes information such as school calendars, teacher websites, and school and district services.

Skyward Family & Student Access are **FREE** online services that allow parents and students to view student attendance, schedules, and lunch account balances as well as the latest updates and information about our school. In the middle and high school, Skyward offers parents and students access to grades and assignments that are due.

Dear Families,

Welcome! We hope your summer was restful and fun and that you are ready for another exciting school year. The staff at Valders Elementary School look forward to working with you this school year. The start of the school year is filled with many emotions and exciting activities. We hope you look forward to supply shopping, meeting new classmates and teachers, making new friends, and learning new skills.

The mission of Valders Elementary School is "...to empower every student to reach his or her full potential and become a lifelong learner in an ever changing world." As a result, we strive to create the most meaningful experiences for students. The staff at Valders Elementary School are committed to working with families and the broader community to ensure success for our children. It is very important to us to collaborate with you to promote the sense of community and tradition of excellence that have been part of our proud history.

We are very proud of our students at Valders Elementary School. Recognizing their accomplishments brings members of the school family even closer together. Highlighting all that is positive helps maintain a warm and welcoming school culture, as well. For this reason, we invite you to be part of your child's learning in any way possible. We have many opportunities, through classroom activities, whole-school events, the PTA, and volunteering, which provide you a way to be a part of your child's education.

You will see new staff members in the building this year as well as staff who have taken different positions than last year. Please join me in making them feel welcome in their new roles. Please remember that should you wish to contact us we welcome your feedback and questions. I encourage you to call the school (775-9510) or my office (775-9510 x1005).

Working with you is very important to us. Students are successful if we work together on their behalf. We look forward to your involvement during the new school year. Thank you for your support!

Sincerely yours,

*Mr. Jason Procknow*

Jason Procknow  
Principal

θ 2023-24 STAFF DIRECTORY θ

Early Childhood	Mrs. Karen Cole	<a href="mailto:kcOLE@valders.k12.wi.us">kcOLE@valders.k12.wi.us</a>
4K	Mrs. June Kliment Mr. Trevor Schwoerer	<a href="mailto:jkLiment@valders.k12.wi.us">jkliment@valders.k12.wi.us</a> <a href="mailto:tschwoerer@valders.k12.wi.us">tschwoerer@valders.k12.wi.us</a>
Kindergarten	Ms. Amy Ashworth Mrs. Kelsey Duchow Ms. Cassandra Kocourek	<a href="mailto:aashworth@valders.k12.wi.us">aashworth@valders.k12.wi.us</a> <a href="mailto:kduchow@valders.k12.wi.us">kduchow@valders.k12.wi.us</a> <a href="mailto:ckocourek@valders.k12.wi.us">ckocourek@valders.k12.wi.us</a>
First Grade	Ms. Mia Blatz Ms. Abbey Kopiske Mrs. Stacy Wilker	<a href="mailto:miablantz@valders.k12.wi.us">miablantz@valders.k12.wi.us</a> <a href="mailto:akopiske@valders.k12.wi.us">akopiske@valders.k12.wi.us</a> <a href="mailto:swilker@valders.k12.wi.us">swilker@valders.k12.wi.us</a>
Second Grade	Ms. Makenna Bieberitz Mrs. Tonya Schuette Mrs. Kelly Tiegs	<a href="mailto:mbieberitz@valders.k12.wi.us">mbieberitz@valders.k12.wi.us</a> <a href="mailto:tschuette@valders.k12.wi.us">tschuette@valders.k12.wi.us</a> <a href="mailto:ktiegs@valders.k12.wi.us">ktiegs@valders.k12.wi.us</a>
Third Grade	Mrs. Jennifer Rathsack Mrs. Amanda Steinhaus Mrs. Joanna Wells	<a href="mailto:jrathsack@valders.k12.wi.us">jrathsack@valders.k12.wi.us</a> <a href="mailto:asteinhaus@valders.k12.wi.us">asteinhaus@valders.k12.wi.us</a> <a href="mailto:jwells@valders.k12.wi.us">jwells@valders.k12.wi.us</a>
Fourth Grade	Mrs. Amanda Schwoerer Mrs. Cheryl Glaeser Mrs. Pat Van Der Linden	<a href="mailto:amschwoerer@valders.k12.wi.us">amschwoerer@valders.k12.wi.us</a> <a href="mailto:cglaeser@valders.k12.wi.us">cglaeser@valders.k12.wi.us</a> <a href="mailto:pvanderlinden@valders.k12.wi.us">pvanderlinden@valders.k12.wi.us</a>
CWD	Mrs. Mary Doran Ms. Abby Jirikowic Ms. Madeline Schneider Mrs. Chanda Strzyzewski (PT) Ms. Jenna Yerger (OT)	<a href="mailto:mdoran@valders.k12.wi.us">mdoran@valders.k12.wi.us</a> <a href="mailto:ajirikowic@valders.k12.wi.us">ajirikowic@valders.k12.wi.us</a> <a href="mailto:mschneider@valders.k12.wi.us">mschneider@valders.k12.wi.us</a> <a href="mailto:cstrzyzewski@valders.k12.wi.us">cstrzyzewski@valders.k12.wi.us</a> <a href="mailto:jyerger@valders.k12.wi.us">jyerger@valders.k12.wi.us</a>
Art	Mrs. Kristen Sauer	<a href="mailto:ksauer@valders.k12.wi.us">ksauer@valders.k12.wi.us</a>
School Counselor	Mrs. Nicole Grube	<a href="mailto:ngrube@valders.k12.wi.us">ngrube@valders.k12.wi.us</a>
Library	Mrs. Sharon Hamby	<a href="mailto:shamby@valders.k12.wi.us">shamby@valders.k12.wi.us</a>
Music	Mrs. Emily Jams	<a href="mailto:ejams@valders.k12.wi.us">ejams@valders.k12.wi.us</a>
Physical Education	Ms. Joy Palecek	<a href="mailto:jpalecek@valders.k12.wi.us">jpalecek@valders.k12.wi.us</a>
Speech and Language	Mrs. Jenni Sullivan Mrs. Jenniffer Zutz	<a href="mailto:jsullivan@valders.k12.wi.us">jsullivan@valders.k12.wi.us</a> <a href="mailto:jzutz@valders.k12.wi.us">jzutz@valders.k12.wi.us</a>
Title I/Reading Intervention	Mrs. Chloe Cigler	<a href="mailto:ccigler@valders.k12.wi.us">ccigler@valders.k12.wi.us</a>
Support Assistants	Mrs. Brenda Freiberg Mrs. Joan Griffin Mrs. Alisa Madson Mrs. Tina Rutherford Mrs. Rita Sparks Mrs. Melissa Stock Mrs. Judy Valleskey Mrs. Susie Young	<a href="mailto:bfreiberg@valders.k12.wi.us">bfreiberg@valders.k12.wi.us</a> <a href="mailto:jgriffin@valders.k12.wi.us">jgriffin@valders.k12.wi.us</a> <a href="mailto:amadson@valders.k12.wi.us">amadson@valders.k12.wi.us</a> <a href="mailto:trutherford@valders.k12.wi.us">trutherford@valders.k12.wi.us</a> <a href="mailto:rsparks@valders.k12.wi.us">rsparks@valders.k12.wi.us</a> <a href="mailto:mstock@valders.k12.wi.us">mstock@valders.k12.wi.us</a> <a href="mailto:jvalleskey@valders.k12.wi.us">jvalleskey@valders.k12.wi.us</a> <a href="mailto:syoung@valders.k12.wi.us">syoung@valders.k12.wi.us</a>
Technology Coordinator	Mr. David East	<a href="mailto:deast@valders.k12.wi.us">deast@valders.k12.wi.us</a>
Custodians	Mrs. Maria Paramo	<a href="mailto:mparamo@valders.k12.wi.us">mparamo@valders.k12.wi.us</a>
Secretary	Mrs. Lisa S. Brandl	<a href="mailto:lsbrandl@valders.k12.wi.us">lsbrandl@valders.k12.wi.us</a>
Principal	Mr. Jason Procknow	<a href="mailto:jprocknow@valders.k12.wi.us">jprocknow@valders.k12.wi.us</a>

Ø DISTRICT TELEPHONE DIRECTORY Ø

Superintendent of Schools ( Dr. Debra Hunt).....	775-9500
Business Office (Mrs. Michelle Lillibridge).....	775-9500
<b>Elementary School Office (Mr. Jason Procknow, Principal).....</b>	<b>775-9510</b>
Middle School Office (Mrs. Kelly Isselmann, Principal).....	775-9520
High School Office (Mr. David Schmid, Principal) .....	775-9530
Valders Buses (Mr. Scott Zucchi, Manager) .....	775-4105

Please feel free to log on to our web site at [www.valders.k12.wi.us](http://www.valders.k12.wi.us)  
You will find valuable information about our school district and our elementary school.  
There are links to our staff members so you are able to communicate with them via email.

**School Closing - Check on:**

**AM radio stations** WOMT (1240 AM), WCUB (98 AM), WGEE (1360 AM), WNFL (1440 AM)

**FM radio stations** WQTC (102 FM), WLTU (92.1 FM), WKTT (98.1 FM), WIXX (101 FM), WNCY (100.3 FM), WLTM (99.7 FM), WROE (94 FM)

**TV station channels** 2, 5, 11, 26 and 32.

**School District Website**

**Skyward Alerts**

The Nondiscrimination Policy and Discrimination Complaint Procedure of Valders Area School District can be found at the end of this handbook. Persons needing to contact the school in the event of a complaint regarding matters related to this policy or any other matters should contact the school principal by calling 775-9510.

**See Attachment #1 at end of handbook**

**VALDERS AREA SCHOOL DISTRICT  
MISSION STATEMENT**

The Mission of the Valders Area School District is to provide an appropriate educational program and learning environment which will effectively meet the educational needs of its students and help its students accomplish educational goals which are significant, durable, and transferable.

**Valders Elementary School  
2023-2024**

September 5 ..... First Day of School

September 22.....Staff Development Day—**No School**

October 27 and 30.....Fall Break—**No School**

November 9.....End of Quarter 1

November 10.....Teacher Work Day—**No School**

November 16..... Parent Teacher Conferences 4:00 - 8:00 p.m.

November 17.....Parent Teacher Conferences 8am-11am - **No School**

November 23/24.....Thanksgiving Vacation- **No School**

December 25 - January 1 ..... Winter Vacation- **No School**

January 2, 2024.....Classes Resume

January 19 .....End of Quarter 2

January 22 ..... Teacher Work Day - **No School**

February 16 and 19 .....Staff Development Days—**No School**

February 22 ..... Parent Teacher Conferences 4:00 - 8:00 p.m.

February 23 .....Parent Teacher Conferences 8:00am-11am - **No School**

March 18-22.....Spring Break—**No School**

March 29.....Good Friday—**No School**

April 4.....End of Quarter 3

April 5.....Staff Development Day--**No School**

May 6.....Staff Development Day—**No School**

May 27.....Memorial Day-**No School**

**May31-----Last Day of School-3:15 Dismissal**

~~June 6.....Last day of school-Dismissal at 11:30~~

# Elementary School Picture Day-Monday, September 18

## 2023-2024 Valders Elementary School Time Schedule

Early Childhood : 8:00 a.m.- 11:00 a.m.

4K: 8:00 a.m.- 11:00 a.m. (morning session) Monday-Thursday  
12:15 p.m.- 3:15 p.m. (afternoon session) Monday-Thursday

Grades K-4: 8:00 a.m.- 3:15 p.m.

Lunch and lunch recess: 10:50 a.m. to 12:10 p.m.

### ARRIVAL AND DEPARTURE

Students arriving at school off the buses between 7:35 a.m. and 7:55 a.m. will be allowed to wait quietly in the cafeteria or gym. Students will be dismissed to their classrooms at 7:55. **Parents are asked to drop off their children at school at 7:35 a.m. or later at the cafeteria doors. Breakfast is served from 7:35a.m.-7:55 a.m. in the cafeteria for those interested.**

School instruction begins at 8:00.

Students should be in their classrooms at that time. Students who are not in class on time will be marked tardy. However; if lateness is due to late bus arrival, the student is not considered tardy. **All children who are tardy must report to the office upon their arrival at school.**

School dismissal is at 3:15 p.m.

Students will be dismissed from the cafeteria. Those picking up students should enter the cafeteria. Staff will be in the cafeteria to dismiss students. Walkers are to use sidewalks and marked walkways. Please discuss appropriate safety rules with your son or daughter. Show them the safest route to their home.

## **ATTENDANCE**

School District Attendance Policy is described in School Board Policy 5200. Here is an excerpt:

“State law requires the Board of Education to enforce the regular attendance of students. Further, the Board recognizes that the District’s educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.” More information available in School Board Policy 5200.

## **BASEBALL/TRADING CARDS/TOYS**

Any baseball, football, or similar types of collection cards are not allowed at school. Electronic games are not allowed at school. Any student bringing such items to school will be reminded of this rule and asked not to bring them back. In addition, we strongly discourage students from bringing any other toys to school. Toys from home will not be allowed on the playground at recess.

## **BICYCLES**

Lower grade children are not encouraged to ride bicycles to school. Older children who do ride bicycles to school must lock them in the bicycle rack near the school. These bicycles may not be ridden on the grounds during any part of the school day.

At dismissal time, children who have ridden bicycles to school must wait in the cafeteria until the buses have left the area in front of the school building. A staff member will escort them out once the buses have left for the afternoon.

Parents should discuss safe bike riding rules with their children who ride bicycles.

## **BULLYING**

### **Bullying (Policy 5517.01)**

Bullying is not tolerated within any of the Valders schools. Bullying is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm.

Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student’s educational, physical, or emotional well-being. Bullying need not be based on any Protected Class. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the student’s sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such

reports, whether verbal or in writing, will be taken seriously and a clear account of the incident will be documented. Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above. If the investigation finds that bullying has occurred, it will result in prompt and appropriate disciplinary action, including, but not limited to reprimand, suspension, or possible expulsion.

### **BUS RIDER CONDUCT RULES**

The Valders Area School District will provide bus transportation to all qualified students of the Valders Area School District and to all qualified children of the district attending private schools. The School Board and School Administration consider school buses to be an extension of the school, and all rules and regulations concerning student conduct shall be enforced. Failure to observe such rules and regulations may result in the loss of bus privileges.

**School Bus Incident Reports are sent to parents informing them of a disciplinary incident.**

#### Bus Conduct Rules

1. Observe the same conduct as in the classroom.
  2. Stay in your seat.
  3. Be courteous; use no profane language.
  4. Keep head, hands and feet inside the bus. Windows will only open half way.
  5. Do not eat or drink on the bus.
  6. Keep the bus clean. Do not be destructive.
  7. Cooperate with the driver.
- B. Bus rider must be at the bus stop ready to board the bus when the bus arrives.
  - C. Bus riders should not move to board a bus until it is completely stopped and the door is open.
  - D. Any damage to the bus will be paid for by the rider inflicting the damage.
  - E. Report injuries to bus driver immediately.

#### Extra Information

- A. Bus driver is authorized to assign seats.



## **CLOTHING**

Children are expected to wear suitable clothing to school. Please put your child's name on each article of outside clothing. It is important to have proper clothing for the winter months. It is necessary for students to have winter coats, snow pants, hats, mittens/gloves and boots. When the wind chill factor is below zero, students will not play outside.

These items are not to be worn in school at any time:

1. Clothing apparel that has obscene, vulgar or suggestive language or pictures on it.
2. Clothing making references to tobacco and/or alcoholic beverages, or serving as advertisement for an alcohol establishment. This includes any local establishments, or other establishments that earn a substantial amount of income from the sale of tobacco or alcohol.
3. Clothing apparel referring to illegal drugs in the pictures and /or slogans.

## **COURT ORDERED VISITATION RIGHTS**

If special provisions concerning visitation rights have been ordered by the court in divorce cases, **the school must receive a copy of the court order so it can follow the terms of the agreement.**

## **FEES**

Fees are approved by the Board of Education and assigned to students per grade level. Fees may be paid in person at the school office or online. Students in Grade 4 are assigned a recorder (instrument) fee. Fees for field trips are assigned shortly before the field trip.

## **FIELD TRIPS**

These trips are planned in advance. Notices are sent home to parents explaining the trip.

**Parental permission slips must be signed and returned to school or the child will not be permitted to participate in the field trip.**

## **FIRE, SAFETY and STORM DRILLS**

A loud buzzer designates a fire drill. During a fire drill all children and staff are to exit the building in a rapid and orderly manner. Everyone is to move a safe distance from the building. Teachers take roll call. Safety drills vary. Families will be notified of a safety drill.

Tornado/Storm drills are announced over the public address system. Teachers take their students to an assigned place in the building. Children are expected to sit on the floor, head between knees, and hands on head until the all-clear is announced.

Safety drills can begin in different ways. Families will be informed of planned safety drills.

## **GUIDANCE AND COUNSELING SERVICES**

Group guidance sessions are held for grade K-4 classrooms. Discussions are held concerning personal affective development, interpersonal relationships, family involvement, academic-educational involvement, and career-vocational development. Our elementary school counselor is available for parents and students for consultations. Call the guidance office at 775-9500 to set up an appointment.

## **GUM CHEWING**

Gum chewing in school or on the playground will not be allowed.

## **HARASSMENT**

### **Student Anti-Harassment (Policy 5517)**

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

The Board will vigorously enforce its prohibition against harassment based on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (otherwise known as "Protected Classes")

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student based on one (1) or more of the student's Protected Class that:

- A. places a student in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

Inappropriate harassment of any type must be reported promptly to the Complaint Coordinator, the building principal or the District Administrator. Students harassing others will be subject to reprimand, suspension, or possible expulsion. Involved students may be referred to proper local and state authorities for further prosecution. The Complaint Coordinator is Jason Procknow, Elementary Principal, or Kelly Isselmann, Middle School Principal.

## **HEAD LICE**

Please check your children regularly for lice infestation. Children with head lice will be sent home for treatment. Students will need to be nit and lice free to attend school again per school board policy. A staff member will inspect students and assist to help ensure the child can attend school as soon as possible.

## **HEALTH EMERGENCIES**

All illnesses and injuries should be reported to the school office. Necessary first aid is given when a child is injured. Parents are contacted if additional treatment is needed or the child is uncomfortable. If the injury is serious, the Valdres Ambulance is called. The school will contact a parent if your child becomes ill during the school day. The child may be sent home

based on school and parental input regarding the health of the child. If we suspect your child is sick, or if your child displays symptoms you will be contacted. If your child requires a pick up, he/she should be picked up within 30 minutes. **Please make a plan that involves someone who is able to pick up a child within 30 minutes.**

### **HEALTH SURVEY**

At registration time, parents are asked to fill out a Health Survey on the online student registration form. This provides us with information for emergencies. Please keep the information on this information up to date (especially phone numbers). Feel free to call the office at any time to make changes. Your children's best interest is everyone's goal.

### **HOMEWORK**

Homework provides a link between home and school. It gives you an opportunity to get involved in your child's education. Encourage and support your child's homework efforts by:

- providing a quiet, well-lighted study area.
- scheduling the same time for homework.
- limiting distractions.
- being available for questions, but remembering the homework is your child's responsibility.
- making sure all homework is finished.
- having your child assume responsibility for bringing and returning homework.
- praise your child for a job well done. Never miss an opportunity to compliment a child. Love and nurturing are key for developmental growth.
- If no homework is given, time should be spent on reading and writing for pleasure, reviewing previous work or working on an upcoming assignment. This should be a regular practice.

### **INTERNET POLICY**

Students will be given an Internet Contract to sign in the beginning of the school year as a part of online registration. Students are to only search areas as defined by the contract. Violations of this contract will result in the loss of Internet usage.

### **LIBRARY/TEXTBOOKS**

Both library books and textbooks are very expensive. All students are encouraged to take good care of them. We *encourage* students to cover their textbooks. We *discourage* tearing and writing/coloring pages in all books. **Families will be asked to pay the cost of the lost or damaged books.**

## **LOCKING DOORS**

Valders Elementary School locks all outside doors. To enter the building, buzz the office and wait for a staff member to unlock the door. We have instituted this locked door policy for safety reasons and after recommendation from the Manitowoc County Sheriff's Department. The safety of all children is our top priority.

## **LOST AND FOUND**

Lost and found items are turned into the office. Lost items are kept in a designated area. Encourage your child to come to the office and we will assist them in checking for any lost items. Feel free to call to inquire about lost items. Please label as many student items as possible. During parent conferences and open houses, lost and found items will be displayed for parent inspection. Items not claimed by the end of the year will be donated to a local charity.

## **LUNCH HOUR RULES and INFORMATION**

All children eat their lunch in the cafeteria. Everyone is expected to follow the same rules. During the lunch period, children are expected to:

- **Be seated while eating.**
- **Eat the food - no throwing or dropping it to the floor.**
- **Speak quietly.**
- **Clean up litter - milk cartons, napkins, and bags are to be deposited in the containers provided.**
- **Raise hand to be dismissed.**

## **MEAL AND MILK PRICES**

Students in the elementary school may purchase milk for the morning milk break on a semester or yearly basis.

Prices for the 2023-2024 school year are as follows:

Elementary student: \$1.75 Breakfast  
\$2.35 Lunch

Adult lunch ticket \$4.65

Daily milk can be purchased for 50 cents a day and must be taken out of your lunch account.

The Valders Area school district uses a family based debit account system. Family lunch account deposits are accepted at the Elementary, Middle, and High School offices and are recorded daily.

## **MEDICATION DISPENSATION**

Medications should be administered to school children by parents at home whenever possible. School personnel, following the appropriate procedures, may administer medication when the medication is required during the school day. **Before any prescription or non-prescription medication may be administered to a student, school personnel must receive written parental consent along with the original prescription label.** Please contact the school office for a medication form.

Administration of Medication (State Statute 118.29)

The Valders School Board has also adopted a policy that sets guidelines for the district to ensure compliance with the state law.

- A. Medication must be kept in the office in a secure place.
- B. Instructions for administering medication must be furnished.
- C. A parent and physician consent form must be furnished.
- D. A teacher, secretary, principal or school designee must be present as a witness when medication is given.

While this may seem as an inconvenience to parents and physicians, it is necessary to comply with state law.

**See Attachment #2 for an example of Medication Administration Form**

### **MONEY**

When sending money to school, please put the money in an envelope. Please write the purpose on the envelope. Please do not allow children to bring large amounts of money or expensive items to school. We cannot be responsible for the loss of these.

### **PARKING/ PICK UP AND DROP OFF PROCEDURES**

Before and after school, parents should enter/exit at the cafeteria parking lot. Drop off before school and pick up after school must be done in the cafeteria to ensure the safety of our students. During school hours, please park at the school office on Wilson Street.

### **PETS**

Pets are not allowed at school. If a teacher requests a visit with pets for educational purposes, please arrange for a visit with the principal to ensure the safety needs of our students.

### **PARENT TEACHER ASSOCIATION**

#### **The Valders Elementary Parent-Teacher Association functions:**

-To involve parents, teachers, students, grandparents, school officials, business people, government officials, senior citizens, single people, couples without children.

-To provide parents and teachers with a way to share experience and knowledge about children. PTA works with principals, superintendents, school boards and your community to make sure your concerns are heard and needs are met.

-To be the largest and most effective volunteer association working for the education, health, safety and well being of all children and youth.

**Valders Elementary PTA regular meetings are held about once a month (committees meet additionally.)**

**2023-2024 School Year Officers**

**President – Raeline Saari**

**Vice-President – Pauline Gonnering**

**Treasurer – Alisa Madson**

**Secretary – Marci Skaletski**

### **RECESS**

Children are expected to go outside for lunch recess and afternoon recess. If it is raining or too cold, students remain indoors. A physician's excuse is required if a student needs to miss recess for medical reasons.

### **RECORDS REQUEST/CURRICULUM REVIEW**

Parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of a student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. Additionally, any individual(s) having a legitimate interest in the staff, programs and operations of this District shall have the right to present a request, suggestion, or complaint to the District and the Board of Education. This topic is defined in School Board Policy 2416 and 9130. Please refer to them for further information.

### **RELEASE OF INFORMATION**

State law allows for the school to publish and release certain information about your student without your consent unless you have requested in writing, that we do not. Specifically, what we can release about your child is: date of birth, participation in activities, dates of attendance, photographs, awards, and the name of the school most recently attended. There is a section on the registration form which will allow you to exempt your child from the law that allows us to release the above information.

### **RELIGIOUS BELIEFS**

The Board of Education recognizes that a course of study or certain instructional material may contain content and/or activities that some parents find objectionable due to religious and/or other beliefs. This topic is defined in School Board Policy 2240. Please refer to it for further information.

### **REPORT CARDS/CONFERENCES**

Each year special days are set aside for parent-teacher conferences. These are scheduled through Skyward.

The purpose of parent- teacher conferences is to give parents and teachers an opportunity to share their views concerning the welfare and progress of the child. Parents and teachers may also request additional conferences if they so desire.

Report cards are issued quarterly. They may be viewed through Skyward.



**Valders Elementary School PBIS Matrix**  
*Be Respectful, Be Responsible, Be Safe. It's the Viking Way!*

	<b>BE RESPECTFUL</b>	<b>BE RESPONSIBLE</b>	<b>BE SAFE</b>
<b>ALL SETTINGS</b>	<ul style="list-style-type: none"> <li>*Follow directions the first time given</li> <li>*Stay in personal space</li> <li>*Be kind</li> <li>*Be accepting of other people's ideas and beliefs</li> </ul>	<ul style="list-style-type: none"> <li>*Take ownership of actions</li> <li>*Show care for the building</li> </ul>	<ul style="list-style-type: none"> <li>*Get adult help when needed</li> <li>*Manage feelings and behaviors</li> </ul>
<b>CLASSROOM</b>	<ul style="list-style-type: none"> <li>*Voice level 0,1, 2</li> <li>*Be a listener</li> </ul>	<ul style="list-style-type: none"> <li>*Work hard, be proud</li> <li>*Be prepared</li> <li>*Use time appropriately</li> <li>*Use tools and equipment appropriately</li> </ul>	<ul style="list-style-type: none"> <li>*Keep 4 on the floor</li> <li>*Walk at all times</li> <li>*Ask permission to leave the room</li> </ul>
<b>CAFETERIA/ LUNCH</b>	<ul style="list-style-type: none"> <li>*Voice level 0,1, 2</li> <li>*Say please and thank you</li> <li>*Talk with friends sitting close to you</li> <li>*Use polite table manners</li> </ul>	<ul style="list-style-type: none"> <li>*Throw away garbage when finished eating</li> <li>*Clean your space</li> <li>*Lights off=voices off</li> <li>*Raise hand if something is needed</li> </ul>	<ul style="list-style-type: none"> <li>*Eat your own food</li> <li>*Stay seated until dismissed</li> <li>*Face forward, feet under table</li> </ul>
<b>HALLWAY</b>	<ul style="list-style-type: none"> <li>*Voice level 0 or 1</li> </ul>	<ul style="list-style-type: none"> <li>*Go directly where you need to be</li> <li>*Keep cubby clean and organized</li> <li>*Accept place in line</li> </ul>	<ul style="list-style-type: none"> <li>*Keep hands, feet, and objects to self</li> <li>*Walk, facing forward at all times</li> </ul>
<b>BATHROOM</b>	<ul style="list-style-type: none"> <li>*Voice level 0 or 1</li> <li>*Give privacy to others</li> </ul>	<ul style="list-style-type: none"> <li>*Leave when finished</li> <li>*Keep bathroom area clean and dry</li> <li>*Report problems to an adult</li> </ul>	<ul style="list-style-type: none"> <li>*Keep hands, feet, and objects to self</li> <li>*Use good hygiene</li> </ul>
<b>PLAYGROUND</b>	<ul style="list-style-type: none"> <li>*Voice level 0,1,2,3,4</li> <li>*Share the equipment</li> <li>*Take turns</li> <li>*Include others</li> </ul>	<ul style="list-style-type: none"> <li>*Line up quickly when the bell rings</li> <li>*Bring everything in that gets taken out</li> <li>*Use equipment appropriately</li> <li>*Enter and exit the building at a voice level 0, 1, or 2</li> <li>*Be a problem solver</li> </ul>	<ul style="list-style-type: none"> <li>*Dress for the weather</li> <li>*Follow all game rules</li> <li>*Stay within assigned area</li> </ul>
<b>BUS</b>	<ul style="list-style-type: none"> <li>*Voice level at 0, 1, 2</li> <li>*Follow the bus driver's directions</li> </ul>	<ul style="list-style-type: none"> <li>*Follow bus rules</li> <li>*Remind friends to follow bus rules</li> </ul>	<ul style="list-style-type: none"> <li>*Stay in assigned seat</li> <li>*Keep hands, feet, and objects to self</li> <li>*Sit back to back and bottom to bottom</li> </ul>
<b>ARRIVAL/ DISMISSAL</b>	<ul style="list-style-type: none"> <li>*Voice level at 0, 1, 2</li> <li>*Talk with friends close to you</li> </ul>	<ul style="list-style-type: none"> <li>*Go directly where you need to go</li> <li>*Raise hand if something is needed</li> <li>*Accept place in line</li> <li>*Lights off= voices off</li> </ul>	<ul style="list-style-type: none"> <li>*Stay seated until dismissal</li> <li>*Keep hands, feet, and objects to self</li> <li>*Keep belongings in backpack</li> <li>*Walk, facing forward at all times</li> </ul>

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**PBIS School Behavior Expectations Listed Above**

The Student Code of Conduct and Student Discipline is further defined in School Board Policies 5500, 5511, and 5600. Please refer to them for further information.



### **SCHOOL CLOSINGS**

In case of severe weather or snow, school cancellation announcements will be made on the following radio stations: WCUB (98 AM), WOMT (1240 AM), WGEE (1360 AM), WNFL (1440 AM), WLTU (92.1 FM), WROE (94 FM), WKTT (98.1 FM), WLTM (99.7 FM), WNCY (100.2 FM), WIXX (101 FM), and WQTC (102 FM). The announcement will also be made on the following television stations: WBAY Channel 2, WFRV Channel 5, WLUK Channel 11, WGBA Channel 26 and WUPN Channel 32. Information will also be available on the school website and through our Skyward notification system.

It is advisable that parents arrange with friends, relatives, or neighbors a procedure to deal with school closing in which students must be sent home early.

### **SCHOOL ACCIDENTS**

Whenever a child is seriously injured at school, an accident report is filled out by a school employee. All accidents and injuries must be reported to the teacher and the elementary school office.

### **SCHOOL RELATED SEARCHES**

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. Because of this, school authorities may search school property used by students or the person or property of a student. This topic is defined in School Board Policy 5771. Please refer to it for further information.

## **SPECIAL SERVICES**

The following special consultants are available to assist students and parents in the Valders Area School District: Parents may contact the school office for information on any of these special services:

- Intellectual Disabilities Teacher**
- Early Childhood Teacher**
- Emotional Disabilities Teachers**
- Guidance Counselor**
- Learning Disabilities Teachers**
- School Psychologist**
- Speech and Language Teachers**
- Reading and Intervention Teacher**

In accordance with the requirements of Section 1118 of Title I, programs supported by Title I funds must be designed and implemented in consultation with parents of the students being served. This topic is defined in School Board Policy 2261.01 and 2261.02. Please refer to them for further information.

## **SPEECH AND LANGUAGE PROGRAM**

Speech and Language therapy by a trained speech and language clinician is available for children ages 3 to 21 who qualify. Persons wishing for more information on the Valders Speech and Language Program may call the school at #775-9510.

## **STUDENT AT RISK PROGRAM/DRUG PREVENTION PROGRAM**

Our school district has a plan to identify and assist students who may be at risk. This program will closely monitor the activities of students who run a greater chance of dropping out of school because of poor grades, attendance, discipline, etc. If your child falls under this at risk category, you will be contacted by the school to help us modify the behavior of your child before it becomes a crisis situation. Please feel free to contact the school counselor regarding this program.

The District also utilizes a drug prevention program for all of its students. This topic is defined in School Board Policy 5530. Please refer to it for further information.

## **STUDENT IMMUNIZATIONS/DIRECT CONTACT COMMUNICABLE DISEASES**

Wisconsin State Law requires all public and private school students to present written evidence of immunization against certain diseases (chickenpox, measles, rubella, polio, diphtheria, tetanus whooping cough, and hepatitis B) **within 30 days of school admission.** These requirements can be waived only for religious, health, or personal conviction exemption which must be on file at the school.

The Board of Education seeks to provide a safe, educational environment for all staff and students. Students and staff should understand the method of transmission and prevention of diseases that are contracted through direct contact with body fluids. This topic is defined in School Board Policy 8453. Please refer to it for further information.

## **STUDENTS WHO ARE TARDY**

In order to take advantage of the educational opportunities offered children must be to school on time. Children who arrive at school after the 8:00 start time will be considered tardy. When such cases

occur, please send an excuse explaining the reason for the tardiness. **All children who are tardy must report to the office.** Students arriving on late buses will not be marked tardy.

**TRANSPORTATION TRANSFER SHEETS (Bus Passes)**

Bus passes (a temporary change of busses) will be approved this year. Please contact the bus company for a temporary change of bus. Please use your designated bus as much as possible.

**TREATS**

Please check with your child’s teacher before sending birthday or holiday treats to school. Some students may have allergies or other health issues that need to be considered. We suggest prepackaged, individually wrapped items to simplify distribution. Please no homemade treats.

**VISITORS**

Check in at the office if you here to visit. Sign the sign-in sheet and get a badge to wear while you are in the building.

**VOLUNTEERS**

Volunteers are welcome. Please complete a volunteer form and check in at the office when you are here to volunteer.

**WEAPONS**

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any school setting. Students who violate this policy will be referred to their parents or guardians and further action may be taken. This topic is defined in School Board Policy 5772. Please refer to it for further information.

**WIRELESS COMMUNICATION DEVICES**

Wireless Communication devices are discouraged at the elementary school. They are not allowed to be used during the school day. This topic is defined in School Board Policy 2240. Please refer to it for further information.

## Attachment #1

### NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY (Board Policy 2260)

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, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional, or learning disability in any of its student program and activities.

In order to achieve the aforesaid goal, the Board directs the District Administrator to:

A. Curriculum Content

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review current and proposed courses of study and textbooks to detect any bias based upon race; color; age; pregnancy; marital or parental status; sex or sexual orientation; religion; national origin; ancestry; culture; creed; or physical, mental, emotional, or learning disability, ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both sexes various races, ethnic groups, etc. toward the development of human society.

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Provide that necessary programs are available for students with limited use of the English language.

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B. Staff Training

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develop an ongoing program of staff training and in-service training for school personnel designed to identify and solve problems of race; color; religion; age; pregnancy; marital or parental status; sex or sexual orientation; physical, mental, emotional, or learning disability; national origin; ancestry; creed; cultural; or other bias in all aspects of the program.

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C. Student Access

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review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of race; color; religion; age; creed; pregnancy; marital or parental status; sex or sexual orientation; physical, mental, emotional, or learning disability; national origin; or ancestry, in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations.

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D. District Support

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require that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters.

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E. Student Evaluation

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require that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of race; color; religion; age; creed; pregnancy; marital or parental status; sex or sexual orientation; physical, mental, emotional, or learning disability; or national origin.

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The District Administrator shall appoint and publicize the name of the compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any inquiries or complaints regarding discrimination or equal access are dealt with promptly in accordance with law. S/He shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973, is provided to students, their parents, staff members, and the general public.

The District Administrator shall attempt annually to identify children with disabilities, ages 3-21, who reside in the District but do not receive public education. In addition, s/he shall establish procedures to identify students with limited English proficiency and to assess their ability to participate in District programs.

118.13 Wis. Stats.

P.I. 9, 41, Wis. Adm. Code

Fourteenth Amendment, U.S. Constitution

20 U.S.C. Section 1681, Title IX of Education Amendments Act

20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

29 U.S.C. Section 794, Rehabilitation Act of 1973

42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964

42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990

Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, 1979

**ATTACHMENT #2**

**VALDERS AREA SCHOOL DISTRICT  
Permission to Administer Medication at School**

**Student Name** \_\_\_\_\_ **D.O.B.** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Parent Name** \_\_\_\_\_ **Home Phone** \_\_\_\_\_ **Work/Cellphone** \_\_\_\_\_

The Valders Area School District is **required** to have written parental/guardian consent for **all** medication administered at school. Prescription medication requires physician directions and signature. This order is valid only for the school year 20\_\_\_\_ - 20\_\_\_\_ including the summer session.

\*\*\*\*\*

**PARENT**

I request that my child receive the following medication administered by appropriately trained school personnel as authorized by me (and my physician if prescription). Specific questions/concerns may be communicated to the physician by a professional staff member serving the school.

<b>Drug Name</b>	<b>Dosage</b>	<b>Time</b>	<b>Route</b>	<b>Duration</b>

I further agree to hold the Valders Area School District and all employees harmless in any and all claims arising from the administration of this medication at school. I agree to notify the school in writing at the termination of this request or of any change in medication.

**\*It is highly recommended that medication be transported to school by the parent. According to school policy, all prescription medications must be in a properly labeled pharmacy bottle and over the counter medications must be in their original containers.**

\_\_\_\_\_  
**Signature of Parent/Guardian** \_\_\_\_\_ **Date**

**NOTE:** Any change in medication will require a new form. For year-long medications, consent to administer will expire at the end of each school year. \*\*\*\*Parents are required to pick up all medication at school when discontinued or at the end of school year. Medication left 3 weeks after this time will be properly disposed of.

\*\*\*\*\*

**PHYSICIAN: (for prescription drugs only)**

**Prescribing Physician** \_\_\_\_\_ **MD Phone** \_\_\_\_\_ **MD Fax** \_\_\_\_\_

**The following is to be completed by the child's physician prior to administration at school.**

<b>Medication</b>	<b>Dosage</b>	<b>Time</b>	<b>Route</b>	<b>Duration of Medication</b>

1. Is this medication a PRN drug? \_\_\_\_\_YES \_\_\_\_\_NO
2. Under what conditions or schedule the drug should be given and repeated: \_\_\_\_\_
3. Side effects (expected or predicted): \_\_\_\_\_
4. Purpose of the medication: \_\_\_\_\_

**SELF CARRY/SELF ADMINISTRATION OF EMERGENCY MEDICATION AUTHORIZATION**

Self carry/self administration of **emergency** medication may be authorized by the prescriber if approved by the school nurse.

<b>PRESCRIBING PHYSICIAN</b> Prescriber's authorization for self-carry/self-administration of emergency medication (initial): _____ yes _____ no	<b>SCHOOL NURSE</b> Approved by School Nurse for self-carry/self-administration of emergency medication (initial): _____ yes _____ no
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<b>Signature of Prescribing Physician</b>	<b>Date</b>	<b>Reviewed by School Nurse (sign and date)</b>	<b>Date</b>
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