

# 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 looks 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 is 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 2018-19 STAFF DIRECTORY θ

Early Childhood	Mrs. Karen Cole	<a href="mailto:kcole@valders.k12.wi.us">kcole@valders.k12.wi.us</a>
4K	Mrs. Stacy Wilker Ms. Courtney Carlson	<a href="mailto:swilker@valders.k12.wi.us">swilker@valders.k12.wi.us</a> <a href="mailto:ccarlson@valders.k12.wi.us">ccarlson@valders.k12.wi.us</a>
Kindergarten	Ms. Amy Ashworth Mrs. Shawnae Galien Ms. Cassandra Wagner	<a href="mailto:aashworth@valders.k12.wi.us">aashworth@valders.k12.wi.us</a> <a href="mailto:sgalien@valders.k12.wi.us">sgalien@valders.k12.wi.us</a> <a href="mailto:cwagner@valders.k12.wi.us">cwagner@valders.k12.wi.us</a>
First Grade	Mrs. Julie Endries Mrs. Kelsey Duchow Mrs. Joy Persinger	<a href="mailto:jendries@valders.k12.wi.us">jendries@valders.k12.wi.us</a> <a href="mailto:kduchow@valders.k12.wi.us">kduchow@valders.k12.wi.us</a> <a href="mailto:jpersinger@valders.k12.wi.us">jpersinger@valders.k12.wi.us</a>
Second Grade	Mrs. Jill Franz Mrs. June Kliment Mrs. Tonya Schuette	<a href="mailto:jfranz@valders.k12.wi.us">jfranz@valders.k12.wi.us</a> <a href="mailto:jkliment@valders.k12.wi.us">jkliment@valders.k12.wi.us</a> <a href="mailto:tschuette@valders.k12.wi.us">tschuette@valders.k12.wi.us</a>
Third Grade	Mrs. Kris Brown Mrs. Jennifer Rathsack Mrs. Keri Wendling	<a href="mailto:kbrown@valders.k12.wi.us">kbrown@valders.k12.wi.us</a> <a href="mailto:jrathsack@valders.k12.wi.us">jrathsack@valders.k12.wi.us</a> <a href="mailto:kwendling@valders.k12.wi.us">kwendling@valders.k12.wi.us</a>
Fourth Grade	Mrs. Cheryl Glaeser Mrs. Michelle Koltz Ms. Kelly Manis	<a href="mailto:cglaeser@valders.k12.wi.us">cglaeser@valders.k12.wi.us</a> <a href="mailto:mkoltz@valders.k12.wi.us">mkoltz@valders.k12.wi.us</a> <a href="mailto:kmanis@valders.k12.wi.us">kmanis@valders.k12.wi.us</a>
CWD	Mrs. Rose Ebert (LD/ED) Mrs. Meagan Stegemann (CD) Mrs. Chanda Strzyzewski (PT) Ms. Jenna Yerger (OT)	<a href="mailto:rebert@valders.k12.wi.us">rebert@valders.k12.wi.us</a> <a href="mailto:mstegemann@valders.k12.wi.us">mstegemann@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. Catherine Hagen	<a href="mailto:chagen@valders.k12.wi.us">chagen@valders.k12.wi.us</a>
School Counselor	Mrs. Amanda McGinnis	<a href="mailto:alorentzen@valders.k12.wi.us">alorentzen@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. Lisa M. Brandl	<a href="mailto:lbrandl@valders.k12.wi.us">lbrandl@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. Kari Zimmermann	<a href="mailto:kzimmermann@valders.k12.wi.us">kzimmermann@valders.k12.wi.us</a>
Support Assistants	Mrs. Jennifer Burton Mrs. Lisa S. Brandl Mrs. Joan Griffin Mrs. Julie Evenson Mrs. Ellen Mittelstaedt Mrs. Kelly Schwoerer Mrs. Melissa Stock Mrs. Judy Valleskey Mrs. Debra Weber Mrs. Susie Young	<a href="mailto:jburton@valders.k12.wi.us">jburton@valders.k12.wi.us</a> <a href="mailto:lsbrandl@valders.k12.wi.us">lsbrandl@valders.k12.wi.us</a> <a href="mailto:jgriffin@valders.k12.wi.us">jgriffin@valders.k12.wi.us</a> <a href="mailto:jevenson@valders.k12.wi.us">jevenson@valders.k12.wi.us</a> <a href="mailto:emittelstaedt@valders.k12.wi.us">emittelstaedt@valders.k12.wi.us</a> <a href="mailto:kschwoerer@valders.k12.wi.us">kschwoerer@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:dweber@valders.k12.wi.us">dweber@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	Mr. Michael O'Neil Mrs. Barb Schwoerer	<a href="mailto:bschwoerer@valders.k12.wi.us">bschwoerer@valders.k12.wi.us</a>
Secretary	Mrs. Lisa Mulhaney	<a href="mailto:lmulhaney@valders.k12.wi.us">lmulhaney@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 (Mr. Tim Matthias).....	775-9500
High School Office (Mrs. Julie Laabs, Principal).....	775-9530
Middle School Office (Mrs. Kelly Isselmann, Principal).....	775-9520
<b>Elementary School Office</b> (Mr. Jason Procknow, Principal).....	<b>775-9510</b>
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.

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 District’s mission is the development of human resources to fulfill the development and capabilities first of children, then their families and the greater community. The district is committed to professional development and the full potential for all staff members.

**Valders Elementary School  
2018-2019**

August 28 .....	Open House - 5:30 to 7:00 p.m.
September 4 .....	First Day of School
October 25/26.....	Fall Break- <b>No School</b>
November 8.....	End of Quarter 1
November 9.....	Teacher Work Day— <b>No School</b>
November 15.....	Parent Teacher Conferences 4:00 - 8:00 p.m.
November 16.....	Parent Teacher Conferences 8am-11am - <b>No School</b>
November 22/23.....	Thanksgiving Vacation- <b>No School</b>
December 24 - January 1 .....	Winter Vacation- <b>No School</b>
January 2, 2019.....	Classes Resume
January 24 .....	End of Quarter 2
January 25 .....	Teacher Work Day - <b>No School</b>
February 15.....	Staff Development – <b>No School</b>
February 21 .....	Parent Teacher Conferences 4:00 - 8:00 p.m.
February 22 .....	Parent Teacher Conferences 8:00am-11am - <b>No School</b>
March 29 .....	End of Quarter 3
April 1 .....	Teacher Work Day— <b>No School</b>
April 19.....	Spring Vacation— <b>No School</b>
May 27.....	Memorial Day-No School
June 3.....	High School Graduation
June 6 .....	Last day of school-Dismissal at 11:30

Early Release Days- Students will be dismissed at 1:15 p.m.

**±Tuesday, September 25**

**±Tuesday, March 12**

**±Wednesday, December 5**

**±Thursday, April 18**

**Elementary School Picture Day-Thursday, September 20**

## **2018-2019 Valders Elementary School Time Schedule**

Early Childhood : 8:00 a.m.- 11:00 a.m. and 12:15-3:15

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: 11:00 a.m. to 12:00 p.m.

### **ARRIVAL AND DEPARTURE**

Students arriving at school between 7:35 a.m. and 7:55 a.m. will be allowed to wait quietly in the cafeteria or gym. **Parents are asked to not drop off their children at school before 7:35 a.m. Breakfast is served from 7:35a.m.-7:55 a.m. 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 begin boarding the buses at that time. Parents who pick up their children should do so in the cafeteria. 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**

The School Board believes that regular school attendance is the best way to acquire the instructional continuity necessary for academic achievement. State law has established compulsory attendance for children attending school and placed the responsibility for attendance upon the parents of said students.

In view of the above, the Board and district staff invites all parents of district students to join in an alliance to combat the problem of school absenteeism. District personnel will cooperate with parents in any way possible to fight absenteeism, but parents must act upon their obligation to make sure that their children attend school.

#### **Attendance - Parent Responsibility**

1. When a student is absent, his/her parent or guardian shall contact the school (preferably by 8:30 a.m.)

to explain the absence. To make calling the school as convenient as possible for all parents, answering machines have been installed in the office. Failure to contact the school may result in a call to the home or workplace of the parent.

2. Parents or guardians who have not contacted the school during the day of the absence are required to provide a written explanation of absences at the time the student returns to school, or in the case of anticipated absences, at least one school day prior to the absence.

### **Attendance - Student Responsibility**

1. Students are required to attend all of their scheduled classes unless they have obtained parental permission and approved by the school attendance officer.
2. A student who has been absent or is anticipating to be absent, shall be expected to present the written explanation of the absence signed by his/her parent(s) or guardian unless prior contact was made.
3. Any student anticipating being absent for two days or more is expected to complete a planned absence from available from the school office. Parent approval noted on the pre-planned absence will be sufficient notification of the absence. The forms should be signed by the parent/guardian and returned to the elementary school office for final approval before the planned absence.
4. Students must always check in and out in the office when they leave or return to school. School absences are classified as excused, unexcused, or truant.

### **Absence Types**

There are two possible types of absences recognized by Board policy 5200:

- 1) Excused and 2) Unexcused/truancy.

#### **Excused absences**

Parent or guardian excused absences are authorized by state law and yet are also **limited to no more than ten (10) days per school year.** These absences include all family vacations, college visits, and family emergency needs. Parent excused absences are counted in ½ day increments.

Beyond the 10 days, the following list also constitutes what is recognized by the Board as an excused absence:

1. Evidence that the student is not in proper physical or psychological condition to attend school or an educational program. The School Attendance Officer will request the parent/guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or psychological condition of the student. Such excuse shall be in writing and shall state the period of time (not to exceed 30 days) for which it is valid.
2. Medical, dental, chiropractic, optometric, or other-valid professional appointments accompanied by appropriate documentation (such as appointment cards or written statements). Parents or guardians are encouraged to make appointments during non-school hours.
3. Legal proceedings that require the student's presence
4. To enable the student to obtain religious instruction outside the school during the required school period.

#### **Unexcused absences/truancies**

Unexcused absences/truancies demonstrate a deliberate disregard for the educational program and are considered a serious matter that can lead to a truancy citation from law enforcement.

A student will be considered truant if s/he is absent part or all of one (1) or more days from school during which the School Attendance Officer or principal has not been notified of the legal cause of such absence by the parent or guardian of the absent student. Wisconsin Statue 118.16 (1) (c). A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute Sec. 118.15, Wis. Stats., will also be considered truant.

Students who are absent from school with or without the consent of their parent or guardian and whose absence does not fall under parent excuse absences above, shall be considered unexcused absent/truant. Examples of unexcused absence/truancy include but are not limited to: missing the bus, oversleeping, babysitting, leaving

school without permission, shopping, errands, and hair appointments.

Absences extending beyond the 10 parent excused absences or those not approved as excused as noted above will be documented as an unexcused absence. Absences documented as unexcused by school administration can be requested for parent review. **Any absence that has not been acknowledged by a parent or referenced by other accepted documentation within a period of one week will be recognized as an unexcused absence.**

The School Attendance Officer shall notify a truant student's parent or guardian of the student's truancy and direct the parent or guardian to return the student to school no later than the next day on which school is in session or to provide an excuse for the absence.

A student will be considered a habitual truant if s/he is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

### **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 also. 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.

### **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.



### Extra Information

- A. Bus driver is authorized to assign seats.
- 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.

## **CAMPBELL LABELS, MILK CAPS, AND GENERAL MILLS UPCS**

Milk caps and General Mills UPCs are collected by our school. They can be deposited in the container located at the entrance to the academic wing .

## **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 maybe be paid in person at the school office or online. Students in Grade 4 are assigned a recorder (instrument) fee.

## **FIELD TRIPS**

Field trips are usually taken by each class to enhance learning. 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 AND STORM DRILLS**

Fire and storm drills are held throughout the school year. 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.

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.

## **GUIDANCE AND COUNSELING SERVICES**

Group guidance sessions are held in grade K-4 classrooms. Discussions are held concerning personal affective development, interpersonal relationships, family involvement, academic-educational involvement, and career-vocational development.

Ms. Lorentzen, our elementary guidance 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**

No student or staff should be subjected to sexual/physical/verbal harassment. The harassment policy does include harassment by usage of cell phone, texting, or computer e-mail. This topic is defined in School Board Policy 5517 and 5517.01. Please refer to it for further information.

## **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.

## **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. **Students will be asked to pay for lost or damaged books.** There will be a \$5.00 fee for any books lost or damaged from the elementary school book room.

### **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.

### **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 2018-2019 school year are as follows:

Elementary student: \$1.40 Breakfast  
\$2.15 Lunch

Adult lunch ticket \$3.45

Daily milk can be purchased for 30 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.

## **LUNCH HOUR RULES**

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.**

## **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 #3 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.

## **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 four times a year (committees meet additionally.)**

### **2018-2019 School Year Officers**

**President – Sara Hochkammer**

**Vice-President – Erin Preston**

**Treasurer – Heather Rohn**

**Secretary – Melissa Bruechert**

## **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 schedule 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.

**See Attachment #2 for a Report Card Descriptor**

## **STUDENT DISCIPLINE/STUDENT CODE OF CONDUCT**

Our teachers and students have developed a list of playground and building safety rules which are discussed periodically with the students. Chronic or extreme misbehavior will result in the school contacting the child's parents. We do appreciate your cooperation. Specific classroom rules are posted in each classroom. In the school building, all children are expected to:

### **SCHOOL BUILDING RULES:**

1. Be courteous.
2. Respect the rights and property of others.
3. Keep voices at normal levels.

4. Walk - not run in the building.
5. Obey teachers and adult supervisors.  
--Do the Right Thing!--

#### OUTDOOR PLAYGROUND RULES:

1. Obey the playground supervisors.
2. Stay within the playground boundaries at all times.
3. Play in a safe manner.
  - No pushing, kicking or fighting
  - No tackle type games are allowed
  - Play games with balls on blacktop or grassy areas away from the building
4. Children may not use hardballs, throw snowballs or stones.
5. Line up immediately after the bell rings.  
--Do the Right Thing!--

Students' behavior in out-of-class setting is monitored by all faculty/staff at Valders Elementary School. **Student rule violators will receive a disciplinary incident report to parents. This disciplinary incident report will be sent home on the day of the occurrence or as soon as possible.**

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.

#### LOCKING DOORS POLICY

Valders Elementary School locks all doors except the main door along West Wilson Street where you can enter the school and be buzzed in to the office. Cafeteria doors (end of day) and bus entry doors (beginning of day) are unlocked when supervisors are present. 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.



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

Before and after school, parents should park in the parking lot and enter via Entrance GG, the cafeteria entrance. During school hours, please park in the parking lot and enter through the front entrance. **Drop off before school and pick up after school must be done in the cafeteria to ensure the safety of our students.**

## **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. If severe weather necessitates the closing of school, all school activities and practices are automatically canceled for the Middle School.

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**
- Title I and or Reading 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)**

Any student picked up or discharged, other than at their own residence, must provide a Bus Pass approved by the principal and Valders Buses.

Temporary requests for students to ride buses for the purpose of staying overnight with friends, etc. will not be approved except in cases of emergency. Parents with temporary requests for transportation changes must contact the elementary office and bus company for permission. Many buses are loaded to capacity, and the bus insurance company will not permit additional passengers.

### **VISITORS**

We ask that all visitors please sign the visitor log in the office upon entering the building. **Visitors will be issued a name tag that must be worn during their stay.**

### **VOLUNTEERS**

Adult volunteers are always welcome in our school. If you would like to help us, please call and let us know. Our school number is 775-9510. **All volunteers need to sign in at the school office as they will be issued a name tag to be worn while at school.**

## **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.

**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

**The report cards used at Valders Elementary are important tools to communicate to parents how their child is performing at school. Below you will find our report card key. If you have questions or concerns, please feel free to contact your child's teacher or Mr. Procknow.**

**Report Card Key for the Common Core State Standards**

**Reading**

*Reading Foundational Skills* – Students will understand the basic features of print, recognize sight words, and use the principles of phonics and word analysis skills to decode words as appropriate to the grade level. Students will be able to read grade level material fluently.

*Comprehension* – Students will understand the meaning of grade-level text, both informational and literature-based. Students will be able to ask and answer questions about the text. Students will make connections to the text. Students will utilize information provided by illustrations and text features.

**Language Arts**

*Writing products* – Students will produce a variety of written products (opinion pieces, informative or explanatory works and narratives) that are clearly conveyed, organized, well-edited, properly supported with details and/or research and that use transitions and vocabulary appropriate to the grade level.

*Conventions* – Students will use correct capitalization, punctuation, spelling and standard English grammar appropriate to the grade level.

*Speaking and Listening* – Students will participate in collaborative conversations within large and small groups and be able to ask and answer questions appropriately. Students will also be able to individually present knowledge and ideas verbally, speaking audibly and clearly to express thoughts, feelings and ideas, adapting his/her speech to a variety of contexts and tasks appropriate to the grade level.

*Vocabulary acquisition and use* – Students will determine or clarify the meaning of unknown and multiple-meaning words and phrases using various strategies including the use of context clues, knowledge of prefixes, suffixes and word roots, and use of a dictionary, thesaurus and glossary. Students will further have an understanding of the relationship between words such as synonyms, antonyms and homographs and gain an understanding of figurative language as appropriate for the grade level.

**Mathematics**

*Counting and Cardinality* – Students will know number names and how to count. Students will be able to compare the relative values of numbers appropriate for kindergarten. (This is only scored in kindergarten.)

*Operations and Algebraic Thinking* – Students will understand and apply the properties of addition, subtraction, multiplication and division and their relationships to each other. Students will also be able to understand patterns in arithmetic and gain an understanding of factors and multiples as appropriate to the grade level.

*Number and Operations in Base Ten* – Students will understand place values and utilize them to add, subtract, multiply and divide as appropriate to the grade level.

*Measurement and Data* – Students will be able to measure length, volume and mass, and eventually use measurements to determine the area and perimeter of a geometric shape. Students will also be able to tell time, work with money, and represent and interpret data as appropriate to the grade level.

*Geometry* – Students will be able to identify shapes and their attributes and by fourth grade draw and identify lines and angles.

*Number and Operations – Fractions* – Students in grades three and four will gain an understanding of fractions, including their relative sizes and fourth graders will expand that to understand decimal notation for fractions. (This is only scored for grades three and four.)

**ATTACHMENT #3**  
**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.

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**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.

Drug Name	Dosage	Time	Route	Duration

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.**

Medication	Dosage	Time	Route	Duration of Medication

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.

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