

## WISCONSIN RAPIDS PUBLIC SCHOOLS ELEMENTARY AGENDA PLANNER

### School Calendar 2009-2010

September 1	First Day for Students
September 7	Labor Day – <b>No School</b>
October 2	Professional Development Day – <b>No School</b>
October 29-30	Teachers' Convention – <b>No School</b>
November 5	End of First Quarter
November 6	Record Keeping/Professional Development Day – <b>No School</b>
November 9	Start of Second Quarter
November 26-27	Thanksgiving Vacation – <b>No School</b>
December 21- January 1	Winter Vacation – <b>No School</b>
January 4	Students Return
January 22	End of Second Quarter/First Semester
January 25	Record Keeping – <b>No School</b>
January 26	Start of Third Quarter
February 15	Professional Development Day – <b>No School</b>
March 25	End of Third Quarter
March 26	Professional Development Day – <b>No School</b>
March 29 – April 2	Spring Vacation/Good Friday – <b>No School</b>
April 5	Start of Fourth Quarter
May 31	Memorial Day – <b>No School</b>
June 9	Last Day for Students (half day)
June 10	District Record Keeping Day

#### ATTENDANCE

WRPS believes your child needs to be present the maximum number of school days to receive optimum instructional benefit. School attendance is critical to the educational success of your child. Your child is expected to be in school every day unless he/she is ill or has other justifiable reasons for absence. Therefore, we ask your understanding and cooperation with our attendance procedures.

State statute requires each school to report the frequency of and reasons for student absences. The truancy statute is not a District policy, it is state law. Under Wisconsin Statute 118.15, a student is considered to be absent if school is in session and they are not in attendance.

A child is considered a habitual truant when absent or tardy without an acceptable excuse for part or all of five (5) or more days on which school is held during a semester.

A parent may not excuse a child for more than ten (10) days in the school year.

If a parent does not contact the school office personally, leave a voice message on our school number, or send a note to the school reporting a student absence, the student absence is considered unexcused.

A tardy counts toward the number of absences (5) that a student can be absent without being considered truant.

When your child is going to be absent, our school asks that the parent/guardian notify the school office before 9:00 a.m. on the day of the absence. This may be done by calling the school office. Voice mail is available for your convenience from 4:00 p.m. to 8:00 a.m.

Our school discourages parents from having their child leave school early. A child may not leave school without permission from the parent and school office. When it is absolutely necessary to leave early, for safety reasons, students leaving school during the day must be "signed out" in the office by an adult.

Note: Whenever possible, appointments for doctors and dentists should be made outside the regular school day. Parents are strongly encouraged to make appointments that are necessary after 3:45 p.m.

#### BUS RIDER RESPONSIBILITY

WRPS contracts with two private bus companies, Safe-Way Bus Transit, Inc., and Lamers Bus Lines, Inc., for transportation service for more than 3,400 young people. It is important to realize that the school bus is an extension of the classroom. The bus driver, as the teacher in the classroom, has the responsibility for the safety and welfare of each student while in their bus.

Students must obey all rules that apply to bus riding for their own safety and protection, as well as others aboard the school bus. Violations of bus regulations can result in a student being suspended from riding the school bus, in accordance with established procedures.

Elementary bus riding students are asked to follow three general rules to insure a safe and pleasant ride:

- Remain seated while the bus is in motion.
- Keep your hands and feet to yourself leaving others and their personal belongings alone.
- Students should focus their conversations with only people sitting in their bus seat.

#### CLOTHING

"Short" shorts, skirts and dresses; spaghetti straps, tank tops, halters (which reveal undergarments or exposed midriffs); and cutoffs and clothing with inappropriate messages are not acceptable. This includes clothing that contains comments, pictures, slogans or designs that are obscene, profane, lewd or vulgar. Any clothing that promotes alcoholic beverages, tobacco products, illegal drugs, or illegal activities is inappropriate for school. Hats and hoods are not allowed to be worn in school. Hats and jackets are to be kept in the child's locker/cubbies along with backpacks during the school day.

Oversized clothing is not appropriate school wear. The hem of tops must reach the top of pants in such a manner that they can hang over or be tucked in. Sleeves should not extend beyond the wrists, and pants and trousers should fit at the waist or be secured by a belt. In addition, "shorts" should reach midway to the knees of the person wearing them.

If such clothing is worn to school, students will be required to change or cover the item or be sent home to do so. Refusal to change or cover the clothing will result in the student not being allowed to attend class until they have complied.

#### *Winter Clothing*

All children must wear appropriate winter clothing (mittens or gloves, boots, caps, coats, snow pants, etc.) to be allowed to play outside.

#### ELECTRONIC DEVICES

District elementary schools believe strongly that electronic devices such as DS games, PSPs, iPods, and MP3 players have no educational value or place in our schools. When brought to school, they create learning distractions for our students.

Our school respectively asks that all gaming systems, cell phones (unless critically important) and other electronic items and toys be left at home. Our schools will not be responsible for lost, stolen, or damaged

equipment while in a student's possession. If the items are found out during the day, they will be taken away and parents will be contacted. Repeat offenders will have additional consequences.

#### INTERNET POLICY

WRPS expects responsible and appropriate use of network services and technology. A parent must sign a District **Acceptable Use Policy** (AUP) form agreeing to the terms, permitting your child to use the Internet, email and other District network services. Key components of the policy are:

- The Internet is used for teacher assigned activities only.
- Student email accounts may only be used for school purposes.
- The AUP applies to all forms of school technology.

#### MEDICATION POLICY

According to Wisconsin law and Board of Education Policy, prescription medication cannot be administered during school hours unless a signed physician and parent order is on file at school. A new physician order and parental order must be signed annually.

Over-the-counter medication cannot be administered without a parental permission slip filled out and on file in the office.

##### *Medication Administration*

When possible, parents are encouraged to administer medication at home. The following procedures are used by the WRPS when administering medication at school.

##### *Prescription Medication*

The "**Physician/Dentist Orders for Administering Prescription Medication in the School Form**" must be completed by the prescribing physician and parent and returned to school before any medication will be administered.

Medication to be administered at school must be in a pharmacy labeled bottle with the information on the bottle identifying student, name of drug, dosage, and physician's name. Extra prescription labeled bottles can be obtained from your pharmacist upon request.

Medication should be supplied in ready-to-administer-dosage form; for example: pills cut in half, if needed.

Medication arriving in improperly labeled or unlabeled contains, such as envelopes, baggies or wrapped in aluminum foil will not be administered by school personnel. Changes in dosage, medication and/or time of administration require a "**Physician Order Form**" to be completed.

##### *Non-Prescription Medication*

Over-the-counter medications will be administered only with proper written parental consent. **All medication must be provided by the parent in the original labeled container.**

Students are strictly prohibited from administering any over-the-counter medications to other students.

#### PICTURE IDENTIFICATION

On a yearly basis, parents must indicate on the school's white emergency card permission for WRPS to use photographs in local publications (including newsletters and yearbook), school web pages and in-school video productions.

SCHOOL CLOSING – CANCELLATION

If bad weather during the night makes it impossible for buses to run in the morning, the following news stations will be notified as early as possible, but in no case later than 6:30 a.m.

WFHR (1320 AM)	WGLX (103.3 FM)	WGNV (88.5 FM)
WSPT (97.9 FM)	WSPT (1010 AM)	WOFM (94.7 FM)
WIFC (95.5 FM)	WSAU (550 AM)	WOSQ (92.3 FM)
WDEZ (101.9 FM)	WRIG (1390 AM)	WDKM (106.1 FM)
WAXX (104.5 FM)	WAYY (790 AM)	WBCV (107.9)
WYTE (106.5 FM)	WDLB (1450 AM)	WSAW-TV 7
WLJY (96.7 FM)	WIZD (99.9 FM)	WAOW-TV 9

If bad weather develops during the morning while school is in session, contact regarding the early dismissal will be made to the above listed stations by 10:00 a.m. asking them to advise parents that their children will be sent home early. Lunches will be served to K-12 students before the K-12 students are dismissed.

Buses will run according to the following schedule:

Elementary schools (public and parochial) .....12:00 p.m.

Afternoon early education unit sessions will be cancelled.

Morning Four-Year-Old Kindergarten sessions .....10:45 a.m.

Afternoon Four-Year-Old Kindergarten sessions will be cancelled.

SEXUAL HARASSMENT

It is the policy to maintain a work environment that is free from all forms of harassment and to insist that each employee and child is treated with dignity, respect and courtesy. Harassment includes, but is not exclusive to, name-calling, negative stereotyping or hostile acts that relate to race, color, religion, gender, national origin, age or disability and will not be tolerated.

It is a violation of this policy for any employee, child or volunteer of WRPS to harass another employee, child or volunteer through conduct or communications which has the purpose or effect of creating an intimidating, hostile or offensive school environment.

TELEPHONE

The school telephone is considered a business phone. Only in the case of a necessity will children be permitted to use the phone. Parents are encouraged to assist their children in deciding after-school plans before leaving for school in the morning.

WEB SITE

The Wisconsin Rapids Public Schools provides an extensive web site for public use. Additional information regarding specific elementary schools may be found at [www.wrps.org](http://www.wrps.org).