

Rudolph School Student Handbook

Rudolph Elementary School
"Where Good Things Happen"

6950 Knowledge Avenue
Rudolph, WI 54475
(715)435-3340



WRPS

Wisconsin Rapids Public Schools
510 Peach Street
Wisconsin Rapids, WI 54494
(715)422-6000



Rudolph Elementary School



6950 Knowledge Avenue Rudolph, WI 54475 715-435-3340

Dear Parents/Guardians:

The Rudolph School staff welcomes you to join us in educating our children. We will work in partnership with you to follow our district's mission statement to provide the best education for every child. To help build that relationship, communication is a top priority for all of us. The Rudolph School Handbook is one way of communicating between home and school.

The contents of this handbook have been selected with you in mind. Please read the handbook over and discuss key points with your child(ren).

The dedicated staff at Rudolph is focused on growth and learning for all students. We believe strongly in the partnership that needs to exist between home and school.....providing both academic and social skills, which will serve your child(ren) for life.

You have many opportunities to get involved at Rudolph School. Please take every opportunity to connect with the learning that takes place for your child(ren) at school!! Remember, every parent belongs to the PTS (Parent-Teacher-Student group.) You are always welcome to join classrooms and volunteer where needed. We welcome and appreciate your involvement at Rudolph.

Rudolph School provides a safe and caring learning atmosphere for our students. We do this by working together- with each of you. Thanks for all you do to support your child's learning. I'm looking forward to a great year!!

Sincerely,

Mr. Terry Whitmore
Principal

A Great Place To Learn

MISSION STATEMENT:

Working together with home and community, we are dedicated to providing the best education for every student, enabling each to be a thoughtful, responsible, contributor to a changing world.

GOVERNING VALUES:

WE BELIEVE ... each student is the first consideration of the education process.

WE BELIEVE ... all students can learn.

WE BELIEVE ... learning is a life-long process.

WE BELIEVE ... in a safe, caring, and respectful learning environment.

WE BELIEVE ... all students should become effective citizens of the community, state, nation, and the world.

WE BELIEVE ... meaningful home, school, and community involvement is vital to continuous improvement.

RECORD KEEPING/PROFESSIONAL DEVELOPMENT DAYS (LEVELS K - 6):

The Wisconsin Rapids Public Schools will not be in session during the 2009-10 school year on the following Tuesdays. Staff members will use these days for district in-service opportunities, staff development and cooperative grade level planning. Please mark the following dates on your calendar for record keeping/professional development days:

October 2, 2009
February 15, 2010

November 6, 2009
March 26, 2010

January 25, 2010

OFFICE HOURS:

The school office is open from 8:00 a.m. - 4:00 p.m. every school day. The office phone number is: 435-3340. There is an answering machine attached to the phone for before or after hours calls.

TELEPHONES:

The school telephones in each room and in the office are for school business and may be used by students only in cases of emergency.

BELL SCHEDULE:

***Note: Children should not arrive before 8:35 a.m. Parents will be called if their child(ren) arrive before this time. Teachers are preparing for their day in the morning before school starts, there is no before-school supervision. Students are expected to remain on the carpeted area by the main entrance doors and behave appropriately until the bus students arrive.**

8:45 a.m.	Official School Start Time
9:00 a.m.	Morning Session Begins (All School)
3:45 p.m.	Dismissal Bell

REGISTRATION PROCEDURE:

Students entering any grade for the first time shall present a birth certificate or other acceptable evidence to verify the date of birth. Furthermore, all persons ten (10) years of age or younger entering initially or transferring from another state are required to be completely immunized against vaccine preventable diseases as designated by the state health authority. Proof of such immunizations must be submitted to the school.

Pupils entering from other districts will have their parents sign a "Permission To Release Records" form. This form will be sent to their former school and the records will be mailed to Rudolph Elementary.

CHANGE OF ADDRESS:

Please inform the office if you change your address or telephone number. A written notice is preferable.

STUDENT INSURANCE:

Student accident insurance is available through a private provider on an annual basis. Forms are available in the office for interested families. The school district does not provide individual insurance for students.

ABSENCE:

Parents are legally responsible for their children's school attendance according to the state law of Wisconsin. We request parents to call the school if their child will be absent. If a child is absent from school, parents should contact the school by telephone (435-3340) by 9:15 a.m. or you will be contacted by the school.

If sisters or brothers are going to pick up work for an absent child in the family, we ask that you contact the teacher or office early in the morning to allow the teacher time to prepare the materials.

Extended absences should be reported to the office so that teachers can schedule students' assignments or arrange for homebound instruction. While we realize that some absences due to illness are unavoidable, repeated absences produce gaps in learning which may seriously affect a child's progress in school. Therefore, parents will be contacted by the school when the numbers of absences are determined to be restricting a student's progress.

School boards are required to provide each student enrolled in district schools with a copy of the established attendance policies.

School boards are also required to notify students enrolled in district schools and their parents or guardians of the following:

1. Their right to request the school board to provide the student with program or curriculum modifications as outlined in section 118.15(l)(d) of the state statutes, and
2. The decision-making process to be used in responding to such request under sections 118.15(l)(dm) and (e) of the state statutes.

This notice must be provided at the beginning of each school year.

DISCIPLINE:

If a school district wishes to use an independent hearing officer or independent hearing panel to act on expulsions rather than the school board, the board must annually adopt a resolution authorizing an independent hearing officer or independent hearing panel appointed by the board to determine student expulsions from school in accordance with procedures outlined in state law. The resolution is effective only during the school year in which it is adopted. It cannot be carried over from year to year.

BUSES:

All buses arrive at school at approximately 8:45 a.m. At dismissal time, students will board buses and leave about 3:45 p.m.

If you bring or pick up your child, for safety reasons please park in the east parking areas. The west side of the lot is for bus traffic ONLY.

All students not riding the bus to school should enter and exit the building through the main entrance (east side of building) doors (not before 8:35.)

Please read the WRPS information on busing that was sent home on the first day of school. (Bus Conduct and Driver Information.) If you have any questions, please call the school office: 435-3340 or Transportation Office at 422-6013.

*Special note: Your child will be sent on his or her bus if the office has not received an official request to send elsewhere from you the guardian.

BOUNDARIES:

See Transfer of Records and Boundary Exceptions.

CANCELLATION OF SCHOOL:

BEFORE SCHOOL: If bad weather during the night makes it impossible for buses to run in the morning, radio announcements will be made on WFHR (1320 AM), WGLX (103.3 FM), WSPT (97.9 FM), WIFC (95.5 FM), WSAU (550 AM), WDEZ (102 FM), WRIG (1390 AM), WSPO (1010 AM), WAXX (104 FM), WAYY (1150 AM) WYTE (96 FM), WDLB (1450 AM), WLJY (106 FM), WIZD (99.9 FM), WYCO (108 FM), AND WXCO (1230 AM) as early as possible, but in no case later than 6:30 a.m.

If bad weather develops during the morning while school is in session, the following procedure will be used:

Buses will begin running at 12:00 noon, with the following schedule:

- Elementary Schools - 12 noon
- Junior High Schools - 1:00 p.m.
- Lincoln High School - 1:20 p.m.

All students, including walkers, will be dismissed at the times listed above. Generally, lunches will be served before the pupils are dismissed.

We encourage you to listen to the radio if you think the weather is bad and please DO NOT CALL THE SCHOOL. It is important to keep the phone lines open.

COLD WEATHER RECESS/PLAYGROUND PROCEDURES:

When the temperature or wind chill factor is below 0 degrees F, students will not play outside for more than 10 minutes at a time. If the wind chill factor is 10 degrees below 0 degrees, children will not go outside at all.

A noon aide will be the person to determine what type of clothing students need to wear outside for recess, i.e., short sleeve shirt, long sleeve shirt, spring jacket or sweatshirt, or winter gear. Students will not go outside when it is raining.

COMMUNICATION:

School newsletters are sent home on a regular basis. Besides including information about school policies, special events, and school lunch menus, the newsletters will, at times, carry messages from the children. We encourage parents to read these newsletters with their child. Monthly newsletters can also be found on the district website, www.wrps.org. Click on "Schools", then on "Elementary Schools", then on "Rudolph". There is a link for newsletters, plus other information.

WEEKLY FOLDERS:

Student's work, school bulletins and community announcements will be sent home each week. By sending home this sort of information on a regular, predictable basis, we believe we can best assist parents to remain fully informed. Parents are asked to remove these papers and return the folder to school the next day with your child.

DRESS CODE:

Students are asked to comply with a dress code at Rudolph. Students are not to wear clothing which may cause a disruption to the educational process or the orderly operation of the school. This includes:

"Short" shorts, spaghetti strap tank tops, halters (which reveal undergarments or exposed midriffs), cutoffs, and clothing with inappropriate messages are not acceptable. Clothing that contains comments, pictures, slogans, or designs that are obscene, profane, lewd, or vulgar. This includes any clothing that promotes alcoholic beverages, tobacco products, illegal drugs, or illegal activities.

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

Note: In the interest of safety, all students are required to wear gym shoes for Physical Education classes. When Physical Education is inside, we ask that these gym shoes be other than what the student normally wears outside.

PUBLICATION/SALES:

All posters and publications must be submitted to and approved by the administrator before they are posted and/or distributed. No student may sell any product (candy bars, etc.) during school hours.

ENRICHMENT ACTIVITIES:

A variety of enrichment activities await the children. Depending on the year, the school calendar lists daytime field trips to environmental centers in our area, field trips, mini courses, and theater productions.

DEPARTMENT OF HEALTH AND FAMILY SERVICES:

Please check with your doctor, the Wood County Court House, or our school nurse, Mrs. Kris Dauenhauer (422-6196), for Student Immunization Law Age/Grade Requirements.

MONEY:

When money must be sent to school for any reason, please place it in a sealed envelope and on the outside state the child's name, grade, the amount enclosed and its purpose. If it is lunch money include the student's account number.

Only checks for lunch money can be made out to Rudolph School. All book orders or other room activity needs should be written to the teacher or event supervisor.

NONDISCRIMINATION STATEMENT:

The Wisconsin Rapids Public School District does not discriminate against pupils on the basis of gender, race, religion, national origin, ancestry, creed, pregnancy, marital, or parental status, gender orientation, or physical, mental, emotional, learning disability, or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, gender, religion, or handicap.

The district encourages informal resolution of complaints under this policy. If any person believes that the Wisconsin Rapids Public School District or any part of the school organization has failed to follow the law and rules of S.118.13, Wis. Stats., and P19 Wis. Admin. Code, or in some way discriminates against pupils on the bases listed above, he/she may bring or send a complaint to the Director of Human Resources, Wisconsin Rapids Public Schools, 510 Peach Street, Wisconsin Rapids WI 54494, or by calling that office at (715) 422-6017.

GRIEVANCE PROCEDURE:

Any alleged violations of this policy are to be processed in the following manner:

1. The aggrieved employee or student should discuss the alleged violation with his/her building principal.
2. If the grievance is not resolved in step one within ten (10) working days, the employee or student should place the grievance in writing and present it to the Superintendent of Schools.
3. If the grievance is not settled within ten (10) working days, the grievance will be submitted in writing to the Board of Education Personnel Committee. The committee will meet to rule on the grievance within twenty (20) working days.
4. In the event the grievance is not resolved in step three, the case may be presented to the state or federal agency having appropriate jurisdiction.

Inquiries concerning the Wisconsin Rapids Public Schools Nondiscrimination Policy, Title VI, Title IX, Section 504, or alleged discrimination on the basis of race, national origin, gender, or handicap should be referred to the Director of Human Resources, 510 Peach Street, Wisconsin Rapids, WI 54494. Telephone: 422-6008.

PARENTS RIGHT TO RESTRICT SCHOOL IN RELEASE OF PUBLIC INFORMATION:

As per Board of Education Policy #5125.2, student directory data including such information as name, address, phone number, and grade can be released to any person upon written request. The data is not released for promotional or commercial purposes. The data may be released for educational or career opportunity purposes. Student directory data will be given out unless the school is notified in writing by parents or guardians. If you would like us to withhold such information, please notify us in writing.

SAFETY RULES FOR BUILDING AND PLAYGROUND:

In the interest of the health and safety of all children the following rules must be observed.

1. Two handed tag or flag football only - NO TACKLE.
2. Slow pitch softball - NO HARDBALL.
3. No horseplay on any of the equipment.
4. Snow, sticks, stones, or missiles of any kind are not to be thrown at any time.
5. Bicycles, scooters, rollerblades, and skateboards ridden to school are to be placed in the appropriate storage areas upon arrival and are not to be ridden during the school day.
6. Students will enter the building in an orderly manner when the bell rings. If it is necessary to come into the building before the bell rings, permission from the playground supervisor is required.
7. Running in the halls or rooms is not permitted at anytime.
8. Report all accidents immediately to the playground supervisor and your homeroom teacher.
9. No fighting of any kind, real or pretend is allowed.
10. Do not play King-on-the-Hill.
11. The building of snow forts, snowmen, and other snow sculpture is encouraged. Please do not destroy what others have enjoyed building.
12. No face washes with snow.

Hard and fast rules cannot be made to cover all situations. It is most important that good judgement prevail at all times.

TESTING:

The statewide Wisconsin Third Grade Reading Test, Fourth Grade Standardized Assessment Test, and a District Writing Assessment in grades three and six are administered each year. The results from these tests are used to determine student needs. This information along with input from teachers and parents assist the school in developing an educational plan which best meets the individual needs of students within the classroom setting.

In addition to these tests, Rudolph School tests at sixth grade. These too are standardized tests of achievement.

TRANSFER OF RECORDS AND BOUNDARY EXCEPTIONS:

Parents who are moving out of the school neighborhood or School District should call the school secretary to announce their intentions and then contact the new school to arrange for a transfer of records.

Those parents who live outside the Rudolph School attendance boundaries must apply for a boundary exception in writing to: Director of Human Resources, 510 Peach Street, Thomas A. Lenk Educational Services Center, Wisconsin Rapids, WI 54494.

TO PROTECT YOUR CHILDREN:

Parents and visitors must report to the school office for clearance before visiting classrooms or checking out children prior to regular dismissal time. The northeast parking lot doors are the only doors that will not be locked during the school day.

Students should not arrive earlier than 8:35 a.m. because there is no supervision on the playground in the morning. Permission to arrive earlier must be obtained from a teacher or from the principal.

Students are to remain on the school grounds from the time they arrive in the morning until dismissal time unless they have a note from home indicating otherwise.

STUDENT VISITORS:

All student visitors must have arranged their visit with the principal first, and then the office will direct their request for the visit to the teacher concerned. Each teacher may choose to have visitors or not. The length of time that would be appropriate for the room, subject, or grade level is also up to the teacher. Visitations will not be allowed unless they have been cleared and approved with the classroom teacher. Classroom teachers should not approve visitations to special teacher's rooms without their approval.

Also, an emergency name and phone number are required to be left in the office for the visiting student.

RELEASE OF STUDENTS DURING THE SCHOOL DAY:

A custodial parent or authorized person requesting release of a student during the school day must make arrangements with the office before contacting the student. Release will be made only to those individuals designated on the student's emergency card, unless authorization has been previously given to the office by the parent.

INVOLVEMENT WITH LAW ENFORCEMENT OR CHILD INVOLVEMENT OR CHILD PROTECTIVE SERVICES' AGENTS:

A Law Enforcement Officer or Child Protective Services' agent may on occasion need to contact a student at school. The school principal or counselor is responsible for coordinating the procedure.

Suspected abuses and/or neglect: The Child Protective Services' agent has the right to interview and take a student into protective custody. Parental notification by school authorities is not required.

Suspected criminal conduct and/or arrest: Diligent efforts will be made to contact the parent immediately so that the parent can be present for the interview and any subsequent action.

RELEASE OF RECORDS:

Students' records and cumulative records will not be released without the parent's written request. Records that are requested are sent directly to agencies. If you desire to view your child's record, it is suggested that you call ahead and specifically request a time to examine the records.

BICYCLES, SCOOTERS, SKATEBOARDS, AND ROLLERBLADES:

Bicycles, scooters, skateboards, and roller blades may be ridden to school and should be locked and/or parked in the areas provided. When students arrive at school and leave, they must push their bicycles or scooter and carry skateboards or rollerblades. Students will not be allowed to ride on the playgrounds or sidewalks during school hours.

BRINGING PETS TO SCHOOL:

Pets are not allowed in the building for safety reasons, as well as having consideration for children with allergies. Children who wish to bring pets to school for "show and tell" should have the permission of the teacher. Animals will only be allowed for "show and tell" after students and parents of the classroom have been given ample notification of the event in case they have allergy concerns. The show and tell can take place only outside of the building. Generally, a parent must take pets home shortly after the "show and tell" activity. Leaving the pet(s) at school all day is not only disruptive to the entire class, but is not the best experience for the animal.

SCHOOL PICTURES:

Individual packet pictures are taken of students each year. This is a completely voluntary program. Further information will be distributed in advance of the date the pictures are taken. Picture day is scheduled for Thursday, September 24, 2009, beginning at 9:00 am.

SUBSTANCE ABUSE:

Substance abuse in the school will not be tolerated. A student is not allowed to possess, sell, transfer, or be under the influence of alcohol, intoxicants, narcotics, or any other dangerous drugs while on the school grounds.

FIRE AND EMERGENCY DRILLS:

Fire and emergency drills are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions.

LUNCH/MILK/JUICE COMPUTERIZED SYSTEM:

Money may be deposited everyday of the week. We ask that all payments be sent in an envelope with the child's first and last name, ID number, and amount, then placing the envelope in the office Lunch Deposit Basket. No change will be given back; the exact amount should be enclosed because the total amount will be deposited in the student's account or split between siblings. Do not write checks out and request change for book orders or other activities. One check may be written if there are multiple students in the family. Then specify your wishes on the envelope. When a student's account runs out of funds, or runs low (below \$4.50), a note will be sent home in your child's folder and/or a call will be made to the home.

2009-10 Fees

Hot Lunch	-	Five day	\$ 8.25
	-	Ten day	\$16.50
	-	Daily	\$ 1.65
	-	Adult	\$ 2.85
Hot Lunch (<u>reduced</u>)		5 day	\$ 2.00
		Daily	\$.40
Cold Lunch/Milk/Juice		(5 day)	\$ 1.50
Grades K - 6 Recess Milk		(Semester)	\$25.00

Lunch money can be used any day and no refunds will be given unless a child moves from the district. Account balances at the end of the year will carry over for the next school year.

RECESS MILK:

If you wish your child to participate, please complete the recess milk form and have your child return it to the secretary. Students receive milk when the money is received, not before.

MEDICATION:

The District Medication Policy is based upon State regulations and must be carefully followed. Click on <http://media.wrps.org/boardpolicies/series400/453.4/453.4PDF.pdf> to view the policy.

NURSE:

Our nurse, Mrs. Kris Dauenhauer, is assigned to our building one half day per week. Mrs. Dauenhauer is usually here on Thursday afternoons.

VOLUNTEERS:

If you wish to be a school volunteer, contact your child's teacher or Mr. Whitmore. We will work with you finding an appropriate setting to utilize your talents. Volunteers have been of great assistance to the school, and our children always benefit from exposure to a wide variety of concerned adults.

PERMISSION SLIPS:

Signed permission slips must be returned to the classroom before any student will be allowed to take part in the out of district field trips with their class or the school.

SPECIAL SERVICES:

Speech, hearing, and visual diagnosis, Title I, learning disabilities, guidance and counseling, physical/occupational therapy, and resource rooms are available for students.

EMERGENCY PROCEDURES:

Should a child become sick or injured during school hours, they will be taken to the office. The office personnel will make every effort to notify the child's parents. If the parents cannot be reached by phone, the phone number listed as an emergency number will be notified. NOTE: It is very important to update your child's EMERGENCY INFORMATION CARD whenever there is a change.

WELLNESS POLICY

Wellness influences a child's development, health, well being, and potential for learning. To afford students the opportunity to fully participate in the education process, students must attend school with their bodies ready to take advantage of the learning environment. This district-wide nutrition and physical education/activity policy encourages all members of the school community to create an environment that supports lifelong healthy eating habits and regular physical activity.

The policy includes School Nutrition Guidelines and Physical Education/ Activity Guidelines. Some new guidelines specific to our elementary students include:

**School snacks/birthday treats/class activities/awards: Nutritious snacks are recommended for school or class activities and awards. See the "Healthy Classroom Snack" resource developed for the district. We strongly encourage that classroom snacks not be served within one hour before or after scheduled school mealtimes. We encourage staff to utilize non-food rewards when possible. If providing food rewards not on the suggested food list, use extremely small servings infrequently.*

**School store/snack carts: Healthy snacks and beverages are recommended for school stores, snacks carts, or snacks sold in classrooms during the instructional day. See the "Recommended Food List for School Stores" resource developed for the district. School stores/snack carts shall not sell food items during the school breakfast or school lunch meal times. Rudolph School currently does not have a school store/snack cart. If this service becomes available, a list of approved items available will be provided to parents.*

**Fundraising: Students, staff and parents are asked to consider alternative fundraising strategies that use healthy food choices or non-food items.*