

TABLE OF CONTENTS

Family Letter	pg. 3
Mission, Vision & Rules	pg. 4
Animals in the Classroom	pg. 5
Arrival & Departure	pg. 5
Attendance	pg. 5
Behavioral Supports & Discipline Procedures	pg. 6
Bicycles	pg. 7
Birthdays	pg. 7
Book & Materials Fee	pg. 7
Bullying	pg. 7
Buses	pg. 8
Cancellation of School	pg. 9
Cell Phones/Electronic Devices	pg. 9
Changes of Address, Telephone or Name	pg. 9
Cold Weather Recess/Playground Procedures	pg. 9
Communication	pg. 10
Dress Code	pg. 10
Emergency Procedures	pg. 10
Field Trips	pg. 11
Health	pg. 11
Homework & Home Reading	pg. 12
Human Growth & Development & Health Instruction	pg. 13
Inclusion	pg. 13
Library	pg. 13
Lockers	pg. 13
Lost & Found	pg. 13
Lunch/Breakfast Program	pg. 14

Money	pg. 15
Parent/Guardians' Right to Restrict the Release of Information	pg. 15
Parent/Guardian & Teacher Conferences	pg. 15
Party Invitations	pg. 16
Phone Usage	pg. 16
PTC- Parents and Teachers for Children	pg. 16
Registration Verification Online	pg. 16
Rules for Playground & Lunchroom	pg. 17
Safety Patrol	pg. 18
Sexual Harassment	pg. 18
Special Services	pg. 18
Student Religious Accommodations	pg. 19
Supplies	pg. 19
Testing	pg. 19
Transfer of Records & Boundary Exceptions	pg. 19
Videos/Movies	pg. 20
Visitors at School	pg. 20
Volunteer Opportunities	pg. 20
Wellness Policy	pg. 20
WRPS Pupil Nondiscrimination Policy	pg. 21
Mead Staff List	pg. 22

Dear Families,

The Mead Family Handbook is an important tool for the success of students at Mead Elementary School. While many policies and procedures are the same, there are some changes that will be documented in this Family Handbook. This handbook is designed to help keep the lines of communication open between home and school.

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

The talented and dedicated staff at Mead is focused on growth and learning for all students. To achieve our goal of success for every child, we have established clear goals for our school. Each goal is led by an Action Team that will be working throughout the year to help achieve our goals. We also will continue to work on our building vision and seek ways to work together to achieve that vision for our school.

You have many opportunities to get involved at Mead School. You are always welcome to volunteer where help is needed in the school. Our Parent-Teacher Committee (PTC) is always seeking volunteers to join our meetings and share in the tasks designed to raise funds to help our school and students. We welcome and appreciate your involvement at Mead.

Mead Elementary 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!!

Amber Applebee
Principal

The educational goals for Mead Elementary School are as follows:

STAFF GOALS:

1. We will strengthen our PLC teams through the implementation of district curriculum/common assessments and utilize academic data to drive instruction.
2. As a PLC we will strengthen the social and emotional well-being of our students through a multi-level system for behavior.

STUDENT GOALS:

1. By June 2024, 100% of kindergarten students who attend Mead Elementary for at least 85% of the school year will identify 52 uppercase and lowercase letters and produce 20 sounds as measured by the district kindergarten screener or meet the early literacy goal identified on their IEP.
2. By June 2024, 100% of first through fifth grade students who attend Mead Elementary for at least 85% of the school year will show at least a year's growth or meet grade-level benchmark as measured by the district benchmark book levels, or meet the reading goal identified on their IEP.

MEAD SCHOOL MISSION

We are a Mead School family. We build relationships and provide a high level of learning. We empower students to become well-rounded citizens, while meeting the needs of all.

MEAD SCHOOL VISION

At Mead School, we will work together to build a community of lifelong learners that will empower all students to value their education and reach their full potential.

MEAD SCHOOL-WIDE RULES

1. Be Responsible.
2. Be Respectful.
3. Be Safe.

MISSION OF THE WISCONSIN RAPIDS PUBLIC SCHOOLS

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.

WRPS GOVERNING VALUES

We believe...

- ...each student is the first consideration of the educational process
- ...all students can learn
- ...learning is a life-long process
- ...in a safe, caring and respectful learning environment
- ...all students should become effective citizens of the community, state, nation, and the world
- ...meaningful home, school, and community involvement is vital to continuous improvement.

ANIMALS IN THE CLASSROOM

With requests for pets in our classrooms, the potential for transmission of disease and injury to children is very real. Therefore, animals are **not** to be allowed in the building without the building administrator's permission.

ARRIVAL AND DEPARTURE

School Doors Open: 8:25
 School Day Begins: 8:40
 School Day Ends:

- Monday Early Dismissal @ 2:30
 - Walkers and parent pickups will go home
 - Boys and Girls Club/YMCA Kid Clubhouse will be bussed directly there at 2:30
 - ALL bus riders will stay in supervised classrooms until bus pickup at 3:30
- Regular Dismissal on Tuesday through Friday @ 3:30

Students arriving before 8:25 need to go to the Morning Jumpstart Program. **No students are allowed on the playground before 8:25 as there is no adult supervision.**

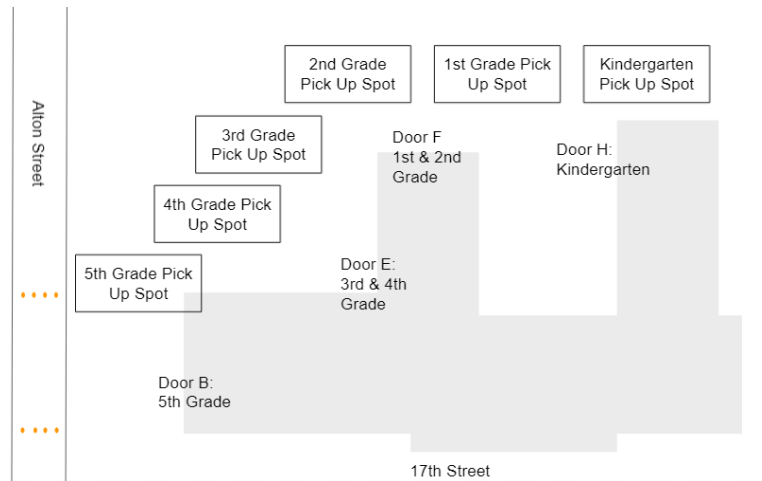
To drop your child off at school, you may use the Mead Parking Lot or other surrounding parking area. Your child can either walk by themselves through the designated loading/unloading area on Alton street (between orange cones) or you can park and walk your child onto campus.

To pick your child up from school, park in the Mead parking lot on Alton Street and cross through the orange cones. Walk to the designated area(s) for your child(ren)'s grade level to pick them up from their classroom teacher. Exit to the parking lot by going back through the orange cones on Alton Street.

Please be careful as you enter/exit the lot. Watch for other families and students who are walking to or home from school.

Please do not, at any time, ask your child to cross the street between cars. Allow them to proceed to the crosswalks and cross with the assigned patrols or in the designated loading/unloading area on Alton.

Our bus loading zone is on 17th Avenue. There is no parking allowed for an extended time on either side of 17th Avenue during school hours. If you are dropping off or picking up your child between 9:00 - 3:00, you are allowed to temporarily park on 17th to drop off or pick up.



ATTENDANCE

Regular school attendance is a priority at Mead School. Your child's attendance can have a significant impact on their academic success and their ability to build relationships and friendships with students and staff. **All students are expected to attend school every day** unless excused for illness, family emergencies, or other acceptable reasons. **They are expected to be on time (8:40) and remain in class until the end of the school day (3:30).** All students are required by law to attend school daily.

Attendance is carefully monitored by the school principal, counselor, and social worker on a regular basis.

- **If your child needs to be absent, families are required to inform the school.** You may email or call the attendance line at 715-424-6777. You may leave a message in English, Hmong, or Spanish. If families do not contact the school the absence will be marked unexcused.
- If a student is absent, and the school office has not been notified by 9:30 am, the automated calling system will call the parent/guardian at home or at work to ensure the safety of the child.
- Arriving after 10:00 am or leaving before 2:00 pm results in a half-day absence.
- Any unreported or unacceptable reason will result in an unexcused absence.
- Students may be considered a habitual truant if they are absent or tardy from school without an acceptable excuse for more than 5 days during a trimester. Students may not be absent more than 10 days per school year.
- Five (5) tardies equal an unexcused absence.

Extended Absence

*Extended absences should be reported to the office so that teachers can schedule student assignments or arrange for homebound instruction. **Family vacations should be planned outside of the school days if at all possible.***

Late Arrival

If your child arrives at school late, they must stop at the office for an Absent/Tardy Admit Slip. Please send a note stating the reason for their absence or tardiness. Chronic tardiness will be referred to the school principal, counselor, and social worker and may count toward a truancy referral (see above).

Release during the day

*If your child needs to be released during the course of the day, the student or parents must sign out at the office prior to leaving the building and sign in upon return. **It is important that your child attend the entire school day. Please schedule appointments on days off of school or Mondays after 2:30.***

Homework when a student is absent

If work for an absent student is going to be picked up, please contact the school office early in the morning to allow the teacher time to prepare the materials.

BEHAVIORAL SUPPORTS & DISCIPLINE PROCEDURES

In order to achieve the goals and vision of a caring and responsive learning environment, discipline at Mead School involves many proactive and reactive strategies. These include the following:

- Universal Behavior Supports (available to all students in all classrooms)
 - SEL Instruction through Zones of Regulation and Move this World
 - Teaching/modeling how to recognize and regulate emotions in self and others
 - Buildingwide Expectations: Be Responsible, Be Respectful, Be Safe; enforced by all staff
 - Rules Rodeo: Schoolwide event to teach all students expectations in our common areas (cafeteria, playground, bathroom, hallway, etc.). Completed at the beginning and middle of every school year
 - Calming Corners and other regulation tools used in every classroom
 - Classroom Community building activities (e.g. morning meeting)
 - Voice Level Expectations (0 = Silent, 1 = Whisper, 2 = Quiet Talking, 3 = Presentation Talking, 4 = Outside Voice)
 - Regular communication with families
- Multi-level System of Support (for students needing assistance beyond what is provided to all students in the classroom)

- Student Success Team Meeting: When a student is lagging social/emotional skills to meet classroom expectations, a teacher can schedule a Student Success Team (SST) meeting. In these meetings, the classroom teacher, other applicable school staff, and sometimes parents examine what skills students are needing to perform at grade level and identify various interventions that can be completed either by the teacher or other staff member. Goals are set and interventions are scheduled.
- Follow Up meetings can occur as needed to monitor progress or adjust interventions if students are not showing expected improvements.
- Discipline Procedures (when student's behavior requires a consequence)
 - Discipline at Mead School varies depending on the situation, age of student, frequency of the behavior, etc. Staff prioritize student safety and will enforce consequences as needed to keep all students safe. These consequences can include, but are not limited to:
 - Take a Break (within the classroom)
 - Removal from class (take a break in an alternative setting)
 - Loss of Recess
 - Parent Phone Call
 - Fix It Plan/Apology
 - Suspension (for extreme circumstances; determined by the principal)

BICYCLES

Students who ride bicycles to school are to park and lock them in the bike racks. Students must walk their bicycles on school property. The bicycle racks are off-limits to students during the school day and bikes are to be removed from the racks only upon leaving school. The school is not responsible for any lost or damaged bicycles.

BIRTHDAYS

Birthdays are important days in your child's life. To continue an appropriate learning atmosphere, we ask that birthday celebrations such as balloons or presents not be presented during the school day. If these items are delivered to the school, they will be kept in the office until the end of the school day. If a birthday snack is provided it will need to be something store bought that is individually wrapped.

BOOK AND MATERIALS FEE

The Board of Education implemented a Book and Materials Fee for all students in grades K-12. The elementary fee is \$20 per student. A payment envelope will be sent home in the first day packet.

BULLYING

Mead School staff strives to create a positive and safe learning environment for all. Students harassing or bullying other students is NOT allowed. If a child complains of being bullied, the staff member will address this concern and follow-up with the child to assure it was addressed. If a student or guardian presents a concern, and the problem is not resolved, a meeting with the principal, counselor, or school social worker may be appropriate.

A complete copy of the District 411.5 Bullying Policy will be made available in the back to school packet that is sent home with each student at the beginning of the school year. The School District of Wisconsin Rapids strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school sponsored activities.

The District consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process. Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying is repeated behavior and involves an imbalance of power.

Bullying behavior can be:

PHYSICAL bullying includes pushing, kicking, poking, punching, taking and damaging someone's belongings, throwing things at someone, or book checking.

VERBAL bullying includes spreading rumors, insulting someone, lying to get someone in trouble, writing nasty notes, or taunting someone.

SOCIAL bullying includes ignoring someone, excluding someone on purpose, encouraging others not to like someone.

CYBER bullying includes using technology to threaten, gossip, or impersonate another person.

What can I do if I feel I am being bullied?

- ✓ Avoid the bully
- ✓ Tell the bully to stop
- ✓ Tell a teacher/staff member. It's important to tell someone right away. Every student should feel safe and accepted in school.

The STOPit app is available for anyone to report bullying to a school administrator. STOPit is a simple, fast and fully anonymous tool used to report inappropriate behaviors, bullying, and potential threats to our WRPS schools. Enter this link, <https://appweb.stopitsolutions.com/> to navigate to the STOPit App Webpage.

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the District. This includes public transportation regularly used by students to go to and from school. Educational environments include every activity under school supervision. All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal. Reports of bullying may be made verbally or in writing and may be made confidentially. Learn more about Board Policy 411.5 concerning bullying on the District webpage under "School Board Policies."

BUSES

Students are expected to follow the Bus Rules:

- 1) Bottoms in seats
- 2) Bodies to self
- 3) Use appropriate language
- 4) Use a voice level 0 or 1

A student is to ride the bus to which he or she is assigned unless they are issued a bus pass by the office (must be requested by a parent/guardian). Students who are not assigned bus transportation may not ride the bus. Students must comply with bus rules and regulations.

If a student gets written up on the bus, the guardian will be contacted. On the second write up, removal from the bus for up to three days is possible. Any bus write ups after that will result in further removals from the bus, meetings with parents/guardians, and potential extended removal if behaviors continue.

At the end of the day, bus riders will report to their designated bus line, based on their grade level and bus route. As buses arrive, the bus lines will be dismissed. Students should file out in an orderly manner and proceed straight to their bus. This will help to keep everyone safe and on time.

CANCELLATION OF SCHOOL

Before School

If bad weather during the night makes it impossible for buses to run in the morning, announcements will be made through local media outlets, posted to the WRPS webpage, and sent out via Skylert messaging system. You will need to "opt in" when completing your child's online verification in the fall to receive these messages.

During the School Day

If bad weather develops during the morning while school is in session, or other issues cause a need for an early school closure, contact regarding the early dismissal will be made to local media outlets, posted to the WRPS webpage, and sent out via Skylert messaging system by 10:00 AM advising parents that their children will be sent home early.

1. Lunches will be served before the students are dismissed.
2. Buses will begin running at 1:00 PM. Buses will pick students up at 1:00 following the pick up of Middle and High School Students.
3. All students, including walkers, are to be dismissed at the designated bus pick-up time.

Announcements of early dismissal will be made on local radio stations. Do not call the office to find out if school is canceled or if it might be let out early. The office will be busy taking care of students and may not be available to answer. Please listen to the radio or check the WRPS website or Facebook page. All after school activities will be canceled when school is canceled.

The first three cancellations will be treated as the "traditional snow day" and students will not be required to complete any school work on those days. However, starting with the fourth canceled day, students will be expected to complete work from their Snow Day Packets that will be sent home after the second canceled day. Teachers will reach out to families with instructions at the start of the fourth canceled day and be available to families for questions or assistance throughout the school day, as designated by the teacher's remote learning schedule.

CELL PHONES/ELECTRONIC DEVICES

Cell phones, two-way radios, iPods, and other electronic devices may not be used during the school day. **If a cell phone or device is brought to school, it must remain in the locker, turned off, during the school day.** The school is not responsible for lost cell phones or devices.

CHANGE OF ADDRESS, TELEPHONE OR NAME

Please keep the school informed of your current address, phone number, and name. We also need current emergency numbers in the event your child has an emergency situation at school.

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 ten minutes at a time. If the wind chill factor is below -10 degrees F, the children will not go outside at all. When the weather is above 0 degrees F, all children are expected to go outdoors during winter months for the full recess unless there is a sound and pressing medical reason (i.e. doctor's excuse) preventing this.

COMMUNICATION

Seesaw is our primary form of communication between home and school. It is very important that you are connected to your child's classroom in Seesaw to stay up to date on all the important things that are happening at Mead school. If you are having trouble connecting to Seesaw, please contact the Mead Office for assistance.

School newsletters are shared out on Seesaw and Skylert on a monthly basis. Newsletters include information about school policies, special events, school lunch menus, parenting tips and so on. We encourage parents to read these newsletters with their child, thereby reinforcing the idea that learning is very important—one of the most important “jobs” a child has to do.

Each Friday your child will bring home a “Home and Back” folder or Agenda Planner. Some of the papers are to be left at home, while others must be returned to school on Monday. The folder/planner will include a place for assignments, reading minutes, and daily schedule/calendar. Guardians are expected to review the folder/planner on a weekly basis.

Mead School staff can also be reached by phone at 424-6777. Calls will be transferred into classrooms before or after school. Whenever possible, we encourage electronic communication through the Seesaw app, or email to the classroom teacher(s).

****IF THERE IS A CHANGE TO END OF DAY PLANS, PARENTS/GUARDIANS NEED TO CONTACT THE OFFICE BEFORE 2:00pm TO ENSURE THE MESSAGE IS RELAYED TO YOUR CHILD BY THE END OF THE SCHOOL DAY.**

The district website is also a resource for families. This website is updated with news and announcements and contains access to school email addresses for our staff. The website is www.wrps.org

DRESS CODE

The style and manner in which a student dresses while attending school shall be the primary responsibility of the guardians. Family discretion shall be the major criterion for student dress. Mead School maintains the right to impose restrictions on dress for the following circumstances:

- Clothing that is distracting from the learning process or which contains comments, pictures, slogans or designs that are obscene, profane, lewd or vulgar
- Clothing which harasses or threatens an individual or group of individuals because of sex, race, color, religion, disability, national origin, sexual orientation, transgender status, gender identity, or physical, mental, emotional or learning disability, or any other characteristic protected under State or Federal civil rights laws.
- Clothing which advertises or promotes alcoholic beverages, tobacco products or illegal drugs.

EMERGENCY PROCEDURES

Fire

In case of a fire emergency, the signal to evacuate the building will be a continuous sounding of the emergency alarm. There will be an evacuation plan posted in each room and teachers will instruct students regarding specific procedures.

Tornado

In case of a tornado emergency, there will be an announcement over the intercom system. Everyone will proceed to the designated areas. When students are asked to assume the “tornado position”, they are to do the following:

1. Sit on the floor facing the wall.
2. Hold arms over their head and put their head between their knees.
3. Remain quiet until the "all clear" announcement is made.

There will be routine drills to practice the above procedures.

Safety Drill

In case of an intruder or other safety disruption in the school, an announcement will be made to instruct students according to the incident. Staff are trained in these protocols annually, and will further direct students to safety. Lockdown measures and evacuation routes are in place to prioritize student and staff safety.

FIELD TRIPS

Field trips are an important part of learning at Mead School. Teachers establish guidelines for field trips that are communicated to guardians, along with a written permission slip. **All students must have a written permission slip to join the field trip. All chaperones must be approved by the district office as volunteers prior to the field trip.**

HEALTH

Although the home and family carry the primary responsibility for providing for the health of the child, Mead School contributes to the healthy development and total health education of your child in the following ways:

1. Maintain maximum health and safety conditions.
2. Regular inspection for symptoms of illness and communicable diseases.
3. Regular health instruction to children by teachers and specialists.

Accidents

If there is a major accident, guardians are notified immediately after 911 is called. If guardians are unavailable, the alternate name appearing in Skyward is contacted. If contact cannot be made, the principal will take responsibility to seek professional help for the child.

Minor injuries, such as scratches or bumps will be treated according to established procedures. More serious, or potentially serious injuries will be forwarded to the guardians to decide on further medical attention.

Illness

Children occasionally become ill while at school. Since the school is not equipped to care for sick children over an extended time during the school day, we require a current emergency number to be on file at the school. In cases where both guardians' work, a phone number at work or that of a neighbor or relative is necessary. Please report any changes in these numbers to the office.

In case of illness or injury, it is the guardians' responsibility to arrange for transportation home.

Immunizations

While most of the necessary immunizations are received and mandatory prior to entering kindergarten, some students may require further attention. The school nurse will contact parents of children who do not have a complete immunization record.

Medications

The District Medication Policy is based upon state regulations and must be carefully followed.

1. Medication instructions must contain:
 - a. a written order from the doctor

- b. child's full name on the container
- c. name of the drug and dosage
- d. time to be given
- e. physician's name
- f. parent or guardian's written permission

*****forms are available at the school office and must be filled out prior to the child receiving any medication at school**

***If you send **any medication** to school with your child, please instruct them to bring it to the office upon entering school. No medication should remain in the child's locker.

- 2. Medication sent to school with a student must be in its pharmacy labeled container, placed in a sealed envelope and labeled with the child's name and the number of pills sent.
- 3. The child must self-administer the medication at the designated time under the supervision of authorized personnel.
- 4. Only limited quantities of any medication should be kept at school.
- 5. All medication administered at school will be stored in a locked cabinet, drawer or file in the nurse's office.
- 6. Parents must notify the school when the drug is discontinued and the dosage or time is changed. If the medication is resumed or the dosage or time are changed a new order from the doctor must be received.
- 7. No aspirin or other over-the-counter medication will be administered to children unless the above provisions are complied with. Over-the-counter medicines require parent/guardian permission which is granted by parents/guardians during online verification in Skyward at the beginning of the school year. Health Office staff will always call home before administering medication before noon to confirm that students were not already given medication at home that day.
- 8. New written permission from the doctor and parent must be received annually for students on yearly medications.

Nurse

Our school nurse, Ms. Amanda Zwetz,, is at the school on designated afternoons.

Recess Excuses – Limited

All children will participate in short recess periods. This opportunity gives students a very necessary change of pace.

Normally, students who are too ill to take part in outdoor play are too ill to be in school. Outside play periods are shortened or canceled on rainy or extremely cold days. Boots in winter are required.

HOMEWORK AND HOME READING

The research is clear that the most important strategy to improve reading skills – is to READ!! Mead School has adopted a school-wide policy of nightly home reading. A minimum of 15 minutes of free-choice reading is expected of every child each night. Family members are encouraged to read to and with their child(ren) exposing the child(ren) to a variety of reading material. Please contact your child's teacher or visit our school library for a variety of home reading materials.

The Mead Staff recognize the importance of family time and therefore will send little to no homework home outside of the 15 minutes of free-choice reading time. Occasionally make up assignments from absences or work refusal will be sent home to be completed and returned to school.

HUMAN GROWTH AND DEVELOPMENT & HEALTH INSTRUCTION

The health education program shall begin during the elementary grades and continue with a planned sequence of instruction throughout the school experience of the student. It shall include but not necessarily be limited to instruction about controlled substances, tobacco, alcohol, mental health, sexually transmitted diseases, human growth and development and related health and safety topics.

The program shall be focused on findings of medical and psychiatric research and clinical experience as well as legal implications. The Board shall provide up-to-date materials and resources for effective instructional programming in this important area. No student may be required to take instruction in these subjects if his/her guardian files a written objection.

INCLUSION

Students with special needs are included in the classroom whenever possible. The student's IEP determines the Least Restrictive Environment for successful learning. Mead School uses a Co-Teaching Model to provide for inclusion. This means that our Special Education and ELL teachers and aides work in the classroom when possible to provide support for identified students as well as other students. The variety of grouping strategies we use in the classroom may involve all students working with the support teachers and aides.

LIBRARY

Reading, in and out of school, is important as a source of information and pleasure. The Library Media Center has many excellent books for all students.

If books checked out are lost or damaged, students will be expected to pay for them. Please help your child find a special place to keep his or her books when they bring them home. If books are not paid for or returned the child will not be allowed to bring their library books home.

LOCKERS

The locker assigned to a student is the property of the School District. At no time does the District relinquish its exclusive control of such lockers. A locker may be searched as determined necessary or appropriate without notice, without student consent, and without a search warrant. The search may be conducted by the district administrator, a building principal, a police-school liaison officer, or a school employee designated by the district administrator or building principal.

Any unauthorized item found in the locker may be removed. Items removed from the locker may be held by the school for return to the guardian of the student or retained for disciplinary proceedings, or turned over to law enforcement officials. The guardian of a minor student shall be notified of items removed from the locker and turned over to law enforcement officials.

LOST AND FOUND

Please mark all personal belongings of students with the child's name in ink. The school maintains a lost and found area in the main entrance where children may claim their articles. Many items presumed to have been taken are located in our "Lost and Found". The school will not be held responsible for any personal items brought to school.

***THE LOST AND FOUND IS CLEANED OUT PERIODICALLY DUE TO THE OVERFLOW SO ENCOURAGE YOUR CHILDREN TO CLAIM WHATEVER IS THEIRS.

LUNCH/BREAKFAST PROGRAM

The Wisconsin Rapids Public Schools Food Service program is part of the National School Lunch Program. The National School Lunch Program is a federally assisted meal program that provides nutritionally balanced low-cost or free meals to school children.

Mead School offers a FREE nutritious breakfast and lunch program as well as a fruit or vegetable snack each day. All children are encouraged to take part in the Schoolwide FREE Student School Lunch Program. If your child wants an extra milk beyond the one milk included in the free lunch program either with lunch or during snack time, funds will need to be put into their account. Each additional milk is \$.35.

School meals must meet the Dietary Guidelines for Americans, which recommend that no more than 30 percent of an individual's calories come from fat, and less than 10 percent from saturated fat. Regulations also establish a stand for school lunches to provide one-third of the Recommended Dietary Allowances of protein, Vitamin A, Vitamin C, iron, calcium and calories.

Adults will not be able to join their child(ren) for lunch in the school cafeteria. However, you may choose to pick up your child to take them out to lunch or have a picnic lunch on one of our picnic tables on Alton street when the weather allows.

Student Use System

Students at Mead receive free meals. They do not need to deposit money if the account will be used for hot lunches only. Review the following policies/procedures to learn more about how the student use system works in buildings that do not have universal free meals.

In the Wisconsin Rapids School District, a computerized meal accounting system is used. A barcode system is used to keep track of student accounts.

This system works like a checking account where you deposit money in each student's account. When the student makes a meal purchase, the cost of the purchase is deducted from the computer account. Parents/guardians are expected to keep the student's account in a positive balance.

The system automatically recognizes any student eligible for a free or reduced meal and records the transaction appropriately.

Deposits to a student account are to be sent to the school office or deposited using the MealTime OnLine feature at www.mymealtime.com. Each time a payment is sent in, the amount is recorded in the student's account. If a parent/guardian has more than one student attending a school, one check may be written for all students in the family. **We ask that all payments be sent in an envelope with the child's name on it.** Checks should be payable to "Mead School". When making a payment to an account, please indicate the student's first and last name, grade, and payment amount on the front of the envelope. If a deposit is being sent for more than one student, please indicate each student's first and last names, grades and payment amount on the front of the envelope.

The money will be deposited equally between each student listed unless indicated otherwise on the front of the envelope. Having the correct information on the envelope will assure that the payment gets recorded properly. If you have students who attend several schools, deposits must be made to each school.

Free or Reduced Meals

Although all students at Mead qualify for free meals, we encourage families to still complete a Free/Reduced Meal application and return it to the school. All applications must be filled out

completely. A letter and application regarding the Free and Reduced Lunch Program will be sent home with your child on the first day of school. **Only one application is to be returned for each family.** Please remember to include all members of the family who are attending school on one form. Do not send separate applications to each school. Return completed applications to the school office as soon as possible. This form may be downloaded from the district website.

Refunds

Any funds remaining in a student account at the end of a school year will be carried over to the following year. Account balances for students transferring or changing to a different school in the Wisconsin Rapids School District will transfer to that school also.

Funds left in a student account will be refunded only if the student is moving out of the school district. Requests for such refunds can be made through the school office.

MONEY

We ask that your child never bring more than five dollars at a time to school. Any event that might warrant bringing some money to school would not require more and too often, money gets lost or misplaced. If it is noted that a child is carrying an unusual amount to school, the office may attempt to contact the guardians.

PARENT/GUARDIANS' RIGHT TO RESTRICT the RELEASE OF INFORMATION

Wisconsin law permits parents, legal guardians, adult students (18 years of age or older), or guardians ad litem, of students attending public schools in Wisconsin to request that (legal guardians, etc.) public schools not release certain directory information about their child. Directory information which cannot be disclosed to the public if parents object, includes:

1. student name
2. address
3. telephone number
4. date and place of birth
5. major field of study
6. participation in officially-recognized activities and sports
7. weight and height of members on athletic teams
8. date of attendance
9. photographs
10. degrees and awards received
11. the name of the school most recently attended by the student

Legal guardians of all students attending the Wisconsin Rapids Public Schools desiring to deny release of all or part of directory information should send a letter by the end of September to: Director of Human Resources, Thomas A. Lenk Educational Services Center, 510 Peach Street, Wisconsin Rapids, WI 54494. The letter should state the specific information to be withheld for public disclosure. For additional information regarding this requirement, please contact the Thomas A. Lenk Educational Services Center at 715-424-6700.

PARENT/GUARDIAN AND TEACHER CONFERENCES

Our most effective way of communicating progress to parents is through parent/guardian and teacher conferences which are scheduled by families at the end of the first trimester and can be requested by families or staff throughout the year. Mead also hosts a family engagement night every spring that we encourage all of our families to attend to build connections with staff and meet

teachers in upcoming grade levels. Your participation at all of the conferences/engagement nights is an important part of your child's education.

Parents are encouraged to communicate with the teacher should they have some concern regarding their child's progress. It is urged that this is done as early as possible to correct a situation before it becomes a serious problem.

Progress reports are reviewable on Skyward at the end of each trimester and sent home via USPS at the end of each school year.

PARTY INVITATIONS

Party invitations passed out during school hours must be distributed to the entire class. Method of invitation distribution is at the discretion of the classroom teacher.

PHONE USAGE

The school telephones are business phones. Students are allowed to use the telephones for emergencies only. Teachers and students are not called to the telephone during class time unless it is an emergency. A message will be taken and return calls will be made. Parents are encouraged to assist in deciding after school plans before leaving for school in the morning.

****IF THERE IS A CHANGE TO END OF DAY PLANS, YOU NEED TO CONTACT THE OFFICE BEFORE 2:00pm TO ENSURE THE MESSAGE IS RELAYED TO YOUR CHILD BY THE END OF THE SCHOOL DAY.**

PTC—PARENTS AND TEACHERS FOR CHILDREN

The purpose of the PTC is:

1. To bring families and teachers together to cooperate in the education of their children.
2. To develop united efforts between teachers, families and the general public to secure every child the highest advantages in education.

The PTC is a social and service organization with programs and educational opportunities pertaining to the interest of Mead School. The PTC shall not seek to direct the administrative activities of the school or to control its policies. The organization is responsible for activities such as coordinating and hosting family engagement nights, managing school fundraisers, and determining how those funds will be used to best support the school community.

Throughout the years, the PTC has purchased or sponsored the following for Mead School: computers, library books, playground equipment, various classroom supplies, artist in residence programs, a sound system, RIF, subsidized costs for field trips, supported safety patrol and so on.

****All parents are members of the PTC and are invited to participate. *All meetings are offered in person once monthly in the Mead School Cafeteria.***

REGISTRATION VERIFICATION ONLINE

All families must complete online verification at the start of each school year for each student. To complete online verification, go to the district website - www.wrps.net and log into your Skyward Family Access account. Watch your email in August for reminders/assistance with the online verification process.

RULES FOR PLAYGROUND AND LUNCHROOM

Recess and lunchtime are important parts of the school day. Students learn and practice many social and problem solving skills during this time. Exercise, nutrition, and break time are essential to learning. Mead School has implemented playground and lunchroom guidelines to provide a fun and safe experience for students during this time.

Recess and Playground Guidelines:

The designated playground area is the blacktopped areas east of the building and the open grassy area containing the play equipment and ball diamond. Children are expected to remain in these areas and should not leave the grounds to retrieve equipment or for any other reason without permission. During recesses, all students should play away from the building. This will cut back on distractions to students in class and will help to prevent broken windows etc.

Noon Duty Teachers, Teaching Assistants, and Classroom Teachers will provide supervision for the playground during recess periods. Students are required to follow the playground rules and directions given by adult supervisors.

- Be Responsible:
 - Take turns and share
 - Dress for the weather
 - Play by the rules for each game
 - Return Playground equipment at the end of recess
- Be Respectful:
 - Follow ALL adult instructions
 - Use appropriate language
 - Solve problems respectfully and with self control
 - Line up quickly at the whistle/end of recess
 - Voice level 0-4
- Be Safe:
 - Use equipment safely/correctly
 - Use self control
 - Let the nearest adult know if you or someone else needs help

Hard and fast rules cannot be made to cover all situations. It is most important that students are responsible, respectful and safe at all times. Recess is a time to get some exercise and have fun. The students' actions will largely determine if it is a happy and safe recess.

If a student has difficulty following expected procedures on the playground or in the building, disciplinary action will be taken.

Procedures for indoor recess are established by each classroom teacher. Classroom teachers or designated staff will provide supervision of students during indoor recess.

Responsible Lunchroom Behavior

The following rules must be observed by students in the lunchroom:

- Be Responsible
 - If you touch it, you take it
 - Handle milk and tray safely and appropriately
 - Stay behind sneeze guard
 - Stay in your line/at table spot
- Be Respectful
 - Use your manners (say please, thank you, excuse me)
 - In Line: Voice Level: 0 or 1
 - At Tables: Voice Level: 1 or 2
- Be Safe
 - Walk at all times

- Hands and body to self
- Use your elbow for coughs sneezes

Logical consequences will be applied if a student does not follow the cafeteria rules. For example, students may eat in an alternate area away from peers if cafeteria rules are not observed.

SAFETY PATROL

Mead School offers fourth and fifth graders the opportunity to volunteer as safety patrols. New recruits from the fourth grade are trained every fall/spring. The patrols function in a variety of capacities—SAFETY being their number one priority. They are on duty at street corners to assist Mead students and adults in safe crossing. Patrols also escort younger students to their destinations within school when necessary. These students are out in all kinds of weather. They will not report to their corners, however, if the student body as a whole is being kept indoors due to severe temperatures or thunder/lightning storms.

These students are trained by the police department and our patrol supervisors. They are not allowed to walk out into the middle of an intersection and stop traffic. They are instructed to hold students at the corner, even though a car may have stopped at the stop sign. The patrols are to wait until the car drives away. This can be somewhat time consuming and requires patience on the part of everyone (the patrols, the students waiting, and the parents waiting for their children). Safety is the key priority and the patrols are simply doing as they have been told.

Mead staff asks that parents and guardians be supportive of these young leaders as they take on some of the responsibility of keeping Mead students safe.

SCHOOL RECORDS

See 347 Rule (1) Guidelines for the Control and Maintenance of student records. This is given to families at the start of each school year. Concerns may be filed with the Family Policy and Regulations Office of the U.S. Department of Education.

SEXUAL HARASSMENT

It is the policy of the School Board to maintain an educational environment that is free from all forms of harassment and to insist that each employee and student is treated with dignity, respect and courtesy. Any form of sexual harassment through conduct or communication of a sexual nature is a violation of Board policy.

The Board approved policy and complaint procedure on sexual harassment can be obtained in our school office or by contacting the Director of Human Resources, Wisconsin Rapids Public Schools, 510 Peach Street, Wisconsin Rapids, WI 54494, or by calling 424-6700.

SPECIAL SERVICES

A full range of services is available to students in need of special education and other special support programs. The programs provide either direct instruction to students or supportive services to assist students to reach their potential. Teachers are provided assistance through various resources to assist them as they teach students with special needs and abilities.

Special education programs relate to: Intellectual Disabilities, Emotional/Behavioral Disturbance, Hearing Impaired, Specific Learning Disabilities, Occupational Therapy, Physical Therapy, Specially

Designed Physical Education, Speech/Language, Visually Impaired, Orthopedically Impaired, and Other Health Impaired.

The Wisconsin Rapids Public School accepts and processes referrals of children suspected to have a disability. School personnel who reasonably believe a child has a disability are required to make a referral. Prior to submitting a referral, the people required to make referrals inform the guardians of the intent. The written referral includes the name of the child and reasons why the person making the referral believes that the child is a child with a disability.

The Individualized Education Program (IEP) Team evaluates the child to determine the child's eligibility or continued eligibility for special education and related services, develops an individualized education program in collaboration with appropriate personnel, and determines the special education placement for the child. Parental consent is obtained only for those tests over and above what is administered to all children. Notice of placement is provided to parents within 90 calendar days from receipt of the referral or the initiation of a re-evaluation. Extensions may be requested with written notice to the parents.

STUDENT RELIGIOUS ACCOMODATIONS

Students may be excused from a classroom activity or from portions of the established course of instruction where the instructional content would violate the child's religious beliefs. Students may be required to complete an alternative assignment or course of instruction to meet course requirements.

SUPPLIES

All books and textbooks are furnished. To help with the student's continued growth, he or she should be equipped with pencils, pens, paper, rulers, erasers, glue, scissors, crayons and gym shoes. Tennis shoes are to be worn in order to participate in gym class. Other items may be required depending on the grade level or the student's teacher.

TESTING

Standardized state testing will take place for all students in grades 3-5 during March and April. STAR Early Literacy, Reading and Math are administered to grades K-5 in fall, winter, and spring. District and building common assessments are utilized throughout the school year to gather data on student progress.. 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.

TRANSFER OF RECORDS AND BOUNDARY EXCEPTIONS

Notice of Leaving

Families who are moving out of the school attendance area or School District should:

1. Notify the classroom teacher and the office a few days before moving.
2. Be prepared to provide the following information:
 - a. New address and the date of the move
 - b. Name of school where the child will be enrolled
- b. Return all classroom texts, materials and library books
- c. Take all personal items home

Records

The children's records will be sent by mail when requested by the new school district and accompanied by a "release of records" form.

Boundary Exceptions

A student not residing in the Mead School attendance area must request a boundary exception in order to continue attending Mead School. Parents must submit their request in writing to: Director of Human Resources, 510 Peach Street, Wisconsin Rapids, WI 54494.

VIDEOS/MOVIES

All videos/movies used in the classroom that are not specifically developed for an educational purpose must be previewed by a staff member. Parents will be notified of any item being shown with a rating other than "G". Parents may request that their child not view the particular film.

VISITORS AT SCHOOL

Mead School urges you to visit school to become better acquainted with our staff and programs. We also ask that if you plan to visit, you call ahead so teachers and students know you will be coming. Whether you are a visitor or volunteer in the school, you will need to stop in the office to check-in. All visitors will have their driver's license or IDs scanned to ensure student safety. Once approved, you will be given a visitor's badge with date and time on it. Upon leaving the school, you will need to stop at the office to check-out.

If for some reason, a child needs to be seen or has something delivered during the day, the parent should stop at the office. The office will deliver the item(s) to the classroom to prevent disruption of instruction. At the end of the day, when picking up your child, we ask that you wait-outside by your child's designated pick up area. All teachers walk their classes outside to their designated spots at the end of the day.

Students belonging to another school are not allowed to visit or participate in the regular school programs without being directly supervised by their parent or guardian. Arrangements for such visits must be cleared through the office in advance.

VOLUNTEER OPPORTUNITIES

We greatly appreciate the commitment volunteers make to Mead School. Without their support our school would not be able to offer many of the programs and activities that our students partake in each year. Our students' education is enhanced by volunteers, such as you, that enable us to provide each child with a truly rich learning experience.

Volunteer opportunity sheets and guidelines will be sent home at the beginning of the school year. **All volunteers must complete a background check and be cleared by Central Office prior to working with children.**

WELLNESS POLICY

Wellness influences a child's development, health, well-being, and potential for learning. For this reason, 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 guidelines specific to 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" resources developed for the district. We strongly encourage that classroom snacks not be served within one hour before or after scheduled school mealtimes.

School store/snack carts: Healthy snacks and beverages are recommended for school stores, snack 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.

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

WRPS PUPIL NONDISCRIMINATION POLICY

The School District of Wisconsin Rapids is committed to equal educational opportunity for all District students. The District will not deny any person admission to, participation in, or the benefits of any curricular, extra-curricular, pupil services, recreational, or other program or activity because of a person's gender, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, transgender status, gender identity, or physical, mental, emotional or learning disability, or any other characteristic protected under State or Federal civil rights laws. Please review Board Policy 411 for additional information. Incidents of discrimination or harassment should be reported to a teacher, administrator, supervisor, or other District employee to be addressed or forwarded on to District Compliance Officer, Brian Oswald.

Grievance Procedure

Any alleged violation of this policy is to be processed in the following manner:

1. The aggrieved student/guardian should discuss the alleged violation with the building principal.
2. If the grievance is not resolved in step one within ten working days, the student should place the grievance in writing and present it to the Superintendent of Schools.
3. If the grievance is not settled within ten 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 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 sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap should be referred to the Director of Human Resources, 510 Peach Street, Wisconsin Rapids, WI, 54494.

**MEAD SCHOOL STAFF
2023/2024**

<p>Elementary Principal Amber Applebee</p> <p>Administrative Assistant Gail Prochnow</p>	<p>Kindergarten Nicole Bagnowski Desiree Robinson Heather Smith</p>	<p>Special Education Teachers Andrew Miller Kelly Pagel Shelley Moon Meg Hernandez</p>
<p>Office Aide Staci Dewitt</p> <p>Nurse Amanda Zwetz</p>	<p>First Grade Dawn Drossel Carrie Mancl Caitlyn Nielsen</p>	<p>Special Education Aides Joanne Dachel Barb Enright Jessica Holberg Keshia Hofer Jen Lucaszewski Vicky Malthe Jenny McGregor Tina Midthun Rita Mitchell Amy Pulchinski Casey Saeger Amy Sherman Tracy Kilburg Gabby Barbeau Rachel Charette</p>
<p>Health Aide Abby Whitemarsh</p> <p>Guidance Megan McIlheran Kurt Springob</p>	<p>Second Grade Matthew Barry Elli Esselman Amanda Hamin</p>	
<p>Social Worker Aisha McDade</p>	<p>Third Grade Alanna Crandall Kylee Krzykowski Cassidy Schuerman</p>	
<p>School Psychologist Brianna Anderson</p> <p>Student Engagement Facilitator Kim Akey</p>	<p>Fourth Grade Christopher Calteux Kasey Kautzer Melissa Manikowski</p>	<p>ELL Teacher Kristina Carlin</p> <p>ELL Aide Cheng Khang</p>
<p>Reading Interventionists Dawn Krommenakker Christy Martin Brian Wilhorn Ellie Thompson</p>	<p>Fifth Grade Sarah Gawlitta Alison Krostag Jake Miller</p>	<p>Speech & Language Karlyn Hall Colleen Sazama</p> <p>Occupational Therapist Lisa Schuenemann</p>
<p>Math Interventionists Brenda Krings Maggie Frank</p>	<p>Special Classes Stacy Francis - Art Amy Heitzman - Music Cort Halbur - PE Mitch Wolding - PE</p>	<p>Library/Media Specialist Jamie Jestadt</p> <p>Library Assistant Katherine Barthel</p>
<p>Recess Aides Teri Jazdzewski Tanier Gardner Cheryl Clark Arianna Moore</p>	<p>Custodians Richard Weber Becky Jones Dan Anderson</p>	<p>Kitchen Staff Kim Ahles Roxanne Fuller Tricia Hofer Caryn VanPietersom</p>

