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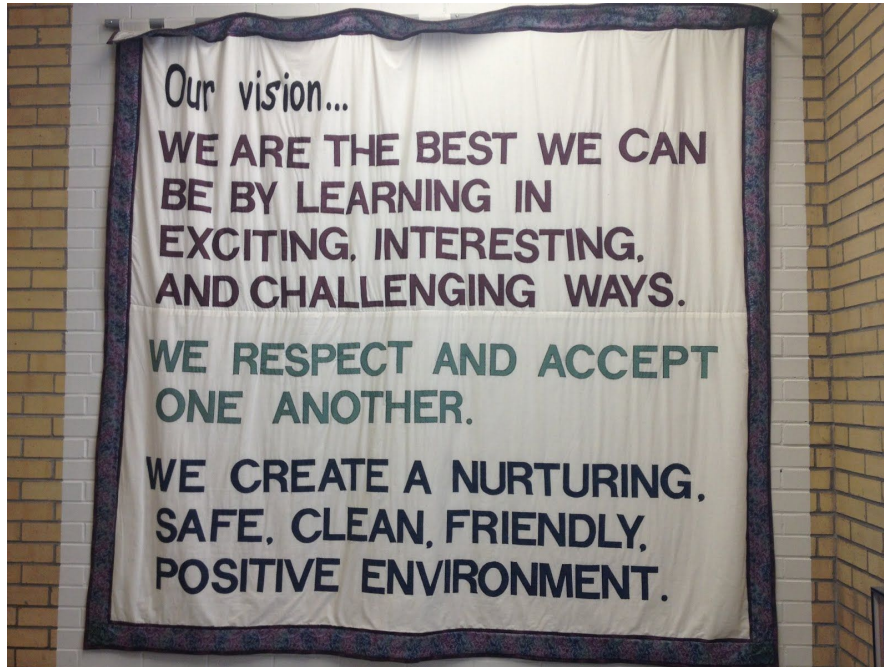
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Howe School Mission Statement

**We are a community of engaged learners,
focused on academic and social growth,
preparing for our changing world.**



WRPS PUPIL NON-DISCRIMINATION 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 Ryan Christianson.

MESSAGE FROM THE PRINCIPAL

Welcome to Howe Elementary School! I trust that you will find our learning center a warm and friendly place. Our purpose and mission at Howe is to provide every opportunity for your child to reach his or her potential. You, the parent, are an essential component of their education. Working together, the staff and I believe we can make this vision a reality. If you want to discuss these important topics further, my door is open.

Tina Miller
Principal

HOWE ELEMENTARY SCHOOL **EXPECTATIONS**

ATTENDANCE/ABSENCES

We believe your child needs to be present the maximum number of school days to receive optimum instructional benefit from educational opportunities and grow socially and developmentally from the school experience. Your child is expected to be in school every day unless he/she is ill or has other justifiable reasons for absence. Therefore, we enlist your understanding of and cooperation with our attendance procedures.

When your child is going to be absent from school we ask that the parent/guardian notify the school office before 9:00 a.m. on the day of the absence unless the classroom teacher has been notified prior. This may be done by calling the school office at 715-424-6772 and selecting “1” for the attendance line.

- A. Upon returning to school after an absence or tardy, your child is expected to bring a note from a parent/guardian unless the excuse was “called-in” prior to the absence. Parental excuses must contain the reason for absence or tardiness (it is the child’s responsibility to make up work that is missed during the absence.)
- B. A child will not leave school without permission from the parent and school office officials. For safety reasons, students leaving school during the day must be ‘signed out’ in the office by an adult.

C. A tardy bell will ring at 8:45 a.m. On certain occasions, a pupil may be tardy (arrive after 8:45 a.m.) for a legitimate reason. A note from the parent/guardian must accompany the child explaining the circumstances. Any child who is tardy must report to the office for an admit slip before going to the classroom. A tardy child will not be admitted to the classroom without an admit slip from the office. Chronic tardy cases will be dealt with through the truancy process and the principal.

D. Your child is discouraged from leaving school early. When it is absolutely necessary to leave early, your child must report to the office with a dismissal slip from the classroom teacher before leaving the building.

Note: Whenever possible, appointments for doctors and dentists should be outside the regular school day. Parents are strongly encouraged to make appointments that are necessary after 3:45 p.m. OR to make the appointments on non-instructional days (listed on the school calendar). *Any child returning to school during the day must obtain an admit slip from the office.

E. Truancy

The legal statute defines a “habitual truant” as a student who is absent or tardy from school without an acceptable excuse for part or all of five (5) or more days during a semester. Students may not be absent more than a total of ten (10) days for the school year.

1. A child is required to attend school from age 5 through 18.
2. While it is understandable that a child may miss school on occasion, being absent or tardy 5 or more times in any one semester is cause for concern.
3. If a child is absent or tardy five or more times in any one semester, a parent contact may be made. This contact may be in person, via the phone, an e-mail or a letter.
4. If attendance fails to improve, the parent may receive another notice. Examples of unexcused absences include, but are not limited to: missing the bus, oversleeping, staying home to watch siblings, walking too slowly, taking care of pets, unable to find clothing, home work, vehicle didn't start, traffic, etc.

F. If deemed necessary, a conference with school personnel will be scheduled.

1. At the conference, school personnel may include the principal, classroom teacher, social worker, school counselor, etc.
2. Some possible school recommendations could include academic modifications, child study team, supportive school counseling, and/or home-school communication systems.
3. A written record of the conference will be kept.
4. Progress checks will be made at regular intervals.

ADVANCED APPROVAL FOR EXCUSED ABSENCE, FAMILY EVENT

The Wisconsin Rapids Public School District, in recognition of the statutory requirement for school attendance (Wis. Stats. 118.15 and 118.16) and the importance of providing a consistent learning experience for our students, believes that school attendance should take precedence over non-school activities. Unless a child is excused or has graduated from high school, a parent/guardian is required by Wisconsin law to compel regular school attendance from age six until age 18.

The WRPS Board of Education has established a calendar containing 175 days of school from September – June. Built into this schedule are two extended vacation times totaling approximately 15 days, as well as two staff development days and individual holidays. This allows for 190 days in which school is not in session. Please use these non-school days for as many family events or appointments as possible.

When parents/guardians wish their child to be absent from school for a family trip, they must assume full responsibility for their child's activities. Arrangements at least two weeks prior to the trip shall be made with the classroom teacher and the office. Student vacations or trips without parent/guardian accompaniment are not excused absences. WRPS appreciates your assistance in ensuring that our children are afforded the best educational experience possible.

ANIMALS IN THE CLASSROOM

With requests for pets in our classrooms for show and tell, 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.

SCHOOL HOURS 8:45 a.m. – 3:35 p.m.

Arrival

Since there is no supervision on the playground before school, children are expected to enter the front center entrance and go to the multipurpose room (cafeteria) when they arrive. Students are encouraged not to arrive at school before 8:15 a.m. When students arrive before 8:15 a.m. they must wait in the gym (grades 3-5) or the cafeteria (grades K-2). Only under unique circumstances will students be able to go to the lockers or classroom. Any child not following school expectations will lose the privilege of entering the building until 8:30 a.m. When entering the building after 8:30 a.m. students are expected to follow the school rules and go to their lockers and classrooms. There is no loitering in the hallways or lavatories. Classes BEGIN at 8:45 a.m.

All outside doors, except the front main doors, will be locked. Visitors to the school must enter through the front main doors and report to the office for a visitor's pass before going to the classroom. We do not expect that this will be an inconvenience and will provide added protection for all.

PARENTS PICKING UP CHILDREN AFTER SCHOOL

Parents picking up a child between 3:30 and 3:40p.m. are encouraged to use the southwest corner of Immanuel Lutheran Church's parking lot or may wait in their cars in loading zones marked for cars in the front of the building.

So instruction is not disrupted and to provide safety, we request that parents picking up their child wait in the lobby immediately in front of the school office. After the bell rings at 3:35 p.m., parents may pick up their child in the lobby or hallway of the child's classroom. Your cooperation is greatly appreciated.

BAD WEATHER PROCEDURES

If bad weather during the night makes it impossible for buses to run in the morning, the following procedure will be used.

CANCELLATION

Announcements will be made on these news stations as early as possible, but in no case later than 6:30 a.m.:

WFHR (AM 1320)	WGLX (103.3 FM)	WGNV (88.5 FM)	WSAW-TV 7
WSPT (97.9 FM)	WSPT (AM 1010)	WOZZ (94.7 FM)	WAOW-TV 9
WIFC (95.5 FM)	WSAU (99.9FM)	WOSQ (92.3 FM)	WEAU-TV 13
WDEZ (101.9 FM)	WRIG (AM 1390)	WDKM (106.1 FM)	WECL (92.9 FM)

WAXX (104.5 FM) WAYY (AM 790) WBCV (107.9 FM) WLJY (96.7 FM)
WYTE (106.5 FM) WDLB (AM 1450) WDTX (100.5 FM) WXCO (AM1230)
WRPS Website: www.wrps.org

EARLY DISMISSAL

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

Lunches will be served before anyone is dismissed.

Buses will begin running at 12:00 noon.

Students who do not ride a bus will be dismissed after bus pick-ups are made.

Announcements of early dismissal will be made on the radio by **11:00 a.m.** advising parents to expect their children to come home early.

Please do not call school – Listen to your radio for closing information!

IMPORTANT: Discuss with your child the procedure to follow if no one is home upon arrival. A child needs to know what to do or where to go if school is closed early.

COLD WEATHER POLICY

This policy is based upon wind-chill factor and not actual degrees. To the best of our knowledge this policy is followed at all elementary schools in our district.

Should parents call to complain, we have no grounds to defend deviations from this policy.

1. If the temperature and wind-chill factor is above zero, then recess as usual.
2. If the temperature and/or wind-chill factor is between 0 and –10, then no child should be outside for more than 10 minutes.
3. If the temperature and/or wind-chill factor is –10 or below, there will be no outdoor recess for anyone.

When in doubt . . .

You are able to get information on the Internet at www.weather.com.

BIKES, MOTORIZED VEHICLES, SKATEBOARDS AND ROLLERBLADES

For the safety of all: bikes, motorized vehicles, skateboards, and rollerblades **may not be ridden** on the school property, including sidewalks in front of the building, between 7:30 a.m. and 4:30 p.m. Any child who chooses to disregard this rule may lose the privilege of riding bikes, skateboards or roller blades to school. Motorized vehicles may not be brought to school at any time.

BOOK AND MATERIALS FEE

The Board of Education approved a book and materials fee effect at the beginning of the 2005-2006 school year. The established fee is \$20.00 per elementary student and \$45.00 per secondary student.

You may submit the fee along with the return of your child's registration materials. Please make checks payable to Howe School. If you wish to pay for two or more students, you may write one check.

If you are unable to pay at this time, or have questions about the fee, please contact the principal.

CANDY, GUM

Due to the expense involved in removing gum from furniture, carpeting, etc., gum will not be allowed in the building and unless otherwise notified. When candy or popcorn is allowed it should be eaten in the lunchroom or as part of classroom parties. Your child may not eat candy in the building except on special occasions, with the permission of the teacher. No food is to be taken from the lunchroom unless under the supervision of an adult.

CITIZENSHIP

“Good School Citizenship”

Children will respect others at all times.

Littering:

All students shall place garbage in the proper receptacles.

CLOTHING

Students may not at any time take items out of the lost and found to use unless the items belong to them. Students are also not allowed to borrow other students’ winter clothing out of the lockers in the hall.

“Short” shorts, skirts and dresses, spaghetti straps, tank tops, halters (which reveal undergarments or exposed midriffs), 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 along with backpacks during the school day.

Over sized clothing is not appropriate school wear. The hems 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 wrist; 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 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.

For safety reasons your child is expected to have gym type shoes at school. We find that it is much safer in the classroom, during gym and on the playground. Loose fitting slip on shoes, flip-flops, sandals or high platform shoes, for safety reasons, can cause injuries when worn to school.

From the first accumulated snowfall until Spring Break

All children must wear appropriate winter clothing (mittens or gloves, boots, caps, coats, snow pants etc.) to be allowed to play outside during recess and the lunch break. Classroom teachers will be expected to supervise students who are not dressed appropriately to go outdoors.

ELECTRONIC DEVICES

Any items that may distract from instruction such as toys, electronic devices, radios, cell phones, etc. are to be kept in the lockers or at home. We encourage that these items are not brought to school unless the teacher has given permission. The school does not take responsibility for any lost or damaged items particularly electronic devices. If the items are not kept in the lockers, they will be taken away and parents will be contacted. Repeat offenders will have additional consequences.

HOWE BEHAVIORAL EXPECTATIONS

We at Howe Elementary School believe that all children can behave, and have a responsibility to behave, in a manner that allows teachers to teach and children to learn. A child also has the responsibility to behave in a manner which does not violate the best interest of any person in the school community.

In efforts to be responsive to the changing needs of our school community, we have adopted a positive learning environment framework called **Positive Behavioral Interventions and Supports (PBIS)**. The basic structure of PBIS is the belief that teaching correct behavior is just as necessary as teaching academics. Therefore, we easily line out and display our school-wide expectations throughout the building so that there are no questions as to how students are expected to behave. Meanwhile, our staff stays conscious of students who are displaying positive behaviors while reminding them of expectations in hopes to be proactive with unwanted behavior. All expectations in the building fall under three categories which **all** students are familiar with:

“Be Safe

“Be Respectful”

“Be Responsible”

Howe Elementary School-Wide Expectations

	<u>Hallway</u>	<u>Cafeteria</u>	<u>Restroom</u>	<u>Playground</u>	<u>Bus</u>
<u>Be Safe</u>	<u>Walk forward</u> <u>Stay on the right</u> <u>Hands at sides</u> <u>Put things away</u> <u>Keep lockers closed</u>	<u>Walk forward</u> <u>Stay seated and face forward</u> <u>Keep hands and feet to self</u>	<u>Walk forward</u> <u>Stay in line</u> <u>Wait your turn</u>	<u>Hands to yourself unless:</u> - <u>playing tag</u> - <u>playing football</u> <u>Watch where you are going</u> - <u>Follow the playground and game rules</u>	<u>Waiting for bus:</u> - <u>stay in your spot</u> - <u>walk in line to get on</u> - <u>stay behind patrol</u> <u>On the bus:</u> - <u>sit down, face forward</u> - <u>keep feet out of aisle</u> - <u>Follow bus rules</u>
<u>Be Respectful</u>	<u>Voices Off when:</u>	<u>Use a soft, inside voice</u>	<u>Stay in line and wait your turn</u>	<u>Hands to self</u>	<u>Waiting for bus:</u>

	<u>-Going to/from specials</u> <u>-Coming inside</u> Whisper when: <u>-Going to recess</u> <u>-In the lunch line</u> <u>-Working in hall</u> <u>-Hands to self</u>	<u>Talk with the people sitting near you</u>	<u>Use a soft, inside voice</u> <u>Flush the toilet</u> <u>Keep stall doors unlocked after done</u>	<u>Ask politely to join games</u> <u>Include others</u> <u>Use kind words and actions</u> <u>Listen to the adults</u>	<u>-use an inside voice</u> <u>-keep hands to self</u> <u>-line up and stay behind patrol</u> On the bus: <u>-use an inside voice</u> <u>-keep hands to self</u> <u>-listen to the drive</u> <u>-follow bus rules</u>
Be Responsible	<u>Keep lockers clean and closed</u> <u>Put things away</u> <u>Follow expectations</u>	<u>Wait your turn.</u> <u>Remember to take silverware and condiments</u> <u>Eat politely</u> <u>Raise your hand if you need something</u> <u>Clean up after yourself</u>	<u>Wash hands</u> <u>Flush the toilet</u> <u>Get back to class as soon as you are done</u> <u>Take only what you need for toilet paper and paper toweling</u> <u>Put paper toweling in the garbage</u>	<u>Return equipment</u> <u>Apologize and admit to mistakes</u> <u>Follow expectations</u>	Waiting for bus: <u>-wait patiently in your spot</u> On the bus: <u>-pay attention and be ready for your drop-off</u> <u>-keep track of your things</u>

Good modeling of these expectations by staff and parents, as well as other children, will make Howe School a better place for learning.

CONSEQUENCES FOR DEFACING SCHOOL PROPERTY

To discourage vandalism and continue to promote pride in our school building, the following steps may be taken with those responsible:

- Contact parents
- Request reimbursement
- Police referral

INFRACTIONS OF HOWE BEHAVIORAL EXPECTATIONS

Major infractions include fighting, disrespect to staff and guest teachers, failure to follow reasonable directions, continuous disruption, swearing at others, intimidation, harassment, assault, drugs/alcohol use/distribution/possession, and bringing a weapon to school. As defined by state statute 939.22 a “dangerous weapon” means any firearm, whether loaded or unloaded, any device designed as a weapon of producing bodily harm, any electric weapon or any other device or instrumentality which, in the manner it is used or intended to be used, is calculated or likely to produce death or bodily harm. Due to the serious nature of these inappropriate behaviors, the consequences may involve time spent after school, parent conferences, removal from class, in-school and out-of-school suspension, a police referral and possible expulsion proceedings. Students who are suspended may be prevented from participating in extra activities including field trips and other special school privileges. The primary focus is on protecting everyone in school and providing a safe and orderly environment where students can learn.

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 the School District of Wisconsin Rapids 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. Violations of this policy will be disciplined.

HOMEWORK POLICY

Homework is an out-of-school assignment that contributes to the educational process of the child. It should be an extension of class work and should be related to the objectives of the curriculum presently being studied.

Homework may include additional practice exercises, reading of material on a specific subject, in-depth extension of classroom activities, or independent project work related to the subject. Instructional time is maximized and consists of introducing new material. In order to attain the full benefits from homework, your child is responsible for completing homework assignments on time and as directed.

The amount, frequency and nature of the assignments should be based on the students' needs. Homework will vary by instructional level, with assignments potentially increasing in length and frequency as the child progresses through the grades.

Homework fulfills the following purposes:

- **To review and reinforce classroom learning by providing practice with an application of knowledge gained.**
- **To promote family involvement, school connectedness and two way communication between home and school.**

The following amount of time is what you might expect for homework daily (excluding Wednesdays):

Grades K and 1st – Approximately 10-20 minutes

Grades 2nd and 3rd - Approximately 15-30 minutes

Grades 4th and 5th – Approximately 20-40 minutes

Note: These expectations will take into consideration a child's ability and nature of assignments.

The following expectations exist for teachers, all children, and parents.

Each **teacher will**: assign meaningful homework; take into account the capabilities of the class; assign work that will benefit each child and give all children feedback on assignments.

Each **child will**: complete the assignments on time and with high quality; and develop good study habits.

Each **parent will**: encourage his/her child to complete homework assignments; provide for a climate that will foster educational endeavors; and stress the value of hard work and good study habits.

Academic gains are greater when parents take a supportive role in helping the child fulfill his/her responsibility. Ask your child's teacher for more information regarding this topic.

HOMEWORK - MAKE-UP WORK REQUESTS

As a result of student absences, sometimes make-up work is requested. If a child is absent for one or two days, make-up work may not be sent home prior to the student's return. We are anxious for students to get well. Reading a library book is encouraged. Although we appreciate parent requests, teachers need sufficient time to gather materials. If a student is absent more than two days, please contact the office before 8:30 a.m. so the teacher has time to prepare materials by the end of the school day. With classes of 20 or more students and the possibility of several absences, it takes a significant amount of time to honor make-up work requests. We appreciate your understanding.

HOT LUNCH AND BREAKFAST

- The Wisconsin Rapids Public Schools have a computerized meal system. The system eliminates the need for meal tickets, simplifies the process of purchasing meals, and provides total confidentiality for any child who is receiving free or reduced meals.
- This system works like a checking account where money is deposited in the child's account. Each time the child purchases a breakfast, lunch, milk or juice, the account will automatically be charged the correct amount. Parents who eat school breakfast or lunch with their child may also have their meal subtracted from the child's account. **The system will automatically recognize any child eligible for a free or reduced meal and record the appropriate transaction. No child receiving free meals needs to deposit money if the account will only be used for hot lunches. If a child receiving free meals wishes to purchase additional juice or milk, money will need to be deposited into the account.**
- Any parent eating on the account of a free or reduced child must pay full price for the meal \$3.00.
- Each child will have his/her own account with a personal ID number (PIN number) that he/she will enter onto a keypad at lunch. The PIN number is a five digit number, which is the same number as the child's ID number. Each time a child purchases a breakfast, lunch, milk or juice, the dollar amount of the purchase will be deducted from the child's account. A child will only be allowed to enter his/her own ID number. "Borrowing" or using another child's ID number will not be allowed.
- Payments may be made in any amount to a child's account. Parents may deposit enough for a month or more and the system will track the balance.
- Each time a payment is sent in, the amount is recorded in the child's account. If a parent has more than one child attending Howe, one check may be written for all children in the family. **We ask that all payments be sent in an envelope.** Checks are the preferred method of payment. Please indicate the child's first and last name, ID number, grade, and payment amount on the front of the envelope. If a deposit is being sent for more than one child, please indicate each child's first and last names, ID numbers, grades and payment amount on the front of the envelope. The money will be deposited equally between each child listed unless indicated otherwise on the front of the envelope. **Having the correct information on the envelope will assure that the payment gets recorded correctly.**
- All deposits can be dropped in the mail slot on the outside of the office door. This is a locked box so deposits can be made at anytime.
- The system will keep a record of all transactions, which a parent may review upon request. Requests for this information may be made through the school office.
- Your child will NOT be allowed to charge additional extra juices or milks if his/her account balance falls below zero.
 - If your child's balance goes below the maximum negative amount allowed, a regular school meal will not be served and a cheese sandwich and milk will be provided instead. The student may also bring cold lunches until lunch money is sent.
- If your child's lunch balance is currently below zero, please make a deposit to the account. We ask that you please be diligent in keeping your child's lunch account balance current so he/she can receive school meals if desired.
- When a child's account reaches a negative balance, a note will be sent home in your child's folder. We anticipate running these notes twice a week so please check with your child to make sure you are receiving them.

No child should be required to leave the lunchroom if he/she has not finished eating. However, your child should be reminded that the time to visit with friends is during recess. We have a large number of children needing to use the lunchroom in a limited amount of time.

Meal Prices

Milk and Juice: 35¢ per carton

Meals: The prices are as follows:

<u>Breakfast</u>	<u>Daily Price</u>	<u>Lunch</u>	<u>Daily Price</u>
Child	\$1.20	Child	\$1.75
Adults	\$1.80	Adults	\$3.00

MEDICATION

District 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 the school. **A new physician order and parental order must be signed annually.**

MEDICATION ADMINISTRATION PROCEDURES

*When possible, parents are encouraged to administer medication at home.
The following procedures are used by the Wisconsin Rapids Public Schools
when administering medication at school.*

FOR PRESCRIPTION MEDICATION:

- The "Physician/Dentist Orders for Administering Prescription Medication in 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.
- Medication should be supplied in ready-to-administer dosage form, for example: pills cut in half if needed.
- Extra prescription labeled bottles can be obtained from your pharmacist upon request.
- Medication arriving in improperly labeled or unlabeled containers 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.

FOR NON-PRESCRIPTION MEDICATION:

- Over-the-counter medications will be administered only with proper parental consent. **All medication must be provided by the parent in the original labeled container.**
- All medication must be in original, labeled container.
- Students are strictly prohibited from administering any over-the-counter medications to other students.

.....*Thank You*

SAFETY DRILLS

We will have students participate in monthly safety drills. The most common are the fire drills and tornado drills.

We also have drills that would require the students to remain in their classrooms with the doors locked. We will practice these drills throughout the year to ensure safety for all. **If there is a situation in which we have to use one of these drills, we will send home a note explaining what occurred. We will be available to answer any inquiries.**

SAFETY RULES /EXPECTATIONS

Lunchroom Behavior Expectations

- . Find your seat immediately.
- . Stay in your seat. If you need something, raise your hand.
- . Feet must be kept under the table.
- . Speak in a soft voice. Do not yell.
- . The use of “please” and “thank you” is expected and appreciated.
- . Clean up your space after eating.
- . Please empty your trays carefully in the appropriate place.
 - “Give/Show me 5” will be used to gain student attention.
- . When dismissed, walk and quietly leave the lunchroom. Do not loiter in the hallways or washrooms.

Playground Safety Rules

Swings:

- Swing only on your seat.
- One person on a swing at a time.
- No saving swings.
- Standing, twisting, jumping, running under, and holding other swings is prohibited.

Spider Climber:

- No hanging/ ‘apple’ flips.
- No standing on the climber

Slides:

- One person at a time.
- Slide on seat only.
- Slide feet first at all times.
- No standing or walking up slides.

Crossing Bars:

- One direction only.

General Rules:

All injuries must be reported first to the playground supervisor and then to the office. If the injury is serious and the person should not be moved, please have a classmate get help from the supervisor immediately.

- Keep hands, feet and objects to yourself.
- No pulling on clothing or jackets.
- Stay out of the ditch.
- Wood chips must remain on the ground.
- No climbing over or under fences.
- You NEED permission to go back into school.
- Fighting, karate, tackle football or any other activities where injuries could be inflicted are prohibited. “It’s a game” will not be an acceptable excuse.
- If a ball goes over the fence – Ask an aide for permission to go and get it. Take a partner and knock on the door first. Check back in with the aide when you return.
- Line up quickly and quietly when your bell rings. Pushing and shoving causes injuries.
- No tossing, kicking, bouncing or throwing a sports ball when coming into the building.

GUIDELINES FOR USE OF THE HILL

1. *All children must be properly dressed with coats, snow pants, boots, hats and mittens or gloves.*
2. *All children must play safely. There is to be no shoving, pushing, king-of-the-hill, throwing or kicking of snow.*
3. *Two children may share a sled, however, only one child at a time may ride down the hill on the sled.*
4. *Sleds should not contain sharp points or metal parts.*
5. *Any child who uses the hill in an unsafe manner may be suspended from the hill for a length of time deemed appropriate by the supervisor. Examples of unsafe behaviors include sledding on stomachs, holding onto another sled, etc.*
6. ***SNOWBOARDS MAY NOT BE USED ON THE HILL DURING SCHOOL HOURS. There is a greater potential for injury in a standing position.***
7. ***HILL SCHEDULE for sledding will be sent home at a later date.***

Throwing snowballs on the school grounds is prohibited.

STUDENT GIFTS

Although we support a child bringing treats to celebrate birthdays or special occasions we have noticed the practice of parents sending helium balloons and/or flowers that become a distraction from the learning environment at school. We ask that you **not** send these items to school and stick to the treats that have been traditional.

If balloons and/or flowers that may cause a distraction to the class arrive at school **we will keep them in the office** and the child may pick them up at the end of the day. This will assure that we maximize the learning experiences.

VEHICLE PARKING

Because of the limited parking on the adjacent streets in the Howe School area, parents are encouraged to pick up their children from 3:35-3:40 p.m. using the southwest corner of the Immanuel Lutheran Church parking lot.

Note: As a reminder, there is no double parking on the streets around the school. The Wisconsin Rapids

Police Department enforces this and cars will be ticketed. Your cooperation is greatly appreciated!

All visitors must report to the office for a pass and may spend lunch and noon recess only with the child they are visiting. If a guests plan to purchase hot lunch, they must inform the school office before 9:00 a.m. on or before the day they visit.

VISITORS IN THE CLASSROOMS

Visitors to classrooms must have prior approval of the principal. Instructional time is finite and must be honored. If there is a need to meet with students, visitors may eat lunch with students during assigned times.

VISITORS TO HOWE SCHOOL - CHILD

Periodically we have requests for a child's relatives or friends to attend Howe School to visit for a day. This usually occurs when vacations do not line up, etc. The practice at Howe is that we will **NOT** permit a child to visit. Although it would be nice to allow this to happen, it places a major responsibility and liability on the part of the district. Exceptions may be if a child is from another country and such a visit would be a unique learning experience for all.

VOLUNTEER INFORMATION

To ensure the safety of our students and staff, all volunteers must complete a Criminal History Records Check or Returning Volunteer Form (if approved in the previous school year). All volunteers must be approved prior to volunteering in any capacity in the school, including but not limited to, helping in the classroom and chaperoning field trips. The deadline to submit all applications is posted on the district website at www.wrps.org. Please keep this date in mind if there is a possibility you may want to help with a future classroom field trip.

Contact the Howe office for volunteer forms and information about the required on-line inservice. Please bring your driver's license when returning your completed forms to the Howe office. Anyone who has lived outside of Wisconsin will also need to be fingerprinted and **must make an appointment** with Candy Blakeslee by calling 715-424-6713 (walk-ins will be asked to make an appointment). More information is available on the district website, www.wrps.org. Thank you for your help as we work through this process.

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 meal times. 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, 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. Howe 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.*

DISTRICT POLICIES

Field Trips:

Field trips should grow out of the instructional programs, be related to and make a positive contribution to the accepted curriculum emphasis and direction. Every child should understand the purpose of the trip, why he/she is going, what the purpose is, and how he/she will use the information. The purpose should be established prior to leaving with research preparation and concept development.

All field trips must have the prior approval of the principal. This is to be done at least two weeks prior to the trip. Each child will be required to have a permission slip signed by a parent or guardian. Any child who chooses not to attend a field trip or who does not have a signed permission slip will be required to complete an alternative assignment.

This policy has been developed in accordance with WRPS Board of Education policy #352 and Wisconsin Statute 121.54 (7).

Film, Video and CD Policy:

- All films, videos and CDs used in the classroom must be previewed by the staff member using them.
- Only those rated “G” may be shown.
- Exceptions to the “G” rating must have the permission of the principal. Any film rated “PG” must also have parent permission. Generally, films, videos and CDs should be limited to those that are curriculum related.

Parent Right to Restrict School in Release of Public Information

Wisconsin law permits parents, legal guardians, adult children (18 years or older), or the guardian ad litem of children attending public schools in Wisconsin to request that public schools not release certain directory information about their child.

According to Board adopted administrative rules, directory data may be released to parties outside of school when the request is for educational or career opportunity purposes, but not for commercial or promotional purposes. However, directory information cannot be disclosed to the public, including the above, if parents (legal guardians, etc.) object. Directory information includes: child name, address, telephone listing, date and weight and height of members of athletic teams, dates of attendance, photographs, degree and awards received, and the name of the school most recently attended.

Parents (legal guardian, etc.) of child attending the Wisconsin Rapids Public schools desiring to deny release

of all or part of directory information during the school year should send a letter to Director of Human Resources, Thomas A. Lenk Educational Services Center, 510 Peach Street, Wisconsin Rapids, WI 54494 and the building principal. The letter should state the specific information regarding this requirement. Please contact the Human Resource Department of the Wisconsin Rapids Public Schools at 422-6017 with any questions.

441 Child Surveys

The School Board respects the privacy rights of parents and their children. No child shall be required to participate in any survey associated with a school program or the District's curriculums or which is administered by a third party in the schools, if the survey includes one or more of the following items:

- political affiliations or beliefs of the child or the child's parent;
- mental and psychological problems of the child or the child's family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom children have close family relationships; legally recognized privileged or analogous relationships such as those of lawyers, physicians and ministers;
- religious practices, affiliations or beliefs of the child's parent; or
- income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

The building principal shall notify parents/guardians at the beginning of each year of the specific or approximate dates during the school year when such survey activities are scheduled involving their children. Parents/guardians shall be given the opportunity to request that their child not participate in a survey containing the above information. If a survey containing any of the above information is funded in whole or in part by a program administered by the U.S. Department of Education, written consent shall be obtained from the child or, in the case of a minor child, the child's parent/guardian before the child participates in the survey.

Parents/guardians may, upon request, inspect a survey containing any of the above information and any survey created by a third party before the survey is administered or distributed to a child. They may also request to inspect any instructional materials used in connection with the survey or any instructional material used as part of the educational curriculum for the child. Requests to inspect a survey or instructional materials should be made to the building principal or his/her designee. Survey inspection requests should be made prior to the date in which the survey is scheduled to be administered to children. The principal or designee shall respond to such requests without delay.

This policy shall be published annually in child handbooks. The policy must also be distributed to parents/guardians and employees in the District.

LEGAL REF.: No Child Left Behind Act of 2001
Protection of Pupil Rights Amendment

CROSS REF. 333-Parent Rights in the Curriculum
347-Child Records
347-Rule(1)-Guidelines for the Control and Maintenance of Child Records
347-Rule(2)-Child Record Files
348-Research and Surveys in the Schools
349-Parent Rights and District Programs/Activities
491-Photographing of Children

850-Public Solicitations in the Schools

APPROVED: November 11, 2002*

445.1 STUDENT LOCKERS

Lockers, though assigned to students, are the sole property of the Wisconsin Rapids Public School District. At no time does the District relinquish its exclusive control of such lockers. The right to inspection of students' school lockers is inherent in the authority granted school boards and administrators and should be exercised so as to assure parents that the school, in pursuing its "in loco parentis" relationship with their children, will employ every safeguard to protect the well-being of those children.

Nevertheless, exercise of that authority by school officials places unusual demands upon their judgment so as to:

1. Protect each student's constitutional rights to personal privacy and protection from coercion.
2. Emphasize that schools are educational rather than penal institutions.
3. Resolve any doubts in the student's favor.

The administration retains the right of periodic locker inspection. 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, an assistant principal, a police-school liaison officer or a school employee designated by the district administrator or building principal. Inspections for the location of drugs, narcotics, liquor, weapons, poisons, and missing properties are matters related to health and safety and may be regarded as "necessary or appropriate purposes for inspection."

The principal or his/her delegate shall assign student lockers wherever they are available. The student has the privilege of using this equipment for storage of personal property. Students shall not leave valuable articles in the lockers or in their desks. The school will not be responsible for the loss of articles by students.

The District shall include a copy of this policy in the student handbook that is distributed annually to each student enrolled in the District.

LEGAL REF.: Section 118.325 Wisconsin Statutes

CROSS REF.: 445.1-Rule, Guidelines for Locker Searches

APPROVED: November 11, 1974

REVISED: August 13, 2001