



2023-2024 Family Handbook

THINK Academy

6950 Knowledge Avenue
Rudolph, WI 54475

Main Office
715-424-6784

Attendance Line
715-424-6785

School Office Hours
8:00 a.m.- 4:00 p.m., M-F
Doors open at 8:40 a.m.

Bell Schedule
8:40 a.m. Front Doors Open
8:45 a.m. Official School Start time /
Warning Bell
8:50 a.m. Tardy Bell
3:45 p.m. Dismissal Bell

Principal
Ms. Christine Slattery
Christine.Slattery@wrps.net

Secretary
Mrs. Amy Fuller
Amy.Fuller@wrps.net

School Counselor
Ms. Olivia Baehman
Olivia.Baehman@wrps.net

Nurse
Ms. Michelle Forcier
Michelle.Forcier@wrps.net

Health Room / Office Aide
Mrs. Carmen Richardson
Carmen.Richardson@wrps.net

School Vision
Empowering learners for their future

School Mission
We will empower students to be lifelong learners, communicators and collaborators; establish relationships with students, staff and families; and engage students in their academic, social and emotional growth.

Website:
www.wrps.org/schools/think

Facebook:
THINK Academy

Welcome to the 2023-24 school year at THINK Academy! The THINK Family Handbook contains important information about school policies and procedures. Our school is a safe and caring place for your children to learn. We value your input in helping us keep our vision and mission at the forefront of all we do. We thank you for all you do to support your child's learning. If you have any questions, please do not hesitate to contact the office. Have a wonderful school year!

~Ms. Slattery

SCHOOL INFORMATION

Attendance

Regular attendance at school is extremely important to the educational success of your child. Your child is expected to be in school every day unless he/she is ill or has other justifiable reasons for the absence. Parents are required to call the school if their child will be absent. If a child is absent from school, parents should contact the school attendance line (715-424-6765) by 9:15 a.m. or you will be contacted by the school.

The legal statute defines a "habitual truant" as a student who is absent from school without an acceptable excuse for part or all five (5) or more days during a semester. Students may not be absent more than a total of ten (10) days for the entire school year. Five late tardies/early leaves = 1 unexcused absence.

"Part of a day" is defined by WRPS elementary buildings as:
--Arrival after 10:00 a.m. is considered absent in the AM and is counted as a half-day absence
--Arrival after 8:45 a.m. and between 10:00 a.m. is considered tardy
--Leave before 2:00 p.m. is considered absent in the PM
--Leave after 2:00 p.m. but before the end of the day is considered early dismissal

Extended absences should be reported to the school so that teachers can schedule students' assignments or arrange for homebound instruction. While we realize that some absences due to illness are unavoidable, repeated absences produce gaps in learning which may seriously affect

a child's progress in school. Therefore, parents will be contacted by the school when the numbers of absences are determined to be restricting a student's progress.

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

Arrival and Dismissal Procedures

Doors open at 8:40 a.m. for students.

Car Riders:

--Use Moraine Avenue
--Turn Right onto Knowledge Avenue
--Turn Right into the entrance drive of the parking lot
--During arrival & dismissal, students will be dropped off & picked up at the main entrance
--Have your name card in the window of your car
--As you exit the parking lot, staff members will direct you to the exit
--There will be staff & cones to support with this arrival & dismissal process

Walkers: Are to enter the south doors by the playground at 8:40 a.m. Walkers will be dismissed from the south doors at 3:45 p.m.

Bike Riders: All students that ride bicycles to school are to ride directly to the school grounds, park their bike at the bike rack and lock them (preferably). Bicycles may not be ridden during the school day, and are not to be ridden through parking areas when arriving at school or when leaving after school. Bikes should be walked on school sidewalks. Bike racks are located at the south door entrance.

Birthday Treats

THINK Academy policy does not allow homemade treats for classroom or birthday snacks due to allergies. Students are allowed to bring homemade snacks in their cold school lunch.

Book & Material Fees

The fee is \$20 for elementary aged students in K-5. This fee supports the district's purchase of consumable workbooks, supplies, and other instructional items used by elementary students.

Boys and Girls Club

The Boys and Girls Club of the Wisconsin Rapids areas provides a safe place for students before and after school. Morning Jumpstart is held in the cafeteria and gym at THINK. Transportation is provided to the Boys & Girls Club after school. Please contact the Boys & Girls Club at 715-818-6122 if you would like to enroll your child in this program.

Break Milk

If you wish your child to participate, please complete the recess milk form and have your child return it to the secretary. Students receive milk when the money is received. Milk for all 4K students is provided.

Breakfast & Lunch

Money may be deposited every day of the week. We ask that all payments be sent in an envelope with the child's first and last name, and the exact amount as change will not be provided. Money is deposited directly into the child's account or split between siblings. All students eat lunch in the cafeteria. When a child's account runs out of funds (below \$10.00), a note will be sent home in your child's folder.

Breakfast: \$1.50

Reduced/Free Breakfast: No cost

Extra Breakfast Juice/Milk: \$0.45

Lunch: \$2.15

Reduced Lunch: \$0.40

Extra Lunch Juice/Milk: \$0.45

**Please note visitors are not able to eat in our cafeteria.*

Bullying

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 may be repeated behavior and involves an imbalance of power. The behavior may or may not be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; transgender status; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

-Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)

Verbal (e.g. threatening or intimidating language,

teasing or name-calling, racist remarks)

-Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet)

-Cyber bullying is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. Any communication of this form which disrupts or prevents a safe and positive educational environment may be considered cyber bullying. Cyber bullying is unacceptable and a violation of the district's technology acceptable use policy and procedures. 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." (August 10, 2015)

Bus Expectations

School bus transportation is a privilege that may be withdrawn for inappropriate behavior. All students receive the bus regulations as a part of their registration materials. We ask that the parents review these rules and discuss them with their children.

All bus students are to ride the bus that they are assigned to. Any emergency request to ride a different bus must be made in writing by the parent and submitted to the office. **If your student is a regular bus rider and you wish him/her to not ride the bus on a given day, that request must be made in writing, or the office must have received a phone call request**

prior to 3:00 p.m. If no note or call has been received, your child will be sent home on his/her regular bus. We will not rely on verbal messages from the students.

Bus Passes

Only students who are eligible for transportation may get a bus pass to ride to or from school with another student. If your child is a walker or boundary exception, he/she may not ride the bus home with another student per district policy.

Cancellation of School

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

If bad weather develops during the morning while school is in session, contact regarding early dismissal will be made to the above stations and posted to the district webpage by 10:00 a.m. Lunch will be served to K-12 students before they are dismissed. Buses will run according to the following schedule:

- 12:00 p.m.-WR Area Middle School
- 12:10 p.m.-Assumption High School
- 12:20 p.m.-Lincoln High School
- 1:00 p.m.-Elementary Schools
- 10:45 a.m.-Four year old morning kindergarten sessions
- All students, including walkers, will be dismissed at the times listed above. Generally, lunches will be served before students are dismissed. We encourage you to listen to the radio if you think the weather is bad and please do not call the school. It is important to keep the phone lines open. Please check the district website for updates.

Cell Phones

Cell phones are not allowed in the classroom at any time. Students may have their phone in their backpack and turned off during the school day. The school is not responsible for items brought to school by the student. All home/student communication should be directed through the school office.

Change of Address

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

Cold Weather Recess/Playground

Procedures:

- 0 degrees, students will not play outside more than 10 minutes at a time
- 10 degrees below 0 degrees, children will not go outside at all
- Short sleeve recess: 50+ on the wind-chill thermometer
- Long sleeve recess: 40-49 on the wind-chill thermometer
- Winter clothes: -10 to -39 on the wind-chill thermometer

Proper Dress for Recess		
Above 50		Short Sleeves ☺
40-50		Long Sleeves
0-39 Wind-Chill *****		Winter Coats, Hats, Gloves, Boots, Snow Pants
Below 0 Wind-Chill		10 min. Recess
-10 Wind-Chill		No Outside Recess

Communication

Skylert is a tool that will be used to communicate important messages throughout the school year. Skylert is the district's automated notification system that provides emergency alerts, attendance notifications and other informational alerts via phone call, email and/or text messages. It is very important for your information to be current in **Skyward Family Access** to receive these alerts. School newsletters are sent home on a regular basis. We encourage parents/guardians to read these newsletters with their child. Monthly newsletters can also be found on the district website, www.wrps.org. Click on "Schools", then on "Elementary School", then on "THINK Academy." There is a link for newsletters and additional information. **SeeSaw** is our primary classroom communication tool. Teachers will reach out each year to ensure you are connected to your child's classroom. Please check your child's backpack or take-home folder regularly for other flyers that can be sent home at any time. This may include special events, PTS announcements, reminders, district-wide activities, community events, YMCA sporting team information, date changes, etc. Follow our Facebook page THINK Academy, WRPS for updates.

Dress Code

Students are asked to comply with a dress code at THINK Academy. Students are not to wear clothing which may cause a disruption to the educational process or the orderly operation of school. This includes clothing that contains inappropriate comments or messaging, pictures, slogans, or designs that are obscene, profane, lewd, or vulgar. This includes any clothing that promotes alcoholic beverages, tobacco products, illegal drugs, or illegal activities. Clothing which harasses or threatens an individual or group of individuals because of sex, race, color, religion, handicap, 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. 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. To ensure safety, all students are required to wear gym shoes for Physical Education classes.

Electronic Devices

Our district elementary schools respectively ask that all personal electronic devices, including but not limited to smart watches, gaming systems, cell phones (unless critically important), and MP3 players be left at home. Our schools will not be responsible for lost, stolen, or damaged personal equipment while in a student's possession. If the items are discovered during the school day, they may be taken away and parents may be contacted. Repeat offenders may have additional consequences.

Field Trips

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

Illness

Should a child become sick or injured during school hours, they will be taken to the office. Office personnel will make every effort to notify the child's parents. If the parents cannot be reached by phone, the phone number listed as an emergency number will be notified. Please ensure your child's EMERGENCY INFORMATION is current in Skyward Family Access. If a student becomes ill, it is the parents' responsibility to transport the child home as soon as possible.

Immunizations

Please check with your doctor, the Wood County Courthouse, or our school nurse, Ms. Michelle Forcier (715-424-6784), for Student Immunization Law Age/Grade Requirements.

Internet Policy

WRPS expects responsible and appropriate use of network services and technology. A parent and student must sign the Responsible Use Policy (RUP) and agree to the terms to permit a child to use the Internet, e-mail and other District network services. Key components of the policy are:

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

Medication

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. This form must be signed annually.
- All medications must be in a pharmacy-labeled container, placed in a sealed envelope, labeled with your child's name, and if in pill form, the # of pills sent.
- Medications classified as non-controlled substances, such as antibiotics, eye drops, and inhalers for treatment of asthma, may be sent to school with a student.
- Any medication identified as a controlled substance, such as medication for treatment of ADD/ADHD, anxiety, or pain must be delivered to the school office by a parent, guardian, or other responsible adult.
- Extra prescription labeled bottles can be obtained from your pharmacist.
- Medication should be supplied in ready-to-administer dosage form, i.e. pills cut in half if needed.
- 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 dosages, medication, and/or time of administration require a new Physician Order Form to be completed.
- Over the counter medication will be administered only with proper written parental consent. Medication must be provided in the original labeled container.

Money

When money must be sent to school for any reason please place it in a sealed envelope. On the outside of the envelope, please write the child's name, grade, the amount enclosed and purpose (i.e. lunch, etc.).

Nurse

Each elementary school has a scheduled weekly time for a school nurse to be at the school. A school nurse is always available for consultation even if the nurse is not at the school site.

Parents Right to Restrict School Release Of Public Information

Student Directory Data is defined as: student name, address, photographs, degrees and awards received, major field of study, participation in activities/sports, weight/height on athletic team, and name of the school the student most recently attended. The ability to release directory data allows WRPS to include a student in certain publications like the annual yearbook, honor roll and scholarship programs, and on athletic program rosters. At the high school level, WRPS does receive requests for student data from organizations such as colleges/universities, technical colleges, and armed forces recruiters for educational or career opportunity purposes. Parents or adult pupils must complete the "Release of Student Directory Data" during the online verification process if they wish to restrict the release of student data. If it is not completed, the District will fulfill its legal obligation to release directory data when requested.

Parent Teacher Conferences

Parent Teacher Conferences are held in November. Additional conferences may be requested throughout the year by contacting your child's teacher. Progress reports will be distributed at the end of each reporting period.

Parent Teacher Students (PTS)

Meetings are held throughout the year on the first Thursday of the month and all are welcome to attend.

Co-Presidents-*Michele Ashbeck & Kim Johnson*

Secretary- *Tina Lassa*

Treasurer- *Jessica Adamski*

Teacher Rep: *Kelsey Johnson*

Party Invitations

Birthday party invitations can only be given out in the classroom if they will be given to all children in that classroom.

Pets to School

Children who wish to bring pets to school for "show and tell" should have the permission of the teacher and must follow school policy regarding animals in school. A parent must take pets home shortly after the "show and tell" activity. Students will meet the pet outside or in the front entry to protect others with allergies. There are district policies for animals at school.

Recesses and Excused Recess Times

All children will participate in short recess periods throughout the day. Time and frequency is dependent on the grade level of the student. This opportunity gives students a very necessary change of pace, which enables them to be more productive in the classroom. Recess is also a healthy part of the day. If your child is ill and you are requesting that he/she not participate in recess, please do so in written form. This will be accepted for one day. On the third day, we will require a physician's statement. This is also the protocol for physical education classes as well.

Registration Procedure

All enrollment of students shall be done at the WRPS Enrollment Center located at 311 Lincoln Street. Students entering any grade for the first time shall present a birth certificate or other acceptable evidence to verify the date of birth. Furthermore, all persons ten (10) years of age or younger entering initially or transferring from another state are required to be completely immunized against vaccine preventable diseases as designated by the state health authority. Proof of such immunizations must be submitted to the school. Each year after the initial registration, families will be required to complete online verification of student information.

Release of Students

- Please send a note to school stating the requested time of release
- The parent or person designated in a signed note must come to the office, sign out the child, and show proper ID
- If a student is to go home with another student, both sets of parents need to send a note to the teacher(s) or call the office
- If able to, please call prior to 3:00 p.m. if you plan to pick up your child early from school so that we can have him/her ready for pick-up
- Call the office if your child's mode of transportation is being changed for the day – please do not rely on email for this important change

Remote Learning Days

When we exceed our allowed number of snow days, we will be implementing remote learning days. Teachers will communicate all expectations via SeeSaw by 9:00 AM each day. We ask families to complete all required work. If you have extenuating circumstances that limit your child's ability to complete those expectations, please reach out to their teacher to work out other arrangements. Teachers are available during school hours. Please reach out with any questions or concerns that arise.

Safety and Security

Each year we conduct periodic safety drills during the school year for a variety of potential emergencies which could occur. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. In cooperation with the Wood County Sheriff and Rudolph Fire Department, we practice and prepare for the event of a school emergency that would require a lockdown or evacuation. We practice these drills to ensure the safety of all students, staff, and visitors in our school buildings. We also lock all exterior doors in the building during the school day.

Snacks

Nutritious snacks may be brought to school. Fruits, vegetables, and cheese are highly encouraged.

Student Expectations

We expect all students to behave in a respectful, responsible, and safe manner. In the interest of the health and safety of all children, if a student does not follow school rules, appropriate action will be taken. 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, and/or possession), and bringing a weapon to school. As defined by state statute 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, consequences will include removal from class, parent conferences, in-school and out-of-school suspension, a police referral and possible expulsion proceedings. Students who are given out of classroom suspensions may be prevented from participating in extra activities including field trips. The primary focus is on protecting all of the people in the school and providing a safe and orderly environment where they can work and learn.

Student Insurance

Student accident insurance is available through a private provider on an annual basis. Applications are sent home during the initial weeks of school. The school district does not provide individual insurance for students.

Student Non-Discrimination and Anti-Harassment

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. The District 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 prohibits all forms of discrimination and harassment. The District encourages all students, as well as third parties, to promptly report incidents of discrimination or harassment to a teacher, administrator, supervisor, or other District employee or official so that the District may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall forward the complaint to the District's designated Compliance Officer without undue delay, but not later than two (2) business days. The District's designated Compliance Officer is the Director of Human Resources. Complaints should be submitted to: Director of Human Resources School District of Wisconsin Rapids 510 Peach Street Wisconsin Rapids, WI 54494 To review Board Policy 411 concerning Student Non-Discrimination and Anti-Harassment, go to www.wrps.org and click on School Board Policy 411.

Transfer of Records

Parents who are moving out of the school neighborhood or School District should call the school secretary to announce their intentions and then contact the new school to arrange for a transfer of records. A student will continue to be marked absent until the school receives the transfer or records request from the new school.

Telephones

The school telephones in each room and in the office are for school business and may be used by students only in cases of emergency. If you need to leave a message for a teacher, call the office. Please be sure to discuss after school instructions with your student before they leave for school.

Visitors

All visitors must report to the office and sign in upon arrival at school. The district uses the Raptor Visitor Management System to build on the district's program of campus safety for students and staff. The Raptor system enhances our ability to track visitors, contractors, and volunteers in our schools. Upon entering our building ALL visitors will report directly to the school office and present a valid state-issued ID which will be scanned into the Raptor system and a sticker for the visitor will be printed. A sticker will be REQUIRED for all visitors who will be moving beyond the school office. The safety of our students and staff is our highest priority.

2023-2024 CALENDAR & EVENTS

2023

August 30	THINK Meet & Greet, 4:00-6:00 p.m.
September 5	School Begins
September 7	PTS Meeting, 5:30 p.m.
September 8	Picture Day
September 14-28	Butter Braid Fundraiser
October 5	PTS Meeting, 5:30 p.m.
October 12	Butter Braid Pick-up
October 27	Autumn Break
November 1	Picture Retakes
November 2	PTS Meeting, 5:30 p.m.
November 14 & 16	Parent/Teacher Conferences
November 10	Veteran's Day Assembly
November 22-24	Thanksgiving Break - NO SCHOOL
November 27-28	Holiday Workshop Donations
November 30	Trimester 1 ends
December 1	Recordkeeping/PD Day – NO SCHOOL
December 4	Trimester 2 begins
December 4-8	Holiday Workshop Shopping
December 7	PTS Meeting, 5:30 p.m.
December TBD	Holiday Concert
December 9	Run Run Rudolph
December 25-Jan.1	Winter Break - NO SCHOOL

2024

January 2	School Resumes
January 15	PD Day - NO SCHOOL
February 1	PTS Meeting, 5:30 p.m.
February 29	Trimester 2 ends
March 1	Recordkeeping/PD Day - NO SCHOOL
March 4-8	Read Across America Week
March 4	Trimester 3 begins
March 7	PTS Meeting, 5:30 p.m.
March 25-29	Spring Break - NO SCHOOL
April 4	PTS Meeting, 5:30 p.m.
April 19	PD Day - NO SCHOOL
May 27	Memorial Day - NO SCHOOL
June 4	Last Day of School (half day)

****Additional school events will be scheduled throughout the year.***

Volunteers/Chaperones

We encourage visitors to THINK! Individuals wishing to volunteer in the classroom or chaperone student field trips must take care of the mandatory district procedure by November 30, 2023. Absolutely, no exceptions. If you wish to volunteer, please contact Amy in the office. We will work with you to find an appropriate setting to utilize your talents. Volunteers need you have ever lived or worked out of the state of Wisconsin, and need to comply with district in-service requirements before being allowed to work with or chaperone students. You must apply to have your background check done before November 30, 2023. To access the volunteer application:

- wrps.org
- Community Tab
- Volunteer Opportunities column
- In School Volunteer Information