

Dear Parents,

The Parent 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 Parent Handbook. This handbook is designed to help keep the lines of communication open with 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. The PTC is seeking volunteers to pop popcorn for our popcorn fundraiser. 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!!

Penny Antell
Principal

The educational goals for Mead Elementary School are as follows:

1. *As a PLC we will strengthen the social and emotional well-being of our students by teaching lagging skills identified through the analysis of the BEST screener (ALSUP as needed with special cases). This will guide teaching decisions regarding which BEST strategies need to be focused on most. We will teach the Mead School Cares skills of*
 - a. *Cooperation*
 - b. *Assertion*
 - c. *Responsibility*
 - d. *Empathy*
 - e. *Self Control*
2. *We will begin the process of strengthening our PLC Teams through the creation of common pacing guides, and assessments and through sharing of academic data within small groups to learn from the strengths of our team members during our team meetings.*

Our Mission: Building Success, Every Person ... Every Day

At Mead Elementary School we will provide:

- a safe, supportive learning environment
- guidance for students to grow socially and emotionally
- differentiated academic instruction where all students can learn at high levels
- connections between home, school, and community

Vision: We envision a school in which students

- succeed academically, emotionally, and socially by working hard
- are prepared for the world outside of school
- pay attention to their thoughts and feelings so they feel safe knowing they belong to a community
- become lifelong learners who foster their curiosity through the continued pursuit of knowledge

Our Collective Commitments:

- We will regard all students as our students.
- We will engage in continuous learning as professionals.
- Through our own actions, we will model kindness, understanding, integrity, and respect for our students. We will strive to instill these qualities in our students.
- We will commit to a safe, trusting, and collaborative environment with high expectations for learning, behavior, and citizenship for all at Mead School.
- We will communicate with parents about issues affecting the education of their students. We will encourage the parents to understand that education is an active partnership between the school and its community.
- We will monitor student learning and growth through continuous assessments that are meaningful and just. We will use these to guide our future instruction and to inform parents.
- We will trust best intentions with others and create a sense of belonging for all at Mead School.

MEAD SCHOOL-WIDE RULES

1. Act safely
2. Respect people and their things
3. Listen and follow directions

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.

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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

Our bus loading zone is on 17th Avenue. There is no parking allowed on either side of 17th Avenue during school hours. If you are dropping off or picking up your child before or after school, do so on Alton Street. All parking needs to be done in the Mead School Parking lot. If you are not leaving your car, drop your child off in the Parent/Student Loading Zone on the south side of Alton Street. Do not leave your car unattended in this zone. 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.

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. While this may take time, it is for the safety of the children of Mead School. As always, proceed slowly and with caution when driving in the area of the school.

All bus students will report to the gym at dismissal time. They will be dismissed by a supervisor as the buses arrive. All students, grades 4K - 3 will exit the building through the Alton Street doors if. Parents waiting for their children are asked to wait in the gym against the Alton St. door. The hallway by the office needs to be available for bus students to exit from the gym. Please enter the building on Alton St. The Alton street doors will be opened at 3:20. There are students in the gym until that time.

Students arriving before 8:25 will not be allowed to enter the school or on the playground. There is not supervision available prior to the 8:25 entry time.

ATTENDANCE

All students are expected to be in school every day. They are expected to be on time and remain in class until the end of the school day. Regular school attendance is a priority at Mead School. All students are expected and required by law to attend school daily. Attendance is carefully monitored by the school principal, counselor, and social worker on a regular basis. Regular attendance allows your child to build relationships with their teacher and classmates.

ATTENDANCE: Your child's attendance can have a significant impact on their academic success. All students are expected to attend school every day unless excused for illness, family emergencies, or other acceptable reasons.

· 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 semester. Students may not be absent more than 10 days per school year.
- Five (5) tardies equal an unexcused absence. Any student arriving to class after 8:40 am is tardy and should report to the office for a tardy slip.

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. If your child leaves but will not be returning until the next day, send a note to the teacher. **It is important that your child attend the entire school day. Please schedule appointments on days off of school or Mondays after 2:35.**

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.

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 cakes 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. Fees need to be paid on-line prior to Open House or if paid the night of Open House, exactly \$20 needs to be placed in an envelope with the child's name, grade, and student ID # on the envelope.

BULLYING

Mead School staff strives to create a peaceful and safe learning environment. 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 parent presents a concern, and the problem is not resolved, a meeting with the principal, counselor, or school social worker may be appropriate. The district website contains information on this policy, in addition to a formal written complaint form that may be warranted to help resolve the situation.

BUSES

School bus transportation is a privilege, which may be withdrawn for inappropriate behavior. A student is to ride the bus to which he or she is assigned and sit in the seat assigned. Students who are not assigned bus transportation may not ride the bus. Students must comply with bus rules and regulations.

At the end of the day, bus riders from each classroom must report directly to their bus escorted by a classroom teacher. This will help to keep everyone safe.

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 and posted to the WRPS webpage

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 and posted to the WRPS webpage 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.

Announcement 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. All after school activities will be canceled when school is canceled.

CARES

Social learning is as important as academic learning. Mead School staff members teach and model the CARES social skills each day. The CARES skills are Cooperation, Assertion, Responsibility, Empathy, and Self-Control.

CELL PHONES

Cell phones, pagers, 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

It is essential you keep the school informed of your current address and phone number. 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. All children are expected to go outdoors during winter months unless there is a sound and pressing medical reason (i.e. doctor’s excuse) preventing this.

COMMUNICATION

School newsletters are sent home or posted on the website 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.

There are other forms of communication that may come home on a weekly basis. These may take the form of children’s papers, individual classroom newsletters, school bulletins, and community announcements. We want to keep parents informed about their school.

Each Friday your child will bring home a blue “Home and Back” folder or Assignment Book. Some of the papers are to be left at home, while others must be returned to school on Monday. The folder/book will include a place for assignments, reading minutes, daily schedule/calendar and space for parent/teacher communication. Parents are expected to review the folder/book on a weekly basis. Teachers will check the folder/book weekly for notes from home and will use it for any correspondence. 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).

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.

DAILY SCHEDULE

- 8:25 AM.....First Bell – Breakfast served from 8:25 – 8:40 in classrooms
- 8:40 AM.....Classes Begin

8:40 AM.....Four Year Old Kindergarten/Early Childhood AM Begins
11:15 AM.....Four Year Old Kindergarten /Early Childhood AM Dismissal
1:00 PM.....Four Year Old Kindergarten/Early Childhood PM Begins
3:30 PM.....Four Year Old Kindergarten/Early Childhood PM Dismissal
3:35 PM.....Dismissal (K-5)

**** **Monday Early Dismissal******

12:00 PM.....Four Year Old Kindergarten/Early Childhood PM Begins
2:35 PM.....Dismissal (4K-5)

- ❖ Walkers and parent pickups will go home
- ❖ Boys and Girls Club/YMCA Kid Clubhouse will be bussed directly there at 2:35
- ❖ ALL bus riders will stay in supervised classrooms until bus pickup at 3:35

Students will NOT be admitted into the building prior to 8:25. Students who are dropped off, walk, or ride bikes should not arrive any earlier than 8:25. There will be no morning recess offered due to COVID 19. No students are to arrive prior to 8:25. Thank you for helping us keep everyone safe through this pandemic.

DIFFERENTIATION STRATEGIES

Mead staff will use a variety of differentiation strategies to provide for success for every child. These are defined as follows:

- **Readers' Workshop:** 60 minutes per day of intervention and enrichment in addition to Language Arts instruction; small and flexible groupings to assure every child can succeed with the Essential Learning Outcomes. Provided by classroom teachers and co-teachers. The Reading Specialist will support with intervention planning or materials as needed.
- **Tiered Math:** 75 minutes of daily math instruction; grouped for additional challenge and/or support. Focus on Essential Learning Outcomes; flexible grouping to provide for intervention and enrichment. Provided by classroom teachers and co-teachers, support as appropriate.
- **Weekly Collaboration:** Each Monday the grade level team of teachers and co-teachers will meet to plan for student learning with the Essential Learning Outcomes as the focus including: setting collective goals; reviewing data and common assessments; jointly planning strategies for intervention & enrichment; problem solving; connecting skills with content.
- **Essential Learning Outcomes (ELOs):** Each grade level has identified up to 20 ELO's for Language Arts and Math for each grade level. These are based on district curriculum and common core state standards. The ELO's are designed to set learning targets that all children are expected to master by the end of the school year.

DISCIPLINE GUIDELINES

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:

- **Rules** – Rules are developed collaboratively with all members of the classroom by looking at how students will work together to accomplish their learning goals. Rules are

positive in nature and are broad enough to address many different kinds of situations. The rules are posted in the classroom and constantly referred to throughout the day and year.

- Modeling and role-playing – Teachers and students work together to model appropriate behaviors and methods of working together. Classroom routines and expectations are taught and modeled. Modeling and role playing allow students to see situations in action and discuss potential problems in order to prevent them.
- Practice – Students spend time practicing behaviors that will support the classroom and school rules. Students practice such things as lining up, walking in the halls, going through the lunch room, etc.
- Guided Discovery – Classroom materials will be presented to the students through a guided discovery that involves noticing the characteristics, practicing using the materials, and planning for their care. Guided discovery will provide students the opportunity to think and problem-solve in order to use the materials to increase their learning.
- Logical Consequences – There are times when each person will break a rule. These mistakes at Mead School are viewed as learning opportunities. Consequences to such occurrences at Mead School are consistent in that they are relevant, reasonable, and respectful to all students. The three types of consequences used include:
 - *Reparations – “You break it – You fix it”*
 - *Loss of privilege, and/or*
 - *Take a Break (Time away)*

This approach allows students to learn and develop self-control and responsibility. The strategies used at Mead School are called “The Pathway to Self Control”. These strategies include:

1. Reminder/Redirection – After proactive strategies have been used, a student is given a reminder or redirection when a rule is broken.
2. Take a Break/Time away – A student is directed to take time away if disruptive behavior continues after the reminder/redirection. During a time away, a child takes a short break to get under control and then rejoins the group. Time aways take place for small infractions and provide for clear classroom expectations.
3. Second Time away – If the disruptive behavior continues, the student may be directed to take another time away in the classroom. The child remains in the time away area in the classroom until the behavior is under control. A short conference with the teacher takes place to review the plan for appropriate behavior before rejoining the group.
4. Time Out in buddy room – If the disruptive behavior continues, a child may be directed to take a time out in an adjoining classroom. This time out gives the student an opportunity to have time to problem solve without the distraction of the classroom or fellow classmates. As soon as the teacher has a break, the teacher will conference with the student and make a plan to return to the classroom.
5. Removal– If the disruptive behavior continues, the child may be escorted to another location to regain self control and create a plan in order to safely return to the classroom.

NOTE: Extreme situations may result in an immediate referral to the crisis team.

Parents will be notified by Mead Staff if a removal is required. The student will work with a staff member to document the problem and solution with the Behavior Improvement Form. A discussion regarding the problem and appropriate solution is helpful in supporting the child to make appropriate behavior choices in the future. This form is sent home for parent review and signature. Parents need to sign the form and return it to the school the next day. Ongoing behavior problems will require a parent conference to create a collaborative plan to build success for the child.

DRESS CODE

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

1. If the style of dress or grooming is disruptive.
2. If the style of dress or grooming is detrimental to the health, safety, and welfare of the students or others.
3. If the apparel causes physical damage to the school building.

*Shoes/boots with heavy black soles, roller blades, and wheelies will not be allowed in the building.

*Logos/slogans which promote the use of, or advertise weapons, alcohol, drugs, or which use inappropriate language will not be allowed.

*Mesh or any other clothing which is of a dimension as to expose the body will not be allowed. (i.e. shirts which do not come to the beltline, spaghetti straps, short shorts, underclothes exposed, etc.) The guide for appropriate width of shoulder straps is “three fingers wide.” Shorts and skirts must fall below the child’s fingertips when arms are at her/his side.

*Hats/hoods/bandannas will not be worn in the building.

*Pants worn well below the waistline are not allowed (overly baggy pants).

*Jackets are not to be worn in classrooms.

*Ipods, cell phones, CD players, fanny packs, beepers, and other electronic devices are to be left in lockers, turned off.

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 a hard-backed book or their 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..

FIELD TRIPS

There will be NO large group field trips this year.

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, parents are notified immediately after 911 is called. If parents are unavailable, the emergency contact entered into Skyward is contacted. If contact cannot be made, the principal will take responsibility to seek professional help for the child. In case of illness or injury, it is the parents' responsibility to arrange for transportation home.

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 parents 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 parents work, a phone number at work or that of a neighbor or relative is necessary. Please replace any changes in these numbers through the Online Verification Process

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 written order from the doctor

- *child's full name on the container
- *name of the drug and dosage
- *time to be given
- *physician's name
- *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**

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 permission on the form provided by the school office.
8. New written permission from the doctor and parent must be received annually for pupils on yearly medications.

*****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.**

Nurse

Our school nurse, Ms. Natasha Slattery, 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

Each teacher will determine the amount, frequency, and nature of assignments based on the needs of their students and curriculum. Teachers will communicate their homework policy with parents at the beginning of the year.

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. Parents 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.

HUMAN GROWTH AND DEVELOPMENT 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 parent/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 check out materials from the library.

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 parent(s)/guardian of the student or retained for disciplinary proceedings, or turned over to law enforcement officials. The adult student or parent/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 where children may claim their articles. Many items presumed to have been taken are located in our "Lost and Found". Students should **not** bring radios, Ipods, cameras, CD players, electronic games, trading cards, toys, etc. The school will not be held responsible for any personal items brought to school.

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

LUNCH/BREAKFAST/MILK 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 this school year.

Student Use System

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. **Students at Mead receive free meals. They do not need to deposit money if the account will be used for hot lunches only.**

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 (first and last) and grade, 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

To qualify for free or reduced meals for your children, you must complete an 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 parents.

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 Oswall.

Grievance Procedure

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

1. The aggrieved student should discuss the alleged violation with his or her 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.

PARENTS' 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 listing
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 students

Parents (legal guardians, etc.) 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/TEACHER/STUDENT CONFERENCES

Our most effective way of communicating progress to parents is through scheduled parent-teacher conferences which are held throughout the year. At the end of the first quarter, all

parents will be invited to participate in parent/teacher conferences to review the first progress report. Portfolio conferences are scheduled with you and your child in the spring. Your participation at all of the conferences 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 sent home at the end of each trimester.

PARTY INVITATIONS

Party invitations will need to be presented outside of school hours. Thanks for keeping all students safe by reducing the items going to and from home/school.

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.

PTC—PARENTS AND TEACHERS FOR CHILDREN

The purpose of the PTC is:

1. To bring into close relation, the home and school, so parents and teachers may cooperate intelligently in the education of the children;
2. To develop between educators and the general public such united efforts to secure for every child the highest advantages in physical, mental, moral and spiritual 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 picture day, carnival, vision, and hearing screening, assigning volunteers to help throughout the school year at various functions, fundraisers and so on.

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. *We are in need of a treasurer and secretary for the PTC. All meetings are held virtually and offered in person once monthly.***

REGISTRATION VERIFICATION ON LINE

ALL students must have this verification completed as soon as possible. Go to the district website – www.wrps.net - and enter Family Access for online verification.

RESPONSIVE CLASSROOM

Mead School has adopted the Responsive Classroom Philosophy. Responsive Classroom is an approach to teaching and learning that emphasizes both social and academic skills. It is based on learning theory and developmental psychology with a basic belief that *all children want to learn and all children want to be good.*

The seven principles of the Responsive Classroom are:

- The social curriculum is as important as the academic curriculum.
- How children learn is as important as what they learn.
- The greatest cognitive growth occurs through social interaction.
- There is a specific set of social skills that children need in order to be successful academically and socially.

C – Cooperation

A – Assertion

R – Responsibility

E – Empathy

S – Self Control

- Knowing the children we teach individually, culturally, and developmentally is as important as knowing the content we teach.
- Knowing the parents of the children we teach is important to knowing the children.
- How the adults at school work together to accomplish their mission is as important as individual competencies.

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. The exercise, nutrition, and break times are essential to learning. Mead School has implemented responsive 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. In the morning Primary students (K-2) play on the southern blacktopped area. The intermediate group (3-5) plays on the northern part of the blacktopped area and field. During AM, PM and lunch 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. A blue line on the black top designates the border of the playground area.

Noon Hour 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.

The following rules must be observed by all children while on the playground or in the building:

1. All ball games such as football, soccer, softball, or any other game where balls are kicked or batted, are to be played in the field east of the building. No throwing balls

- or other equipment against the school building.
2. Two handed tag or flag football only—NO TACKLE.
 3. Slow pitch softball only—NO HARDBALL.
 4. No horseplay of any kind (i.e. wrestling, play fighting).
 5. Snow, sticks, stones, or missiles of any kind are not to be thrown at any time.
 6. The building of snowmen or other forms of snow sculptures is encouraged, however, tunneling, and the games of “King of the Hill” and “Chicken”, are not allowed.
 7. Enter the building in an orderly manner, physically distanced, and through designated entries when the whistle blows. Your teacher will point out those designated entries. If you need to enter the building during recess, get permission from the playground supervisor.
 8. No climbing the fence.
 9. Report all accidents immediately to the playground supervisor or teacher.
 10. Students are expected to use the equipment in a safe manner. For example, there is to be no chicken fighting on the crossing bars, no pushing, shoving, or jumping from the equipment.
 11. Knives, hardballs, skateboards, remote control cars, roller blades, guns, ammunition, firecrackers, or other dangerous items should not be brought to school.
 12. No gum or candy should be eaten during school hours (in the building or on the playground).
 13. Toys, trading cards, Ipods/CD players, video games etc. are not allowed on the playground.
 14. Fair and appropriate methods of team selection will be used.

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

****Swearing, spitting, fighting or intimidation witnessed and reported by an adult may result in suspension for those students involved.**

Procedures for indoor recess are established by each classroom teacher. Classroom teachers, designated staff, and Safety Patrol cadets will provide supervision of students during indoor recess.

Responsive Lunchroom Behavior

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

1. Students will keep all food in the cafeteria
2. Students will remain seated
3. Students will use quiet voices
4. Students will be responsible for keeping their eating area and floor space clean.
5. Students will eat their own food without sharing.

Logical consequences will be applied if a student does not follow the cafeteria rules. For example, students may assist in the cleanup of the cafeteria if the above 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. During lunch, patrols are assigned to grade levels and locations in order to assist students and adults. 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 issue 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, Early Childhood, 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 parents 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 testing will take place for all students in grades 3-5 during April and May. The results from these tests are intended to determine student needs. This information along with input from teachers and parents assist the school in developing an educational plan which best meets the individual needs of students within the classroom setting. STAR Reading and Math are administered to grades 2-5 in fall, winter, and spring. District and building common assessments are also used to determine growth and areas of need.

TRANSFER OF RECORDS AND BOUNDARY EXCEPTIONS

Notice of Leaving

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

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
 - Name of school where the child will be enrolled

- b. Return all classroom texts, materials and library books
- c. Take home all personal items

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 attend Mead School. Parents must submit their request in writing to: Director of Human Resources, 510 Peach Street, Wisconsin Rapids, WI 54494.

VISITORS AT SCHOOL - Are not allowed during the COVID 19 Pandemic

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, either in your car in the Alton St. parking lot, or in the designated areas physically distanced from others.

Pupils belonging to another school are not allowed to visit or participate in the regular school programs.

VOLUNTEER OPPORTUNITIES - All volunteer opportunities are limited to out of school tasks until further notice.

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.

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 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. All snacks must be store bought and individually packaged this school year.*

**MEAD SCHOOL STAFF
2020/2021**

Elementary Principal

Penny Antell, Ed.S.

Secretary

Karrie Moore

Office Aide

Sarah Doughty

Nurse

Tasha Slattery

Health Aide

Jenny Molepske

Guidance

Kurt Springob

Chelle Waldvogel

Social Worker

Natalie LeRoy

School Psychologist

Danica Ashbeck

Reading Interventionists

Dawn Krommenakker

Kristina Carlin

Christy Martin

Brian Wilhorn

Math Interventionists

Brenda Krings

Kim Martin

Instructional Coach

4 Year Old Kindergarten

Mimi Doerrler

4K Aide

Teri Gerdes

Kindergarten

Nicole Bagnowski

Brinley Gordon

Dan Novinska

Michelle Turbin

First Grade

Katie Saylor

Carrie Mancl

Heather Smith

Second Grade

Matthew Barry

Amanda Hamin

Emily Morjewski

Megan Schulfer

Third Grade

Eileen Kelm

Kylee Krzykowski

Cassidy Schuerman

Fourth Grade

Christopher Calteux

Kasey Kautzer

Melissa Manikowski

Fifth Grade

Bailey Babcock

Samantha Franz

Special Education Teachers

Andrew Miller

Kelly Pagel

Shelley Moon

Betsy VanBerkel

Special Education Aides

Joanne Dachel

Barb Enright

Christina Haka

Michelle Krommenakker

Victoria Musch-Malthe

Jenny McGregor

Krissy Novey

Ashley Peplinski

Amy Pulchinski

Michael Sallat

Patti Schill

Tina Midthun

Amy Sherman

Early Childhood Teacher

Denise Martell

Early Childhood Aide

Laura Oleson

ELL Teacher

Jade Biedenbender

ELL Aide

PangFang Foua

Occupational Therapist

Lisa Schuenemann

Nicole Calteux

Speech & Language

Karlyn Hall

Colleen Sazama

Special Classes

Maddie Brueggeman - **Art**

Amy Heitzman - **Music**

Kevin Mlodik - **PE**

Sue Niggeman - **PE**

Mackenzie Rechner - **PE**

Sarah Gawlitta

Recess Aides

Todd Marcoux

Renee Musch

Connie Schmutzer

Caryn VanPieterston

Custodians

Richard Weber

Becky Jones

Library/Media Specialist

Jamie Jestadt

Library Assistant

Debra Nelson

Kitchen Staff

Patti McCarthy

Laurie Holnbach

Tina Havitz

Pam Walker