



# WASHINGTON ELEMENTARY

## 2020-2021 Family Handbook\*

2911 Washington Street  
Wisconsin Rapids, WI 54494  
715-424-6788  
[www.wrps.org](http://www.wrps.org)

Principal – Mrs. Kelly Schaeffer

***\*Policy and procedures in the handbook do not reflect changes made due to the COVID-19 pandemic.***



## **Mission Statement**

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

## **Governing Values**

We Believe each student is the first consideration of the education process.

We Believe all students can learn.

We Believe learning is a life-long process.

We Believe in a safe, caring, and respectful learning environment.

We Believe all students should become effective citizens of the community, state, nation, and the world.

We Believe meaningful home, school, and community involvement is vital to continuous improvement.

## **Respectful, Responsible, and Safe Washington**



We strive to develop the child as a whole. We hold our students to high expectations and practice being respectful, responsible, and safe in our school and the community. We have a Leader of the Pack focus each month that reinforces these beliefs. We encourage families to talk with their child about ways they can be respectful, responsible, and safe at home as well.



## **Respectful**

### **Birthday Parties/Invitations:**

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

### **Communication:**

School newsletters are shared via email on a regular basis. Watch for important special events, and school lunch menus. We encourage parents to read these newsletters with their child. Skylert is another 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.**

### **Dress Code:**

Students are asked to comply with the school dress code. Students are not to wear clothing, which may cause a disruption to the educational process or the orderly operation of the school. This includes: "Short" shorts, spaghetti strap tank tops, halters (which reveal undergarments or exposed midriffs), cutoffs, and clothing with inappropriate messages. Clothing that contains comments, pictures, slogans, or designs that are obscene, profane, lewd, or vulgar. This includes any clothing that promotes alcoholic beverages, tobacco products, illegal drugs, or illegal activities. 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.

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



## **Bullying**

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

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

Bullying behavior can be:

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

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

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

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

What can I do if I feel I am being bullied? ✓ Avoid the bully ✓ Tell the bully to stop ✓ Tell a teacher/staff member. It's important to tell someone right away. Every student should feel safe and accepted in school. The STOPit app is available for anyone to report bullying to a school administrator. STOPit is a simple, fast and fully anonymous tool used to report inappropriate behaviors, bullying, and potential threats to our WRPS schools. Enter this link, <https://appweb.stopitsolutions.com/> to navigate to the STOPit App Webpage.

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



### **WRPS Pupil Non-Discrimination Statement**

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



## Responsible

### **Absence:**

School attendance is critical 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. Therefore, we ask your understanding of and cooperation with attendance procedures. WRPS may terminate a pupil's open enrollment or boundary exception in the succeeding semester or school year if the student is habitually truant during either semester in the current school year.

State statute requires each school to report the frequency of and reasons for student absences. The truancy statute is not a district policy; it is state law. Under Wisconsin Statute 118.16(1)(a) and (c), a student is considered truant if school is in session and he/she is not in attendance without an acceptable excuse. A child is considered a habitual truant when absent or tardy without an acceptable excuse for part or all of 5 or more days on which school is held during a semester.

“Part of a day” is defined by WRPS elementary buildings as:

Arrival after 10:00 AM is considered Absent AM, and is counted as a half-day absence.

Arrival after 8:45 AM and before 10:00 is considered Tardy.

Leaves before 2:00 PM is considered Absent PM, and is counted as a half-day absence.

Leaves after 2:00 PM but before the end of the day is considered Tardy.

If a parent does not contact the school office personally, leave a voice message on the attendance line, create a note in Family Access via Skyward, or send a note to the school reporting a student absence, the student absence is considered unexcused.

*Family Vacations are a part of growing up. However, please remember that there are many school experiences that a student cannot make up outside of the classroom. Please do your best to schedule planned vacations over our scheduled breaks.*

### **Bell Schedule: Students may not arrive before 8:25 unless eating breakfast**



8:20-8:40	Breakfast is Served
8:35	Warning Bell
8:40	Start of the School Day
3:30	Dismissal Bell



**Cell Phones at School:**

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.

**Breakfast & Lunch:**

Washington is a Community Eligibility Provision (CEP) School. This means that all students enrolled at Washington receive breakfast and lunch at no cost to them, regardless of application.

Food Service balances carry over indefinitely, meaning that when a student attends WRAMS or LHS someday, the balance they have will be there for them to use. Current balances are visible in Skyward under Food Service.

Families are asked to still complete the Free & Reduced Application that is received in the back to school packet each year, as it is necessary for other district programs and may be used to determine if your household is eligible for these additional benefits.

Extra milk/juice and/or guest meals are still able to be charged, as long as the student has a positive account balance.

**2020-21 Breakfast/Lunch Prices**

Breakfast

Breakfast is free for all students

Adult \$1.85

Child Visitor \$1.25

\$2.45

Extra Milk/Juice \$0.35

Lunch

Lunch is free for all students

Adult \$3.25

Child Visitor

Extra Milk/Juice \$0.35

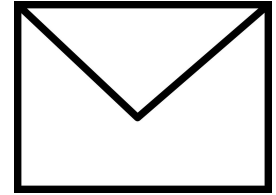
**Special Note: Fast food is not allowed in the lunchroom. Please refrain from**



***bringing fast food to eat with your child. If you do bring fast food items, you will be asked to eat in the conference room.***

**Money:**

When money must be sent to school for any reason, please place it in a sealed envelope with the child's name, grade, the amount enclosed, and its purpose.



**Office Hours:**

The office is open from 7:45 a.m. – 3:45 p.m. every school day. The office phone number is 715- 424-6788.

**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.

**Snack:**

We request that families make every effort to provide healthy snacks when the occasion arises to bring in a snack to school.



**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.

**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 you will be forwarded to voicemail. Instruction will not be interrupted. Please be sure to discuss after school instructions with your student before they leave for school. We will not







permit students to call home to make arrangements to spend time with a friend after school. These arrangements need to be made outside of the school day.

**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.

**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.



## Safe

### **Bicycles, Scooters, Skateboards, and Rollerblades:**

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



### **Bike Riders:**

All students that ride bicycles to school are to ride directly to the school grounds, push them to 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 on the west side of the school near the prairie.

### **Bringing 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. Leaving the pet(s) at school all day is not only disruptive to the entire class, but is not the best experience for the animal. Students will meet the pet outside or in the front entry to protect others with allergies. There are district policies for animals at school.

### **Buses:**



All buses arrive at school at about 8:25 a.m. and will unload at the “buses only” driveway. At dismissal time, students board the buses at the “buses only” driveway entrance to the building and leave by 3:35 p.m. The School District contracts with two private bus companies, Safe-Way Bus Transit, Inc. (715-423-1130) and Lamers Bus Lines, Inc., (715-421-2400) .

Parents of student(s) who live less than two miles from school, and are in an area not considered hazardous are responsible for transportation unless available through the District “Parent-Pay” program. Parents desiring additional information on the “Parent-Pay” program should call the transportation coordinator at 715-424-6700.



### **Bus Passes:**

If your child will be riding a different bus to or from school than the bus they normally ride, they must get a bus pass from the office. If your child will be taking the same bus, but will have a different drop off or pick up, they must also get a pass. Please send a signed, dated note with your child and a pass will be given to them. **If your child does not ride a bus, they will not be given a bus pass to ride with another student.**



Passes will only be given to students that are assigned a bus route. Walkers and pickups are not allowed to ride the bus home with a bus student.

### **Cancellation Of School:**

Before School: If bad weather during the night makes it impossible for buses to run in the morning, a Skylert message will be sent to all families via their provided contact information in Skyward Family Access as early as possible, but in no case later than 6:30 a.m. Also, notice of cancellation will be posted on the main District webpage at ([www.wrps.org](http://www.wrps.org)) . WFHR (1320 AM), WGLX (103.3 FM), WSPT (97.9 FM), WIFC (95.5 FM), WSAU (550 AM), WDEZ (102 FM), WRIG (1390 AM), WSPO (1010 AM), WAXX (104 FM), WAYY (1150 AM) WYTE (96 FM), WDLB (1450 AM), WLJY (106 FM), WIZD (99.9 FM), WYCO (108 FM), AND WXCO (1230 AM)

If bad weather develops during the morning while school is in session contact regarding the early dismissal will be made to the above listed stations and posted to the webpage by 10:00 a.m. advising parents that their children will be sent home early. Lunches will be served to K-12 students before the K-12 students are dismissed.

For early dismissal, buses will run according to the following schedule:

- Elementary Schools (public and parochial) - 1:00 PM
- Wisconsin Rapids Area Middle School - 12: 00 PM
- Assumption High School - 12:10 PM
- Lincoln High School - 12:20 PM
- River Cities High School – A.M. Session - 11:00 AM
- Morning 4 Yr Old Kindergarten Session – 10:45 AM

\*\* Afternoon 4K and early education sessions, River Cities High School afternoon and evening sessions will be cancelled.



All students, including walkers, will be dismissed at the times listed above. Generally, lunches will be served before the pupils are dismissed. We encourage you to listen to the radio if you think the weather is bad and please DO NOT CALL THE SCHOOL. It is important to keep the phone lines open. Please check the website for updates.

**Child Care:**

The YMCA Kids Clubhouse program is run at the YMCA starting during the 2020-21 school year. For more information or registration materials, contact the YMCA at 715-818-6019.

The Boys & Girls Club of The Wisconsin Rapids Area (715-424-2582) provides a safe place for children, ages 6 to 18, to learn and grow with ongoing relationships with caring adult professionals. Transportation is provided from the club to school in the morning, and to the club from the school in the afternoon when needed.

**Cold Weather Recess/Playground Procedures:**

- 0 degrees, students will not play outside for 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

**Immunizations:**

Please check with your doctor, the Wood County Courthouse, or our school nurse, Ms. Michelle Forcier (715-424-6788), for Student Immunization Law Age/Grade Requirements.

**Infractions of the Disciplinary Plan:**

Major infractions of the Disciplinary Plan 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 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 will 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 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.

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

### **Involvement with Law Enforcement or Child Protective Services' Agents:**

If the safety of a child is at risk a Child Protective Services' agent and/or Police Officer has the right to interview and take a student into protective custody. Parental notification by school authorities is not required.

### **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





upon request.

- 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** be completed.
- ❖ Over the counter medication will be administered only with proper written parental consent. Medication must be provided in the original labeled container.

### **Nursing Services**

Each elementary school is provided scheduled nursing services on a weekly basis. A school nurse is always available for consultation even if the nurse is not at the school site.

The school nurse organizes appropriate screening programs such as vision and hearing screenings. In addition, the nurse may perform physical assessments and identify students with health problems that impact educational performance. If you do not want your child to participate in these activities, you must notify the school principal in writing.

### **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 school student most recently attended. The ability to release directory data helps 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.

### **Pick-Ups:**

At the end of the school day, all students are picked up in the front walk car line. If you choose to pick up your student, **for safety reasons**, the following guidelines will



be in effect:

- ❖ Parents may line up in their cars and staff will supervise dismissal to parents' cars. Please pull forward to the yellow line when waiting for your child.
- ❖ If you choose to enter the building to pick up your student, you must wait in the cafeteria until your student comes to you. This will alleviate the hallway congestion.
- ❖ If you are picking up a Kindergartner, you may park in the parking lot, enter the building through the main entrance, wait for your student in the cafeteria and escort your student to your vehicle.
- ❖ In case of inclement weather, students will be dismissed as their parents appear in the front drive.
- ❖ PLEASE do not use your **cell phone** in your car while driving on school property.

### **Publication/Sales:**

All posters and publications must be submitted to and approved by the administrator before they are posted and/or distributed. No student may sell any product (candy bars, etc.) during school hours. Please only ask your own teacher, as there are many fundraisers in our community and we have many students. Thank you for respecting our teachers in this matter.

### **Release Of Students During The School Day:**

A custodial parent or authorized person requesting release of a student during the school day must check into the office and sign the student out. Office staff will then contact the classroom and have the child sent to the office. Release will be made only to those individuals designated on the student's emergency card, unless authorization has been previously given to the office by the parent.

### **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 our School Safety Officer, 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.

### **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 faculty. The Raptor system will enhance our ability to



track visitors, contractors, and volunteers in our schools. Upon entering our building ALL visitors will be asked to 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.

If you wish to be a **school volunteer**, contact your child's teacher or the office. We will work with you to find a setting to utilize your talents. Background checks are required by November 30<sup>th</sup> for volunteering in the school including on field trips and can be completed at [www.wrps.net](http://www.wrps.net). Once the process is complete and you are approved as a volunteer, the process will not need to be repeated for another 3 years.

### **Sick At School:**

If your child becomes ill during the school day, a call will be placed to the parent(s) of the child to arrange for the child to be picked up. If the parents cannot be reached, we will attempt to contact the emergency contacts listed in Skyward. We consider the child sick if they are running a fever or have vomited. If the child is not running a fever and has not vomited, we will have the child rest in our health office and will eventually send them back to class when they are ready. If the child does not feel that they can return to class, we will attempt to contact the parent for pick up. It is very important that contact information is always current; please inform the office of any changes immediately.



If your child has had a fever, he or she cannot return to school until the child has been fever free, 24 hours, without the aid of fever reducing medication. This is important for the health of not only your child, but the health of others as well.





## Washington Staff

### Office

Kelly Schaeffer, Principal  
Crystal Fraundorf,  
Secretary  
Chelsey Mazurek,  
Office/Health Aide

### Kindergarten

Jennifer Landers  
Joleen Larsen  
Rachel Wisniewski

### First Grade

Brenda Kraft  
Kelly Look  
Sara Rasmussen

### Second Grade

Jane Overfelt  
Marilyn Kreuser  
Lori Bores

### Third Grade

Stacey Jarosinski  
Jaymi Dake  
Stephanie Wisen

### Fourth Grade

Danielle Weinhold  
Sara Jennings  
Kendra Randrup

### Fifth Grade

Rochelle Grossbier  
Scott Johnson  
Julie Mancheski

### Special Education Team

Tara Koch  
Kendra Shymanski  
Sunshine Broeren  
Hallie Ritchay  
Brean Renner

### Interventionists

Mary Kenas  
Cindy Kane  
Lisa Sullivan

### Art Education

Hannah Laffin  
Maddie Breuggemann

### General Music

Miranda Friedrich  
Amy Heitzmann  
Trudi Bergerson

### Physical Education

Tom Nolan

### Keyboarding

Megan Onesti

### Guidance

### Counselor/Social Worker

Kayla McLean  
Barb Bondioli

### Able Learner Coordinator

Amber Applebee

### Psychologist

Aida Juarez

### Nurse

Michelle Forcier

### Library Media

Jamie Jestadt  
Kathie Kester

### Special Education Aides

Patty Halbur  
Rachel Teeselink  
Michelle McElroy  
Dawn Sylvester  
Patricia Smith  
Cindy Bates

### Cooks

Crystal Giese  
Lauri Pappenfus

### Noon Aides

Brenda Akkermann  
Jenny Westover  
Jackie Gaupp  
Gina Webb

### EEL

Colette Altmann  
Moh Thao

### Custodians

Jeff Smits  
Batina Panzer