



## **KEWASKUM ELEMENTARY SCHOOL**

**AUGUST, 2011**

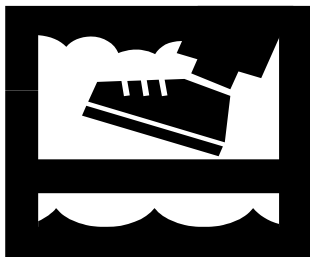
Dear Student,

Welcome to Kewaskum Elementary and the 2011-2012 school year. Excitement and adventure are awaiting you at Kewaskum Elementary. The amount of time and effort you put forth will make your stay here happy and memorable.

We have prepared this handbook to share some information about our school. You will find all the rules and regulations that govern our lives here at K.E.S. in order for all of us to live, learn, work, and play together.

Please take the time to read this book carefully and with your parents. Make sure you understand all the information in it. If you have any questions or concerns, please do not hesitate to contact a teacher, advisor, guidance counselor, support staff member, or myself. We will be glad to answer your questions.

Your Kewaskum Elementary experience is one you will enjoy. Remember to make good choices and success will come your way. Start off on the right foot. The longest journey starts with just a single step. Put your best foot forward.



Sincerely,

Jody Heipp  
Kewaskum Elementary Principal  
262-626-8427, ext. 1104

*District Mission Statement: The Kewaskum Community Schools ignite a passion for learning.*

*KES Mission Statement: KES promotes student learning and growth in a safe and positive environment.*

# **KES**

## **"IGNITING A PASSION FOR LEARNING"**

Our school is a place where active learning and exploration are fostered. We hope that students, parents, and staff will all work together to make our school the BEST! Remember, this is our school; it will reflect our ideas, attitudes, and care. Our success in this school relies upon all of our efforts. The more committed each of us are to working together, the more success we will create for our school community. If you have any questions or concerns, please address them with your child's teacher as soon as possible. You may also request a meeting with the building guidance counselor or building principal.

## **EQUAL EDUCATIONAL OPPORTUNITIES**

It is the policy of the Kewaskum School District, that no person, on the basis of sex, race, national origin, ancestry, religion, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability, may be denied admission to any school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extra-curricular, pupil services, recreational, or other programs. (Policy #411) If any person believes that they have been discriminated against they may bring a complaint to the administration office at Kewaskum School District. (Policy #411E1)

## **HOME-SCHOOL COMMUNICATION**

1. KEWASKUM ELEMENTARY PHONE NUMBER 626-8427, EXT. 1100 or 1000  
FAX NUMBER 626-4151  
[www.kewaskumschools.org](http://www.kewaskumschools.org)
2. OFFICE HOURS-  
8:00 a.m. - 4:15 p.m.

3. STUDENT DAY -  
ALL DAY 9:00 a.m. - 3:50 p.m.  
AM CLASS 9:00 a.m. - 11:45 a.m.  
PM CLASS 1:05 p.m. - 3:50 p.m.

Our school busses are to arrive with the pupils between 8:40 and 9:00 a.m. Pupils who do not ride the bus are not to enter the building before 8:50 a.m. Students may not enter school property prior to **8:30 a.m.** and will then need to report to the playground or cafeteria in bad weather.

4. DOOR #1 will be unlocked from 7:00 a.m. - 5:00 p.m. DOOR #2 is unlocked from 7:00 a.m. - 9:00 a.m. and after 3:30 p.m. These times may change. Students who arrive after 9:00 a.m. should enter Door #1.

## **PHONE CALLS**

Students will not be called from class for phone calls **except in extreme emergencies**. Students will only be allowed to use the phone with building staff permission. Room phones will ring before 9:00 a.m. or after 3:50 p.m. If you call between these times, you will need to leave a message on voice mail.

## **SCHOOL CLOSINGS**

In the event that school is to be closed due to bad weather or other emergency conditions, you would receive a phone call from the district's automated phone system, School Messenger. School Messenger is set to call the primary number listed in the student information system.

School closings will be announced, according to Policy #324, on radio stations: WBKV (92.5 FM and 1470 AM) in West Bend, WHBL (97.7 FM and 1330 AM) in Sheboygan, KFIZ (107 FM and 1450 AM) in Fond du Lac, and WTMJ (620 AM) in Milwaukee. Closings are also announced on television channel 12.

Closings are also posted on the district website: [www.kewaskumschools.org](http://www.kewaskumschools.org)

## **ATTENDANCE**

Regular attendance is an important factor in achieving success. Wisconsin laws provide that all school age children must attend school unless they are ill or officially withdrawn from school. The

new state statute 118.16(1)(a), as of July 1, 1998, defines habitually absent/tardy students as those who miss any part of five or more days during a single semester (½ year).

#### EXCUSED ABSENCES:

A. All excused absences require parent or guardian written verification to the school attendance officer, school attendance secretary, or designee. If a note has not been sent to school prior to the absence, parents need to call the attendance line by 9:30 a.m. on the day of the absence, rather than waiting for the school to contact them. The phone calls must then be followed up the next day with a written excuse from the parents to be kept on file in the office. This is a new district policy that each school is required to comply with.

B. A parent or guardian may excuse his/her child from attendance at school under the following conditions:

1. The parent or guardian provides the school a written notice in advance of the absence of the child.

2. The parent or guardian may not excuse the child for more than 10 days of school during a school year.

C. The school attendance officer is empowered to approve a legal excuse to any student for the following reasons:

1. Evidence that the student is not in proper physical or mental condition to attend school or an educational program. The district may require the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuse shall be made in writing, shall state the period of time for which it is valid and shall not exceed 30 days. The excuse can be renewed for additional 30-day periods as required.

2. An illness in the immediate family that requires the absence of the student because of family responsibilities. The district may require the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of need.

3. A death in the immediate family or funerals for close relatives or close friends.

4. Religious/Ethnic holidays. The school needs to be informed in advance for these absences.

5. A quarantine as imposed by a public health officer.

6. Approved school activities during class time.

7. Special circumstances that show good cause which are approved in advance by the school attendance officer or designee.

#### UNEXCUSED ABSENCES:

A. Students who are absent from school, but

whose reason for absence does not fall under the reasons above, shall be considered unexcused. The school attendance officer may assign detention, in school suspensions, or other penalties to a student who has been unexcused absent.

B. The parent or guardian of each student who is absent unexcused from school shall be notified by the school within two school days. At least one attempt shall be made by telephone, but if this is unsuccessful, the school will mail a written notice to the parent or guardian.

C. Absences due to suspension out of school shall be considered unexcused, but shall not be considered to be truant.

D. Students who are truant for more than three times in a semester shall meet with the school attendance officer or guidance counselor on their return to school for a conference to attempt to improve the student's attendance.

E. Students who are absent unexcused may be apprehended by the local police or by the school attendance officer and/or designee during the school day and returned to school immediately. The parents shall be notified as soon as possible about the student's unexcused absence and his/her return to school and shall be encouraged to come to school for a conference at that time or later. Parents may also be held accountable for the student's attendance. The student will meet with school attendance officer and then be returned to class or assigned to another school location for the remainder of the day.

TARDINESS: A student arriving late must report to the office whether or not he/she has a written excuse with him/her from home.

PERMIT TO LEAVE THE BUILDING: Once students arrive at school, they are not to leave school grounds without a written permission slip from a parent or guardian. Students must be signed out in the school office. If it is necessary for a student to leave school because of illness, he/she must report to the office so a parent or guardian may be contacted.

MAKE-UP WORK: Whenever the absence excuse is acceptable, work missing during that time must be made up.

ILLNESS: When a child becomes ill at school, we will first contact the parent. If the parent cannot be reached we will then contact the emergency number on the child's current enrollment sheet. **Please be sure to keep emergency cards updated.** When the school determines the child is too ill or injured to remain in class it is the parents/guardian's responsibility to pick your child up and provide care for them.

## **ADDRESS CHANGES**

Please inform the office if you change your address, email address, telephone number, or **emergency medical information** at any time during the year.

## **INSURANCE**

The school district does not carry student accident insurance. There is no general student coverage and there is no insurance on athletes. If parents are interested in purchasing general accident insurance, they should consult their insurance agent.

## **VISITORS**

Immediately upon entering the building, visitors are required to register in the office and pick up a visitor tag. This will assure the safety and well-being of everyone in our building and will allow visitors to receive a warm welcome upon beginning their visit.

## **STUDENT-LED CONFERENCES**

Appointments can be made with teachers, the counselor, or the principal any time throughout the school year by calling the office at **626-8427 ext. 1100**. Scheduled conferences are held in the fall and spring of each school year. **All students will be expected to attend conferences.**

## **RETENTION**

Retention is rare, but at times it is necessary to assist students with their learning. Parents will be notified of possible retention and will be involved in the planning meeting to monitor the student's progress. The parents' acceptance or refusal of the recommendation will be documented in the student's permanent record folder.

## **EMERGENCY PROCEDURES**

### **FIRE DRILLS**

Drills are held monthly during the school year. In order to evacuate the building safely, students must follow teachers' instructions and directions posted in each room.

1. Walk at all times and keep walking until you are at least two hundred feet away from the building.

2. Maintain silence when leaving or returning to the building so that teachers' verbal instructions may be heard and understood.

### **TORNADO DRILLS**

The building is not to be evacuated in the event of a tornado or other severe weather threat, unless staff and students are so directed. Any severe weather warning will be related to you via the public address system. Remain calm and quiet in order to hear directions. The teacher will direct students to move to a designated area in the building that will provide the greatest safety.

### **HOLD/LOCK DOWN DRILLS**

In the event of a safety concern, teachers will be designated to go to a hold or lockdown. Students are to follow teacher instructions.

### **FIRST AID**

Any injury, which occurs at school or at a school activity, is to be reported to the staff person in charge. Needs will be addressed through the office staff. Please inform the school if your child sustained an injury during the school day that required medical attention.

### **STUDENT MEDICATION**

Students requiring medication at school will be identified by parents to the building administrator through the school office staff.

1. Prescription medication to be given in school must be accompanied by a medication permission slip signed by both the physician and the parent.
2. All medication must be brought to the school office in a properly labeled container. Prescription medication must be in the original bottle issued by the pharmacy. The following information must be on it:
  - a. student's name
  - b. name of medication
  - c. dosage and time to be administered
3. Inhalers may be kept in the locked first aid cabinet located in the school's office area or may be carried by a student when a parent permission form to that effect is on file in the school office.

## **PRAYER IN THE SCHOOL**

No district employee will require children to say prayers in classrooms, nor will students or staff be prevented from the exercise of private prayer within the school district.

## LUNCH

Students may purchase lunch daily or for an extended time period. Purchased lunches do **NOT** have to be used on consecutive days.

Lunches are available to be purchased each morning. It is recommended that lunches be purchased in minimum units. Please refer to letter from our Food Service Supervisor for greater detail.

Students use a computerized lunch system.

1. Each student will be issued a 4-digit pin number (I.D. number) and assigned a lunch account that the computer will keep track of. The system will be set up using family accounts, not individual accounts. It is a prepaid system with a variety of payment methods (weekly, monthly, semester, etc.) If you have more than one child, you make one FAMILY deposit.
2. Parents should send a check to School Nutrition Office, Kewaskum High School, 1510 Bilgo Lane, Kewaskum, WI, 53040, or it may be brought to any of the school offices. **Make checks payable to: School Nutrition Program.** Students approved for free lunches will automatically receive a PIN number.
3. When going through the lunch line, each student will submit his or her PIN number to the cashier and the amount of purchase is subtracted from the appropriate account balance.
4. This system is similar to a checking account. It is necessary to put money into the account in order to buy a lunch. If your account balance falls below a determined amount, we will let you know.

Any remaining funds in the family accounts at the end of the school year will be carried over to your account for the next school year. Or, the remaining funds will be returned to you at your request.

There are many advantages to this computerized program. It offers a more efficient accounting system for your children, you and the district. The computer will notify the cashier of any restrictions the parents feel necessary such as: lactose intolerance, diabetic, one meal per day only, etc.

Attached is a lunch/recess schedule that is subject to change without notice.

## MILK

A carton of milk may be purchased for consumption at lunchtime that will be deducted from the family account. White, chocolate and strawberry milk are available. Milk is purchased in the lunch area each day.

Students in grades Four-Year-Old Kindergarten (4K) through five (5) wishing to participate in a daily milk break may do so on a semester basis **ONLY**. The cost per semester is \$25.00.

If a child does not choose to drink milk, a beverage may be brought to school, however no soda is permitted.

**SEPARATE CHECKS MUST BE MADE OUT FOR LUNCH, MILK, AND OTHER SCHOOL PURCHASES. LUNCH AND LUNCH MILK CHECKS SHOULD BE MADE PAYABLE TO: SCHOOL NUTRITION PROGRAM. MILK BREAK AND OTHER CHECKS SHOULD BE MADE PAYABLE TO: KEWASKUM ELEMENTARY SCHOOL**

In the check memo area, please identify the purpose for the individual checks; such as lunch money, milk break money, field trip money, etc.

## FIELD TRIPS

Written parental permission for field trips sponsored by the Kewaskum School District, was in most cases obtained on the student's registration form. If you circled "yes" on the form, but for some reason do not want your child to participate in a particular field trip, please contact the school office.

## PHYSICAL EDUCATION

Students are required to participate in physical education unless excused for a medical reason. A written excuse is required to be turned into the office. A doctor's excuse is required for extended absence from class.

## DEPARTURE OF PUPILS IN THE AFTERNOON

All pupils will be dismissed at 3:50 p.m. Bus riders will be dismissed to the busses on Bilgo Lane using door 11.

Students, who walk home, should exit the building using doors 6, 7, or 8. All walkers are to use the sidewalk between the rear parking lot and the playground. Because of the high traffic and busses, children who walk **are not** to exit doors 1 or 11.

Students in 4K through Grade 2, and any siblings in Grades 3-5, who are being picked up in a vehicle, should proceed to the 4K/5K playground area. Parents can park on both sides of Third Street and should not double park. Students will be released at the gate to the person picking up the student(s). Students in Grades 3-5, who do not have any siblings in Grades 4K-2, should proceed to the rear parking lot by door 2 to be picked up.

## BUSSES

Busses will load and unload on Bilgo Lane. It is important that pupils report to the bus line in an orderly manner and line up to avoid accidents from running, pushing, etc. If a pupil misses his/her bus the parent/guardian will be called to pick him/her up.

Students may alter their regular bus stop by bringing a completed "Bus Slip" form or a written note identifying a bus stop change for the evening from a parent or guardian. All bus stop slips/notes are to be taken to the office in the morning for authorization. Authorized slips/notes will be returned to the students before *they* board the busses; slips/notes must be given to the bus drivers. Bus drivers will **NOT** allow students to ride altered busses/routes without the authorized slips/ notes and this will be reinforced by the school. This is a safety issue for the protection of students. **If you do not want your child to ride home on the bus, we must have a note. We cannot take the child's word for it.**

Long term changes need to be addressed through Johnson Bus; 626-4414. (Policy #751R1)

## BICYCLES

All pupils who ride bicycles to school are to park them **in the bicycle rack located by Door #2**. Once a bicycle is parked, it is to remain parked until dismissal in the afternoon. Bicycles are the property of the owner only. Pupils are to keep their hands off bicycles that do not belong to them.

## ROLLER BLADES, ROLLER SKATES, ROLLER SHOES, AND SKATEBOARDS

As in the past, roller blades and roller skates will be permitted to use during lunch recess only. For safety purposes, any student who wishes to use them must wear helmet, kneepads and elbow pads. Skating will not be allowed unless safety equipment is worn. Skateboards and Roller Shoes will not be allowed to be used.

## DRESS CODE

Students' dress and grooming needs to meet the general decency standards of the Kewaskum community at large and the students in the various schools in the district. The students' dress may not endanger the public health and safety of others or be disruptive to the educational process.

Students may not wear any article of clothing depicting alcohol, tobacco, illegal drugs, violence, obscene words, gestures and/or pictures, or any sexually suggestive words, pictures and/or gestures. Shirts/blouses, which expose the midriff, may not be worn. Shirts with shoulder straps that expose the shoulders must be at least one inch wide so as no undergarment can be exposed. Short shorts and short skirts are not allowed. Flip-flops are highly discouraged because of the number of foot and toe injuries we see on the playground. Parents of students wearing inappropriate clothing to school may be called and asked to bring a change of clothing for their child, or school clothing may be borrowed if available.

During the school day, students are not allowed to wear any head coverings or other articles of clothing that create a disruption to the learning process unless prescribed by a doctor, as part of a religious tradition, or as part of an all-school activity. This includes but is not limited to hats, scarves, caps, bandannas, etc. When caps are worn outside on school grounds, they should be worn with the brim facing forward to discourage the appearance of gang affiliations.

We all know that clothing costs are very high. Because of this, all articles of clothing should be taken home every day after school. We keep acquiring entirely too much clothing during each school year and this should not be happening. Articles kept in the hall must be hung up or put

away neatly every day. Anything found should be taken to the school office or lost and found box. **We encourage shoes, boots, mittens, etc. to be labeled with the student's name.** Any clothes that remain at the end of the school year will be donated to a local charity.

## **VIDEOTAPING/PHOTOGRAPHS**

Students may be videotaped or photographed during the year to be used for school district related purposes. If you have any concerns regarding this matter, please contact the superintendent.

## **RECESS**

An important part of the students' school experience is that of socialization. One key component to this occurs through recess. All students are expected to participate in such activities. Recess times allow the children opportunities to develop/refine their communication skills, manners/respect for others, and motor skills, while taking a break from their academic learning.

If children are healthy enough to be at school, they are expected to participate in recess activities. In special circumstances, or with a doctor's excuse, prior arrangements need to be made by the parent/guardian with the child's classroom teacher. Such arrangements will be made on an individual basis with the goal of having all students participate in recess activities.

Students will remain outside except in inclement weather defined as rain, heavy snow, temperatures below +10 degrees F or a wind chill below 0 degrees below F.

## **FEES AND FINES**

All fines and fees are expected to be paid by the last day of school. If fines are not paid, your child's report card may be withheld. Any unpaid fees or fines may be turned over to a collection agency.

## **ANIMALS IN SCHOOL**

Parents or children wishing to bring animals to school must receive prior permission from the principal.

## **STUDENT EXPECTATIONS AND INTERVENTIONS**

Please read over the Kewaskum Elementary School Behavior Information included in this handbook. Please keep it on hand as a reference during the school year. (Policy #443.9)

## **SNACKS IN SCHOOL**

Snacks are to be eaten at snack break, lunch or recess. In accordance with the school's new health policy, snacks should be as healthy as possible. Fruit, granola bars, etc. are strongly encouraged. Candy, soda and sugar based snacks are not permitted.

## **CAFETERIA**

All pupils eating hot or cold lunch are to make sure their place setting at the lunch table is cleaned up after they have finished eating. Food from the cafeteria may not be taken outside the cafeteria area.

## **HALL MANNERS**

The halls in this school are used by all pupils every day of the school year. At times many pupils may be in the halls at one time. To keep this movement as smooth as possible, there is to be no running or pushing at any time. When in the halls, pupils should be as quiet as possible. The halls are to be used only when necessary and aimless walking or constant inside/outside movement during recess or noon hours will not be permitted.

## **USE OF BATHROOMS**

The bathrooms of the school are to be kept clean at all times. Anyone writing on any surfaces or messing up a bathroom area may be suspended. Pupils are not to loiter in these areas.

## **PUPIL'S DESKS**

The desks used for storage of school supplies are school property and should not be abused in any way.

Because of our organization, some pupils use different desks during the school day. No one has any right to go into any desk that does not contain his or her school supplies and books.

## **RESPECT FOR FURNITURE AND EQUIPMENT**

We have a great amount of valuable furniture and equipment throughout our school. Pupils are expected to use the furniture and equipment with great care. Any pupil who deliberately damages any furniture or equipment will be disciplined according to the severity of his/her actions and parents/guardians may be asked to make restitution for such damages.

## **PLAYGROUND**

The playground will be used by the primary and intermediate pupils at different times. This is done to alleviate problems or injuries during the lunch hour and during recesses. Pupils in grades 1-5 are not to play in the early childhood play area.

## **PLAYGROUND EQUIPMENT**

Playground equipment should be highly respected by all pupils. Equipment belonging to any room should be clearly marked so that it remains with that room. Pupils taking equipment from any room will be responsible for its return.

Our playground equipment is located on the west side of the playground. Falling from any of this equipment can cause injuries. Pupils should not get careless while playing on any of the playground equipment. Baseballs (hard balls) and bats (metal and wooden) are not allowed.

## **SNOWBALLS**

Throwing snowballs can be very dangerous. Because of this possible danger there is to be absolutely no throwing of snowballs at any time on the school grounds unless supervised by an adult.

The snowball throwing should then only take place in a designated place and at designated targets if applicable. This also includes the throwing of chunks of snow or ice, dirt, stones or woodchips.

## **PUPIL RESPECT**

Pupils who have and show respect are well liked and admired by others. Respect is to be shown by all pupils to other pupils and members of this school staff. This includes teachers, office help, cooks, and custodians. Parents/guardians can be of great assistance by teaching respect at home, which will then carry over into school.

## **STUDENT PERSONAL PROPERTY**

Children are highly discouraged from bringing toys, expensive jewelry, etc. to school. If they still choose to do so, the school will not be held responsible for any missing or damaged items.

## **ELECTRONIC COMMUNICATION DEVICES**

The district prohibits the use of electronic communication devices (including cell phones) during the school day, except for designated times indicated by the building administration. If a student brings an electronic communication device to school, it should be turned off during the school day, except for the designated times indicated by the building administration. Before and after school, a student may make use of their electronic communication device in the lobby areas, hallways, or outside of the school building. (Policy 443.5)

## **INCENDIARY DEVICES**

Children are not allowed to bring incendiary devices or look a likes within, on, or at school sponsored events or trips. Violation can result in a range of suspension to expulsion. (Policy #832)

## **DANGEROUS WEAPONS**

Possession of a dangerous weapon or its look alike is prohibited within, on, or at school sponsored events or trips. Violation of this Policy

#832 could result in immediate expulsion.

## **USE OF THE SCHOOL BY ORGANIZATIONS**

Organizations, who wish to use the school building, whether on a regular basis or just one time during the school year, must complete a "Use of Building" form and submit it to the building principal for approval. Organizations will also be required to provide a certificate of insurance.

## **VANDALISM**

Over the last few years, we have noticed some incidents of vandalism within the school. Each year, we address this with the students along with their role in reporting any destruction of school property when they see it. We ask that you reinforce this with your child, so we can keep our school in the best possible condition and the repairs to a minimum. Students who are caught destroying school property will be asked to make restitution for the damage. Through a joint effort, we are able to provide your children a great environment in which to learn and keep the costs of building maintenance and taxes down.

## **WEBSITE**

Information regarding the Kewaskum School District can be found on the School District website:

[www.kewaskumschools.org](http://www.kewaskumschools.org)

Among the topics you will find:

*Skyward Family and Student Access* - Provides parents with online access to their student's attendance, lunch account balance and schedule. Parents of Middle and High School students also have access to academic grades.

*School Calendars* – Each school's activities (PTO meetings, concerts, conferences, etc.) are indicated on their calendars.

*Medication Forms* – If your child needs to take medication at school, you can print out the required form for administration at school.

*School Messenger* – The School District's automated telephone calling system is used for school cancellations, early closings, low lunch

balances, and other messages of importance.

*e-Funds for Schools* – e-Funds offers parents several payment options for the debit lunch system.

*Volunteer Opportunities* – The Kewaskum School District and community encourages students, parents, and community members to volunteer their time and talents for the benefit of others.

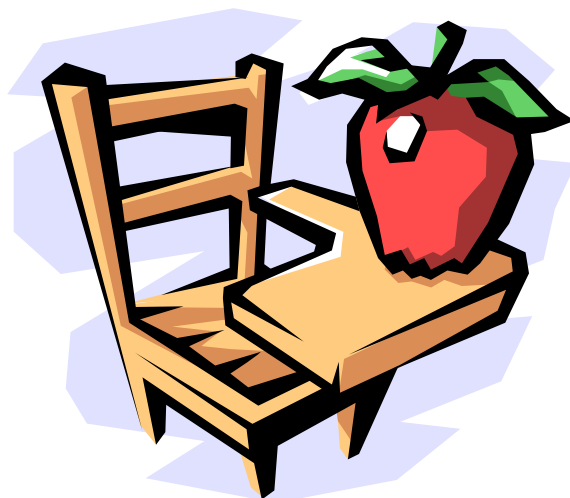
*District and Individual School Newsletters* – Newsletters are available to parents and the community on our website.

Please check our website for additional information.

## **CONCLUSION**

We hope this handbook will be of help to all pupils and parents/guardians and that it will enable all to make school an enjoyable and successful experience.

I would like to thank the parents who have helped contribute to this handbook over the years. Your suggestions have helped clarify and simplify information for other parents. If any parent has a suggestion for the handbook, please feel free to contact the principal.



**Kewaskum Elementary School  
Lunch and Recess Schedules  
2011-2012**

10:30-10:45	Recess	Grade 5
11:15-11:40	Recess	Grades 1 and 2
11:40-12:05	Lunch	Grades 1 and 2
11:50-12:15	Recess	Grades 5K and 3
12:15-12:40	Lunch	Grades 5K and 3
12:20-12:45	Recess	Grades 4 and 5
12:45-1:10	Lunch	Grades 4 and 5
1:30-1:45	Recess	Grade 1
2:00-2:15	Recess	Grade 2
2:30-2:45	Recess	Grades 3 and 4



# Kewaskum Elementary School

1415 Bilgo Lane  
Kewaskum, Wisconsin 53040  
Phone: 262-626-8427



## **Making a POSITIVE impact with POSITIVE behavior!**

### **Introduction:**

This portion of our handbook is designed to inform Kewaskum Elementary students and their parent/guardians of school rules, behavior expectations, and behavior consequences. By following these rules, we will create a positive and enjoyable learning environment for all.

Mission: KES promotes student learning and growth in a safe and positive environment.

Vision: Preparing students for the future by fostering good character and the love of learning.

Value Focus: Relationships – Respect – Community

Expectations: Responsibility – Engaging the whole student – Tolerance

Results: A strong community committed to caring and learning.

### **Our Program includes:**

- Emphasis on recognition of appropriate behaviors
- Progression from external rewards such as food to internal rewards such as wanting to do what is right (extrinsic vs intrinsic)
- Intervention plan for students as needed
- School-wide orientation yearly with quarterly refreshers, or as needed in the classroom
- Written behavior agreements for children who repeatedly demonstrate inappropriate behavior
- A guidance person to help set up a program to assist the child, parent/guardian, and teacher

## **Student Expectations:**

Students at KES are expected to:

- ❖ Respect the authority of all school staff
  - Follow instructions immediately
  - Speak in an appropriate and respectful manner
- ❖ Respect other students
  - Keep hands and feet to yourself
  - Use appropriate language
  - Be courteous and polite
- ❖ Work and play in a safe and responsible manner
  - Use quiet voices in building
  - Follow classroom, playground, bus, and school rules
- ❖ Respect property
  - Use school equipment and materials properly
  - Treat other student's possessions with respect
- ❖ Respect yourself
  - Wear appropriate clothing
  - Display a positive attitude

## **Unacceptable Behaviors:**

- Defiance of authority or deliberate disruption
- Fighting – verbal or physical threat or action against another person
- Theft – taking property which does not belong to you
- Vandalism – deliberate destruction of or damage to property
- Harassment or Intimidation of student or staff, like name calling, writing/passing inappropriate notes, body actions and gestures, etc.
- Foul Language – offensive or coarse language

## **Consequences:**

Students who consistently display positive behavior may be recognized by a staff member with verbal and nonverbal praise, personal recognition from the principal, phone calls home, and notes. Awards may also be used.

## **Interventions:**

There are times when students do not observe the rules for appropriate school conduct. When that occurs, one or more of these interventions may be carried out:

- ✓ Verbal warning from school personnel
- ✓ Communication with parent/guardian
- ✓ Conference with teacher/principal
- ✓ Conference with parent/guardian
- ✓ Removal from class, activity, recess, or bus
- ✓ Lunch recess detention
- ✓ Referral to school counselor
- ✓ SIT (Student Intervention Team) meeting
- ✓ Behavior Contract
- ✓ Referral for evaluation of suspected learning, behavioral or emotion disability
- ✓ Restitution for damage to property
- ✓ In-school suspension
- ✓ Suspension from school
- ✓ Referral to social service agency or law enforcement
- ✓ Referral to School Board for expulsion

These interventions will be documented on an Intervention Checklist and kept on file in the principal's office. Copies of the Intervention Checklist will be forwarded to the parent/guardian, teacher, principal.

## Intervention/Discipline Referral Form

Name of Student: \_\_\_\_\_

Grade: \_\_\_\_\_ Classroom Teacher: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Summary of observed/reported behavior.

Staff Signature: \_\_\_\_\_

### Intervention(s) Received

### Date

Verbal warning from school personnel	
Communication with parent/guardian	
Student conference with principal	
Conference with parent/guardian	
Referral to school counselor	
Student Intervention Team (SIT) Meeting request	
Behavior Contract with teacher	
Other:	

### Consequence(s) Received

### Date

Removal from class, activity, bus	
Recess detention	
Restitution for damage to property	
In-school suspension	
Out-of-school suspension	
Referral to social agency or law enforcement	
Referral for expulsion	
Other:	

Dear Parent/Guardian – Today your child received an intervention or consequences for the incident listed above. We are asking you to address the incident with your child so it does not happen in the future. Your signature does not mean that you concur with the intervention or consequence, only that you have received the information.

Parent/Guardian Signature \_\_\_\_\_

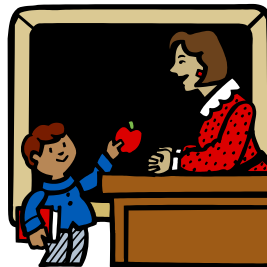
**STAFF: 1 COPY TO OFFICE BINDER, 1 COPY HOME, 1 COPY STUDENT FOLDER**

# **KEWASKUM ELEMENTARY SCHOOL OPEN HOUSE**



**WEDNESDAY, AUGUST 31  
4:00 P.M. TO 6:00 P.M.**

**PLEASE STOP IN TO MEET YOUR CHILD'S  
TEACHER AND SEE THE CLASSROOMS.**



**CHILDREN MAY BRING THEIR SUPPLIES IN AT  
THIS TIME.**



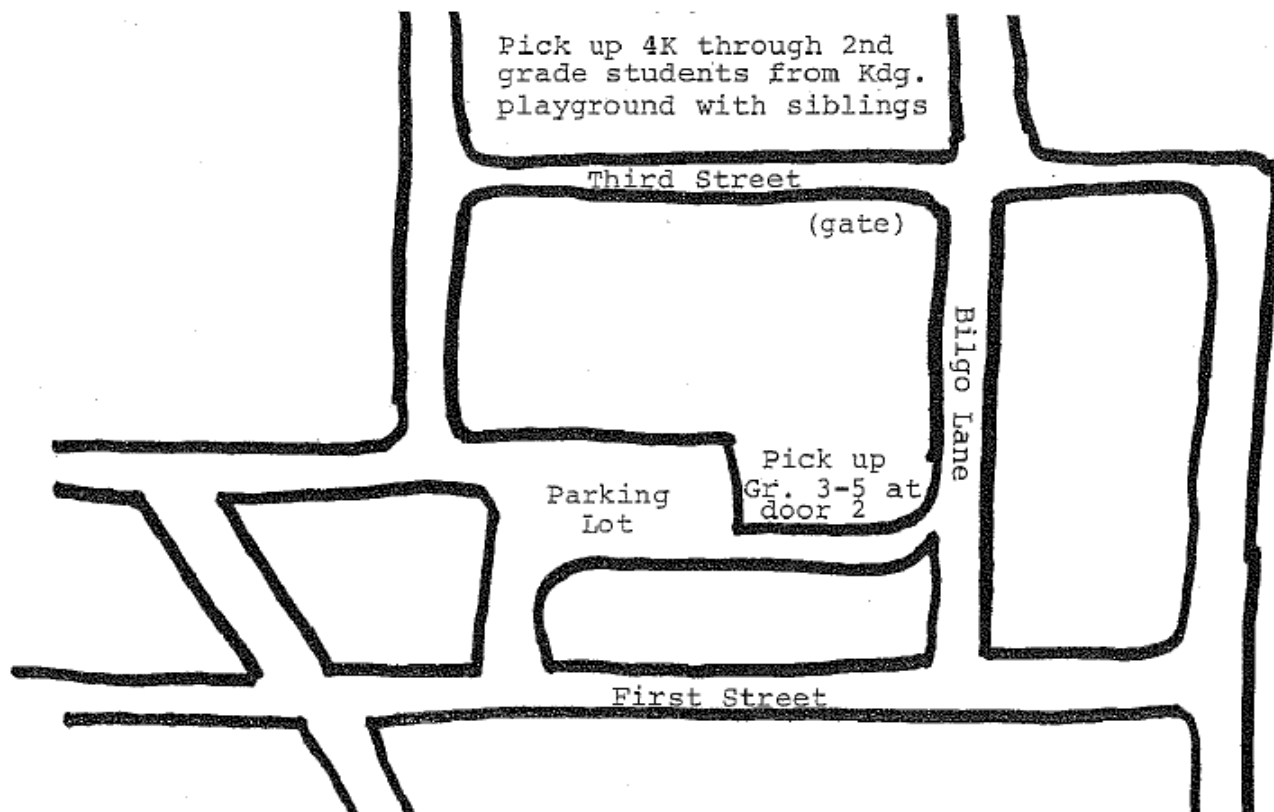
**KEWASKUM ELEMENTARY SCHOOL**  
**DEPARTURE OF PUPILS IN THE AFTERNOON**

All pupils will be dismissed at 3:50 p.m. Monday through Friday. Bus riders will be dismissed to the busses on Bilgo Lane using door 11.

Students who walk home, should exit the building using doors 6, 7, or 8. All walkers are to use the sidewalk between the rear parking lot and the playground. Because of the high traffic and busses, children who walk **are not** to exit doors 1 or 11. Walkers should proceed home right after school and cross village streets at the designated points in order to take advantage of the safety provided by our crossing guards.

Students in 4K through Grade 2, and any siblings in Grades 3-5, who are being picked up in a vehicle, should proceed to the 4K/5K playground area. Parents can park on both sides of Third Street and should not double park. Students will be released at the gate to the person picking up the student(s). Students in Grades 3-5, who do not have any siblings in Grades 4K-2, should proceed to the rear parking lot by door 2 to be picked up.

Staff members are on duty until 4:00 p.m. to supervise students who are being picked up. To help alleviate traffic congestion, you are encouraged to avoid the 3:50 dismissal time and arrive between 3:55 and 4:00. Students who are not picked up by 4:00 p.m. will have to be picked up in the office using door 1.





## Kewaskum Elementary School Supplies

2011-2012

### Early Childhood

4 oz. Elmer's White Glue (2 bottles)\*  
Backpack  
8-16 Crayola Crayons  
Napkins (1 pkg.)  
Change of Clothing  
1 box Kleenex

### PALS

1 Glue Stick  
1 pkg. Napkins  
1 Folder  
1 Change of Clothes (labeled with child's name)  
Backpack (large enough for pocket folder, can be same as 4K)  
Paint Smock (Old Shirt w/ child's name)

### Four-Year-Old Kindergarten

4 oz. Elmer's Glue (4 bottles)\*  
2 pocket folders  
8-16 Crayola Crayons (boys)  
8 count washable Markers (girls)  
One Box Recloseable Bags - Gallon Size (boys)  
One Box Recloseable Bags - Quart Size (girls)  
Napkins - 1 pkg. (boys)  
Kleenex - 1 box (girls)  
Art Smock (Old Shirt)  
Backpack (large enough for pocket folder)

\*\*Only label art smock with name

### Kindergarten

(Only label art smocks)

1 Plastic Pocket Folder  
24 Crayola Crayons (2 boxes)  
8 count markers  
.77 oz. Glue Stick (4 sticks)  
12-#2 Pencils Sharpened (plain yellow or orange)  
1 inch Poly-Binder  
2 boxes Kleenex  
2 dry erase markers  
Art Smock (Old Shirt)  
Small Pencil Box (plastic 5x8) (Mrs. Noegel & Marx only)

Ziploc Bags - quart size - girls  
-gallon size - boys

### First Grade

(Label ALL supplies)

10 #2 Pencils Sharpened  
Pocket Folder (2)  
24 Crayola Crayons (2 boxes)  
4 oz. Elmer's Glue (3 bottles)\*  
70 pg. Wide Ruled Spiral Notebook (plain cover)  
Small Glue Sticks (4) (White Only)  
2 boxes Kleenex  
10 count Crayola Broad Markers  
Art Smock (Old Shirt)  
Tennis Shoes for Gym  
1 box Ziploc Bags (Boys-Sandwich Size, Girls-Gallon Size)  
1 in. Poly-Binder, plain color (Mrs. Holstead & Mrs. Drost)  
Plastic pencil box (Mrs. Kasten only)  
Backpack

### Second Grade

Bottom Pocket Folder (7)  
24 Crayola Crayons  
8 count washable Crayola markers  
4 oz. White Glue\*  
Glue Sticks (4)  
2 dry erase markers  
70 pg. Wide Spiral Notebook (3)  
#2 Pencils (10)  
2 boxes Kleenex  
Small School Box  
Tennis Shoes for Gym  
Art Smock (Old Shirt)  
Clean Sock (for whiteboard eraser)

### Third Grade

(Please label all supplies)

Bottom Pocket Folders (6)  
24 Crayola Crayons  
4 oz. All Purpose Elmer's Glue (2)\*  
.74 oz. Elmer's Glue Stick (2)  
70 pg. Wide Spiral Notebook (4)  
Wide-Lined Loose-Leaf Paper - 50 ct. (Last name A-M)  
Ziploc - quart size box (Last name N-Z)  
Steno Notebook  
#2 Pencils (12)

Small School Box  
2 boxes Kleenex  
Tennis Shoes for Gym  
Clean Sock (for whiteboard eraser)  
Art Smock (Old Shirt)  
NO TRAPPER KEEPERS

### Fourth Grade

Pocket Folder (7) (red, green, purple, yellow, 2 blue, 1 any)  
1 laminated Folder  
70 pg. Wide Spiral Notebooks (5) (red, blue, green, purple, yellow)  
Blue or Black Pen  
#2 Pencils (12)  
24 Crayola Crayons  
12 pack Colored Pencils  
8 pack Markers  
Small School Box  
Clean Sock (for whiteboard eraser)  
Elmer's Glue (1)\*  
Glue Stick (2)  
Wide-Lined Loose-Leaf Paper (1 pkg.)  
2 boxes Kleenex  
2 dry erase markers  
Art Smock (Old Shirt)  
Hefty Grip Ziploc Quart Size Bags (1 box)  
Tennis Shoes for Gym  
NO TRAPPER KEEPERS

### Fifth Grade

Pocket Folders (7) (blue, green, red, purple & 3 other)  
24 Crayola Crayons  
Colored Pencils  
8 oz. Elmer's Glue\*  
Large Glue Stick  
2 boxes Kleenex  
2 dry erase markers  
70 pg. Wide Spiral Notebooks (4) (blue, green, red, purple)  
1-1 in. Three Ring Binder (Dehring & Wheeler)  
#2 Pencils (12)  
Pens (2)  
Post It Notes, 3X3 size, (1 pkg.)  
Art Smock (Old Shirt)  
Tennis Shoes for Gym  
Clean sock (for whiteboard eraser)  
NO TRAPPER KEEPERS

**Some of the requested supplies are used in Art classes.**

**PLEASE DO NOT PURCHASE THE "WASHABLE", "GEL" OR "NO RUN" GLUE FOR SCHOOL USE.**

**NONPRESCRIPTION SCHOOL MEDICATION FORM**

Name of student: \_\_\_\_\_

Name of medication: \_\_\_\_\_

Time to be given: \_\_\_\_\_

Dosage: \_\_\_\_\_

Reason for taking medication: \_\_\_\_\_

I authorize the above medication to be given as indicated to my son/daughter.

Date \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_

**PRESCRIPTION SCHOOL MEDICATION FORM**

\_\_\_\_\_ is to be given the following medication in school.

Name of medication: \_\_\_\_\_

Time to be given: \_\_\_\_\_

Dosage: \_\_\_\_\_

Reason medication is being prescribed: \_\_\_\_\_

Possible side effects: \_\_\_\_\_

Date: \_\_\_\_\_ **Physician's Signature** \_\_\_\_\_

I authorize the above medication to be given to my son/daughter as directed by his/her physician.

Date \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_

**Legal Reference: Wisc. SS 118.29**

**Cross Reference:**

**Adopted: December 11, 1989**

**Reviewed: March 1992**

**Revised: February 13, 1995**

# KEWASKUM SCHOOL DISTRICT

## 2011-2012 CALENDAR

July 2011						
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
August 2011						
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	(22)	(23)	24	25	26	27
28	29	(30)	(31)			
September 2011						
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
October 2011						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	(20)	21	22
23	24	25	26	(27)	28	29
November 2011						
30	31	1	2	3	4	5
6	7	(8)	9	10	11	12
13	14	15	16	17	18	19
20	21	22	(23)	24	25	26
27	28	29	30			
December 2011						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	(23)	24
25	26	27	28	29	30	31

August 22	New Teacher Orientation
August 23	New Teacher Orientation
August 30	Professional Development Day
August 31	Professional Development Day
September 1	Students Begin
September 5	Labor Day - No School
October 20	6-12 Student Led Conf. 12-8 PM
October 27	Professional Development Day
November 4	End of First Quarter
November 8	K-5 Student Led Conf. 12-8 PM
November 23	Professional Development Day
November 24	Thanksgiving Day - No School
November 25	Thanksgiving Break - No School
December 2	End First Trimester
December 22	Last Student Day Before Christmas Break
December 23	Professional Development Day
January 2	Classes Resume
January 16	Professional Development Day
January 20	End of Second Quarter
February 20	Professional Development Day
February 23	6-12 Student Led Conf. 12-8 PM
February 28	K-5 Student Led Conf. 12-8 PM
March 9	End Second Trimester
March 23	End of Third Quarter
March 26	Professional Development Day
April 5	Last Day Before Easter Break
April 10	Professional Development Day
April 11	Classes Resume
May 14	Professional Development Day
May 28	Memorial Day - No School
June 6	Last Day of School
June 6	1/2 School Day, 1/2 Prof. Dev. Day

- No Classes for Students
- No Classes for Grades 4K - 5
- No Classes for Grades 6 - 12
- New Teacher Orientation
- Professional Development Day

January 2012						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	(16)	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
February 2012						
				1	2	3
						4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	(20)	21	22	(23)	24	25
26	27	(28)	29			
March 2012						
					1	2
						3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	(26)	27	28	29	30	31
April 2012						
1	2	3	4	5	6	7
8	9	(10)	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
May 2012						
				1	2	3
						4
						5
6	7	8	9	10	11	12
13	(14)	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
June 2012						
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30