

# WES

## W.E.S. Mission

“People Respecting Individuality and Developing Excellence in Learning (P.R.I.D.E).”

## “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 this 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 program (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 #411E.1).

## HOME-SCHOOL COMMUNICATION

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

1. WAYNE PHONE NUMBERS -  
626-8427, Ext. 5000  
FAX - 626-4401

2. OFFICE HOURS-  
7:45 am - 4:15 pm

3. STUDENT DAY\*\* -  
9:00 am - 3:50 pm

\*\*4 Year-Old KINDERGARTEN DAY  
Monday through Thursday  
9:00 am – 11:45 am

Our school busses are to arrive with the pupils between 8:40 a.m. and 9:00 a.m.

***\*\*For the safety and well-being of our students, we ask that students not arrive at school until after 8:45 a.m. or be picked up after 3:50 p.m. Supervision is only available from 8:45 a.m. to 3:50 p.m.***

## PHONE CALLS

Students will not be called from class for phone calls **except in extreme emergencies**. Students will only be allowed to use the office 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 CLOSING

In the event that school is to be closed due to bad weather or other emergency conditions, you will 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 school board 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 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 (1/2 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 education 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 which 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 of 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 the 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. The parent or guardian should sign the student in before sending the child to class advising the office as to the reason for the child's tardiness.

**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 card. **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 parent/guardian's responsibility to pick your child up and provide care for them.

### **ADDRESS CHANGES**

Please inform the office if you change your 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 at 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. 5000**. 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 lock down. 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 which required medical attention.

**STUDENT MEDICATION:** Students requiring medication at school shall 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 shall require children to say prayers in classrooms, nor shall students or staff be prevented from the exercise of private prayer within the school district.

### **LUNCH**

Students may purchase lunches 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 the letter from our Child Nutrition Director 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 Child Nutrition Office, Kewaskum High School, 1510 Bilgo Lane, Kewaskum, WI 53040, or it may be brought to any of the school offices. **Please make your checks payable to: School Nutrition Program.**

The School District also offers the **e-Funds for Schools** payment program that allows parents several payment options for the debit lunch system. Not only will you have the ability to have lunch payments automatically withdrawn electronically from your checking account or charged to your credit card, you also have the flexibility to make a payment at any time through the school's website.

More information regarding *e-Funds for Schools*, can be found on the School District website: [www.kewaskumschools.org](http://www.kewaskumschools.org) Click on the "Family Resources" link.

3. When going through the lunch line, each student will submit their 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.

### **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 4-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: **WAYNE 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. Pupils who ride the busses are to go directly from their classes to the waiting busses. If you are planning on picking up your child from school, please send a note with your child that day.

Parents, who pick up their children, should park at the south end of the parking lot. Please wait by the cafeteria for the dismissal of your child(ren) and check in with the staff member in charge. We request that you sign-out your child with this staff member prior to leaving. The staff member will have the sign out sheet with her/him.

If your child is staying for an after school activity, please also send a note indicating that.

### BUSSES

Busses will load and unload at the front entrance of the school. It is important that pupils leave the building in an orderly manner and walk to their respective bus 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 (goldenrod colored) or a written

note identifying a bus stop change for the evening from a parent or guardian. All bus stop slips are to be taken to the office in the morning for authorization. Authorized slips will be returned to the students before they board the buses; slips must be given to the bus drivers. Bus drivers will NOT allow students to ride altered busses/routes without the authorized slips and this will be reinforced by the school. This is a safety measure 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. They can be reached at 626-4414 (Policy #751R1).

### ROLLER BLADES, ROLLER SKATES AND SKATE BOARDS

As in the past, roller blades, roller skates, and roller shoes can only be used during lunch recess. 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 will not be allowed to be used.

### DRESS CODE

Students' dress and grooming needs are 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 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. We ask that they not be worn 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 the lost and found box in the school entrance. **We encourage shoes, boots, mittens, etc. to be labeled with the student's name.** Any clothes which remain at the end of the school year will be donated to a local charity.

### **VIDEO TAPING & PHOTOGRAPHING**

Students may be video taped 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 F.

### **FEES AND FINES**

All fines 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 INTERVENTION**

Please read over the Wayne Elementary School Expectations and Consequences Reference Sheet. 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, locking bathroom stalls, or messing up a bathroom area may be suspended. Consequences will result. 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.

### **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 north and east 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, ice, stones, dirt 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, secretaries, paraprofessionals, cooks and custodians. Parents/guardians can be of great assistance by teaching respect at home, which will then carry over into school.

## **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 under “Family Resources”, you will find:

Skyward Family and Student Access which 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 its’ 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. We want your child to learn in a happy and safe environment.

Sincerely,

Janet Molebash  
Principal