



**ABBOTSFORD ELEMENTARY**

***PARENT HANDBOOK***

***2018-2019***



September 1, 2018

Dear Parent(s):

The information, both policies and procedures contained in this handbook have been compiled with the hope that it will build mutual understanding and confidence between home and school. It is intended, also, to answer some of the questions you may have in regard to our school system.

The ultimate purpose of education is to help each student become an effective citizen in the world of tomorrow. Your child is welcomed to our school which is designed to develop specific skills, habits, and attitudes for which s/he will have a definite need in succeeding years. It is our desire that your child make a happy adjustment to school life through a mutual exchange of ideas, information, and viewpoints.

Your cooperation is invited at all times so that education can be truly a cooperative enterprise between the home and the school.

Sincerely,

Gary Gunderson  
Elementary Principal

**DISTRICT TELEPHONE NUMBERS**

Gary Gunderson..... 715-223-4281  
ABBOTSFORD ELEMENTARY

Ryan Bargender ..... 715-223-2386  
ABBOTSFORD HIGH SCHOOL

Georgia Kraus ..... 715-223-4281  
ABBOTSFORD ELEMENTARY/HIGH SCHOOL

Cheryl Baker ..... 715-223-6715  
ADMINISTRATION OFFICE

## ELEMENTARY STAFF

Early Childhood	Ms. Tammy Schlagenhaft
4-Year-Old Kindergarten	Mrs. Nancy Abel
4-Year-Old Kindergarten	Mrs. Amber Vela
4K and Kindergarten Dual Language	Ms. Alison Hudak
Kindergarten	Mrs. Rebekah Dorwaldt
Kindergarten	Mrs. Teresa Archambo-Bowers
Kindergarten	Mrs. Cassandra Meyer
Grade 1	Mrs. Julie Decker
Grade 1	Mrs. Bev Endreas
Grade 1	Mrs. Jennifer Booth
Grade 2	Mrs. Jena Elmhorst
Grade 2	Mrs. Taffy Hirsch
Grade 2	Ms. Shyann Mendoza
Grade 2	Ms. Marya Navarro
Grade 3	Mrs. Barb Salisbury
Grade 3	Mr. Mike Thompson
Grade 3	Mrs. Jody Will
Grade 4	Mrs. Alyssa Shedivy
Grade 4	Mrs. Lisa Thompson
Grade 5	Ms. Tayler Bender
Grade 5	Ms. Gunderson
Reading Specialist/Title 1	Mrs. Kristina Boneske
Special Needs	Ms. Melanie Roesler
Special Needs	Mrs. Andrea Shilts
Special Needs Assistant	Ms. Sue Will
Special Needs Assistant	Ms. Miriam Carino
Special Needs Assistant	Ms. Amy Wallace
Art	Mrs. Debbie Englebretson/
Art	Mr. Larry Lecheler
Music	Mrs. Patti Schoenborn
Physical Education	Mr. Matt Cihlar/Mrs. Tonya Klabon
Library/Media	Mrs. Julie Weideman
Math Interventionist	Ms. Fay Niemann
Reading Interventionist	Mrs. Lori Eisch
ESL Teacher	Ms. Amber Kraus
ESL Teacher Assistant	Ms. Yenifer Garcia
ESL Teacher Assistant	Ms. Maria Aguilera
Teacher Assistant	Mrs. Sarah Bittner
Teacher Assistant	Mrs. Jennifer Blasel
Teacher Assistant	Mrs. Lynn Boettcher
Teacher Assistant	Mrs. Tim Buttke
Computer Lab Assistant	Ms. Kira Kalepp
4K Teacher Assistant	Mrs. Cathy Clement
4K Teacher Assistant	Ms. Erika Lopez
Speech & Language Clinician	Mrs. Isanlieks
School Psychologist	Mr. Stacy Fronk
Special Education Secretary	Ms. Selenia Espino
School Nurse	Ms. Trina Kaiser
Health Aide	Mrs. Megan Lindau
Guidance	Ms. Lori Huther
Guidance	Mrs. Theresa Reynoso-Doran
Secretary	Mrs. Michelle Braun
District Accountability Coordinator	Mrs. Georgia Kraus
Principal	Mr. Gary Gunderson

***WE BELIEVE:***

- Every student is valued and has a right to a quality education.
- Education is a shared community responsibility.
- Everyone is a learner and a teacher.
- Learning must be creative, innovative, collaborative, and relevant.
- Respect, honesty, and safety are essential to the learning environment.
- Students must demonstrate academic, cultural, technical, and social competence.
- Education must be fiscally responsible and accountable.

***OUR MISSION:***

- To prepare life-long learners to lead productive and rewarding lives in a changing world.

***OUR VISION:***

- To be a school district with excellent staff, programs, and student achievement.

**2018-2019 District Goals**

1. English Learner (EL) Program Development (Ongoing)

An ongoing intentional approach to meeting the needs of this specific subgroup of our student population remains front and center. Efforts remain focused on the following:

- EL Program Team as it continues to explore strategies to improve on current efforts to meet the needs of EL students;
  - Newcomer Programming
  - EL Assessments
- Implementation and monitoring of Dual Language programming in 4K, K and 2nd grades;
- Provision of relevant, timely, and innovative professional development for staff in regards to this population, but that applies to all learners;
- Continued plan development of Elementary Dual Language in grades K-5

2. Literacy/Reading K-12

Over the past two years and emphasis has been placed on a district wide writing goal. For the Elementary level the resource used was Lucy Calkins and for the MS/HS an emphasis was placed on common vocabulary recognition and use. In consideration of a natural 'next step' or progression, literacy or reading will now be the focus.

- Ongoing development of literacy/reading resources;
- Staff development around these resources;
  - Elementary: Guided reading practices and strategies using Fountas and Pinnell. Continued review of report cards and use of standards.
  - MS/HS: The incorporation of literacy standards into lesson planning across content areas.

3. School Safety

The District has already earned a round 1 safety grant. We have submitted a letter of intent for round 2. Our ongoing focus this year will include:

- Physical/Emotional Safety
- Building Safety/Protocols
- Mental Health Initiatives
- School Safety Intervention Team development
- Restructuring and Implementation of Leadership Teams district wide in order to reduce the overall quantity and time commitment of staff to meetings while also making an effort to include all staff in the important work of school leadership

## **ANNOUNCEMENTS**

Daily announcements to students and faculty are emailed at 8:20 A.M. Only emergency announcements are made at other times. Those wishing an announcement to be made are to present it in writing to the principal.

## **ARRIVAL AT SCHOOL**

Parents have the responsibility of getting their children to school on time. Tardiness makes extra work for the teacher, causes the child to miss important morning preparations, and develops a bad habit for the child. Students who live in the city that walk, bike, or are driven to school should not arrive at school before 7:45 A.M. in the morning. Students arriving before 7:45 AM must report to the elementary library for the before school program. A Crossing Guard is on duty beginning at 8:00 A.M. Please do not use the loop in front of the elementary office during bus times. Please use the south and west parking areas.

## **ASSIGNMENT FOR ABSENT STUDENTS/MAKE-UP WORK**

If your child is absent, homework will be sent home starting on the second day of absence if requested by the parents.

Work missed in school because of a family vacation or trip should be made up by the child upon returning to school. A more accurate selection of work is then prepared and children may give the work more thought and consideration. Some work may not be available a week in advance. Also some work needs special guidance in order to be done properly.

## **ASSIGNMENT NOTEBOOKS**

Assignment Notebooks are used in Grades 3-5. This program assists in facilitating student organizational skills, student study skills, the development of student responsibility and parent teacher daily communication.

## **ATTENDANCE**

A day's absence from school can never really be made up because the teaching and learning that takes place during the day will not be repeated; only the assignments can be made up for this period. Regular attendance is essential to your child's success in school. However, a child should not be in school if his/her presence is detrimental to his/her own health or that of others.

When your child will be absent, you must call the elementary office by 8:30 A.M. Office hours are 7:30 A.M. to 4:00 P.M. If you wish, you can call the night before or early in the morning and access our voice mail. If you wish to email letting the office know your student will be absent.

Please e-mail [mbraun@abbotsford.k12.wi.us](mailto:mbraun@abbotsford.k12.wi.us). In addition to the telephone call, parents are required to send a signed note stating the reason for absence with the student when he/she returns. A conference with the teacher is desirable if the absence has been for several days.

**Please try to schedule doctor or dental appointments and music lessons after school and during vacation periods.**

## **BICYCLE SAFETY**

The decision to allow children to ride bicycles from home to school is a decision parents must make. The school tries to teach safety, including bicycle safety, at all times; however, we establish no rule which states when a child is capable or competent enough to handle a bicycle when riding on a street.

Since a child should use two hands on the handlebars, s/he needs a basket, luggage carrier, or saddle bags for his/her books, sports gear, and other school necessities. Riding with one hand full of books is a short-cut to trouble. The school is not responsible for bicycles left on school property. It is advisable that they be padlocked or chained to the bicycle rack. Bicycles should be put in racks east of the high school. Students should take the south sidewalk to the elementary entrance.

## **BREAKFAST PROGRAM**

An elementary breakfast program will be provided at No Charge.

## **BULLYING**

Please see Bullying Policy #443.71

## **BUS RIDER RULES AND REGULATIONS (General Policy Statement)**

Riding a school bus is an extension of the school day. All school rules and regulations will apply. Parents and students must assume that school transportation is a privilege to the student, NOT A RIGHT; misbehavior of any kind will not be tolerated. The School District of Abbotsford approves the use of video cameras on the school buses for the primary purpose of reducing disciplinary problems and vandalism on the bus, thereby allowing the driver to focus on driving the bus and safely transporting students. Improper conduct on the bus will result in that privilege being denied.

The following regulations must be followed:

### **A. GENERAL**

1. Parents and pupils must realize that school bus transportation is a privilege, not a right.
2. Be informed that misbehavior will not be tolerated. Pupils who misbehave can be suspended from school and can be denied the privilege of riding on the bus. The school principal will be responsible for disciplining students who misbehave.

### **B. PUPIL AND PARENT RESPONSIBILITIES**

1. Pupils will ride on assigned buses.
2. Pupils will board and debark from their assigned bus at selected designations unless written permission is granted to be let off at other than the regular stop. Parents will assume responsibility of the child when such a request is made and granted.

### **C. PREVIOUS TO LOADING (on the road and at school)**

1. Be on time at the designated school bus stops; help keep the bus on schedule.
2. Stay off the road while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.

3. Wait until the bus comes to a complete stop before attempting to board the bus. Line up in an orderly, single file manner. Do not rush to get on the bus.
4. Be courteous. Don't take advantage of younger children in order to get a seat.
5. If there is no sidewalk or path, it is recommended that you walk to the side of the road facing traffic to get to the bus stop.

#### D. WHILE ON THE BUS

These rules are provided to establish and maintain a cooperative and safe atmosphere on board each school bus. In order to create this positive setting, the student riders, parents, school bus drivers, school bus company officials and school officials must all work together to assure safe and comfortable transportation. This transportation is a privilege provided by the citizens of the school district. Therefore, this privilege may be denied to those pupils who disregard the rules and regulations as stated below: [see Section 120.13 (1) (b), Stats.]

1. Listen and obey the driver's instructions the ***first*** time they state them to you.
2. Be polite and courteous to your fellow passengers and the bus driver.
3. Do not stand or extend your hands, arms, or head out of the windows. Do not throw any objects or debris out of the window.
4. Eating or drinking of any food or beverages is not permitted on the bus.
5. The rider shall pay for damage done to seats or other bus equipment.
6. Students can only be picked up and dropped off at points jointly established by school authorities, parents and the bus contractor.
7. Only scheduled bus riders will be allowed to ride the bus. Guests are not allowed on any regular bus routes.
8. Any type of disturbance which might interfere with the safe operation of bus or with the comfort of passengers on the bus cannot be allowed. Fighting and objectionable language will not be tolerated. Violators will be subject to suspension of their riding privileges.

#### **CONSEQUENCES OF OBJECTIONABLE BEHAVIOR**

1. Verbal warning
2. Written warning and referral to principal
3. Due process—removal from the bus

#### E. AFTER LEAVING THE BUS

1. Cross the road at least ten feet in front of the bus, but only after checking to be sure no traffic is approaching and/or receiving a signal from the driver.
2. Help look after the safety and comfort of small children.
3. Be alert to the danger signal from the driver. (Note: prearranged signal)
4. Riders are not permitted to leave the bus at other than regular stops unless proper authorization has been given in advance by school officials.

### **REQUEST FOR TRANSPORTATION CHANGE**

If a parent or guardian finds there is a need for either a temporary or permanent change in the pick-up/or drop-off location for their child, contact Burnett Transit (659-4391) directly. Handwritten notes from parents or guardians are not accepted by the bus driver. No transportation will be provided for birthday parties or friends' sleepovers.

### **COLD WEATHER**

During cold and snowy weather proper clothing should be worn by children. It is the parents' responsibility to see that the children have adequate overshoes, coats, caps, scarves, mittens, tights, and slacks. Unless, it is unusually cold, below zero degrees, or rainy, the children are required to spend some portion of the day outside.

### **CONFERENCES**

, Parent-teacher conferences are scheduled. Report cards will go with the students at the end of the nine-week period. However, the need for a conference may arise at any time. The parent or teacher should schedule a conference whenever the need arises.

### **COUNSELING SERVICES**

The school psychologist and/or social worker will be made available to students on an individual basis by either parent request or teacher referral.

### **DENTAL/DOCTOR APPOINTMENTS**

Please make these appointments for the students on after school hours or vacation days. We want to keep interruptions to a minimum during the school day.

Students with appointments should meet their parents in the office. If you need to get your child while s/he is on the playground, report to the office first.

No child will be allowed to wait by the door.

### **DISCIPLINE**

One of the most important lessons education should teach is self-discipline. While it does not appear as a subject, it underlines the whole education structure. It is the training that develops self-control, orderliness, and efficiency. Self-discipline is the key to success in an individual's future.

**Minor** infraction will be taken care of during school.

**Major** infraction information will be mailed home.

**Abbotsford Elementary has implemented Positive Behavior Interventions and Supports (PBIS) for the 2013-2014 school year. EXPECTED STUDENT BEHAVIOR**

See the attached forms.

	All Settings & Community	Cafeteria	Hallway	Restroom
Safe	<ul style="list-style-type: none"> <li>• Keep hands, feet, and objects to self</li> <li>• Report dangerous behaviors</li> <li>• Leave electronics and/or toys at home</li> </ul>	<ul style="list-style-type: none"> <li>• Enter/exit in a safe manner</li> <li>• Stay seated</li> <li>• Wash hands before eating</li> <li>• Dump trays when dismissed by staff and return to table</li> <li>• Leave when dismissed by staff</li> </ul>	<ul style="list-style-type: none"> <li>• Walk at all times</li> <li>• Avoid physical contact with others</li> <li>• Watch where you are walking</li> </ul>	<ul style="list-style-type: none"> <li>• Sanitize hands</li> <li>• Report problems to an adult immediately</li> <li>• Use facilities for intended purposes</li> <li>• Keep water in sinks</li> </ul>
Organized	<ul style="list-style-type: none"> <li>• Be on time</li> <li>• Be prepared</li> <li>• Follow directions</li> <li>• Keep personal areas neat and clean</li> <li>• Accept consequences without arguing or complaining</li> </ul>	<ul style="list-style-type: none"> <li>• Pick up after yourself</li> <li>• Be orderly in lines</li> <li>• Only take what you will eat</li> </ul>	<ul style="list-style-type: none"> <li>• Be in assigned areas when bell rings</li> <li>• Walk directly to destination</li> </ul>	<ul style="list-style-type: none"> <li>• Flush</li> <li>• Help conserve materials-2 squirt soap, 3 pulls paper towels</li> </ul>
Accountable	<ul style="list-style-type: none"> <li>• Participate with a positive attitude</li> <li>• Be patient, wait your turn</li> <li>• Bring needed materials</li> <li>• Be productive and complete assigned tasks</li> </ul>	<ul style="list-style-type: none"> <li>• Wait patiently</li> <li>• Be in designated areas only</li> </ul>	<ul style="list-style-type: none"> <li>• Use time wisely</li> <li>• Keep personal space clean and organized(cubbies, hooks, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Use closest restroom</li> <li>• Use restroom during free time unless permission is granted by staff</li> <li>• Return to class immediately when finished</li> </ul>
Respectful	<ul style="list-style-type: none"> <li>• Follow School Rules</li> <li>• Be courteous and use kind words</li> <li>• Use your own materials unless you have permission</li> <li>• Treat school property with care</li> <li>• Listen while others are talking</li> <li>• Use proper voice</li> </ul>	<ul style="list-style-type: none"> <li>• Use proper table manners</li> <li>• Clean up area</li> <li>• Wait patiently</li> <li>• Eat only your food</li> </ul>	<ul style="list-style-type: none"> <li>• Keep your hands and feet to yourself</li> <li>• Use polite language</li> <li>• Walk quietly so other can continue to learn</li> <li>• Listen to adults and follow directions</li> </ul>	<ul style="list-style-type: none"> <li>• Leave area clean</li> <li>• Use quiet voice</li> <li>• Respect privacy of others</li> <li>• Keep walls clean</li> <li>• Respect property of others</li> </ul>

	Arrival/Dismissal	Bus	Nightly Event	Recess/Playground/Gym	Classroom
Safe	<ul style="list-style-type: none"> <li>• Watch for vehicles</li> <li>• Cross at crosswalks</li> <li>• Arrival-7:30 Before School Program-8:00 Walking/Riding Bike/Drop off</li> <li>• Dismissal-3:18 Bus/3:23 Final</li> </ul>	<ul style="list-style-type: none"> <li>• Remain seated with hands inside bus and keep aisles clear</li> <li>• Follow bus safety rules</li> <li>• Maintain a conversational voice</li> </ul>	<ul style="list-style-type: none"> <li>• Enter/exit in orderly manner</li> <li>• Walk up and down proper aisles on bleachers</li> <li>• Keep hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>• Use equipment properly</li> <li>• Avoid rough or dangerous play</li> <li>• Dress appropriately for the activity and weather</li> </ul>	•
Organized	<ul style="list-style-type: none"> <li>• Be on time</li> <li>• Arrange transportation changes in advance</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time</li> <li>• Keep seat clean and personal items secure and organized</li> </ul>	<ul style="list-style-type: none"> <li>• Plan bathroom visits for before/after program</li> <li>• Follow proper etiquette for event</li> <li>• Be a good representative of the school</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Keep track of personal belongings</li> <li>• Take care of equipment and facilities</li> <li>• Ask permission before leaving designated areas</li> <li>•</li> </ul>	•
Accountable	<ul style="list-style-type: none"> <li>• Enter and exit safely and calmly</li> <li>• Take all needed items</li> <li>• Allow enough time to meet schedules</li> </ul>	<ul style="list-style-type: none"> <li>• Enter and exit bus safely and calmly</li> <li>• Talk all personal items</li> </ul>	<ul style="list-style-type: none"> <li>• Use proper voice for event</li> </ul>	<ul style="list-style-type: none"> <li>• Accept and respect skill differences</li> <li>• Treat others as you would like to be treated</li> </ul>	•
Respectful	<ul style="list-style-type: none"> <li>• Keep hands, feet, and personal items to yourself</li> <li>• Use kind/nice language</li> <li>• Be patient and polite when entering/leaving</li> </ul>	<ul style="list-style-type: none"> <li>• Respect and listen to your driver</li> <li>• Keep hands, feet, and personal items to yourself</li> <li>• Use kind words and proper voice</li> </ul>	<ul style="list-style-type: none"> <li>• Focus on and listen to event</li> <li>• Sit quietly</li> <li>• Clap at appropriate times</li> <li>• Turn off electronic devices</li> <li>• Save conversation for appropriate times</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate good sportsmanship</li> <li>• Line up quickly when directed</li> <li>• Be kind with actions and words</li> <li>• Take turns and share</li> <li>• Include others</li> <li>• Leave property of others alone</li> </ul>	•

## **DISTRICT USE OF CAMERAS AND VIDEO EQUIPMENT**

Cameras and other video capabilities may be used on school grounds, as well as school sponsored activities, to include bus ridership, to monitor student behavior.

## **DRESS CODE**

One of the primary aims of a public school is to educate students to live successfully with other people in our society. The right of the individual will be respected as long as they do not create a health hazard, or distract the learning environment. Our teachers and administrators, according to the laws of the State of Wisconsin, stand in place of your parents and at times will be responsible for parental decisions at school. These decisions will stand unless they are changed in a conference with either the administration of the school or the Board of Education. This dress code will fluctuate according to rulings from the State and Federal Courts.

1. All students will be fully clothed at all times. (See-through garments without proper undergarments, bare midriffs are not permissible).
2. Hair length is up to the individual. (Hair must be kept clean, neat, and combed.)
3. Footwear must be worn at all times.
4. No swimwear or sleepwear is permissible.
5. No caps or bandanas may be worn in the school.
6. Heavy winter clothing is not allowed in the classrooms of the school. Students who have a tendency to become chilled are expected to wear sweaters or other appropriate clothing.
7. No student shall be permitted to wear any clothing which is normally identified with a gang or gang-related insignia, colors, or paraphernalia: or clothing that is explicit or contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references (for example, exposed thongs or undergarments, states of undress or nudity) profanity, and/or illegal drugs.
8. Spandex is considered to be underwear and should be worn in combination with appropriate clothing.
9. The expectation of the dress code is that your torso is covered) front and back) from above chest cleavage to mid-thigh. No exposed skin or undergarments to include thongs, underwear, and/or bra straps will be permitted. Shirts, blouses and tops must be long enough to overlap pants, shorts or skirts or to tucked in.
10. Shoulders must always be covered with straps of at least 2" wide. Spaghetti straps are not permitted.
11. No heels over 1"
12. No open toes shoes on playground
13. Heelys shoes (shoes with wheels) are prohibited from wearing at school.

This policy is in force during the school day, in school vehicles, and at all school activities.

## **DRILLS/FIRE AND TORNADO**

Fire and tornado drills are held at irregular intervals throughout the school year to protect the health and provide for the safe evacuation of the students. Remember these basic rules:

1. Check the instructions in each classroom indicating how to leave the building.
2. Walk. No talking. Move quickly and quietly to designated area.

## **Abbotsford Elementary Dual Language Grades 4K, Kindergarten, and 2**

### **What is a Dual Language Program?**

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Dual language education programs integrate native English speaking students with native Spanish speaking students for academic instruction, which is presented in both languages.

The classrooms will be composed of native English speakers (language majority students) and native Spanish speakers (language minority students). The language used for instruction is broken down by an approximate 50/50 ratio. Approximately fifty percent of classroom instruction is provided in English and fifty percent of classroom instruction is provided in Spanish. All students learn to read, write, listen, and speak two languages equally well.

The dual language model creates an additive bilingual environment, which allows students to acquire a second language while maintaining and developing their native language. The curriculum of the program is the same as in the general education program. All academic areas: reading, language arts, math, science, and social science, are taught in both Spanish and English.

### **What are the Goals of the Dual Language Program?**

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- Develop high levels of proficiency in Spanish and English
- Achieve grade level academic performance in Spanish and English
- Increase the use of foreign language among monolingual groups
- Develop children who will be more competitive in the global economy
- Take advantage of the optimal window of learning a second language during the primary years
- Nurture understanding of the different cultures living side by side in Abbotsford
- Give students an upper edge in high school, college, and the workplace
- Develop bilingualism, bi-literacy, and biculturalism
- Develop positive cross-cultural attitudes and behaviors

If you have questions about the Dual Language Program, please contact Gary Gunderson or Georgia Kraus at 715-223-4281.

## **EARLY RELEASE**

On the following dates bus students will be dismissed at 12:20 and walkers will be dismissed at 12:25. Early Release on the last day of school is 11:20. Buses will take students home as per regular dismissal.

**\*Refer to Calendar**

## **ELECTRONIC DEVICES**

Wisconsin State Statute 118.258 prohibits students from using or possessing an electronic pager, 2-way communicator (including cellular phone), and/or laser pointer on school property. Students found using these devices will need to surrender them to school administrators. School administrators shall on special occasions allow students to use these devices. Students will be allowed to use cell phones during lunch hour, before & after school as long as the freedom is not abused.

Students will also be allowed to use electronic devices in classes and during study halls at the staff member's discretion. Students must remember to keep the music turned down and have school appropriate lyrics. Failure to follow these rules can result in disciplinary consequences and loss of the privilege.

1<sup>st</sup> Offense: Confiscated and returned at end of day.

2<sup>nd</sup> Offense: Parent meeting and returned to parent.

3<sup>rd</sup> Offense: Confiscated and held until 4 hours of detention are served.

4<sup>th</sup> Offense: Confiscated and stored in safe until the end of the year.

Cameras and other video capabilities may be used on school grounds, as well as school sponsored activities, to include bus ridership, to monitor student behavior.

No cameras, video recorders, cell phones or other devices that can be used to record or transfer images may be used in the locker room, bathrooms, and other areas where privacy is an issue, at any time.

## **ELEMENTARY ENTRANCES**

Elementary Students are to use the Elementary Main Entrance (Door B) and the Fitness Center Entrance (Door Z) when entering the school in the mornings. The Elementary Entrance is to be used for student pick up and drop off during regular school hours.

Teachers will escort students at 3:20 dismissal to Entrance B for our students that ride the buses and Entrance C for students being picked up by their parents

## **EMERGENCY PROCEDURE**

In the event of an emergency such as illness or an accident, the school endeavors to contact the home immediately. If there is no one at home, either the father or mother is contacted at their place of employment. If it is impossible to reach parents or those appointed by the parents, the child will remain in school or in case of accident be taken to the Colby/Abbotsford Clinic.

## **FAMILY VACATIONS**

1. Families are encouraged to take their vacations at those times school is not in session.
2. Always inform the school principal in advance of any family vacation requiring a child to miss school.

### **GUM AND SODA POP**

These items are not permitted except on party days or birthdays. **HEALTH EXAMS**  
Before entering school, parents are requested to see that their child has medical and dental examinations. Frequent examinations are recommended for early detection and treatment of possible health problems.

### **HUMAN GROWTH AND DEVELOPMENT**

The Health Education Curriculum of the Abbotsford School District provides a program of instruction that has a positive effect on all dimensions of a person's health.

No pupil will be required to take instruction in Human Growth and Development. If you wish to have your child exempt from this instruction, please indicate so with a written request to the building principal.

### **ILLNESS OF STUDENT**

If a student becomes ill while in school, parents will be called and asked to pick the child up at the office. No child will be allowed to wait by the doors. No student will be sent home to an empty house.

### **IMMUNIZATION REQUIREMENTS**

Any student admitted to any elementary, middle, junior or senior high school or into any day center or nursery school shall, within 30 school days, present written evidence of having completed the first immunization for each vaccine required for the student's grade and being on schedule for the remainder of the basic and recall (booster) immunization series for the diseases identified in the law or shall present a written waiver for reasons of health, religion, or personal conviction. Written notice of not having met these requirements are to be given by the school to any adult student or the parent guardian, or legal custodian of any minor student by the 15th and 25th school day after the student is admitted. The notices shall also explain the reasons for the immunization requirements and include information on how and where to obtain the required immunizations. A school may exclude from school any student who fails to present the required evidence or waiver within 60 school days after being admitted. The district attorney is to petition the juvenile court for an order directing compliance.

### **INSURANCE**

Students in the Abbotsford School District are covered by a special accident insurance plan. This plan covers students in school, students attending school sponsored and supervised functions, and students participating in extracurricular activities. This plan is secondary carrier and takes over payment when the parents' insurance runs out. If your family does not carry insurance this plan becomes a primary carrier.

The insurance program is a benefit plan and normally does not provide full coverage as private insurance companies. The plan does not cover athletes foot, boils, eye glasses, prescriptions and skin infections or accidents during transportation to and from school. A Benefit Plan description is available in the school office. Parents and students are encouraged to read the benefit folder carefully.

## **LEAVING SCHOOL GROUNDS**

Children are not permitted to leave the school without written permission from their parents. The only exception is when a child goes home for lunch and the child must sign out and in at the office. Parents must sign a form in the office prior to student leaving for lunch.

## **LOST AND FOUND**

Articles of clothing found in and around school are placed in a box inside the elementary entrance. Other items need to be claimed in the office.

## **LUNCH PROGRAM**

Money for the lunch program is to be put in an envelope and deposited in a lunch deposit box at either school. The cost of the lunches at the elementary is as follows.

<b>Breakfast</b>	<b>FREE</b>
<b>Lunch</b>	<b>\$2.50 per day</b>
<b>Milk</b>	<b>\$. 30</b>

Prior to the end of school all families will receive notice of the balance remaining in their account. All balances will get credited for the next school year unless a refund is requested by May 15.

**\*Refer to Addendum**

## **MEDICATION**

If it becomes necessary for a student to take any form of medication at school, School Board policy and procedure #JHCD must be followed.

All medication will be kept in and dispensed through the office.

## **NONDISCRIMINATION POLICY**

If you wish a copy request (School Board Policy AC/ACA) from the office.

## **NEWSLETTER**

A newsletter will be sent home each week.

## **PARTIES**

Parties are a part of the school program and are regulated by the teacher. The classroom teachers will determine the party procedures.

## **PERSONAL BELONGINGS**

1. All baseball gloves and other sports equipment any student brings to school must be clearly labeled with the owner's name.
2. No baseball cards or other trading items are to be brought to school. Abbotsford Elementary is not responsible for lost or stolen items.

## **PHYSICAL EDUCATION**

It is necessary for pupils to wear gym shoes for physical education classes. . If gym shoes are not clean, the students will not be able to participate in activities on the gym floor.

## **RECESS CLOTHING**

Students are requested to dress warmly during the cold months. Jackets, gloves or mittens, and caps will be the rule. Once we have a snow cover, all students will be required to wear some type of overshoe that can be put on when they go outside and taken off in the building.

## **REPORT CARDS**

Report Cards are completed after every nine weeks (quarter) for Grades K - 5.

- First, second and third quarter report cards will go home with the student.
- Last nine weeks - mailed to home.

Report Cards are the property of the school and will be released upon payment of fines and completion of time obligations.

Grades 4K will use ( -, 1,2,3,4,) marking procedure.

4	Mastered
3	Proficient
2	Building
1	Beginning
-	Not addressed

## **RETENTION/ADVANCEMENT**

See Retention/Advancement Policy #345.1.

## **SAFETY PATROL**

The school safety patrol is made up of 5th grade girls and boys. The patrol is strictly a voluntary organization, and each student must have the consent of his/her parents to become a member. Members must be at their posts during all types of weather and must be constantly on the alert to avoid accidents.

Impress upon your children that the patrol is there for their safety. Members on duty should be shown courtesy and respect. Children should be taught to obey the safety patrol at all times.

The patrol is on duty at 8:00 - 8:20 in the morning and from 3:10 - 3:30 in the afternoon. Please discuss with your child the importance of going to and from school when the patrol is on duty.

Some patrol members also help Early Childhood and Kindergarten children.

## **DAILY SCHEDULE**

Kindergarten	8:20-11:30	-	12:30-3:20
First Grade	8:20-11:30	-	12:30-3:20
Second Grade	8:20-11:30	-	12:30-3:20
Third Grade	8:20-12:00	-	1:00-3:20
Fourth Grade	8:20-12:00	-	1:00-3:20
Fifth Grade	8:20-12:00	-	1:00-3:20
4/K	8:20-12:15	-	12:45-3:20

## **SCHOOL CLOSING**

Any announcement concerning the closing of school because of weather conditions or otherwise is announced over WIGM Radio Station, Medford; station WDLB at Marshfield; station WAXX, Eau Claire; station WCCN, Neillsville; station WSAU, Wausau; WAOW TV 9, Wausau; and WOSX, Spencer. The announcement is generally made between 6:45 A.M. and 7:15 A.M. Parents of children attending afternoon session of Kindergarten should listen for a cancellation if the weather is stormy during the morning. In homes where both parents work, you should be aware that an early dismissal because of weather may bring your child(ren) home as early as 12 noon. Please develop a plan of action for those days when school dismisses early due to the weather.

## **SCHOOL POLICIES**

For a complete list of school policies, please go to the Abbotsford website at [www.abbotsford.k12.wi.us](http://www.abbotsford.k12.wi.us) or stop in any school office to see a hard copy.

## **SELLING IN SCHOOL**

Individuals or clubs who are earning money by selling are requested not to sell or take orders in school. This does not apply to school related projects.

## **STUDENT DISMISSAL**

Students will be dismissed at 3:20 p.m.

## **STUDENT RECORDS**

The Board of Education will comply with, and notify the public about the Family Educational Rights and Privacy Act and Wisconsin Statutes 118.125 and 938.78. This notification gives parents/guardians the right to:

1. Access education records directly relating to their children.
2. Challenge the accuracy of records.
3. Restrict release of information from educational records to those instances of prior written consent.

The School District of Abbotsford designates the following personally identifiable information contained in a student's education records as "directory information" and may disclose that information without prior written consent. The student's –

1. Name.
2. Date and place of birth.
3. Major field of study.
4. Participation in officially recognized activities and sports.
5. Weight and height if a member of an athletic team.

6. Date of attendance.
7. Photograph.
8. Degrees and awards.
9. Name of the school most recently attended by the student.

Parents/guardians or eligible students may advise the school district in writing (a letter to the District Administrator's office) of any or all of the items they refuse to permit the district to designate as directory information about that student. Such written notifications should normally be made with two weeks of the start of any school year, but may be done at any other time during the year with the further stipulation that such a request must be given annually.

See "Family Educational Rights and Privacy" and "Pupil Records" in appendix (found in office).

### **SUPPLIES**

Supply list are sent home with report cards in spring. The list is also available on the School District Website. [www.abbotsford.k12.wi.us](http://www.abbotsford.k12.wi.us).

### **SWIMMING**

All students from grades 1 through 5 participate in swimming classes. Suits and towels are furnished by the school if needed.

#### **SWIMMING SCHEDULE 2018-2019**

<b>Sept. 5</b>	-	<b>Sept. 21</b>	<b>Gr. 5</b>	<b>Mrs. Bender</b>
<b>Sept. 24</b>	-	<b>Oct. 10</b>	<b>Gr. 5</b>	<b>Mrs. Gunderson</b>
<b>Oct. 11</b>	-	<b>Oct. 29</b>	<b>Gr. 2</b>	<b>Mrs. Elmhorst</b>
<b>Oct. 30</b>	-	<b>Nov. 14</b>	<b>Gr. 2</b>	<b>Ms. Hirsch</b>
<b>Nov. 15</b>	-	<b>Dec. 5</b>	<b>Gr. 2</b>	<b>Mrs. Mendoza</b>
<b>Dec. 6</b>	-	<b>Dec. 21</b>	<b>Gr. 2</b>	<b>Mrs. Navarro</b>
<b>Jan. 2</b>	-	<b>Jan. 18</b>	<b>Gr. 4</b>	<b>Ms. Shedivy</b>
<b>Jan. <u>21</u></b>	-	<b>Feb. 8</b>	<b>Gr. 4</b>	<b>Mrs. Thompson</b>
<b>Feb. 11</b>	-	<b>Feb. 27</b>	<b>Gr. 3</b>	<b>Mrs. Salisbury</b>
<b>Feb. 28</b>	-	<b>Mar. 19</b>	<b>Gr. 3</b>	<b>Mr. Thompson</b>
<b>Mar. 20</b>	-	<b>April 5</b>	<b>Gr. 3</b>	<b>Mrs. Will</b>
<b>Mar. 8</b>	-	<b>April 29</b>	<b>Gr. 1</b>	<b>Mrs. Endreas</b>
<b>April 30</b>	-	<b>May 15</b>	<b>Gr. 1</b>	<b>Mrs. Decker</b>
<b>May 16</b>		<b>June <u>5</u></b>	<b>Gr. 1</b>	<b>Ms. Booth</b>

**No Swimming on September 11<sup>th</sup> – Picture Day**

**HS Finals - 1<sup>st</sup> Semester (January 21<sup>st</sup> or January 22<sup>nd</sup>)**

**HS Finals - 2<sup>nd</sup> Semester (June 4<sup>th</sup> or June 5<sup>th</sup>)**

## **TELEPHONES**

Please give your child(ren) the messages in the morning at home so they know what they are to do and where they are to go after school. Please help us develop now the habit of remembering all their school things when they leave home in the morning.

## **TESTING**

Grade 3, 4, and 5 will be participating in state testing. More information will be available at a later date.

## **TEXTBOOKS**

All basic texts are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Please be sure your name, grade, and school are written on the book label in case the book is misplaced. You will be required to pay for lost or damaged books.

## **TRANSFERS**

When moving from the school district, please let us know at least two days in advance of your child's last day in school. This will enable the teachers to make out the necessary withdrawal forms.

## **VISITORS**

We encourage parents to visit our school at any time, by appointment. ALL VISITORS must buzz in at the office. Upon entry, visitors must sign in at the office. Visitors without a proper reason for entry will be denied access. Visitors requesting access to areas outside the office will be subject to background check and issued a visitor badge. Visitors must sign out when leaving.

Parents are discouraged from sending pre-school children to school with older brother or sister.

Student visitors must have permission of the principal of the school they attend and will be allowed if the teacher of the class grants permission. Any disturbance caused by your visitor is your responsibility and will be dealt with accordingly.

## **WEAPONS**

The district shall strictly enforce a policy that no person shall unlawfully possess, use, threaten with, or store weapons on school premises, school buses, or at any school-related event.

A weapon is any object that by its design and/or use can cause bodily injury or property damage. A weapon is also defined as any facsimile firearm such as a toy, starter pistol or any other object that can be perceived as an actual firearm.

## **POSSESSION OF A WEAPON**

1. Students who bring firearms to school will be expelled for a minimum of one calendar year.
2. Students who bring other weapons to school will face disciplinary action up to and including expulsion.

## 2018-2019 Daily Schedule

8:00	Breakfast
8:08	Announcement for the School Day to Begin.
8:15	Bell
8:20	Attendance
	4K Breakfast
12-15 - 12:45	4K Lunch
11:20 - 12:15	Kindergarten Lunch/Recess
11:25 - 12:20	1 <sup>st</sup> Grade Lunch/Recess
11:30 - 12:25	2 <sup>nd</sup> Grade Lunch/Recess
11:50 - 12:45	3 <sup>rd</sup> Grade Lunch/Recess
11:55 - 12:50	4 <sup>th</sup> Grade Lunch/Recess
12:00 - 12:55	5 <sup>th</sup> Grade Lunch/Recess
3:20	All Students Dismissal