

# Suring Elementary



## **Parent-Student Handbook 2016-2017**

Mrs. Pamela Berg, Principal

920-842-2181

## WELCOME

The information included in this handbook is being provided to the families of Suring Elementary to help familiarize everyone with the various aspects of school expectations and requirements. Please take the time to read all the information carefully. If you have any questions or concerns, please feel free to contact the student office at 920-842-2181 ext. 1002. We welcome and encourage your involvement as we work together to provide students with a quality education and a safe learning environment.

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# ELEMENTARY SCHOOL ROSTER

## BOARD OF EDUCATION OFFICERS & MEMBERS

**President** Dennis Piepkorn  
**Vice President** Cathy Lundgren  
**Treasurer** Wendy Wozniak  
**Clerk** Cheryl Ustianowski

**Member** Eugene School  
**Member** Wayne Sleeter  
**Member** Mark Strehlow

## ADMINISTRATION/OFFICE

Casper, Mrs. Kelly----- Superintendent of School  
Berg, Mrs. Pamela----- Elementary Principal  
Kasten, Mrs. Amy -----Director of Special Education  
Jansen, Mrs. Sharon----- District Secretary  
Regal, Mrs. Amy ----- Secretary  
Fisher, Ms Laura ----- Director of Technology

## TEACHERS

Mahoney, Mrs. Karen ----- Early Childhood/Playgroup/4K Kindergarten  
Breed, Mrs. Jennifer ----- Kindergarten  
Stegeman, Mrs. Nancy----- 1<sup>st</sup> Grade  
Buhrandt, Mrs. Tammy -----2<sup>nd</sup> Grade  
Taylor, Mr. Mitch -----2<sup>nd</sup> Grade  
Miles, Mrs. Debra----- 3<sup>rd</sup> Grade  
Garrigan, Mr. Terry-----4<sup>th</sup> Grade  
Runge, Mrs. Kathy-----4<sup>th</sup> Grade  
Breed, Mr. Charlie -----5<sup>th</sup> Grade  
Nelson, Mrs. Laurie -----5<sup>th</sup> Grade  
Pendl, Mrs. Michelle-----Special Education Teacher  
Williams, Mrs. Amy ----- Special Education Teacher  
Kruschke, Ms. Tonia----- Title I Director  
McGinitty, Mrs. Kim----- Art Teacher  
Cahoon-Draus, Mrs. Laurie ----- Librarian/Media Specialist  
Hoverson-Boehmer, Mrs. Kaci-----Instru./General Music  
Carlson, Mrs. Micki----- Music Teacher  
Roddy, Mrs. Amanda----- Speech/Language Pathologist  
Gerndt, Mrs. Heidi -----Physical Education Teacher  
Brulla, Mr. Paul-----Psychologist  
Jahnke, Mrs. Erin-----Guidance Counselor

**All Suring Elementary instructors are fully certified and highly qualified to teach in accordance with the No Child Left behind Act of 2001 (NCLB).**

### Para-Professionals

Elbe, Mrs. Marilyn-----EC/4K Aide  
Frank, Mrs. Desiree-----Aide  
Gardebrecht, Mrs. Vicki-----Sp. Ed. Aide  
Gerndt, Mrs. Barb-----Title I Aide  
Leurquin, Mrs. Sue ----- Aide  
Simpson, Mrs. Michele-----Sp. Ed. Aide  
Wozniak, Ms. Amber-----Sp. Ed. Aide  
Zeitler, Mrs. Holly-----Title I Aide

### KITCHEN STAFF

Schuenemann, Mrs. Cindy -----Head Cook  
Buchholz, Mrs. Gloria ----- Kitchen Assistant  
Quandt, Mrs. Amy ----- Kitchen Assistant  
Winkler, Mrs. Donna ----- Kitchen Assistant

### CUSTODIAL STAFF

Jaeger, Mr. Greg----- Building and Grounds Supervisor  
Christensen, Mrs. Karen -----Custodian  
Druckrey, Mr. Mike -----Custodian  
Steffeck, Mrs. Cindy -----Custodian

## SURING ELEMENTARY SCHOOL DAILY SCHEDULE

7:45 am	Students Arrive to School/Supervision Begins
7:56 am	First Bell
8:00 am	School Day Begins
11:15-11:40 am	Grades K, 2, 4 Lunch
11:40-12:00 am	Grades K, 2, 4 Recess
11:15-11:35 am	Grades 1, 3, 5 Recess
11:35-12:00 am	Grades 1, 3, 5 Lunch
3:06 pm	EC/ Playgroup/4K/ Dismissal Parent Pick Up in back of school
3:16 pm	Grades K-2 Dismissal
3:18 pm	Grades 3-5 Dismissal
3:20 pm	Jr. High/High School Dismissal
3:24pm	Bus Leaves

# 2016-17 School Calendar

\*Calendar schedule subject to change\*



## CHANGE OF ADDRESS/TELEPHONE

It is very important that the office has current phone numbers for all our students. If your address or telephone number should ever change during the school year, please notify the school office. Home-school contact during an emergency is imperative. Please be assured that unlisted telephone numbers are kept confidential.

## STUDENT ARRIVAL AND DISMISSAL/PICK-UP GUIDELINES

Suring Elementary provides supervision beginning at 7:45 a.m. For safety reasons, please **DO NOT** send your child(ren) to school any earlier than this. We would encourage parents, guardians, sitters, etc. to meet students outside the building at dismissal time. This will help to keep the hallways quiet and less distracting while students are learning. There is no supervision after school. **Students are expected to go home and not remain on school grounds unless supervised by an adult.**

The following guidelines have been established to assist in the safe drop-off and pick-up of the children at Suring Elementary. It is important that you not only follow these guidelines, but use both common sense and common courtesy as well. It is difficult to set up guidelines to cover every imaginable situation, so if we all work together toward a common goal of safety for our children; we should be able to handle any situation placed in front of us.

### General Guidelines:

- Students should not arrive at school prior to 7:45 a.m., as teachers are not on duty in the building and students will be unsupervised.
- Student dismissal is 3:06 p.m. (EC/Playgroup/4K), 3:16 p.m. (grades K-2), and 3:18 p.m. (grades 3-5). Please do not arrive before 3:06 p.m.
- If picking up your child at dismissal please wait in the identified designated areas.
- Do not park in front of school to pick up or drop off your child(ren). Use the designated parking locations.
- ONLY Bus traffic is allowed on the east side of the building from 7:40 a.m. until 8:15 a.m. and from 3:00 p.m. until 3:30 p.m..
  - At no time should vehicles enter the bus drop off and pick up zone Please see page 26 for parking map

## ATTENDANCE

We cannot over-emphasize the importance of students attending school regularly. The attendance patterns that students form when they are in school very often carry over to their attendance on the job when they enter the world of work. The most frequent request from employers who are considering students for employment is "how is his/her attendance record". There appears to be a definite carry-over between consistent school attendance and attendance on the job.

### A. Compulsory Attendance

1. Age - The state legislature, via section 118.15(1) of the Wisconsin Statutes, has determined that children, with rare exception be required to regularly attend school between the ages of 5 & 18.
2. Responsibility - The responsibility for seeing to it that a student is attending school regularly rests with the parents/guardians and students.

3. Wisconsin Act 239 of 1998 allows a student to be excused by his/her parent or guardian for not more than ten days per school year provided the school receives written permission at least one full day prior to the absence. The student is required to complete the missed coursework prior to or during the absence.

B. Attendance Procedure

1. When a student is going to be absent from school regardless of what the reason might be, it is necessary that a parent/guardian telephone the elementary school office (920-842-2181 ext. 227) between the hours of 7:30 - 8:30 a.m. and report the reason for the absence.
2. If a student leaves at any time during the day, he or she must have prior approval from their parent/guardian and the student office before they leave. The student must check out in the office.
3. The following reasons for absence are considered justified and the students will be permitted to make up work:
  - a. Student Illness (a doctor's written excuse may be required if the student is absent as sufficient proof of the physical or mental condition of the child).
  - b. Serious illness or death in the immediate family.
  - c. Official school functions, such as field trips, travel, extra-curricular.
  - d. Absence resulting from a grave emergency at home as determined by the principal.
  - e. Suspension from school. A suspended student shall be permitted to take unit, quarterly, or semester tests, and the grades will be averaged in as usual.

C. The following reasons for class absence are not considered justified and excusable when they take place beyond the 10 day limit as permitted by Wisconsin Act s. 118.15 (3) (c):

1. Truancy (including leaving school during the day without checking out through the office).
2. Shopping trips, haircuts, beauty shop appointments, picture taking, even though sanctioned by parents/guardian.
3. Working or helping at home.
4. If a student is absent (either excused or unexcused) from school or any part of the school day and there is a school activity (athletic, music, forensics, dance, after school practice, or the like) he/she will not be permitted to participate in the event either as a contestant or a spectator unless special permission is granted by the principal.
5. Any student that leaves a scheduled class or study hall without the approval of the teacher will be subject to disciplinary action.
6. Skipping - In the case of truancy or for skipping school without full knowledge and prior permission of the parent to school officials, the following would apply:
  - a. Notification of the parents by the principal.
  - b. Student will be assigned an in-school suspension.
  - c. All classroom work missed must be made up in all classes to the satisfaction of the teacher(s) concerned.
  - d. Report card will not be given to student until all the above is fully complied with.
  - e. The student will be informed of what happens for the second offense.
  - f. All skipping will be dealt with as an unexcused absence.
7. Please understand that these laws are made by the State of Wisconsin. Both child and parent/guardian are responsible for obeying these laws.

If your child has an unexcused absence they will be issued a citation for Truancy. Any truancy citations issued are given by the Village of Suring Police Department according to Wisconsin State Law and are in addition to any disciplinary action which may be taken by the school.



## Full Day/Half Day Attendance

At the elementary school we will use 8:30 a.m. and 2:45 p.m. as cut-off times. If a child arrives before 8:30 a.m. they are not given a  $\frac{1}{2}$  day absence. After that, and before 2:45 p.m., they are given  $\frac{1}{2}$  day absence. If a child stays until after 2:45 and then leaves, he/she is not counted as absent.



## LUNCHROOM EXPECTATIONS

- Students are expected to show respect to lunchroom supervisors, student lunch helpers, and other students.
- Students are expected to use quiet voices in the lunchroom.
- Students will go through the lunch line in a quiet and orderly manner.
- Students will observe good table manners.
- Food is NOT TO BE SHARED! This is a state health issue.
- All food and beverages are to be consumed in the lunchroom. No soda.
- Students are expected to clean up their eating area before leaving the lunchroom.

## PLAYGROUND EXPECTATIONS

- Equipment that is taken outside must be brought back in after recess. Use equipment properly.
- Dress appropriately for the weather. Children without appropriate apparel will remain on the blacktop areas.
- Children wearing hats/Critter hats with tie strings/tassels are not allowed on playground equipment.
- Good sportsmanship is expected. Rough play is not allowed.
- Respect and listen to the playground supervisors.
- Any equipment that goes over the playground fence must be reported to the supervisor.
- No throwing snowballs, woodchips, ice, or dirt.
- All snow hills are off limits. No sliding on the ice.
- Tackle football and other games involving throwing student onto the ground are not allowed.
- No hardballs or Frisbees are allowed on the playground.
- Use the play equipment properly. Do not climb up the front of the slides or hang underneath them.
- Pushing and shoving is not allowed on school grounds.
- If a student brings playground or sports equipment or toys from home, the school is not responsible for them if they are lost or damaged.

## CONSEQUENCES

**If a student chooses to break one of the rules the following consequences will occur:**

- Student is given a verbal warning and/or a time out.
- Loss of classroom, lunchroom, or playground privileges.

## BUS RIDER RULES

Pupils will board and depart from their assigned bus at selected designations unless written permission is granted to be dropped off at a stop different than the regular bus stop. To ride another bus a note from the

parent must be presented to the student office. (*See page 27*) The office will issue a bus pass at that point. Parents will assume the responsibility of the child when such a request is made and granted. For an extended period of time, for instance, babysitting, vacations, etc., arrangements should be made through the **bus company 920-842-2937 ext 10512**. Special permission is granted only in a case where it will not cause overloading of the bus.

#### GENERAL:

1. Parents and pupils must realize that school bus transportation is a privilege, not a right.
2. Be informed that misbehavior of any kind will not be tolerated. Pupils who misbehave may be punished/suspended through the school and can be denied the privilege of riding on the bus.

#### PUPIL AND PARENT RESPONSIBILITIES:

1. Pupils will ride on assigned buses only.
2. A certificate or statement from a medical doctor will be forwarded to the Superintendent's Office to substantiate all physically handicapped cases. Temporary handicap will require an annual statement. Permanent handicap will require only an initial statement. Parents are responsible for obtaining the statement and forwarding it to the Superintendent's Office.

#### PREVIOUS TO LOADING:

1. Be at the designated school bus stop 5 minutes before your normal pick up time to 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 a single file.
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. Wait on your side of the road and cross the road with the aid of the red warning lights.
6. Use the handrail and watch your step when boarding the bus.
7. Do not move toward the bus at the school-loading zone until the buses have been brought to a complete stop.
8. Any questions as to loading and waiting procedures at their particular stop should be presented to the bus company at 920-842-2937 ext 10512.

#### WHILE ON THE BUS:

1. Keep hands and head inside the bus at all times.
2. Assist in keeping the bus safe and sanitary at all times.
3. Remember loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
4. Treat bus equipment as valuable furniture in your home. Damage to seats, etc. must be paid for by the offender.
5. Never tamper with the bus or any of its equipment.
6. Leave no books, lunches, or other articles on the bus.
7. Keep books, packages, coats, and all other objects out of the aisles.
8. Remain in the bus in case of road emergency, unless directed to do otherwise by the bus driver.
9. Do not throw anything out of the bus window.
10. Always remain in your seat while the bus is in motion.
11. Be courteous to fellow pupils, the bus driver, and to passers-by.

12. KEEP ABSOLUTELY QUIET when approaching a railroad-crossing stop.
13. Parents will be notified if there is continuous misconduct on the bus. Bus riders may be denied the privilege of riding.
14. The driver is responsible for controlling the bus riders. They must obey him/her promptly and respectfully.
15. Inform the driver, if possible, when a rider will be absent.

**LOADING AND UNLOADING THE BUS:**

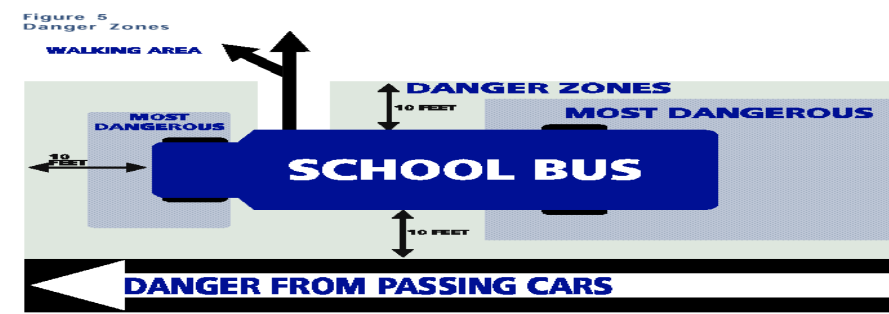
1. Cross the road at least 10 feet in front (always in front) of the bus, but only after checking to be sure no traffic is approaching and after receiving a signal from the driver.
2. Be alert to the danger signal (the horn) from the driver.
3. Help look after the safety and comfort of small children.
4. Riders are not permitted to leave the bus at other than regular stops unless the school office has given proper authorization in advance.
5. After exiting the bus, remain 10 feet away from the bus until it has departed from the bus stop.

**EXTRA CURRICULAR ACTIVITY TRIPS:**

1. The above rules and regulations will apply to any trip under school sponsorship.
2. Pupils shall respect the wishes of chaperones appointed by the school officials to accompany the bus riders.
3. Only students assigned to the bus may ride the bus. No guests are allowed due to safety.
4. Student who take the bus to an event are expected to take the bus home unless alternate arrangements have been approved by the principal.

**OTHER RULES:**

1. All students riding the school bus in the evening are required to wait until their bus has moved away from the immediate area, and no longer present a vision obstruction, before they may attempt to retrieve the family mail.



**CANCELLATION OF SCHOOL**

School may be closed during periods of inclement weather. Early morning announcements of closing will be made over local radio and television stations. Tune your radio dial to WTCH (960 AM), WRVM (102.7 FM), WOCO (107.1 FM, 1260 AM), and WIXX (101 FM) for any weather closing information. We will also have this information on WLUK (channel 11), WBAY (channel 2) WGBA (channel 26), and WFRV (channel 5). If a storm occurs during the day, forcing an early dismissal, announcements will be made over these same stations. Please do not call school during these times, since the lines need to be kept open for emergency purposes. If a parent has a need to call the school during an early dismissal, someone will be available in the school office until the buses have finished their routes. On some mornings it may be necessary to delay sending the buses out. If

this should happen, an announcement would be made over the above named radio and television stations. In addition to the above, Suring School District will use the Skylert software that notifies parents/guardians by phone or e-mail as needed.

### **CHECK IN-OUT POLICY**

For security reasons, all parents, visitors, and guests are required to check in at the student office upon entering the building during regular school day hours. Passes will be given to indicate if you are a visitor or a volunteer. This procedure allows us to better monitor everyone who is in our building. Should you need to pick your child up (before the end of the school day); you will need to sign him/her out in the office. Your child will then be called to the student office to meet you. If possible, please let the teacher and office know ahead of time whenever your child will be missing class time. This will alert the school to the absence and allow the teacher the opportunity to send schoolwork home with your child ahead of time. If your child will be returning to school, she/he needs to come into the office to be checked in prior to returning to the classroom.

*In order to limit class interruptions an appointment must be made to meet with a teacher during the school day.*

### **CLASSROOM PLACEMENT**

The Suring Elementary School Staff makes classroom placements for children. Each spring, the staff, meet in grade level teams with the principal, make classroom placement decisions for all current students who will be returning to our school in the fall. We try to make decisions with as much information as possible about each child's educational needs and strengths. Therefore, the following criteria will be used for placement of students.

- Number of students per class
- Gender balance
- Range of abilities
- Special needs
- Flexible grouping options
- Student learning styles
- Separation of students with behavior conflicts

### **COUNSELING SERVICES**

The Brand New Day program is a mental health service now offered within the Suring School building. Brand New Day is not an employee of the Suring District, but rather an outside service provider who offers mental health counseling here on site during the school day. Students struggling with emotional or behavioral challenges at home, in the community or at school can receive support through this service. All services are billed through insurance or operate on a sliding fee scale. Please see the Student Office for more information. All counseling sessions are private and confidential.

### **DIRECTORY DATA**

Suring Elementary School shall keep directory data for enrolled students. "Directory Data" means those pupils records, which include, but is not limited to name, address, telephone listing, date of birth, and photographs.

This "Directory Data" may be released to outside parties for recognition and other educational purposes. Your child's "Directory Data" may be placed on the school website, in local newspapers, or in school newsletters, unless the parent or guardian of a minor child or a student 18 years of age or older notifies the school in writing that such "Directory Data" shall not be released. Requests to withhold "Directory Data" shall be addressed to the elementary school principal.

### DRESS POLICY

Standards relative to dress at school are formulated to provide direction and guidance to the student body in grades 4K-5. Students must remember that there is a time and place for everything. School is a place to wear appropriate clothing. The majority of the students use good judgment and taste in their dress, but since there are times when some individuals may wish to know whether a particular type of clothing is either acceptable or unacceptable, a few guidelines are provided for your benefit.

Students should be dressed in a manner that will not create either a safety or health hazard, or cause a disruptive influence on other students in and around the school. All clothing should be modest and kept clean at all times.

1. No student will be permitted to wear any clothing that is normally identified with an antisocial organization such as a gang or clothing that contains pictures and/or writing references to obscene, racist, or sexist connotations or to alcohol or drug products.
2. Clothing which could cause violence or disruptions is prohibited. Dangerous items like chains are not to be carried or worn at any time in school. Items will be taken from the student and a parent conference may be required before it is returned.
3. See-through blouses and shirts are prohibited unless a T-shirt is worn under it and/or other clothing adequately covers it. No underwear may show through in either case.
4. The wearing of any type of clothing that exposes the midriff is unacceptable. One must have all skin covered and shirt must touch the top of pants or skirt when hands are at one's side.
5. Tanks tops that have less than a 2" wide shoulder strap, do not have tight fitting arm holes, and do not have a modest or non-revealing neckline and spaghetti strap shirts/dresses will not be allowed unless a T-shirt (one with sleeves) is worn under it and/or another shirt that meets dress code is worn over it.
6. Shorts are acceptable school attire under the following conditions:
  - a. Shorts must cover 50% of the thigh.
  - b. Shorts must be of decent taste. Track shorts or running shorts are not acceptable.
  - c. Shorts may not be revealing when a person is seated.
  - d. Spandex cannot be worn during the school day, unless acceptable shorts are worn over them.
  - e. Shorts may not be cut off jeans or sweatpants etc. The exception is jeans that have been cut off and have a sewn hem. The jeans may not have fringe unless it is all even and cannot be unraveled.
  - f. EC-5 may only wear shorts from April 1 to October 31.
7. Skirts should be of decent taste and must cover 50% of the thigh.
8. All bottoms must cover the body appropriately including the closure area. PJ or PJ like bottoms are prohibited.
9. Hats/headgear will not be worn by students in school between classes, in class, in the cafeteria, in the library, or in study halls. The only exception to this rule are days designated by the Principal as hat or dress up days.
10. Hats/headgear are not to be worn at extra-curricular events like graduation or band concerts. They may be worn to athletic events as long as they are removed for the pledge of allegiance or the national anthem etc. Hats must also meet specifications as noted in rule number 1.

11. Safety or special purpose equipment or clothing must be worn when required by the teacher in his or her classroom. Students must follow safety rules given by teachers regarding how clothing is to be worn.
12. Safe footwear must be worn in the school building with some exceptions for special activities as designated by the principal. Examples of footwear prohibited are: slippers, wheelies, rollerblades. Flip flops will not be permitted on the playground or during physical education class.
13. No clothing should have revealing holes in it.
14. No underwear should show above or below anyone's clothing. For example: this means sports bras are not acceptable, as the only attire under a pair of bib overalls or boxer shorts should not be worn above the pants' waistline.

### **CONSEQUENCES FOR VIOLATION OF SCHOOL DRESS CODE:**

Clear violations of these rules may result in the student being sent to the principal's office where the following consequences will be given. In cases of questionable dress, students may appeal to the principal, who along with 2-3 other staff members will make the final determination as to whether or not the clothing is acceptable for school.

**First offense:** Any student dressing inappropriately will be sent down to the principal by the teacher or other staff member to make the necessary adjustments in his/her dress. This is considered a warning. Parents may be requested to bring a substitute item of clothing to school for the student concerned.

**Second offense:** The student will be sent down to the principal by the teacher/staff to make the necessary adjustments in his/her dress. If student does not change into proper attire, an in school suspension will be issued.

**Third offense:** An in school suspension will be issued and the parents will be called for a conference on proper attire.

### **ELECTRONIC DEVICES/TRADING CARDS/TOYS POSSESSION PROHIBITED**

Students are prohibited from using a 2-way communication device, cell phones, electric paging device, personal laptop computer, iPad, walkman, laser pointer, iPod, MP3 player, portable CD player, and hand held gaming devices from the time one enters the school on a school day until the time of dismissal (3:14 p.m.), except as authorized by the principal (State statute 118.258(1)). In addition students should not bring playing/trading cards to school.

Students may possess personal communication devices (PCDs) in school, on school property, during after school activities (e.g., extra-curricular activities) and at school-related functions, they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight during school hours, school activities, and on school buses or other Board-provided vehicles.

**First offense -** the student's parent/guardian must pick up the equipment from the office during school hours (7:30 a.m. - 4:00 p.m.).

**Second offense -** Students will lose recess time for an entire week and the student's parent/guardian must pick up the equipment from the office during school hours (7:30 a.m. - 4:00 p.m.).

**Third offense -** Students will receive a one (1) day in-school suspension and the student's parent/guardian must pick up the equipment from the office during the school hours (7:30 a.m. - 4:00 p.m.).

### **FEES**

Our school participates in the National School Lunch Program. Federal subsidies enable your child(ren) to receive a wholesome breakfast/lunch in the cafeteria at a fraction of the actual cost. Confidential applications for free or reduced price school breakfast/lunches are available in student office.

**Breakfast** - \$1.25 all students

**Lunch** - Price established by Board of Education. PK-5-\$2.25

**Student Planner** - \$3.00 Grades 2-5

### **FIELD TRIPS**

Field Trips are an educational experience; however, they do not exempt a student from being accountable for what was covered in the missed classes during the absence. Students should expect to make up work missed outside of the regular hours, arranging to use time before school, after school, or during their lunch or free period. Students are expected to adhere to all school expectations while on trips. Normal discipline policies and procedures will be followed on all school-related trips.

Fees: Some trips may require a fee from parent/guardian. In no way should the fee inhibit a child from participating. If the fee is a problem for any parent/guardian please contact the teacher or the principal.

### ***POLICY OF REPRESENTING SURING ELEMENTARY***

The privilege of attending Suring Public Schools, or representing the Suring Public Schools in any activity, may be restricted or denied due to any of the following situations:

1. Any act or deed, which brings discredit to the school.
2. Any act or deed that may have ill effects on the student body.
3. Any act or deed, which is offensive to commonly accepted community standards or moral or civil behavior for young people.

The above policy is interpreted to include all such acts, deeds, or conduct committed within or outside the school program, and within or outside the local community.

### **FUND RAISERS/SALES**

Students are not permitted to sell candy or any other items to other students. Students may NOT take orders and deliver items to staff members during the school day. This may be done before school/after school.

### **GENERAL SCHOOL CONDUCT**

1. Always walk in school, never run, except in the gym.
2. Be quiet in the halls so as not to disturb others.
3. Never do something that could hurt someone. Don't hit, push, or kick people.
4. Take care of school property. We want our school to be neat and clean. Do not write on any surface not meant to be written on, such as walls, desks, chairs, or textbooks.
5. Use the proper waste receptacles, never litter.
6. Keep the bathrooms clean. Remember to flush the toilet.
7. Have homework done on time. Never copy others work, do your own.
8. Always use good manners. Listen when others are talking. Be especially polite and attentive to guest speakers.
9. There is to be no gum chewing in the elementary building, unless amended by administration.
10. Treat each other with respect.

## HARASSMENT/BULLYING POLICY

The School District of Suring has established a policy designed to create a learning environment free of bullying, harassment, intimidation and menacing. Any student who believes he or she has been subjected to instances of harassment can report the matter to the Principal, Guidance Counselor, or any adult employee. Measures will be taken to provide a safe, positive, productive and nurturing educational environment for all of our students.

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, electronically transmitted, psychological (e.g. emotional abuse), through attacks on the property of another, or a combination of any of these. A copy of the bullying report is on page 25.

Harassment includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, marital status, or disability (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location).

Intimidation includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

Menacing includes, but is not limited to, any act intended to place a school employee, students, or third party in fear if imminent serious physical injury.

\*\* Copies of this policy are available from the Suring Public School District Office.

## HOMEWORK GUIDELINES

Professional research indicates that effective homework practices at the elementary school level will yield:

- Improved student speed and accuracy of skills
- Improved student maintenance of skills
- Improved student responsibility and time management
- Improved long term student achievement
- Improved communication between child and parent regarding school
- Improved communication between home and school

Parents, teachers, and students need to work together to ensure a successful homework experience.

### ***Teachers will:***

- Review and provide feedback for homework
- Provide variety in homework assignments: review, practice, and enrichment
- Provide expectations for work quality and due dates
- Individualize homework assignments when necessary
- Post assignments on classroom assignment boards

### ***Students will:***

- Have the responsibility to complete the assignment and return the completed assignment to school
- Have the responsibility of communicating any confusion regarding the assignment to teachers
- Clearly communicate homework assignments to parents

### ***Parents will:***

- Understand the responsibility of homework rests with the child
- Provide support when asked by the child



- Communicate concerns regarding student needs/frustrations to the teacher
- Provide a quiet study area for the child

### **ILLNESS AND INJURY**

While complete medical care cannot be provided, most of the common accidents that occur can be handled. If you are sick during the day, you must see the student office to get permission to go home. If a student misses 5 consecutive days of school, the student must either return to school or be evaluated by a physician. If absenteeism becomes excessive, medical excuses from the physician may be requested by the school for the student's absence to be excused.

Any injury that happens while at school must be reported to the student office immediately. If you become ill during the school day, let your teacher know and report to the student office.

### **INCLEMENT WEATHER DAYS**

The first three inclement weather days missed shall not be made up. All other days missed shall be made up at the end of the school year starting with June 06, 2016 and running in sequence as necessary as determined by the Board of Education.

### **LABELING ALL POSSESSIONS**

Parents are encouraged to label all of their child's school supplies. It is especially important to label your child's outerwear and extra tennis shoes (for physical education classes).

### **LIBRARY PROCEDURES**

**CHECKOUT PROCEDURE:** Materials from the library will be due ten school days from the day of check out. All materials checked out from the elementary IMC must be returned or renewed on or before the due date stamped.

**RESPONSIBILITY OF BORROWER:** The borrower is responsible for the material and equipment, which he/she has checked out. Library materials should be returned to the circulation desk and deposited in the book return designated.

If an item is slightly damaged but can still be put back into circulation, a fine (determined by the librarian) will be charged.

### **LOST AND FOUND**

A table is located in the hallway off of the cafeteria by the elementary art room for any items turned in to lost and found. Students and parents are encouraged to check the table to see if any of the items might belong to them. Items that remain at the end of each semester will either be donated to the Health Room, an area thrift shop, or Goodwill.

### **MEDICATION AT SCHOOL**

Students who need to take prescription medication during school hours must have written parent permission. Medication is to be in the original container. The prescribing physician's instruction must be clearly indicated on the container and labeled from the pharmacy that filled the prescription. These items will be kept in the student office.

Occasionally a student will request medication during school hours. No medication is given without parental consent. Limited supplies of the over the counter medications are kept at school. These medications are given to a student if the emergency card gives permission. A student may possess their inhaler if it is used for medical reasons and written approval from the physician and parent are on file in the office.

### **MONEY AT SCHOOL**

Students should not bring money to school except when requested for lunch, field trips, book orders, etc. Money should never be left in desks or any unsecured area.

### **ON-LINE FAMILY ACCESS**

#### ***Parent Access go to Student Records via Website ([www.Suring.k12.wi.us](http://www.Suring.k12.wi.us))***

Families with computer access may wish to view daily attendance, discipline, grades, family, and foodservice information by visiting the Suring website and click on Skyward Family Access. To receive a Skyward family access ID and password please contact the office at 920-842-2181 ext 227. If you already have an ID and password it does not change.

### **PHYSICAL EDUCATION GUIDELINES**

In order to be exempt from physical education you must present to the office and teacher a doctor's excuse stating the reason for not being able to actively participate. All students will be required to remove earrings during physical education class. The only exceptions will be for students who are within a six-week period of getting their ears pierced; they will need to put tape or band-aids over them.

### **PUBLIC NOTIFICATION OF NONDISCRIMINATION POLICY**

It is the policy of the School District of Suring that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s.118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education amendments of 1972 (sex). Title VI of the Civil Rights Act of 1964 (race and national origin) and Section 504 of the Rehabilitation Act of 1973. This district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violation of the policy in the School District of Suring. Any questions concerning this policy should be directed to: Mrs. Kelly Casper, Superintendent, School District of Suring, WI 54112, or phone 920-842-2181.

### **SAFETY DRILLS**

We constantly strive to make Suring Elementary a safe place for students and staff. As in the past, we will hold fire and tornado drills to familiarize our students with the procedures. These drills are required by law. In addition to those drills, we will also be practicing lockdown drills. While we certainly hope that we will never have a real fire, experience a tornado, or have an intruder in our building, we need to be prepared in case of any such emergency. All drills will be discussed with the students at each grade level. This will be done in such a manner that it will not frighten the younger students, yet will allow us to be prepared should the necessity to employ a safety procedure ever arise.

### **SNACKS**

Throughout the school year, there may be events or occasions where snacks are provided for students. Your help in keeping our Suring Elementary students healthy is appreciated. Children do need healthy snacks during the day. Below you will find a list of acceptable and unacceptable healthy snack choices. Thank you for your support in this area! See chart for suggestions:

Healthy School Snacks	Birthday Treat Ideas	Limit these please
<ul style="list-style-type: none"> <li>· Fresh or dried fruit</li> <li>· Pretzels</li> <li>· Cheese</li> <li>· Crackers (whole grain is better)</li> <li>· Sandwich half</li> <li>· Whole grain bagel</li> <li>· Raw vegetables</li> <li>· Muffins (low fat)</li> <li>· Juice boxes (100% juice)</li> </ul>	<ul style="list-style-type: none"> <li>· Yogurt</li> <li>· Popcorn</li> <li>· Nuts</li> <li>· Fruit or cheese kabobs</li> <li>· Apple wedges</li> <li>· Raisins</li> <li>· Vegetable or fruit platter</li> <li>· Trail mix (nuts, dried fruit, unsweetened cereal, etc.)</li> <li>· Celery with peanut butter or cheese</li> <li>· Rice cakes</li> </ul>	<ul style="list-style-type: none"> <li>-Carbonated beverages</li> <li>-High sugar, high fat foods</li> <li>-Desserts</li> <li>-Items needing refrigeration</li> <li>-Potato chips and similar chips</li> <li>-Fruit roll-ups, prepackaged "fruit" snacks</li> <li>-Pop tarts</li> </ul>

### **SPEED LIMIT RESTRICTIONS IN SCHOOL ZONES**

According to the latest Wisconsin legislation, W.S.A. 346.57(4)(b), the speed limit of 15 miles per hour is restricted when passing an intersection properly marked with a "school crossing" sign when any child is present.

### **STANDARDIZED TESTING**

Throughout a student's PK-12 academic career, the state of Wisconsin requires schools to administer various academic tests designed to support teaching and learning and ensure students are college and career ready. More information on your child's yearly standardized testing requirements will be sent home prior to each test session.

### **STUDENT PLANNER**

At the beginning of the school year, each student grades 2-5 will receive a student planner. This planner is intended to be used as a tool to help the student organize his/her daily responsibilities, including homework assignments.

If a student loses his/her student planner he/she will be required to purchase a replacement planner from the office for \$3.00.

### **SUSPENSIONS**

Occasionally it is necessary to suspend a student from the classroom as a consequence for a serious violation of school rules. A suspension may be from  $\frac{1}{2}$  day to 5 days in length, and may be in or out of school. In all cases the parents will be notified by phone (if possible) or a letter will be sent.

### **TECHNOLOGY USE/CODE OF CONDUCT**

The District supports the use of technology by staff and students to enhance the curriculum and support instruction. Regarding appropriate use of technology, the District understands that staff members are the decision makers in the classroom. To see a full version of the Suring School District's Acceptable Use Policy, either refer to [www.suring.k12.wi.us](http://www.suring.k12.wi.us) under the District Information link or stop in the Student Office for a printed copy.

Use violations will result in loss of access and privileges, disciplinary actions, and may also be referred to appropriate law enforcement agencies. Failure to comply with these guidelines will result in the following:

- First offense - 10 days loss of access
- Second offense - 40 days loss of access
- Third offense - permanent loss of access

Suring School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Suring School District will not be responsible for any damages you suffer. Use of any information obtained via the Internet is at your own risk.

The Suring School District has a public WiFi network available to anyone using the District's facilities. Students and their families assume responsibility for their device.

Students will be supplied with a resource called Google Apps for Education. This resource is housed on the Internet and can be accessed from any Internet-connected computer with a web browser. No special software is required.

## **TITLE I QUESTIONS AND ANSWERS**

What is Title I? Title I is a federally funded program designated to provide extra help in reading, language arts and math. The federal government, through the State of Wisconsin Department of Public Instruction, provides funds to the local school system for operating a program. The program is funded entirely by the federal government, not by local tax dollars.

Title I of the No Child Left Behind Act provides financial assistance to local school districts in planning and operating supplementary educational programs for children. Title I was not designated to replace any existing educational program but was created to provide additional remedial help to children who would benefit.

How are children selected to be in the Title I Program? Children are selected based on test results, teacher recommendations and/or classroom performance that indicates additional instruction in reading, language arts and/or math would benefit a child.

What are some of the different types of activities a child will be involved with in Title I? A child will be involved in small group or individual learning experiences that will reinforce basic skills in reading, language arts or math. It is also intended to improve self-concept. Instruction may include comprehension and vocabulary development, spelling, listening activities, perceptual skills, mathematics vocabulary, mathematics concepts and computational skills.

## **STUDENT VISITOR REGULATIONS**

Prior permission from your teachers and principal plus a visitor's pass from the office must be obtained before you bring a visitor to school. All visitors shall report to the student office upon entry to the elementary buildings. The following are a few guidelines to help regulate student visitors:

- Visitors will not be permitted the first week of each semester.
- Visitors will not be permitted two days before semester tests.
- Visitors will not be permitted during semester test time.
- Visitors will not be permitted the last day of the school year.
- Visitors will not be permitted to ride district buses.
- Visitors will not be permitted on days their own school is in session.
- Visitors must be of school age.
- Visitors will not be permitted for more than one day.
- Student visitors at the elementary school must be within one grade level of the student they are planning to visit.

## **PARENT AND COMMUNITY VOLUNTEERS**

Volunteers are an important part of every school. We are interested in getting parents and community members involved in our schools. Many volunteer opportunities include tutoring students who need extra help, reading stories to the class, running copies, laminating materials, helping in the computer lab, listening to students read, and putting up bulletin boards. To ensure the safety of all of our students, the Suring Public School District does

background checks for all volunteers who work with students. These forms are available in the school office. All background checks are completed at the district office and the results are confidential.

If you are interested in helping in any of these or any other areas, please call the elementary school office at (920-842-2181 ext. 1002) and leave your name and phone number with the secretary.

### **POSSESSION OR USE OF WEAPONS**

No student, employee, and/or visitor shall possess, store, make or use a weapon in any setting that is under control and supervision of the district for the purpose of school activities approved and authorized by district.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. See policy # 443.6 for more information.

### **WINTER CLOTHING**

As the weather gets colder, students should come to school dressed appropriately. Our students are expected to wear a winter coat, hat, and mittens or gloves, boots and snow pants. All students will be sent outside during the winter months unless the temperature falls below a wind chill of 0 degrees. Please label all winter clothing.

### **MISCELLANEOUS**

This pamphlet is not meant to cover every rule of misconduct. Cheating, swearing, stealing, vandalism to any school property, and other school rules all continue to apply. If a student is not sure about a rule or acceptable behavior, just ask a staff member.

# PBIS at Suring Elementary

## Something to SOAR About!

This year, the entire Suring school district will be involved with a behavior system called Positive Behavior Intervention Supports (PBIS).

Let's explain how this works...The PBIS system has four components:

- A Behavior Matrix – clear behavior expectations identified for each school area and setting. This goes beyond “rules” and really describes what expected behavior “looks like”.
- Cool Tools – lesson plans used to teach students the behavioral expectations.
- **SOAR** tickets/cards – an acknowledgment/reinforcement system used to celebrate students’ success in meeting the expectations.
- Office Discipline Referrals – a form used to document and communicate with parents when students choose not to follow the expected behaviors.

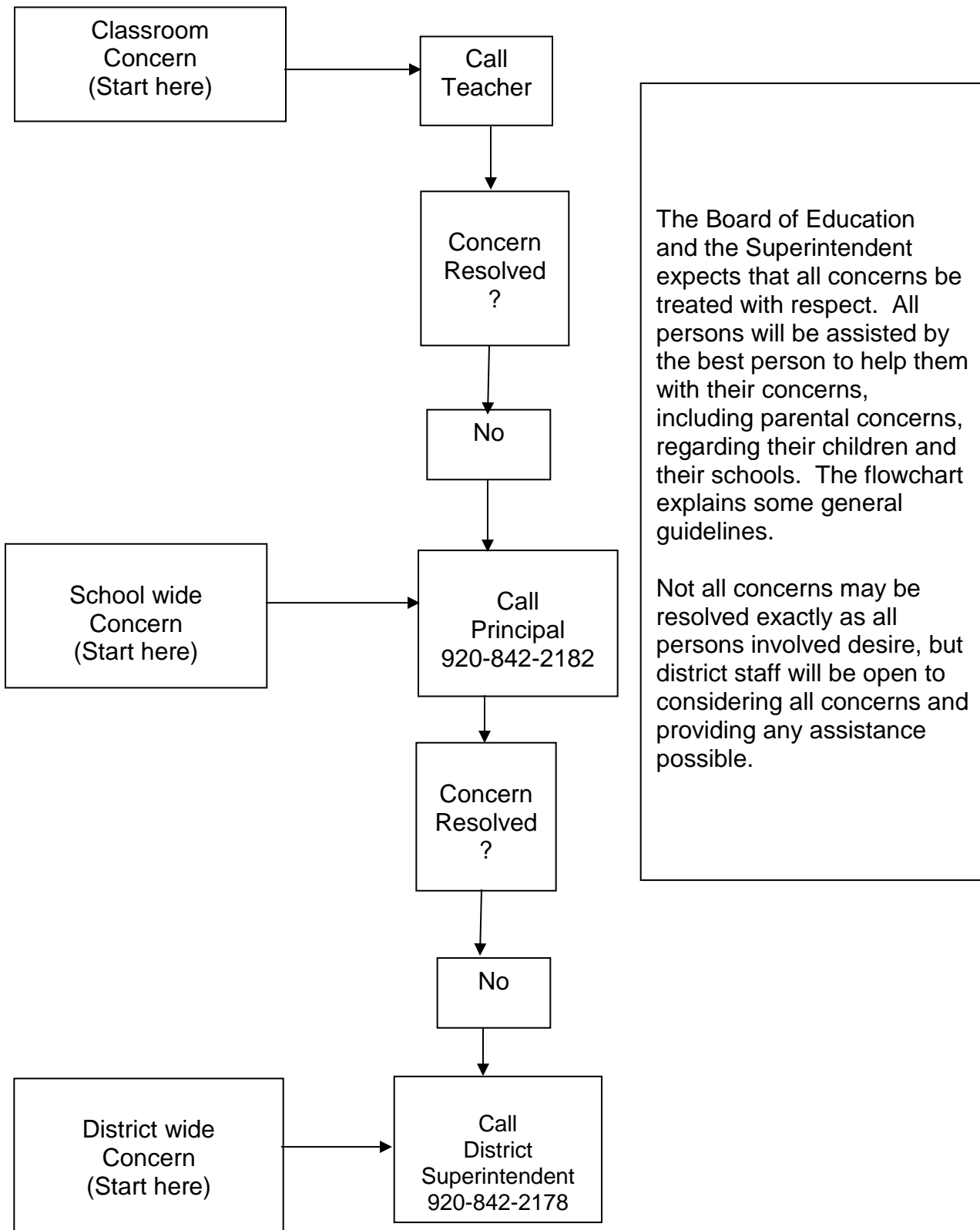
Here's a little more information of what each of these components mean:

<p><b><u>Behavior Matrix</u></b></p> <p>The behavior matrix is built on the core traits of <b>SOAR</b>: <b>Safe, Outstanding, Accountable, and Respectful</b>.</p> <p>In the Behavior Matrix, you will find what each of these expectations actually looks like in various places in the school and on school grounds. In a positive manner, the matrix tells children what to do and how to behave in order to abide by these expectations. Posters of the expectations are displayed in each of the areas around the school. It is our goal to make the understanding of the expectations as clear and easy for children as possible.</p>	<p><b><u>Cool Tools</u></b></p> <p>One of the most important parts of the PBIS system is that the behavioral expectations are directly taught to students. This way, children know exactly what is expected of them and how they are to behave. On the first day of school, students are taught what <b>SOAR</b> means in each identified setting on the behavior matrix. Additional Cool Tools will be provided on a regular basis to review the expectations and will also be used if problems arise in a certain setting.</p>
<p><b><u>SOAR Tickets/Cards</u></b></p> <p>Another component of the PBIS system is the use of consistent positive reinforcement to celebrate students’ success with meeting the behavior expectations. All staff members who observe children following the behavior expectations can issue a <b>SOAR</b> ticket/card. Students can earn <b>SOAR</b> tickets/cards in all areas of the school and from all staff members. Throughout the year, we will be having school wide acknowledgements to celebrate positive behaviors.</p>	<p><b><u>Office Referral Forms</u></b></p> <p>Even with teaching children the expectations, offering pre-correction or reminders for the expected behaviors, and our positive reinforcement system, unfortunately, some students will still misbehave. For those instances the Office Referral Form will be used as a communication tool with students and parents. In addition, the information collected from the form will also help staff keep track of behavioral data in order to be proactive in addressing problem behaviors.</p>

Throughout the year, we will be sending home more information about PBIS. One of the best features of PBIS is that it acknowledges that children need to be *taught* to behave just as they are taught to read or do math. We believe that PBIS will help create a more positive environment for successful learning to occur.

## Insert PBIS Matrix

## HOW TO GET HELP WITH A CONCERN



The Board of Education and the Superintendent expects that all concerns be treated with respect. All persons will be assisted by the best person to help them with their concerns, including parental concerns, regarding their children and their schools. The flowchart explains some general guidelines.

Not all concerns may be resolved exactly as all persons involved desire, but district staff will be open to considering all concerns and providing any assistance possible.



# Suring Elementary Bullying Report

Name of reporter \_\_\_\_\_

Date of incident \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Check observed behaviors:

\_\_\_\_\_ Hitting, hurting, or fighting

\_\_\_\_\_ Name calling

\_\_\_\_\_ Spreading rumors

\_\_\_\_\_ Threatening someone

\_\_\_\_\_ Stealing, hiding, or damaging property

\_\_\_\_\_ Racist or sexist remarks

\_\_\_\_\_ Other issues:

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## Consequences

**First Offense:** Written letter of apology to victim

**Second Offense:** Written letter of apology to victim, notification of parents, loss of recess privilege(s)

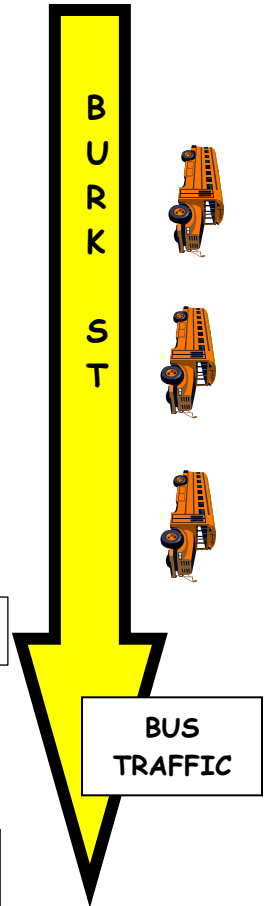
**Third Offense:** Notification of parents, mandatory meeting with team and principal, loss of recess privileges for one week, meeting with guidance counselor

**Fourth Offense:** Mandatory parent meeting, in-school suspension, and mandatory counseling with guidance counselor

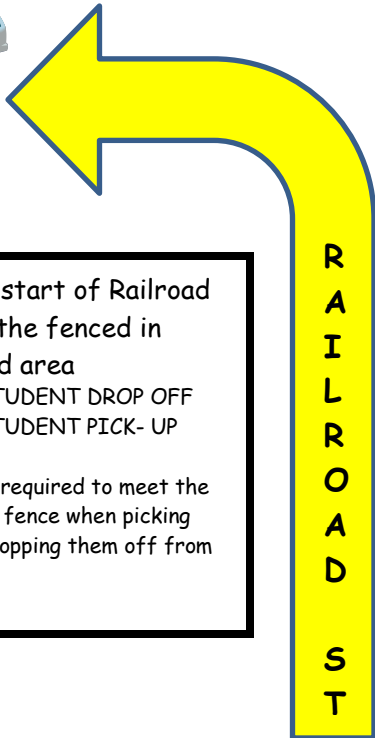
**Fifth Offense:** Mandatory parent meeting, out-of-school suspension, and mandatory meeting with police.

**\*Depending on the severity of bullying, the consequences may vary regardless of the number of offense(s) involved and could include any or all of the above as determined by the Principal.**

# SURING PUBLIC SCHOOL DISTRICT PARKING INFORMATION



Algoma St



Blue/Yellow Lines in front of school are for ...

- EMERGENCY VEHICLES
- HANDICAP PARKING

From the start of Railroad St. along the fenced in playground area

- STUDENT DROP OFF
- STUDENT PICK-UP

Parents are required to meet the child by the fence when picking them up /dropping them off from school.

STUDENT/STAFF PARKING LOT

**For student safety please follow the above parking guidelines!**

# Bus Pass Procedure



For student **safety**, bus pass requests need to be in writing and contain the information listed below. Students EC-5 need to bring all bus requests to the student office when they arrive at school. In case of emergencies a call must be made to the office **before noon** for a bus pass to be written for that day. **\*Teachers will no longer be issuing bus passes in the classroom.**

Remember if you have more than one student that will need a bus pass, all names and homerooms should appear on the request!

- **Date Request is Written**
- **Student(s) Name(s) First and Last**
- **Your Child's Homeroom Teacher**
- **First and Last Name of place to be dropped off**
- **Address of the place to be dropped off at**
- **Bus Number or Bus Driver Name**
- **Number of Days Bus Pass is in Effect**
- **Parent/Guardian Signature**

**We understand that this is a big request but we want to ensure that your child is dropped off safely, and at the appropriate location.**

***Thank you for your cooperation!***

# SURING ELEMENTARY SCHOOL

## PARENT-STUDENT HANDBOOK

### Agreement Form for 2016-2017 School Year

The partnership between home and school is essential to your child's success at Suring Elementary. This handbook is intended to be a guide for your family. The policies and procedures are necessary as a means for the teachers to educate our students in a positive environment conducive to learning and to provide structure while accommodating for the diverse needs of the children.

I, \_\_\_\_\_, a \_\_\_\_\_ grade student at Suring Elementary School, hereby acknowledge having received a copy of the Suring Elementary Parent-Student Handbook. I realize that I will be responsible for knowing and following procedures and regulations outlined in the handbook. This handbook was picked up for my parents/guardian to read and understand the procedures and regulations of the school.

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

### WALKING FIELD TRIP PERMISSION

As legal parent/guardian, I give my consent for \_\_\_\_\_  
(Student's Name)

to participate in a walking field trip while attending Suring Elementary.

Parent/Guardian's Name: \_\_\_\_\_ Date \_\_\_\_\_  
(Sign First & Last Name)

### DATA DIRECTORY

As legal parent/guardian, I give my consent for \_\_\_\_\_  
(Student's Name)

to be photographed or videotaped while participating at Suring Elementary. This may include use for class projects, news media, website, district publications, etc.

Parent/Guardian's Name: \_\_\_\_\_ Date \_\_\_\_\_  
(Sign First & Last Name)

***Please return to your child's homeroom teacher  
by September 8, 2016.***

***Thank you!***



**SEE OTHER SIDE**

**Insert Title 1 Agreement Form**