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# WELCOME

Each new school year brings opportunities for growth and new learning. We will greet each new school day as an occasion to improve our knowledge of the world and ourselves. On behalf of the Whitnall School District Board of Education and Superintendent Dr. Lowell Holtz, the Hales Corners staff and I welcome you as we begin the new school year.

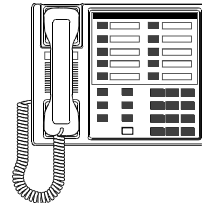
The Parent Handbook features an alphabetical listing of HCE policies and procedures. Additions or changes are referenced with a ■. We have made an effort to include information that will help you start the school year smoothly. In the event that something is unclear, please feel free to call us at 525-8800. The last page of the handbook includes an appendix of WSD Policies that might be of special interest to parents. These can be accessed through the website [www.whitnall.com](http://www.whitnall.com).

The staff and I look forward to working with our students and parents. Please watch the monthly newsletter to find out what's happening at HCE. Let's have a great year growing and learning together!

Lori Komas, Principal (525-8802)

## **Telephone Numbers**

<b>Hales Corners Elementary Office</b>	<b>525-8800</b>
Hales Corners Elementary Fax	525-8801
Whitnall School District Office	525-8400
Whitnall High School	525-8500
Whitnall Middle School	525-8650
Edgerton Elementary	525-8900



The HCE Telephone Extension List will be attached to the October Newsletter and is available online at [www.whitnall.com/hce](http://www.whitnall.com/hce).

## **Office Staff**

Jane Leonard, Secretary  
Diane Bickler, Secretary  
Sue Larson, District Nurse  
Lori Coyne, Health Room Aide

## **Office Hours**

7:30 AM – 4:00 PM

## **ADMISSIONS**

Kindergarten students must be five years of age and first grade students six years of age on or before September 1<sup>st</sup>. There is a special early admission policy. For details, please call the Special Services Department at 525-8400.

New students will be placed in the grade level attained. Permanent placement will be determined after school records have been received. Adjustments and progress will also be evaluated in the early weeks.

## ■ **ATTENDANCE**

Regular attendance in school is required by law and is essential if students are to make satisfactory progress in school. Illness, family trauma, and special medical appointments shall be the basis for parent excused absences.

Please call the school by 9:00 A.M to report your child's absence (525-8800). **Your message should identify the reason for the absence. Providing one of the following reasons will ensure accurate record keeping.**

**Sick – not seeing a physician**

**Sick – will see a physician and will bring the written doctor's excuse upon return to school**

**Parent Request – short vacation, funeral, family emergency**

**State law allows parents to exempt their child from school for up to 10 days during a school year. Physician excused absences are not included in this number. Tardies can be considered an absence since the law states that an absence is “part or all of a school day”**

One ½ day AM absence will be recorded for students missing more than 1 hour of the AM session. One ½ day PM absence will be recorded for students missing more than 1 hour of the PM session. The AM session is 8:40-12:00. The PM session is 12:00-3:22.

If a child is unaccounted for during attendance processing, phone numbers on the child's emergency card will be called until the child's whereabouts and reason for absence are established.

If your child is absent due to illness or injury, he/she will not be allowed to participate in extra curricular activities that day.

A written parental excuse should be sent with the student when he/she returns to school.

In case of absence for more than three days, or upon the principal's request, a statement from the local health department or attending physician may be required before being re-admitted.

Children may be signed out of school by parents/guardians for business which cannot be handled outside of school attendance hours.

## **Sign-out of Students**

Students that leave school early must be signed out by their parent/guardian in the school office. Students will remain in their classroom until their parent/guardian has arrived at school. The student will meet the parent/guardian in the office. Students returning to school following an appointment must be signed in at the office before returning to the classroom.

## **Tardiness**

Parents are asked to call the office when their child will be late for school. Please indicate if your child will be having school lunch. Tardy students must enter the building through the main entrance in the front of the building. Parents are asked to accompany their children to the office to sign them in. Students will be issued a tardy slip before reporting to their classroom. In the

event that some transportation emergency such as weather or a substitute bus driver causes a child to be late, the child will not be recorded as tardy for report card purposes. There may be legitimate reasons for late arrival to school – i.e., medical/dental appointments, etc.

After 8:45, a child is tardy. There is no differentiation between excused and unexcused tardies. **However, if the student was at a medical appointment, securing a medical excuse from the physician/dental office would ensure the absence listed as excused.**

### **BICYCLES**

Students are permitted to ride bikes to school. The bikes should be licensed in your community. All bikes must be parked in the proper location and must be locked during school hours. Bikes may not be ridden on school premises before school in the morning or before 4:00 P.M. on regular school days. **Students are reminded that wearing a helmet is a positive safety precaution.**

### **BUS TRANSPORTATION**

Please See Board Policy #751 Student Transportation Services for information regarding eligibility requirements. If you have any questions, please call the District Office at 525-8400 for clarification. See **CONDUCT – Bus Conduct** for riding rules and regulations.

### **Bus Route Difficulties**

If you have pick-up and drop-off difficulties or a concern about how the driver handles student behavior, please report it to the school secretary or the principal. The school office will, in turn, give you the bus company number and request that you also report your concern directly to the bus supervisor.

### **CLASS PLACEMENT**

Class lists are developed in the spring for the upcoming school year. Lists include a combination of students across gender, race/ethnicity, and ability levels. Teachers and counselors assist with class list development. Parent requests for specific teachers (due by a strict deadline printed in the parent newsletter) will be reviewed by the principal. Every effort will be made to honor the requests.

### **COMPUTER USE**

Please refer to Whitnall School Board policy #363.2, 363.2R and 363.2E/363.3E. These policies are posted on the Whitnall website at [www.whitnall.com](http://www.whitnall.com).

### **CONDUCT**

It shall be the policy of the Whitnall School District that conduct be kept within reasonable bounds consistent with the desire to maintain the disciplined atmosphere necessary to maintain the right of their peers to receive instruction.

Students, both individually and in groups, shall comply with school regulations and shall recognize the authority of teachers, administrators, and supportive staff. Disobedience, open defiance of proper authority, and disruptive language or behavior shall not be tolerated. Insofar as possible, rules shall be clearly defined, consistently and uniformly enforced in accord with these policies and procedures. WSD School Board Policy #443

The following code of conduct captures the basic elements of students who display kindness, respect, responsibility, and regard for safety.

### **HALES CORNERS ELEMENTARY STUDENT CODE OF CONDUCT**

- \* Be kind and respectful to yourself and others.
- Work and play safely.
- Listen politely and follow directions.

Treat all property with care.  
Use appropriate language.  
Take responsibility for your own work and behavior.

\* The Hales Corners School Code of Conduct stipulates that children will “be kind and respectful to yourself and others.” While no teasing, threatening, or bullying of any kind is acceptable, parents and students need to be aware that threats of physical harm to others, particularly those that include words “shoot”, “kill”, or any other words or actions conveying similar meaning will be taken very seriously. Student explanations of, “I was just kidding,” or “I didn’t mean it,” will not lessen the seriousness with which the behavior is treated. Objects such as toy or real guns, knives, bullets, etc., which can frighten or harm others will not be tolerated. Possession of such objects may result in suspension from school. Students should report any suspicious objects to an adult.

Please discuss with your child(ren) the need to refrain from using such threatening language or actions in school.

### **Classroom Conduct**

- Arrive in class on time.
- Follow directions the first time they are given.
- Keep hands, feet, and objects to yourself.
- Treat your classmates as you wish to be treated.
- Raise your hand; wait to be called on before speaking.
- Complete all assignments on time.
- Come to class with all necessary materials including notebooks, pencils, & books.

### **Lunch Room Conduct**

- Follow directions the first time they are given.
- Speak with inside, conversational voices.
- Clean up your space after eating.
- Raise your hand if you need a supervisor’s assistance.
- Put all trash into the garbage cans.
- Walk in the lunchroom and hallways.

### **Playground Conduct**

- Follow directions the first time they are given.
- Keep hands, feet and objects to yourself.
- Use equipment safely.
- Stop playing when the bell rings and line up silently.
- Re-enter the building only with permission from a supervisor.
- Physical aggression will not be tolerated and may lead to suspension. There are no tackle sports, and there is no snowball throwing.
- Children **may not** bring toys, electronic games, or playground equipment from home.
- Please be advised that recess and playground rules are available in the office for viewing.

### **Bus Conduct**

Riding the school bus is an extension of the classroom, therefore the School Board shall require students to conduct themselves in a manner consistent with established standards for classroom behavior.

The set of behavior guidelines is listed under “Bus Rider Rules”.

In cases when a student fails to conduct him/herself properly, such misconduct is to be brought to the attention of the building principal by the bus driver. Guidelines for proper notification and due process are to be established by the administration. Where continuing or extremely serious problems exist, the bus riding privileges may be suspended. In such cases, the parent/guardian of the student becomes responsible for seeing that the student gets to and from school safely and is in regular attendance.

The Whitnall School District shall not discriminate in standards or rules of behavior or disciplinary measures on the basis of sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

### **Bus Rider Rules**

The following list of bus riding rules is not all inclusive. Unreasonable and imprudent behavior will be dealt with as appropriate.

Students riding school buses, including buses for extracurricular activities, must abide by the following rules of conduct:

1. Be on time at the designated stop for the bus (about five minutes before the bus is due).
2. Be careful while waiting at bus stops and stand at a safe distance away from the roadway so as not to create a hazard for passing motorists.
3. Make certain one's conduct is not a problem for him/herself, other students or property owners near the bus stop.
4. Wait until the bus has come to a complete stop before trying to enter the bus. Always use the hand rail and watch each step while boarding the bus. Go promptly to a seat. A school administrator, his/her designee, or a bus driver has the authority to assign students to designated seats.
5. Sit quietly in the same seat during the entire trip; loud talking or laughing distracts the driver's attention.
6. Be considerate of others when opening windows. Open them only with the permission of the bus driver.
7. Always remain seated, facing forward; standing, facing backward or changing seats could be dangerous.
8. Be sure to keep hands, arms and head inside the bus, and never throw anything out of the window.
9. Refrain from using vulgar or obscene language and/or gestures on the bus, at passing cars or pedestrians.
10. Keep the bus neat, clean and orderly at all times.
11. In leaving the bus, remain seated until it comes to a complete stop. (Do not rush from the back to be the first one off. Allow the bus to empty with the students seated in front leaving first.) When crossing the road, do so at least 10 feet in front of the bus and make sure the highway is clear. Flasher signals on the bus are operated for the protection of the students.
12. Never tamper with the bus or any of its equipment. Any damage as the result of vandalism will be paid by the student and/or his/her parent(s)/guardian.
13. Remember that bus riding is a privilege. Students who refuse to cooperate and abide by bus rider rules may be suspended from bus riding and/or school.
14. Be courteous to all others.
15. Do not use tobacco products, alcohol or drugs on the bus. Provisions of Board policy shall be enforced.

16. Do not use, possess or distribute alcoholic beverages or controlled substances on the bus. Provisions of Board policy shall be enforced.

Drivers may refuse to transport students only if a report of the circumstances has been made to the building principal or designee and the principal or designee has removed the student from the bus. No student shall be put off the school bus except at school or at his/her stop. The driver may not put students off his/her bus unless authorized by the building principal or designee or local law enforcement agency.

Parents/guardians and students are to be aware that in the above actions they have the right of due process.

### **Discipline Procedure**

1. The driver will fill out a misconduct report. The report must be given to the school within 24 hours of the offense. The misconduct report shall state at least the student's name, offense committed, and the driver's signature and route number.
2. The following action will follow the issuance of a misconduct report:
  - a. First level of discipline (1<sup>st</sup> misconduct report)—the school official will inform the parent or guardian of the offense and discuss what disciplinary measures the parents or guardian and school office deem necessary to correct the situation.
  - b. Second level of discipline (2<sup>nd</sup> misconduct report)—the school official will inform the parent of the offense and the student will be denied transportation for up to a week.
  - c. Third level of discipline (3<sup>rd</sup> misconduct report)—the school office will inform the parent of the offense and the student will be denied transportation for up to the balance of the school year or semester. Suspension and/or expulsion may also be imposed.

Parents or guardians and students are to be aware that in any of the above actions they have the right of due process.

Drivers may refuse to transport students only if a report of the circumstances has been made to the school principal and the principal has removed the student from the bus. No student shall be put off the school bus except at school or his/her stop. The driver may not put students off his/her bus unless authorized by the building principal.

A school administrator, his/her designee, or a bus driver has the authority to assign riders to designated seats.

### **Riding home on a bus to which a student is not assigned IS NOT PERMITTED.**

**If your student wishes to play with a friend after school have him/her come home first, then transport your child(ren) to the friend's home.**

### **CONFERENCES - PARENTS AS PARTNERS**

Parent/Teacher conferences are held twice per year. Parents will have the opportunity to sign-up for fall and spring conferences during the grade level orientation. You will receive notification of your conference time a few weeks prior to your conference.

For those families who are separated/divorced, only ONE conference will be scheduled. It is advisable that both parents attend. Therefore, both parents can add insights about the academic and social progress reported by the teacher. The teacher will become far better equipped to provide support for a child who moves between separate home environments.

Your attendance at the conference is one way we can assure good home/school communication about the progress of your child. Additional conferences may be scheduled throughout the school year.

## DAY CARE CENTERS

The following centers provide transportation to HCE:

Children's Educare	543-1462
Kindercare Learning Center, Franklin	425-9330
Kindercare Learning Center, Greenfield (Hwy 100)	321-4232
Kindercare Learning Center, Greenfield (Forest Home)	425-1943
Park's Edge Childcare Center	427-9561
YMCA*	357-1910

\*The YMCA program is housed at HCE.

This listing does not constitute a recommendation. Parents should personally check out the day care centers.

## DRESS CODE

In school and at all school functions, student dress should be focused on individual safety and personal privacy. Be sure that your child wears clothing and footwear that comfortably meet all of the demands of an active school day including recess, Physical Education class, hands-on Math & Science, Art, and group work on the rug. **See Board policy 443.1 for detailed guidelines of Dress Code.**

## EARLY DISMISSAL

### ■ Emergency Closing

When severe weather or other emergency conditions exist so that it becomes necessary to close the school, the public will be notified over the local radio and television stations.

#### FM Radio Stations

WKTI	94.5
WQBW	97.3
WMYX	99
WMIL	106

#### AM Radio Stations

WTMJ	620
WOKY	920
WISN	1130
WEMP	1250

#### Television Stations

WTMJ	Channel 4
WITI	Channel 6
WISN	Channel 12
WDJT	Channel 58

An emergency school closing card will be sent home for all parents to fill out. This card will inform staff members what procedure students should follow if it becomes necessary to close the schools during the day and adults are not home at the time of their early arrival at home. In addition, you will be notified by the Whitnall School District *Alert Now* phone system. **Please notify the school of any changes in phone numbers as they occur during the year.**

## In-Services and Conferences

Students in five year old Kindergarten (K5) through Grade 5 will be dismissed at 11:20 A.M. on half days of school. Four year old Kindergarten (K4) and Early Childhood students will not attend classes on half days.

## EMERGENCY CARDS

Please fill out and return an emergency card for each student. It is very important for these cards to be filled out completely. Unlisted phone numbers will remain confidential but it is **critical** that we be able to reach you if your child becomes ill or has an accident. Requests for transport to a specific hospital should be clearly stated on the emergency card. **Please notify the school office of any changes.**

## EMERGENCY DRILLS

Specific plans for evacuation and protection are posted in each room. Monthly fire drills and an annual tornado drill are held in accordance with Wisconsin law and Whitnall School Board policies. Lock-down drills are conducted once or more per year.

### ■ FEES

The cost of workbooks, math and art supply expenses are partially offset by these fees. School fees will be collected at registration in August. **These fees do not cover personal school supplies.**

Early Childhood and 4 Year Old Kindergarten (K4)	\$50.00
Five Year Old Kindergarten (K5) - Grade 5	\$60.00
Extracurricular Activity Fee (Grade 5 Clubs)*	\$30.00

**\*Please note that all fee payments will be applied to school fees first, then extracurricular activities. This may result in a student being unable to participate in extracurricular clubs.**

**FIELD TRIPS**

Field trips are planned throughout the year. Teachers usually try to provide about two weeks notice. Field trips may require payment of a fee and a possible request for volunteers to accompany the students for supervisory assistance. Usually, field trips take place completely within the student day.

■ **HEALTH**

The school is served by the Whitnall School District Nurse. Health records for vision and hearing screenings and immunizations are maintained by the Whitnall District Nurse, who oversees health room services in all four district schools. She advises on medication and first aid treatment, and is providing service to individual students with special health care needs. Along with the parent and appropriate staff, she will develop an Individual Health Care Plan for children with severe allergies, chronic and acute conditions.

The Whitnall District Nurse is involved in health education and screenings of the children. Health volunteers augment the professional services available from the nurse and provide invaluable help to your child. If you would like to volunteer, call HCE at 525-8809.

**Injury and Illness**

First aid is provided by school personnel when injuries are minor. Rest, in a quiet place, is made possible for youngsters who report that they are not feeling well. If the child is too sick to remain in school, the parent or other adult designated on the emergency card will be called and asked to come to the school to take the student home.

A child who returns to school too soon after being ill may suffer a relapse and may have to miss more days. Students should not return to school if they are not well enough to participate in the complete program.

**Serious Injury or Illness**

Suspicion of severe injury or illness will result in an immediate call for **RESCUE SQUAD** service. Parents, guardians, or other adults listed on the emergency card will be called at the same time so that the adult may proceed directly to the hospital emergency room.

Depending on the severity of injury, children will be transported to the nearest hospital unless otherwise indicated by parent/or guardian on the student emergency card.

**Medication Administration Procedures**

If your child requires administration of medication during the school day a Medication Administration Form must be completed. Procedures for the Administration of Medication Sheets will be mailed home in the registration packet. Medication Administration Forms must be renewed each school year and/or any time a medication or dosage of the medication is changed. Medication administration forms are available in the school office. Completed forms for both prescription and non-prescription medications will be maintained in the Health Room. Any questions about medication in school should be directed to Sue Larson, the school nurse.

**Non-Prescription Medications**

Non-prescription medication can only be administered by school personnel or volunteers with the written permission of the parent or guardian. Written instructions must be given on the appropriate form and shall include the following information:

- name of the medication and the prescribed dosage
- the frequency of administration of the medication
- the condition or circumstances which require the administration of the medication

Forms are available to the parent or guardian by the school principal. Completed forms are maintained in the school office or health room.

### **Prescription Medication**

Prescription medication can be administered by school personnel only after the school has been provided with signed, written authorization from the parent or guardian and the student's physician or practitioner. The following information is required for administration of medication to occur in school:

- name of the medication and the prescribed dosage
- the frequency of administration of the medication
- the condition or circumstances which require the administration of the medication

Forms are made available to the parent or guardian by the school principal for their signature and that of the student's physician or practitioner. Completed forms should be maintained in the school office or health room.

### **Labeling and Storage of Medication**

Medications to be administered at school must have the following information clearly printed on the container:

- child's full name and grade
- name and dosage of medication
- frequency of administration
- physician's name (for prescription medication only)

All prescription medication must be in a pharmacy labeled container. Non-prescription medication should be stored in the original container of purchase. (baggies or other unsafe containers are not allowed for the storage of any medication). Medications will generally be kept in a locked container in the Health Room.

### **Medications for Field Trips**

School Nurses are not allowed to dispense daily medication from the school for field trips. Parents may opt to obtain a field trip dose of daily medication prepared by their pharmacy if they wish for their child to obtain a dose while on his/her field trip. School health staff will be sending emergency medications, such as inhalers, Epi-pens, and Benadryl for students with severe allergies, for field trips occurring during regular school hours. If a parent is attending the field trip, they may administer medication to their child.

### **Unused Medication**

Unused medication will not be returned to the student to be transported home. Parents may recover unused medication at the school office. ALL consent forms must be renewed each school year and/or any time a medication or dosage of a medication is changed. Any questions about medication in school should be directed to the principal, the school nurse or the Director of Student Services.

### **Communicable Diseases**

Your local health department should be notified if your student contracts a Communicable Disease. Examples of reportable diseases include any form of Hepatitis, Measles, Mumps, Rubella, Whooping Cough, Kawasaki Syndrome, Lyme Disease, Meningitis, Salmonella, Shigella & Campylobacter. Children with a rash will be excluded from school until clearance is obtained.

We encourage you to check your child's head often for the presence of head lice. It is especially important near the end of summer, Christmas and spring breaks. Feel free to call the local health department or your School Nurse with questions. We have additional information available to you in the School Health Room if requested. Refer to WSD Head Lice Policy # 453.31.

Hales Corners Health Department	529-6155
Franklin Health Department	425-9101
Greenfield Health Department	329-5275

■ **Immunization Requirements**

**STUDENT IMMUNIZATION LAW  
AGE/GRADE REQUIREMENTS  
2010-2011 SCHOOL YEAR**

Age/Grade	Number of Doses					
Pre K (2 yrs through 4 yrs)	4 DTP/DTaP/DT <sup>2</sup>	3 Polio	3 Hep B	1 MMR <sup>5</sup>	1 Var <sup>6</sup>	
Grades K through 2	4 DTP/DTaP/DT/T <sup>1</sup> d	4 Polio <sup>4</sup>	3 Hep B	2 MMR <sup>5</sup>	2 Var <sup>6</sup>	
Grades 3 through 5	4 DTP/DTaP/DT/T <sup>2</sup> d	4 Polio <sup>4</sup>	3 Hep B	2 MMR <sup>5</sup>	1 Var <sup>6</sup>	
Grades 6 through 8	4 DTP/DTaP/ DT/Td <sup>2</sup>	1 Tdap <sup>3</sup>	4 Polio <sup>4</sup>	3 Hep B	2 MMR <sup>5</sup>	2 Var <sup>6</sup>
Grades 9 through 11	4 DTP/DTaP/ DT/Td <sup>2</sup>	1 Tdap <sup>3</sup>	4 Polio <sup>4</sup>	3 Hep B	2 MMR <sup>5</sup>	1 Var <sup>6</sup>
Grade 12	4 DTP/DTaP/ DT/Td <sup>2</sup>	1 Tdap <sup>3</sup>	4 Polio <sup>4</sup>	3 Hep B	2 MMR <sup>5</sup>	2 Var <sup>6</sup>

1. DTP/DTaP/DT vaccine for children entering Kindergarten: Your child must have received one dose after the 4<sup>th</sup> birthday (either the 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup>) to be compliant. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
2. DTP/DTaP/DT/Td vaccine for students entering Pre K and grades 1 through 12: Four doses are required. However, if your child received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
3. Tdap means adolescent tetanus, diphtheria and acellular pertussis vaccine. If your child received a dose of a tetanus-containing vaccine, such as Td, within 5 years of entering the grade in which Tdap is required, your child is compliant and a dose of Tdap vaccine is not required.
4. Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if your child received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. (Note: a dose 4 days or less before the 4<sup>th</sup> birthday is also acceptable).
5. The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1<sup>st</sup> birthday is also acceptable).
6. Var means Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.

**HOMEWORK**

Homework is the extension of the opportunity for learning beyond the regular classroom period. These assignments are made on the basis of course goals and objectives and teacher determination of individual needs.

The amount of time a student consumes in doing homework is directly affected by his individual ability and how efficiently he or she utilizes study time. The selection of certain courses may require a student to spend additional time.

Homework is occasionally assigned in the first three grades, and when assigned should be up to approximately 30 minutes per day. Homework is given regularly in grades four and five and should be between 30 to 60 minutes per day. See Board Policy #345.3

## **LOST AND FOUND**

Please label all belongings with your child's name. It is much easier to find the rightful owner when this is done. Our lost and found cabinet is located on the main floor across from the elevator. Feel free to visit our lost and found area anytime. Unclaimed items will be donated to a local charity.

## **LUNCH PROGRAM**

The school district uses a computerized, prepaid food service program. Checks payable to Whitnall Food Service should be mailed to P.O. Box 155, Hales Corners, WI 53130 or dropped off at the school office. Another convenient method of payment is through e-funds. **It is the responsibility of parents/guardians to make sure there are sufficient funds in your child's lunch account. If your family account is \$20 or more in arrears, there will be an interruption of lunch service until the account is brought current.** Current balances can be obtained by calling 525-8466 between the hours of 5:00 AM and 4:30 PM. Callers will be asked to enter their four digit family number and the last four digits of their phone number. **For low balance notification via e-mail, please provide a current e-mail address to [foodservice@whitnall.com](mailto:foodservice@whitnall.com). Please include your child(ren)'s name(s) and your family number when using e-mail.**

Student Lunches	\$1.90
Adult Lunches	\$3.50
Chocolate or White Milk	.35

Families who are having financial difficulties are encouraged to apply for the Free/Reduced meal program offered through our District. These benefits are completely confidential.

## **MISSION STATEMENTS**

### **Hales Corners Elementary School Mission Statement:**

The mission of Hales Corners Elementary School's staff and community is to ensure that every student meets all established academic and social standards through engaging instruction in a safe, inclusive environment.

### **Whitnall School District Mission Statement:**

By providing the highest quality personalized educational experience, the Whitnall School District engages learners who embrace challenges and are responsible contributing members of a dynamic global society.

## **MOVING OUT OF THE DISTRICT DURING THE SCHOOL YEAR**

If you are moving out of the District after the school year begins and would like to have your student finish the school year in the Whitnall Schools, you MUST fill out a Tuition Waiver Form. This form may be picked up in the District Office at the south end of the high school. This form must be on file in order to complete the school year.

Should you want your student to attend the District the following year, please follow up in the District Office, Superintendent/Board Secretary, 525-8411, to find out if there are any options for your particular situation. The options may include: Open Enrollment (must fill out forms during the enrollment window according to State Guidelines); or having the tuition waiver approved for an additional year by the new resident school district. It is the parent's responsibility to follow through on any of these options, per specific guidelines and deadlines.

## **NON-CUSTODIAL PARENTS**

We recognize the importance of parental involvement. Some families have more than one household. Non-custodial parents may participate in all activities, including conferences. Parent/teacher conferences or meetings initiated by the school or district will generally be scheduled only once, at times convenient to both parents.

Non-custodial parents are entitled to have access to school records unless access to those records has been restricted by court order.

Non-custodial parents may release their child from school unless the custodial parent has presented the school with a court order or other legally binding document that prohibits such a release.

Non-custodial parents should inform the school office and teacher if they would like to receive school mailings of report cards, newsletters and events. In the event of an address or phone number change, please inform a school secretary.

### **NONDISCRIMINATION POLICY, PARENT NOTIFICATION OF**

It is the policy of the Whitnall School District that no person may be denied admission to any public school in the District or be denied participation in, be denied benefits of, or be discriminated against in any curricular, extra-curricular, pupil service, 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 contrary to s. 118.13, WI Stats. This policy also prohibits discrimination as defined by title IX of the educational Amendments of 1972 (gender), Title VI of the Civil Rights Act of 1964 (race and national origin) and Section 504 of the Rehabilitation Act of 1973 (handicapping condition). Student discrimination complaints shall be processed in accordance with established School Board policies 411/411R.

Any questions concerning these policies should be directed to:

Dr. Lowell Holtz, Superintendent of Schools  
Whitnall School District  
5000 South 116<sup>th</sup> Street  
Greenfield, WI 53228  
(414) 525-8411

### **OFFICE HOURS**

The school office hours are 7:30 A.M. until 4:00 P.M.

### **ORIENTATION**

Parent orientation will take place prior to the start of the school on orientation night. Dates for orientation night will be listed on the district calendar, HCE "Important Dates" calendar, and on the district website at [www.whitnall.com](http://www.whitnall.com).

### **PARENT TEACHER ORGANIZATION (PTO)**

The Hales Corners PTO is comprised of volunteers who organize and run numerous special events and yearly programs. Some of these include a school postal system, family events, special assembly programs, the publishing center, the school yearbook, health room assistance, a monthly newsletter, and room parents. Monthly meetings feature business matters and guest speakers. Look for PTO membership and volunteer information at registration in August.

PTO meetings are held in the HCE Library at 7:00 PM on the dates listed in the district calendar and monthly school newsletter

### **PHYSICAL EDUCATION**

All students are required to have tennis or athletic shoes that remain at school. Children may be excused from physical education classes when such a need is determined and certified in writing by a physician. Parents may request a short term release from physical education in writing. The note should be sent to the classroom teacher who will forward it to the physical education teacher. Shoes and other articles of clothing should be clearly marked.

### **RECESS**

All students will go outside for recess each day, except on days of inclement weather. Parents should dress children for outdoor recess accordingly. Please do not request that children stay indoors for recess as we cannot supervise students both indoors and out at the same time. See **CONDUCT-- Playground Conduct** for recess rules.

### **REPORT CARDS**

Report cards for Grades K5-5 are issued three times during the year. Personal conferences and supplementary progress reports could augment the quarterly report card. See **DATES TO REMEMBER**

for distribution dates. See **CONFERENCES**.

### **SAFETY & SECURITY**

At HCE we make every effort to assure the safety of your children. Our doors are locked after morning entrance. Visitors “buzz in” and enter through the main lobby entrance only. They are required to report to the office where they check in and sign the Visitor’s Register. We have instructed all students and staff NOT to open security entrances for anyone. That way, the security system and visitor traffic can be controlled through the office. If you notice any irregularities such as unlocked doors, please report it to office personnel.

Our goal is to provide a safe environment where your children can enjoy positive learning experiences. During the school year a number of emergency drills are scheduled. These include a lock down drill, tornado drill, and fire drills.

### **SALE OF ITEMS BY STUDENTS**

Parents are asked to understand that students should not expect to sell items to school staff members during teacher work hours. Candy, cookie, candle, etc., sales conducted by the child’s club or organization may also present the potential for theft or loss when the product or cash receipts are in the student’s possession at school.

### **SCHEDULE**

8:40 AM	Children Enter School
11:40 AM - 12:20 PM	Lunch & Recess—Kindergarten (K5), Grades 2 & 3
12:15 PM - 12:55 PM	Lunch & Recess—Grades 1, 4 & 5
3:22 PM	Student Dismissal

### **STUDENT DROP OFF/PICK UP**

- Playground supervision begins at 8:30 AM. Students should not arrive before 8:30 AM. Parents are responsible for arranging before school daycare as necessary. We will notify you by note or phone if early arrival becomes a problem.
- Dogs are not permitted on the school grounds due to allergy concerns or possible fear associated for some students.

### **TELEPHONE CALLS**

It is not always possible for staff members to accept phone calls during school hours. Your call may be forwarded to a teacher’s voice mail, where you may leave a brief message. Your call will be returned at a convenient time. Should you need to leave a time sensitive message, please call the office and speak with a secretary.

### **VISITORS**

At Hales Corners Elementary, we are fortunate to have a high level of parent involvement. Please use the following guidelines to help us maintain a safe school:

- Use the buzzer and intercom system located at the front entrance (Godsell Avenue) to enter the building. Students are NOT to open locked entry doors for visitors.
- Sign in at the main office and take a Visitor, Volunteer or Guest Teacher badge.
- Sign out and return the badge.
- Don’t be offended if a staff member approaches you on the playground or in the halls and requests that you sign in at the office and obtain a visitor’s badge. Even if you’re at school frequently, not all of our staff knows you.
- Schedule appointments with teachers in advance. It is difficult for teachers to drop everything to talk with a parent at arrival and dismissal times.

We make every effort to know who is visiting our school. Thank you for your help in securing a safe learning environment.

### **VOLUNTEERS**

Classroom teachers are interested in the help of classroom volunteers. Let your child’s teacher know that you are willing to help. **Volunteers that work with students in a 1 on 1 basis or assist with overnight**

**trips are required to submit for a background check prior to serving in this capacity. See Policy # 353.1 and HCE Volunteer Handbook for additional details.** Volunteers are also needed to help in the HCE library. Volunteers are gently reminded that students' right to privacy is of utmost importance. Therefore, volunteers are bound to the same terms of confidentiality as others who work in the school. The Parent Teacher Organization (PTO) also appreciates the help of parent volunteers. Watch for a flyer outlining the many volunteer opportunities available throughout the school year.

**WITHDRAWAL FROM SCHOOL**

If you are planning to withdraw your child from school, please inform the school as early as possible. When enrolling your student in the new school, a copy of the most recent report card would be of some help to the new principal. Our records will be sent promptly once we receive the official request.

## APPENDIX I

**Policies of Interest**    <http://www.whitnall.com>

- 345.1      Grading Systems
- 345.1R    High School Grading/Class Rank: Procedures
- 345.2      Student Progress Reporting
- 345.3      Homework
- 345.3R    Homework: Procedures
- 345.6      High School Educational Plan/Graduation
- 345.62    Graduation/Commencement Participation
- 353.1      School Volunteers
- 362        Supplementary Supplies & Materials
- 362.1/771 Copyright Policy Printed, Digital, DVD, Other Media & Duplicating Services
- 363.2      Computer Network Use
- 363.3      Electronic Communication Systems
- 363.4      School District Web Site
- 371        Student Clubs & Organizations
- 412.1     Full-Time Student
- 421        Entrance Age – Early Admission
- 431        Student Attendance & Truancy
- 443        Student Conduct & Discipline
- 443R      Student Conduct & Discipline: Classroom Removal Procedure
- 443.1     Student Dress Code
- 443.2     Student Conduct on School Bus
- 443.3     Use/Possession of Tobacco, Alcohol, and Controlled Substances by Students
- 443.3R    Use/Possession of Tobacco, Alcohol, and Controlled Substances by Students: Violation Procedure
- 443.4     Damage to School Property by Students (Vandalism)
- 443.5     Student Use of Two-Way Communication or Paging Devices
- 443.6/832 Weapons on School Premises
- 443.9     Corporal Punishment/Staff Use of Physical Force
- 443.10    Student Probation, Suspension and Expulsion
- 445        Student Interviews
- 446        Search of Students and/or Their Possessions
- 446.1     Locker Searches
- 451        Student Insurance
- 453.1     Emergency Nursing Services
- 453.2     Student Immunizations and Eye Exams
- 453.3     Communicable Diseases
- 453.31    Pediculosis (Head Lice)
- 453.31R   Pediculosis (Head Lice) Procedures
- 453.4     Administration of Medication to Students
- 454        Reporting Child Abuse/Neglect
- 455        Student Safety & Supervision of Students
- 455.2     Student Driving and Parking
- 456        Drug Intervention Program
- 457        Student Mental Health (Suicide Prevention)
- 460        Student Awards and Scholarships
- 470        Student Fees, Fines and Charges
- 491/852   Distribution of Materials and Literature to Students
- 492        Religious Expression in the Schools
- 722.1     Accident Reports
- 723.1     Fire Drills
- 723.2     Bomb Threats
- 723.3     Tornadoes and Other Threatening Weather Plans
- 723.4     Emergency School Closings
- 723.5     Emergency Shelters
- 730.1     Pest Management for Healthy Schools
- 751        Student Transportation Services
- 771/362.1 Copyright Policy Printed, Digital, DVD, Other Media & Media & Duplicating Services

**APPENDIX II**

**STAFF ROSTER**

Staff e-mail addresses and phone extensions can be found at [www.whitnall.com/hce](http://www.whitnall.com/hce)

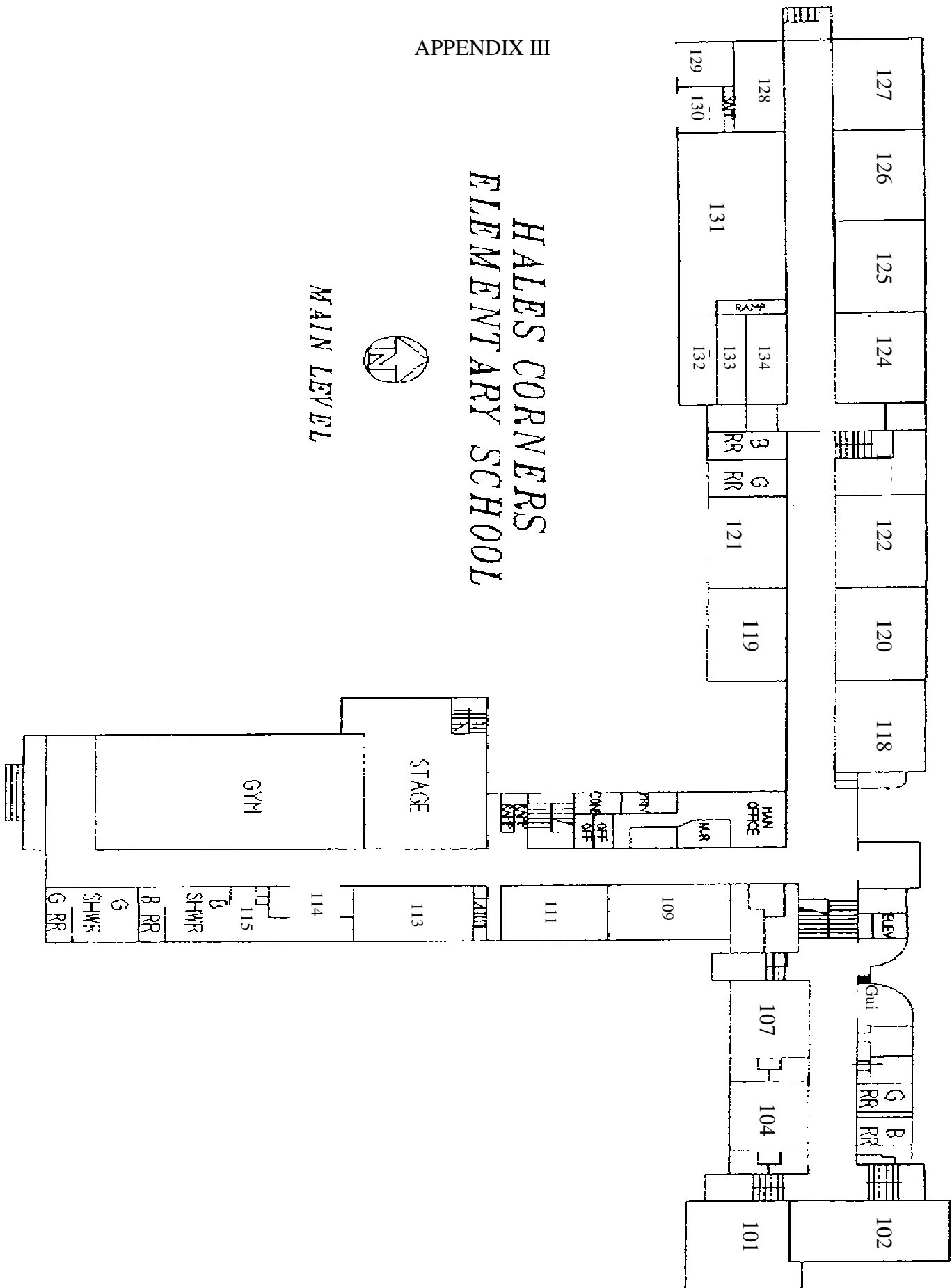
<u>Principal</u>	Lori Komars		<u>Special Education</u>	Sarah Cohen	210
				Kary Dietzler	210
<u>Early Childhood</u>	Joanna Schrader			Susan Rice	210
				Chris Romine	113
<u>K4</u>	Sue Sabre (AM & PM)	111		Joanna Schrader	
	Julie Tieman (AM & PM)	109		Dawn Szczepkowski	210
<u>Kindergarten</u>	Julie Janick	102	<u>Special Services</u>	Steve Petrie	
	Kim Kenaston	104			
	Donna Murphy	101	<u>Speech</u>	Dana Accola	110
	Alison Schmidt	107		Amy Ellison	212
				Kristine Matthias	212
<u>Grade 1</u>	Laura Buelow	122			
	Kathi Glick	118	<u>Custodians</u>	Michael Budny	
	Cyndi Krall	121		Dale Callan, Crew Chief	
	Sally Stoll	120		Andy Frye	
<u>Grade 2</u>	Steve Morzy	203		Donna Meyrose	
	Allison Schnoor	201		Richard Sehrbrock	
	Kim Thomas	202	<u>Health Room</u>	Lori Coyne	
	Lisa Yahnke	204		Sue Larson, RN	
<u>Grade 3</u>	Nikki Nowak	209	<u>Instructional Aides</u>	Jonelle Becker	
	Janine Rendall	208		Mary Bochat	
	Joanne Singer	207		Joan Cornehl	
<u>Grade 4</u>	Sue Kizaric	127		Carolyn Dodulik	
	Bill Rogan	125		Mary Eggert	
	Debbie Sipola	126		Karen Enk	
	Colleen Tadych	124		Sue Fearson	
				Joan Hayes	
<u>Grade 5</u>	Nina Sarenac	213		Margo Luecht	
	Lynn Kucharski	215		Diane Olsen	
	Sharon Schermerhorn	214		Jordy Riebe	
	Margaret Temple	216		Amy Schwark	
				Jacqueline Smith-Mueller	
<u>Art</u>	Amy Gelhar	12	<u>Kitchen</u>	Connie Abing	
<u>Band/Orchestra</u>	Lee Dunn			Marilyn Bozich	
				TBD	
				TBD	
<u>ESL</u>	Xang Thao	211		Barb Zagrodnik	
<u>Gifted and Talented</u>	Colleen Roth	217	<u>Noon Hour Supervisors</u>	Lori Coyne	
				Connie Duncan	
<u>Guidance</u>	Christine Bruss	108		Jennifer Just	
				Carol Metz	
<u>IMS</u>	Liz Kilsdonk	218		Joyce Prohl	
<u>Music</u>	Sherry Peters	119	<u>Office Secretaries</u>	Diane Bickler	
	Barb McDonald			Jane Leonard	
<u>Physical Education</u>	Cindy Brossart	115	<u>OT</u>	Elaine Kneisler	
	Mary Mikich	115			
			<u>PT</u>	Chris Finne	
<u>Reading Specialist</u>	Molly Fehrenbach-Nichols	106			
	Kim Gullickson	105			

APPENDIX III

HALES CORNERS  
ELEMENTARY SCHOOL



MAIN LEVEL





## 2010-11 Parent Handbook



Hales Corners Elementary School  
11319 W Godsell Avenue  
Hales Corners, WI 53130  
(414) 525-8800

[www.whitnall.com/hce](http://www.whitnall.com/hce)