

Parent Handbook 2017 - 2018



Edgerton Elementary School
5145 S. 116th Street
Hales Corners, WI 53130
(414) 525-8900

www.whitnall.com/edgerton

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The Parent Handbook features an alphabetical listing of Edgerton Elementary policies and procedures.

WELCOME

Welcome new and returning students and families to Edgerton Elementary School. We are providing you with our school handbook that will assist you in acquiring information and answers to many questions pertaining to your child's educational program at EES. It is our anticipation that you will find this handbook a useful guide.

Edgerton Elementary School teachers and staff are committed to serving the unique academic, social, and emotional needs of your child. We take great pride in providing a learning community that empowers students to see themselves as successful learners capable of meeting high standards. On behalf of the Whitnall School District Board of Education and Superintendent, the Edgerton staff and I welcome you to an exciting year of learning and growth.

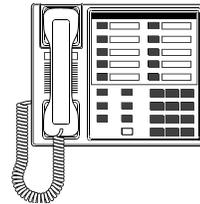
Please review the school handbook to familiarize yourself with EES policies and procedures. We hope that the contents will help you get off to a smooth start for the new school year. In the event that something is unclear, please feel free to call us at 525-8900. The last page of the handbook includes an appendix of WSD Policies that might be of special interest to parents. These policies can also be viewed through the website www.whitnall.com.

Best wishes for a happy, fulfilling, and successful school year.

Chris D'Acquisto, Principal (525-8902)

Telephone Numbers

Edgerton Elementary Office	525-8900
Edgerton Elementary Fax	525-8901
Whitnall District Office	525-8400
Whitnall High School	525-8500
Whitnall Middle School	525-8650
Hales Corners Elementary	525-8800



The Edgerton Telephone List can be found on the Whitnall.com website.

Office Staff

Lori Windt
Ann Lescrenier
Amy Radtke, District Nurse
Lauri Spargur, Health Room/Office Aide

Office Hours

7:30 AM – 4:00 PM

ADMISSIONS

Four-year-old kindergarten students must be four years of age (see C.O.R.E. 4 Charter School Parent Handbook), kindergarten students must be five years of age, and first grade students six years of age on or before September 1st. Review WSD School Board policy #421.

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 excused absences.

Please call the school by 9:00 A.M to report your child's absence (525-8900). You may call 525-8910 **before** 7:30 A.M. and leave a message on voicemail or email alescrenier@whitnall.com. 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"

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 reasons 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.

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 when returning to school.

Children may be signed out of school by parents/guardians for business that cannot be handled outside of school attendance hours. One ½ day am absence will be recorded for students arriving after 10:00 am missing more than 1 1/2 hours of the AM session. One ½ day pm absence will be recorded for students leaving before 2:00 pm missing more than 1 1/2 hours of the PM session. The AM session is 8:35-12:05. The PM session is 12:05-3:35.

Perfect Attendance

It is wonderful when a child's good health permits him/her to attend school regularly. Some students are highly motivated to achieve perfect attendance. However, when illness or other special medical needs arise, we encourage parents to keep the child out of school. Students who attend school every day will receive a perfect attendance certificate at the end of the school year during an awards program.

Sign-out of Students

Students that need to 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. 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 notify the office if your child will be having school lunch. Tardy students must enter the building through the main entrance.

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 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.

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. Request for specific classroom placements (due by a strict deadline printed in the March newsletter) will be reviewed by the principal. We do not encourage such requests, but recognize that special situations may exist and parents can provide input. **Please understand that room placements are at the discretion of the principal via staff input.**

COMPUTER NETWORK, EQUIPMENT, INTERNET USE, AND WEBSITE

Please refer to WSD School Board policy #363.2, 363.2R, 363.4, 363.2E/363.3E/363.4E, and 363.7/363.7E/363.7R. These policies are posted on the Whitnall website at 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.

EDGERTON ELEMENTARY STUDENT CODE OF CONDUCT

- Respect others
- Follow directions and procedures
- Take care of all school and personal property
- Do our personal best work each day
- Be helpful and cooperative at all times

The Edgerton 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.

A set of behavior guidelines shall be developed by the administration and will be distributed annually to all students who qualify for bus transportation.

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 (1st 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 (2nd 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 (3rd 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 online for a conference time several weeks prior to the scheduled conferences. 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 EES:

KinderCare Learning Center, Franklin	425-9330
KinderCare Learning Center, Greenfield	321-4232
KinderCare Learning Center, New Berlin	425-5924
Park's Edge Childcare Center	427-9561
YMCA*	274-0832

*The YMCA program is held in the EES main gym. 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, hands-on Math & Science, Art, and group work on the rug. See board policy 443.1 for a detailed explanation of the district dress code policy.

EARLY DISMISSAL

Emergency Closing

When severe weather or other emergency conditions exist so that it becomes necessary to close the school, Whitnall families will be notified via Infinite Campus voicemail or email message. **Please notify the school of any changes in phone numbers as they occur during the year.** Emergency school closings are also communicated through Whitnall website and social media. Emergency school closings are also available over the local radio and television stations.

The Superintendent, or designee, has authority to make the decision on whether or not to close schools due to inclement weather conditions or other emergency situations. His/her decision shall be based upon information gathered from local and county sources and from those who operate buses.

In the event that any school shall have interscholastic activities scheduled that evening; a decision shall be reached as soon as possible as to whether the activity shall be held.

If after the school day has started, school is cancelled due to inclement weather, all interscholastic and all other activities of any kind shall also be cancelled.

If school is held on inclement weather days, parents/guardians have the choice to keeping their children home on such days. The absence shall be recorded as an “excused” absence.

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 INFORMATION

Emergency contact information for students is obtained through our Infinite Campus computer system. This information is taken from the Student Enrollment Form which is part of your registration information. It is very important for this 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 under the Health & Emergency Information on the enrollment form. **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 two or more times per year within the first 30 days of each semester in accordance with Whitnall School Board policy 723.6.

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.**

Pre-Kindergarten (4K)	\$50.00
Kindergarten—Grade 5	\$60.00

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. Our PTO provides some of the funds for school field trips.

HEALTH

The school is served by the Whitnall School District Nurse. Vision and hearing screening, kindergarten physical and immunization records are maintained by the Whitnall District Nurse who oversees health room services in all 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 provides 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, please check off on the PTO membership form.

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. **It is important that student emergency information be kept updated.**

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 including recess.

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 Health & Emergency Information sheet will be called at the same time so that the adult may proceed directly to the hospital emergency room.

Depending on severity of injury or illness, children will be transported to the nearest hospital unless otherwise indicated by parent/guardian on the Health & Emergency Information sheet.

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 made available at registration. 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 or on the WSD website under Our District then Forms. 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 the school nurse at 525-8909.

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

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 - All medication should be brought to school in its original container of purchase. 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. Baggies or other unsafe containers are not allowed for the storage of any medication. Medications will be kept in a locked cabinet 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 student's 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 should be picked up by the parent for transportation 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

Students entering any Wisconsin School at this time must be able to furnish evidence that they have been immunized against Diphtheria, Whooping Cough, Polio, Tetanus, Measles, and Rubella (3 day or German Measles), and Hep. B. Varicella Vaccine or proof of Chicken Pox is required for Kdgn., First & Second Graders.

STUDENT IMMUNIZATION LAW AGE/GRADE REQUIREMENTS 2017-18 SCHOOL YEAR

The following are the minimum required immunizations for each age/grade level. It is not a recommended immunization schedule for infants and preschoolers. For that schedule, contact your doctor or local health department.

Age/Grade Number of Doses

Pre K (2 yrs through 4 yrs)	4 DTaP/DTP/DT1		
3 Polio	3 Hepatitis B5	1 MMR6	1 Varicella7

Grades K through 5 th grade	4 DTaP/DTP/DT/Td1,2		
4 Polio4	3 Hepatitis B5	2 MMR6	2 Varicella7
1 Var 6			

Grades 6 through 12 th grade	4 DTaP/DTP/DT/Td1	1 Tdap3	
4 Polio4	3 Hepatitis B5	2 MMR6	2 Varicella7

- Students entering K5 are required to have boosters of four vaccines: DTaP (diphtheria, tetanus, and pertussis), chickenpox, MMR (measles, mumps, and rubella), and Polio.
- Students entering Grade 6 are required to have a dose of Tdap (tetanus, diphtheria, and pertussis)

- Students 11 years old and up: Recommended vaccines include HPV (human papillomavirus) and MCV (meningitis) vaccines. CDC is now recommending only two HPV shots for younger kids (Ages 11-14). The doses should be spaced 6 months apart.

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/her 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

Homework and Absence

A student is responsible for making up homework missed through absence. In the event that a family vacation results in an extended absence, please understand that it is not possible for classroom teachers to replicate the exact lessons and learning opportunities missed.

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 container is located in the school office. Feel free to visit our lost and found area anytime. Unclaimed items will be donated several times during a school year to a local charity.

LUNCH PROGRAM

The school district uses a computerized, prepaid food service program. Checks payable to Whitnall Food Services 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. Current balances can be obtained by calling 525-8430 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.

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 in arrears, there will be an interruption of lunch service until the account is brought current. Current balances can be checked online through the Parent Portal of Infinite Campus. **For low balance notification via e-mail, please provide a current e-mail address to foodservice@whitnall.com. Please include your child(ren)'s first and last name (s) when using e-mail.**

Student Lunches	\$2.40
Adult Lunches	\$3.75
Chocolate or White Milk	\$0.50

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 and forms are available in the school office.

If you are planning on having lunch with your student we ask you to please call in before 9:00 A.M. to make sure we reserve a meal for you. Please sign in at the main office where you may pick up your visitor's badge before meeting your child in the lunchroom.

MISSION STATEMENTS

EDGERTON ELEMENTARY -

The mission of Edgerton Elementary School's staff is to create a learning community that serves the unique academic, social, and emotional needs of each student, and empowers students to see themselves as successful

learners to ensure that every student meets academic standards.

WHITNALL SCHOOL DISTRICT – By providing the highest quality personalized educational experience, the Whitnall School District engages learners to embrace challenges and to become 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. Lisa Olson, Superintendent of Schools, Whitnall School District, 5000 South 116th Street
Greenfield, WI 53228

OFFICE HOURS

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

Summer hours will occur on Wednesdays from 8:00 A.M. until 12:00 P.M.

ORIENTATION

Parent orientation will take place prior to the start of the school on welcome back/orientation night. Dates

for welcome back/orientation night will be listed on the district calendar, EES important dates mailing, and on the district website at www.whitnall.com.

PARENT TEACHER ORGANIZATION (PTO)

The Edgerton Elementary PTO is made up of volunteers who organize and run numerous special events and long term programs. Some of these include school-based activities, family events, special assembly programs, the publishing center, a bi-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 EES Library at 7:00 P.M. on the dates listed in the district calendar and monthly school newsletter

PHYSICAL EDUCATION

All students are required to have tennis or athletic shoes which will remain at school. Children may be excused from physical education classes when such a need is determined and certified in writing by a physician. This note is required only if a child is going to miss three or more consecutive days of P.E. 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 K – 5 are issued two times during the year. Personal conferences and supplementary progress reports will augment the report card. In individual cases, parents will be contacted by the school when additional conferences are needed. See **IMPORTANT DATES**. See **CONFERENCES**.

SAFETY & SECURITY

At EES, we make every effort to assure the safety of your children. Our doors are locked after morning entrance. They automatically open at recess and lock after the recess periods. Visitors “buzz in” and enter through the main lobby entrance. 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

8:35 - 3:35 PM	5 yr. Kindergarten - Grade 5
8:35 - 11:25 AM	4K AM Session
11:45 - 12:25 PM	Kdgn. – Grade 2 Lunch/Recess
11:45 - 12:25 PM	Grade 3 – 5 Recess/Lunch

12:45 - 3:35 PM

4K PM Session

*In addition to the schedule above, students in grade K through grade 5 have a daily 15 minute morning or afternoon recess

STUDENT DROP OFF-PICK UP

Students should not arrive at school before 8:25 a.m. Playground supervision begins at 8:25 a.m. Students should not arrive before then. Sometimes parents drop their children off as early as 8:00 a.m. and want them to go directly into the building. Classroom and office supervision cannot be guaranteed since staff are involved with numerous preparation activities. Parents are responsible for arranging before school daycare as necessary. We will notify you by note or phone if early arrival becomes a problem.

Parents transporting students to school may use the express drop-off area entering from Edgerton Ave. Children can exit the car and are guided by the orange cones to the southwest doors. To use the park and walk area-enter off Edgerton Ave. – proceed past shed to the designated parking lot. Please turn off ignition and escort your children to the southwest doors.

Dogs are not permitted on the school grounds due to allergy concerns or possible fear associated for some students.

TECHNOLOGY – ACCEPTABLE USE POLICY / INTERNET ACCESS

I have read and agree to abide by the Whitnall School Board policies listed below including the corollary procedures, rules and exhibits that are associated with each policy.

- 362.1/771 Copyright Printed, Digital, Video, DVD, Other Media and Duplicating Services
- 363.1 Instructional Technology
- 363.2 Computer Network and Internet Use
- 363.21/771.1 Monitoring Use of Copyrighted Computer Software
- 363.3 Electronic Communication Systems
- 363.4 School District Website

I understand that violation of this policy may result in disciplinary action or loss of network access privileges. Any disciplinary action may be taken by appropriate school or District level personnel in accordance with District Policy and State Statutes. I also understand that there should be NO expectation of privacy regarding the District Network and/or the Electronic Communications Systems in the District.

STUDENTS/PARENTS - The Internet, real time information access, use of mobile devices and computer information systems have become required tools of the educational process. I understand that teachers have to act on behalf of students as it relates to educational websites and electronic information access. Parent permission with regard to access of these resources is assumed by the District. I understand that I must notify the school in writing if I do not want my student to access these resources or want the teacher to act on my behalf as a parent. (request form: “Parent Denial of Computer Information System Access”, which is available at your child’s school office)

TECHNOLOGY – WEBSITE / MEDIA USE

I understand that computer information access is a necessity to modern education. The sharing of school work, photos, videos and other media by students over online information systems is essential for modern collaboration.

Occasionally, we post images of students and school activities, and student school work, on District and school websites, including those maintained and monitored by staff members for the following reasons, though not limited to: educational collaboration, extra-curricular and promotional. Please sign the “Website/Media Opt-Out Form”, which can be obtained from your child’s school office, and return it to the school office if you do not wish to have your student’s image or school work posted on District-related

websites.

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. If your call is time sensitive, please contact the school office.

VISITORS

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

- 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 are at school frequently, not all of our staff/students may know 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.
- All requests for school/classroom visits must be prearranged and coordinated through building principal, designee or teacher per school board policy #860.

VOLUNTEERS

Classroom teachers will inform you of volunteer opportunities. Volunteers are also needed to help in the EES office. 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 for additional detail.) 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. Orderly check out requires some time. 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 REVISED
 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 REVISED
 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/ees

<u>Principal</u>	Chris D'Acquisto
<u>K4</u>	Amy Koenigs
<u>Kindergarten</u>	Megan Ashbaugh Katie Mahlberg Mary Geraghty
<u>Grade 1</u>	Dana Nowak Kelsey Schreiner Julia Willems
<u>Grade 2</u>	Mary Dudek Tiffany McGough Becci Richards
<u>Grade 3</u>	Rachael Medal Susan Mildren Nancy Provencher
<u>Grade 4</u>	New? Mary Miller Dee Schroeder
<u>Grade 5</u>	Adrienne Broeker Erin Mitchell Ashley Nechy
<u>Art</u>	Anabel Weeks
<u>Music</u>	Barb McDonald
<u>Orchestra</u>	Margo Luecht
<u>Band</u>	Margo Luecht
<u>Library/Computer</u>	Jodi Sabbar
<u>Library Aide</u>	Karen Capps
<u>Gifted /Talented</u>	Colleen Roth
<u>Guidance</u>	Jennifer Larsen
<u>Reading Coach</u>	Molly Fehrenbach
<u>Physical Education</u>	Chad LaRosa

<u>Special Education</u>	Rachel Lewandowski Trisha Nealon Lauren Roelke Nancy Schermer New?
<u>Math Coach</u>	Aaron Bieniek
<u>Math Intervention</u>	Jackie Mongan
<u>Reading intervention</u>	Dawn Luther Ann Riegert
<u>Speech</u>	Kelly Pluta Lauren Trimborn
<u>ESL</u>	Xang Thao
<u>OT/PT</u>	Ashley Sticha Emily Troyk
<u>Paraprofessionals</u>	Dawn Adams Christy Bunke Marcia Dellis Denise Dropik Hannah Frasier Karen Jaszczenski Leanne Johnson Vikki Puzia Jarice Taliaferro Michelle Watson Kim Wutke
<u>Kitchen</u>	Pam Konczak
<u>Noon Hour Supervisors</u>	Tamika Thompson Joy Krowski Mary Jo Hoff New? John Walton
<u>District Nurse</u>	Amy Radtke
<u>Health Room/Office Aide</u>	Lauri Spargur
<u>Office Secretaries</u>	Ann Lescrenier Lori Windt
<u>Custodians</u>	Chad Donovan Pete Eggert Dan Ramczyk