



CORE 4 CHARTER SCHOOL
Collaborating On Readiness Education for 4 Year-Olds

Family Handbook
2019-20

WHITNALL SCHOOL DISTRICT
5000 S. 116th Street, Greenfield, Wisconsin 53228



CORE 4 VISION & PHILOSOPHY:

We believe that early education provides a foundation for lifelong learning. Strong collaborative relationships between families, teachers and community members enrich children's development. It is through being accepted, respected and valued as unique individuals that children develop a positive sense of self.

Children benefit from predictable routines and structures that involve activities and experiences that are concrete, real and relevant. Children learn through actively participating in play-oriented discovery activities in a safe and secure environment.

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WELCOME

CORE 4, which stands for Collaborating On Readiness Education, is a public charter school in the Whitnall School District with classes housed at both Edgerton and Hales Corners Elementary Schools.

The Family Handbook is intended to help parents, students, and school personnel work together. Many guiding statements and procedures are included in this document but by no means does it encompass every situation. As new board policies or regulations are developed by the school board or State or Federal Statutes, additions and/or deletions will be made to this handbook. In addition, authorized administrators may modify procedures in the handbook whenever it is deemed necessary and expedient. No procedures should be in conflict with board policies

The Family Handbook features an alphabetical listing of CORE 4 procedures. 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 the office.

The CORE 4 staff and administration look forward to working with you and your children. Let's have a great year growing and learning together!

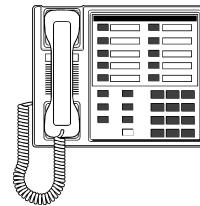
Administrators

Mrs. Lori Komas, CORE 4 Director and Hales Corners Elementary Principal
414-525-8802

Mr. Chris D'Acquisto, Edgerton Elementary Principal
414-525-8902

Telephone Numbers

Edgerton Elementary	414-525-8900
Edgerton Elementary Fax	414-525-8901
Hales Corners Elementary Office	414-525-8800
Hales Corners Elementary Fax	414-525-8801
Whitnall District Office	414-525-8400



The Telephone Extension List can be found by visiting the school websites at www.whitnall.com.

Office Staff

Hales Corners Elementary

Jane Leonard - Administrative Assistant
Amanda Blaedow - Administrative Assistant
Brea Sanders, RN - District Nurse
Lori Coyne - Health Room Aide

Edgerton Elementary

Lori Windt - Administrative Assistant
Ann Lescrenier - Administrative Assistant
Brea Sanders, RN - District Nurse
Lauri Spargur - Health Room Aide

Office Hours

7:30 AM – 4:00 PM

ADMISSIONS

Admissions Requirements and Lottery: The Whitnall School District and CORE 4 Board will annually make information concerning CORE 4 available to parents. CORE 4 enrollment applications will be accepted after January 1st and prior to 4:00 p.m. on February 15th for the next school year. The primary requirement for admission to the school is the timely submission of an enrollment application by the stated deadline. Students must be four years old prior to September 1st of the enrolling school year and comply with state immunization requirements for this age group. Students with disabilities will be enrolled as per their IEP under the regulations of IDEA. Registration is open to 4 year-olds whose parents are residents of the WSD. Morning (AM) and Afternoon (PM) slots will be filled based upon parent request. If more applications are received for either AM or PM, a lottery will determine placement and a waiting list will be formed. To ensure fairness, preferences will be honored based upon a lottery selection for each school attendance area. Twins or other multiples at the same grade level will be assigned concurrent priority in the lottery draw. Parents/guardians will be notified in writing by March 1st of their child's enrollment status. Open enrollment seats may be available. Additional information about Admission can be reviewed in WSD Board Policy #5112.

ATTENDANCE

Edgerton Elementary Attendance - 414-525-8910

Hales Corners Elementary Attendance - 414-525-8811

Regular attendance is essential if students are to make satisfactory progress in school.

A.M. Session - Please call the school by 9:00 A.M to report your child's absence.

P.M. Session - Please call the school by 1:00 P.M. to report your child's absence.

If a child is unaccounted for during attendance processing, parent/guardian and emergency contacts will be called until the child's whereabouts and reason for absence are established.

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 who need to leave school early must be signed out by their parent/guardian. 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 before returning to the classroom.

Tardiness

Parents are asked to call the office when their child will be late for school. Tardy students must enter the building through the main entrance. Parents are asked to accompany their children to sign them in. Students will be issued a tardy slip before reporting to their classroom. There may be legitimate reasons for late arrival to school – i.e., medical/dental appointments, etc.

A.M. Session - After 8:45 am a child is tardy. P.M. Session - After 12:55 pm a child is tardy.

There is no differentiation between excused and unexcused tardies.

BUS TRANSPORTATION

No bus transportation is provided for the CORE 4 charter school.

CLASS PLACEMENT

Class lists for K4 students are developed in the spring for the upcoming school year. Lists include a combination of students across gender, race/ethnicity, and ability levels. The principal will review parent requests for a specific teacher. Every effort will be made to honor the request. Students attending an out of boundary attendance area school for K4 are expected to return to the boundary attendance area school for K5.

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. The Code of Conduct for CORE 4 stipulates that children will be kind and respectful to yourself and others and safe in their work and play.

CORE 4 STUDENT CODE OF CONDUCT

- Be safe
- Be respectful
- Be responsible

CONFERENCES - PARENTS AS PARTNERS

Parent/Teacher conferences are held twice per year during fall and spring. Parents will have the opportunity to sign-up online for a conference time. You will receive confirmation of your conference time 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.

CURRICULUM OF CORE 4

Curriculum delivery will be a blend of guided instruction, guided-choice activities and personal choice activities that are contained within thematic units and learning center structures. In addition CORE 4 teachers will utilize a system of comprehensive assessment as it relates to student development and targets. This study will focus its efforts on utilizing best practices in assessment of young children.

LEARNING THROUGH EXPLORATION: Integrated format incorporates what 4 years like to do and what excites them.

- Literacy focused to give your child a jump-start in learning to read and write.
- Math
 - Count and recognize numbers
 - Basic shape identification
 - Sort and classify objects
 - Complete simple patterns
 - Interpret graphs and charts
 - Understand and use simple measurement concepts
 - Compare objects
- Snack
 - Children provide snacks for the class on a rotating basis. Snacks must be peanut and

- tree nut free.
- Simple, hands-on food preparation occurs once per week.

DAY CARE CENTERS

Some local day care providers will provide transportation for those enrolled at their center to and from our K4 program. It is recommended that parents confirm this with the daycare provider.

Kindercare Learning Center, Franklin	414-425-9330
Kindercare Learning Center, Greenfield (Hwy 100)	414-321-4232
Kindercare Learning Center, Greenfield (Forest Home)	414-425-1943
Kindercare Learning Center, New Berlin	414-425-5924
Park’s Edge Childcare Center	414-427-9561
YMCA* (On-site child care before AM & after PM session)	414-274-0759

*The YMCA program is housed at HCE & EES.

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

DRESS CODE

Please send your child to school in clothes for learning. When shopping for shoes, coats, hats, mittens etc., please buy clothing that your child can get on and off by him/herself. It helps your child feel successful and cuts down on the time spent zipping and tying.

EARLY DISMISSAL

Four-year-old Kindergarten (K4) students will not attend classes on half days.

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. In addition, you will be notified by the Whitnall School District *Infinite Campus* Messenger notification system. Emergency closings are also posted on our district website. **Please notify the school of any changes in phone numbers as they occur during the year**

EMERGENCY INFORMATION

Emergency contact information for students is obtained through our Infinite Campus student management system. This information is taken from the Student Enrollment Form which is part of your registration. 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 PREPAREDNESS

Specific plans for evacuation and protection are posted in each room. Monthly fire drills, bi-annual tornado drills and bi-annual school safety incident action plan drills are conducted in accordance with WSD School Board Policy #8420.

FEES

School fees will be collected at registration. These fees do not cover personal school supplies.
4 Year Old Kindergarten (K4) - \$50

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 within the student day and on occasion AM and PM sessions are combined. See Volunteers

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.

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 as an emergency contact will be called and asked 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 as an emergency contact 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. For more information regarding the handling of severe injury or illness please see Whitnall School District Policies 5340 and 5341.

Medication Administration Form and Procedures

If your child requires administration of medication during the school day a Medication Administration Form must be completed and is available on our website linked here [Medication Administration Form](#). The procedures follow the linked form. Medication Administration Forms must be renewed each school year and/or any time a medication or dosage of the medication is changed. 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 District nurse. See WSD Policy 5330.

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, and 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 Board Policy # 8451.

Hales Corners Health Department 414-529-6155
 Franklin Health Department 414-425-9101
 Greenfield Health Department 414-329-5275

Immunization Requirements

**STUDENT IMMUNIZATION LAW
 AGE/GRADE REQUIREMENTS
 2019-20 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 DTP/DTaP/DT ¹ 3 Polio 3 Hep B ⁵ 1 MMR ⁶ 1 Var ⁷
Grades 5K through 5	4 DTP/DTaP/DT/Td ^{1,2} 4 Polio ⁴ 3 Hep B ⁵ 2 MMR ⁶ 1 Var ⁷
Grades 6 through 12	4 DTP/DTaP/DT/Td ¹ 1 Tdap ³ 4 Polio ⁴ 3 Hep B ⁵ 2 MMR ⁶ 2 Var ⁷

1. D= diphtheria, T= tetanus, P= pertussis vaccine. DTaP/DTP/DT/Td vaccine for all students Pre-K through 12: Four doses are required. However if a student received the 3rd dose after the 4th birthday, further doses are not required. Note: a dose 4 days or less before the 4th birthday is also acceptable.
2. DTaP/DTP/DT vaccine for children entering 5K Kindergarten: Each student must have received one dose after the 4th birthday (either the 3rd, 4th or 5th dose) to be compliant. Note: a dose four days or less before the 4th birthday is also acceptable.
3. Tdap is adolescent tetanus, diphtheria and acellular pertussis vaccine. If a student received a dose of a tetanus-containing vaccine, such as Td, within 5 years before entering the grade in which Tdap is required, the student is compliant and a dose of Tdap vaccine is not required.
4. Polio vaccine for students entering grades 5K Kindergarten through 12: Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. Note: a dose 4 days or less before the 4th birthday is also acceptable.
5. Laboratory evidence of immunity to hepatitis B is also acceptable.
6. MMR is measles, mumps, and rubella vaccine. The first dose of MMR vaccine must have been received on or after the first birthday. Note: a dose four days or less before the 1st birthday is also acceptable. Laboratory evidence of immunity to all three diseases (measles and mumps and rubella) is also acceptable.
7. Varicella (abbreviated Var) is the chickenpox vaccine. A history of chickenpox disease or laboratory evidence of immunity to varicella is also acceptable.

HOME ACTIVITIES

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

LOST AND FOUND

Please label all belongings with your child's name. Each site has a "Lost and Found" area.

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 with the District Office, Superintendent/Board Secretary, 414-525-8411, 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 can access report cards, newsletters and other information either on the *Infinite Campus* portal or on our website at www.whitnall.com. In the event of an address or phone number change, please inform a school secretary.

NONDISCRIMINATION POLICY, PARENT NOTIFICATION OF

The Board of Education is committed to providing an equal educational opportunity for all students in the District. The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities. WSD Board Policy #2260

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.

ORIENTATION

Before the school year begins, a Parent orientation and “Back to School” night are held at each site.

PARENT TEACHER ORGANIZATION (PTO)

The PTOs at Hales Corners Elementary and Edgerton Elementary are made up of volunteers who organize and run numerous special events and programs. Some of these include school-based activities, family events, special assembly programs, the publishing center, the school yearbook and a monthly newsletter. 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 / EES Library 6:30 pm on the dates listed in the district calendar.

PROSPECTUS of the Whitnall School District

Purpose: We *engage* learners in a way that fosters *innovation, risk taking, and exploration* to attain personal learning goals without the fear of failure.

Passion: *Knowing, understanding, and encouraging* learners as individuals; Developing natural curiosity in nurturing environments

Values: Advancement, Belonging, Courage

Vision: We're *all* in.

RECESS/OUTDOOR PLAY

All students will go outside each day, except on days of inclement weather (below 0°), including wind chill. Parents should dress children for outdoor activities accordingly. Please do not request that children stay indoors as we cannot supervise students both indoors and out at the same time.

REPORT CARDS

CORE 4 report cards are issued after the end of each semester. In individual cases, parents will be contacted by the school when additional conferences are needed. See CONFERENCES.

SAFETY & SECURITY

At HCE and EES we make every effort to assure the safety of your children. Visitors enter through the main lobby entrance. All visitors must follow check in-check out procedures using the Raptor system which requires a photo ID to be signed in. Visitors will receive a “badge” to wear at all times while in our school We have instructed all students and staff NOT to open security entrances for anyone. Our goal is to provide a safe environment where your children can enjoy positive learning experiences. Please see WSD Board Policy 7440 for more information. During the school year a number of emergency drills are scheduled. These include a lock down drill during each semester, tornado drill, and monthly fire drills.

SCHEDULE

Morning Session	8:35 am – 11:25 am
Afternoon Session	12:45 pm – 3:35 pm

Playground supervision begins at 8:30 for the AM session and 12:35 for the PM session. Persons dropping off children should stay with them until the CORE 4 Staff member meets the children at the drop off location for their building.

SCHOOL GOVERNANCE

CORE 4 is an instrumentality of the Whitnall School District and, except as otherwise set forth in the Charter Contract, shall be governed in accordance with the policies and procedures of the WSD. The administrators of HCE and EES will be responsible for maintaining daily operations, scheduling issues, and student discipline, as necessary.

TECHNOLOGY – ACCEPTABLE USE POLICY / INTERNET ACCESS

Please refer to WSD School Board policy #7540.03 regarding student technology acceptable use and safety.

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” at registration if you do not wish to have your student’s image or school work posted on District-related websites and media.

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 HCE and EES, we are fortunate to have a high level of parent involvement. In conjunction with WSD Board Policy 7440 (Facility Security), 8120 (Volunteers), and 9150 (School Visitors), please use the following guidelines to help us maintain a safe school:

- All visitors that want to go beyond the main office must check in using the Raptor system. All first time visitors to the district must sign in using their driver’s license or other valid form of identification. Use the assigned visitor or volunteer label, which includes your name and picture identification.
- Sign out prior to leaving the school building.
- 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 pre-arranged and coordinated through building principal, designee or teacher per WSD Board Policy #9150.

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 are required to submit for a background check prior to serving in this capacity. See WSD Board Policy #8120. The Volunteer Application and Consent form is linked [HERE](#). 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.

In addition, please refrain from wearing clothing that promotes alcohol or tobacco use. The Parent Teacher Organization (PTO) also appreciates the help of parent volunteers. Watch for information outlining the many volunteer opportunities available throughout the school year.

WITHDRAWAL FROM DISTRICT

If you are planning to withdraw your child from school, please inform the school as early as possible. Our records will be sent promptly once we receive the official request from the receiving school.

11.1