

**Hales Corners Elementary School
Family Handbook
2018 - 2019**



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

<https://www.whitnall.com/schools/hales-corners/>

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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 our Superintendent, Dr. Lisa Olson, the Hales Corners staff and I welcome you as we begin the new school year.

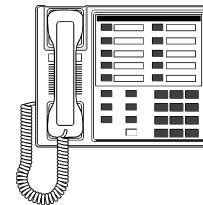
The Family Handbook is intended to help parents, students, and school personnel work together. Many guiding statements and procedures are included in this document but by no means does it encompass every situation. As new board policies or regulations are developed by the school board or State or Federal 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 Hales Corners Elementary Family Handbook features an alphabetical listing of HCE procedures. We have made an effort to include information that will help you navigate through the school year. In the event that something is unclear, please feel free to call the school office at 414-525-8800. Let's have a great year growing and learning together!

Lori Komars, Principal

Telephone Numbers

Hales Corners Elementary Office	414-525-8800
Hales Corners Elementary Fax	414-525-8801
Whitnall School District Office	414-525-8400
Whitnall High School	414-525-8500
Whitnall Middle School	414-525-8650
Edgerton Elementary	414-525-8900



The HCE Staff directory is linked [HERE](#).

Office Staff

Jane Leonard - Administrative Assistant to the Principal
Amanda Blaedow - Administrative Assistant
Brea Sanders, RN - Whitnall School 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 1st. Review WSD School Board Policy #5112A. New students will be placed in the grade level attained. Permanent placement will be determined after school records have been received. Criteria for early admission can be reviewed in School Board Policy #5112.

ATTENDANCE

Regular attendance in school is required by law and is essential if students are to make satisfactory progress in school. Illness, emergency and other circumstances identified in WSD School Board Policy #5200 shall be the basis for excused absences.

Please email via our HCE website using [Student Absence Reporting](#) or call the school by 9:00 A.M to report your child's absence (414-525-8810). **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 – ie: 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 one or more school days.”

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

If your child is absent due to illness or injury, he/she will not be allowed to participate in extracurricular or evening activities/programs 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 when returning to school

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. **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 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 sign them in. Students will receive a tardy slip before reporting to their classroom. In the event that school 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 8:40am 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 will ensure the absence is listed as medically 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 should 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.

BIRTHDAY TREATS AND INVITATIONS

Please check with your child's teacher regarding birthday treats; not all grade levels have students bring in birthday treats. Please keep in mind that treats must be peanut and tree nut free. We encourage you to consider healthy options.

Birthday invitations may not be distributed at school. School staff may not provide addresses or phone numbers due to confidentiality. Addresses and phone numbers may be found in the HCE PTO Student Directory which is printed and distributed annually by the PTO.

BUS TRANSPORTATION

Please see WSD Board Policy #8600 Student Transportation Services for information regarding eligibility requirements. If you have any questions, please call the District Office at 414-525-8400 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 First Student bus company at (414) 422-2020. If you feel that the concern has not been resolved call the school office.

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 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 placement are at the discretion of the principal via staff input.

CONDUCT

The District is committed to maintaining an orderly and safe academic atmosphere.

Students, both individually and in groups, shall comply with school procedures 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 WSD School Board Policy #5500

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 safe
- Be respectful
- Be responsible

HCE Behavior Expectations Matrix <https://www.whitnall.com/schools/hales-corners/families/hce-pbis.cfm>

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 expectation guidelines are listed in the [HCE Behavior Expectations Matrix](#). 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 identified in WSD Board Policy #8600. 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.

Parents are to be informed that school bus transportation is a privilege and not a right and that the bus driver is the sole authority on the bus while students are being transported.

Parents are also to be informed that they are responsible for:

1. the safety of their child while going to or from the bus stop and while waiting for the school bus;
2. their child being at the bus stop prior to scheduled pick-up time;
3. damage by their child to school buses, personal property, or public property;
4. informing their children of the rules of conduct and behavior for riding on the buses.
5. Students are expected to conduct themselves in a proper manner at bus stops. The District will not enter into disputes involving parents and/or students concerning matters that take place prior to the student boarding the school bus, or after the student has disembarked from the bus on his/her way home.
6. Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.
7. A permanent transfer to another route or bus stop for morning pick-up and/or afternoon drop-off will only be made upon the approval of the Director of Business Services.
8. Students shall cross all streets at least ten (10) feet in front of the school bus and after the driver has signaled the student that it is all right to do so.
9. For the safe operation of the school bus, noise on buses shall be kept at a minimum with students speaking in reasonable conversation voices. Students must be quiet at railroad crossings and other danger zones as designated by the bus driver.
10. The following cargo is forbidden to be transported on a school bus: pets, alcoholic beverages, drugs, ammunition, explosives, firearms, knives, or any other dangerous materials or objects. If there is a question on the transportation of a particular item, the principal should be consulted.

Discipline Procedure

1. The driver will fill out a misconduct report. 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 may 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 may 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 the 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.

CONFERENCES - PARENTS AS PARTNERS

Parent/Teacher conferences are held twice per year. Parents will have the opportunity to sign-up online for conferences. You will receive a reminder notification 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.

DAY CARE CENTERS

The following centers provide transportation to HCE:

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
Park's Edge Childcare Center	414-427-9561
YMCA*	414-274-0759

*The YMCA before and after school 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 WSD Board policy #5511 for detailed guidelines of Dress Code.

EARLY DISMISSAL

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 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 packet. 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

The cost of workbooks, math and art supply expenses are partially offset by these fees. **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)	\$25.00

***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. (see Volunteers) 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.

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.

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.

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 #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
 2018-19 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} MMR ⁶	1 Var ⁷	4 Polio ⁴	3 Hep B ⁵	2	
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.

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. See WSD Board Policy #2330

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 by the big gym. Feel free to visit our lost and found area anytime. Unclaimed items will be donated to a local charity.

LUNCH PROGRAM

Checks payable to Whitnall Food Service should be dropped off at the school office. **It is the responsibility of parents/guardians to make sure there are sufficient funds in your child's lunch account.** 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	\$0.40

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 move 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, (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 should inform the school office and teacher if they would like to receive school mailings. Providing the email address in *Infinite Campus* will enable non-custodial parents to receive all electronic mail from the school and district. 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:
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

Parent orientation will take place prior to the start of the school year. The date for “Back to School” night will be listed on the HCE “Important Dates” calendar, and on the website at 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 school yearbook and a monthly newsletter. Meetings feature business matters and guest speakers. Look for PTO membership and volunteer information at Back to School night. PTO meetings are held in the HCE Library at 7:00 PM on the dates listed in the district calendar.

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 [HCE Behavior Expectations Matrix](#) for recess expectations.

REPORT CARDS

Report cards for Grades K5-5 are issued two times during the year. Personal conferences and supplementary progress reports could augment the 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. Visitors enter through the main lobby entrance only. They are required to check in and sign the Visitor/Volunteer Register and use a Visitor or Volunteer badge. 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.

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 AM	Students Enter School
11:35 AM - 12:15 PM	Lunch & Recess—Kindergarten (K5), Grade 4
12:05 PM - 12:45 PM	Lunch & Recess—Grades 1, 5
12:30 - 1:10 PM	Lunch & Recess – Grade 2, 3

STUDENT DROP OFF/PICK UP

- Playground supervision begins at 8:20 AM. Students **should not** arrive before 8:20 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.
- It is against the law to smoke on the playground, sidewalk adjacent to the school and in the parking lot.

TECHNOLOGY

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 complete the “Website/Media Opt-Out Form”, during 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. 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:

- Sign in at the main office and use the assigned Visitor or Volunteer label.
- Sign out prior to leaving.
- 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 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. 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 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.