

Pepin Elementary School
Student-Parent Handbook
2017-2018

"HOME OF THE LITTLE LAKERS"

The vision of our school is: Encouraging a community of learners in a positive atmosphere, where learning is a life-long process which develops responsible citizens that value knowledge.

Pepin Elementary School
510 Pine Street
Pepin, Wisconsin 54759

The Pepin Area School District does not discriminate against pupils on the basis of sex, race, color, religion, national origin, age or handicap.

To access a web version of handbook highlights, go to www.pepin.k12.wi.us and go to the Elementary school link.

At Pepin Area Schools we believe in working together in partnership with families and community to:

- **Provide the opportunity for all students to learn and grow**
- **Develop lifelong learning**
- **Create a nurturing, safe and positive environment**
- **Encourage beneficial habits that contribute to the improvement of society**

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School Contact Information

715-442-2391

Other informational resources: angies@pepin.k12.wi.us, www.pepin.k12.wi.us

Absences/Calling System

When a student is unable to attend school, parents should call the school secretary between 7:45 and 8:15 a.m. Parents should give the student's name, teacher's name, and reason for absence. If we receive no word from a parent about the student's absence, we will be calling you at home or at work to verify the situation. This is a safety measure in order to keep our children safe. Please call us as soon as it has been determined that your child will be absent.

Note: Absence during the instructional day means no participation in evening activities UNLESS prior arrangements have been made with the principal. Medical appointments or family business would be exceptions to this policy. Please call school before the absence so coaches or teachers may be advised.

Also, if your student is excused from school for a medical appointment, please bring in a note from the provider. A parent note excusing your child from recess or class for medical reasons is not acceptable. A note from your doctor is needed.

Admissions and Emergency Information

Pre-school students must be 4 on or before September 1.

New Kindergarten students must be 5 years old on or before September 1 of the school year in which they are enrolled. New first grade students must be 6 years old on or before September 1. Ages must be verified by a birth certificate and immunization records must be complete.

Parents of students who are transferring from other schools should sign a Request for Records Form. This will allow us to have previous school records sent to us. An Annual Registration form must also be filled out and brought to school.

In case of emergency, each student is required to have on file at the school office the following information (on the Annual Registration form):

1. Parent(s) or guardian(s) names(s).
2. Complete and up-to-date address.
3. Home and/or cell phone; work number(s). **Please let us know if these numbers change.**
4. Emergency phone number of friend or relative. (Someone who could come to school if necessary.)
5. Physician's name and phone.
6. Medical alert information.
7. School cancellation emergency plan.

After School Practices

Sometimes there are after school practices, which are for the benefit of the student participating. Coaches and/or advisors are not responsible for providing supervision for younger siblings or children being watched by participants. Siblings are not to attend practices with participating students. For students to fully participate in the activity, they cannot at the same time be in charge of other children.

Arrival and Dismissal

All classes begin at 8:15 in the morning. Students who walk, ride bicycles or are given rides to school (other than by bus) should not arrive sooner than 7:50 a.m. This will give students adequate time to participate in the school breakfast program if they wish. If a student arrives before 7:50 a.m. they will be asked to wait in the lower hall or outside the principal's office until the first bus arrives. Because of supervision limitations, we discourage early arrival.

Students in grades K-6 are dismissed at staggered times from 3:25-3:30, starting with the kindergartners/pre-schoolers. All students are expected to leave the school grounds immediately after school to check in with a parent or adult in charge. If children wish to come back to use the playground, they should do so **after the buses leave at 3:45.**

No student will be released to a non-family member without a signed note from the parent. We will **not** release a student to someone they do not know. Please designate on the **Annual Registration Form** the name of your child's caregiver, and whether that person will be picking your child up after school. **Parents must be here by 3:35 if they are picking up their children, otherwise students will be put on the bus and follow regular going home procedures. Please note: The elementary doors and gates will be unlocked no earlier than 3:20.**

Any changes in the going home procedure **MUST be made in writing** so everyone is clear on who is picking a child up or if the child is riding a different bus. We cannot always call to verify a verbal message a child brings, but a note is very clear, saving time and tears.

Assemblies

Assemblies are planned periodically as special events on the school calendar. These programs are provided to help give students experiences they normally may not have, and often to give students a chance to participate in a program or presentation. There is often a significant investment in time, and sometimes money, in preparation for an assembly program. Special attention to etiquette and good citizenship is expected of all students. We welcome parents, grandparents, and community members to these assemblies. They are usually announced in the *Elementary News*. We encourage your participation!

Athletic Events

Expectations: All students are expected to conduct themselves in an appropriate manner when attending athletic events. Students are expected to follow the directions of the supervisor at all times.

1. Sit in the bleachers, remain seated during team play.

2. Limit trips to the concession stand and/or bathroom to breaks in team play.
3. Show good sportsmanship towards both teams.

Consequences: Students constantly leaving their seats, running in the hallways and not cooperating with school officials will be asked to sit with a parent. If no parent is available, they will be assigned a seat or asked to leave.

Attendance

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation for advancement. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. Please encourage and promote regular attendance.

We encourage parents to schedule doctor or dentist appointments late in the day or on non-school days. However, we understand this is not always possible and students will be excused for appointments during the school day. Students are expected to be present for as much of the school day prior to or after their appointments as possible.

A parent may excuse a child **in advance** and **in writing** for up to 10 days in a school year. State Statute 118.15(3)c

Please inform your child's teacher of upcoming planned absences by sending a note. Please call the school between 7:45-8:15 for unplanned absences (emergencies, illness, etc.).

In order that an absence be marked "excused" a parent must notify the school either in writing (for planned absences) or by phone call (for unplanned absences such as emergencies, illness). Any absence for which we have had no parent contact as to the reason for the absence will be marked "unexcused" and sufficient unexcused absences lead to possible truancy charges. (Please see Truancy section for a complete description of these procedures.)

Excused Absences include:

1. Illness, with notification as described above.
2. Bona fide religious holidays.
3. Emergencies beyond control of student and/or their family.
4. A suspension pursuant to section 102.13 of Wisconsin Statutes.
5. Parental excuse: A parent may excuse a child **3 days in advance** for up to 10 days in a school year [SS 118.15 (3) (c)]. After 10 days, the district may require a parent or guardian to provide a written doctor's excuse upon return to school.

Unexcused Absences include:

Absences for which we did not receive notice from the parent prior to a planned absence or after an unplanned absence.

Note: Absences beyond the 10 day per year allowance for parental prerogative may be subject to **unexcused absence** status if they do not fall within the definition of **excused absences** in the preceding section.

Band

Our school has a band program which is available to students in grades five and six. Instrumental music lessons will be scheduled for all students. The school has a “no-quit” policy for elementary students. This means we expect students to keep their commitment until the end of the school year. The only exceptions to this policy are students who are at risk for academic failure. Parents will need to meet with the principal and band teacher to discuss this option if needed. Information on the rental of instruments is available from the instrumental music teacher. Please discuss with your child the responsibility connected with instrumental music lessons. When students are assigned to a lesson time, they are responsible to get themselves (quietly) to the lesson. They are also responsible for bringing their instruments to school and taking them home at night. Classrooms do not afford space to store instruments left behind. Students are discouraged from using the office phones to call home for forgotten instruments, so please help them learn self-reliance in being responsible for their own transporting of instruments.

Bicycles

We suggest parents record bike serial numbers or engrave the bike with the child's name. We have had good luck in bikes being safe here, but these precautions are advised.

When traveling to and from school students must obey all traffic regulations. Bikes are not to be ridden on the sidewalk when pedestrians are present. Every year we have an excellent bike safety program for 2nd and 3rd graders, and expect students to follow the rules they have learned. We strongly encourage all students to wear safety helmets. Labeled helmets can be stored on coat racks in the school.

The school assumes no responsibility for bicycles. However, provisions have been made to safeguard bikes by providing racks where bicycles may be parked and locked. Bicycles are never to be ridden on or off school grounds during the school day except with prior approval, nor are they to be ridden on the sidewalk or playground, especially when other students are present. Bicycle riders are not to arrive more than 15 minutes before school starts.

Birthdays

At Pepin Elementary, we love celebrating our students' birthdays and making them feel special. **We encourage commercially prepared snacks.** To align with our wellness policy and to optimize instructional time, we ask that you consider snacks that can be served in five minutes. If plates, forks or napkins are needed, please send with your child. When sending a birthday treat, please notify your child's teacher in advance. This will allow for special dietary needs and will allow the teacher to prepare in advance. Please make arrangements for birthday parties, invitations and transportation outside of school. Some of our saddest days are birthday party days with disappointed non-included children. Please, if you need to send birthday gifts for after-school parties with your child, we ask that the gift be put in a paper sack so we do not have a row of gifts sitting out on coat racks.

Breakfast Program

The district offers a breakfast program open to all students, teachers, staff, and any parents who

may wish to attend. Students, especially in primary grades, need to be in the serving line by 7:50 (or as soon as their bus arrives) to have adequate time to eat. The prices are: \$1.75 for PreK-4th grade, \$1.85 for grades 5-6, \$2.00 for grades 7-12, \$2.50 for adults, 30 cents for reduced price and seconds of the main entree \$1.75. Free or reduced status for hot lunch automatically applies for breakfast. Serving times are 7:50-8:10. Children are reminded that they are to eat breakfast in a timely manner, and arrive to the classroom on time.

Bus Conduct

The bus ride to and from school is an extension of the school day, and students are to behave in the same appropriate manner as they would inside the school building. The following rules have been established in order to insure the safety of all students who ride buses:

1. Use only the bus and bus stop assigned.
2. Orderly behavior is required at the bus stop; stand away from the stop.
3. Remain seated, facing front, when the bus is in motion.
4. Talk quietly and make no unnecessary loud noise.
5. Do not talk to the driver unless it is necessary.
6. Keep head and arms inside the bus.
7. Do not litter the inside of the bus or throw anything out the window.
8. Be quiet when the bus is crossing railroad tracks.
9. Students will refrain from bothering other students in any manner, at all times keeping their hands to themselves. Obscene or harassing comments, gestures, or touching will not be tolerated.
10. Bus drivers may assign seats to students in order to enforce the above rules.

Infractions of the above rules will be brought to the attention of parents. Continual abuse of bus privileges by repeatedly not following the rules will result in the denial of transportation, ranging from 3 days to the remainder of the year if the student continues to misbehave.

Bus Route and Operating Policies

Bus routes and stops are planned and established by the district administrator/transportation director. Safety, economy, efficiency, and allocation of resources are some of the considerations which must be evaluated in determining bus operation policies.

Parents who wish to make requests for changes in routes or stops should contact the district administrator. Students and parents are encouraged to notify the school immediately of any safety hazards which they have observed during bus operations.

Any students who need, on occasion, to ride a bus other than their own bus MUST bring a note from their parent giving permission for that occasion. (This arrangement is most common for alternate day care arrangements, parties, etc.).

The note should be shared with the classroom teacher and brought to the elementary principal's office. Students without a note will be asked to ride their regular bus home. This does not apply to alternate plans listed in the snow emergency form.

If during the day it becomes apparent that your child must ride a different bus or walk to a destination in town, please call school and leave a message for the secretary to relay to the student and teacher. **Please reserve this procedure for emergencies or other extraordinary occurrences.** Learning is lost if teachers are constantly interrupted with messages. Please try to make this phone call before 3:00 p.m. to avoid the last, often hectic, minutes of the school day.

Please send a note if students are to be picked up instead of riding the bus home. Children without a note, and not picked up by 3:30, will be put on their regular bus.

Cafeteria/Noon Hour Rules

The same general rules for behavior apply in the cafeteria as in the classroom. Students are to remain quiet in line and keep hands to themselves. Students are not allowed to save places in line or at the tables. Good table manners are expected from all students during the lunchtime. Students should work at keeping the lunchroom as clean as possible. All students K-6 are dismissed by the teacher in charge. All students are expected to walk from the cafeteria to recess.

The food service is an "offer" not "serve" format. Students may take the items they wish, and after they have finished their first tray may have seconds on some items as determined by the cooks. Students are encouraged to take what they feel they can eat and not more. We discourage wastefulness and try to help students plan accordingly. In accordance with our wellness policy, we emphasize good nutrition at school and ask that students not bring candy, gum, or pop in their lunches.

Our schedule requires us to stagger lunch shifts. The following food-service schedule will be used:

7:50-8:10 Breakfast
11:00-11:30 Grades Pre-K-3
11:35-12:00 Grades 4-6

Please note: Students on free/reduced lunch or breakfast status are charged for a second milk. All students will be charged for a second entree.

Candy/Gum in School

Candy, gum and soda are not allowed in school and will be disposed of if found. The only exceptions to this rule are birthday treats and or special reward treats, which we try to keep to a minimum. It is up to the classroom teacher as to when those treats will be distributed and consumed. If you wish to send a birthday treat, we ask that you consider some healthy alternatives. Our Wellness Policy asks us all to be mindful of food choices for our school children.

Cancellation of School

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstances.

On days when the weather is threatening, remember to listen to: WAXX 104, KWNG 105.9, or watch WEAU-TV 13, KSTP-Channel 5, KARE-Channel 11, KTTC-Channel 10, WKBT-Channel 8, WCCO-Channel 4. These stations repeat the closing or late start frequently. Please have an alternate plan for your child in the event that school is called off early. This should be listed in your ANNUAL REGISTRATION form.

Please understand, we do not have the staff or sufficient phone lines to call parents for verification of plans when school is called off early. We need to have reliable alternate plans listed for each child. We are sorry we cannot keep children past the dismissal time. We ask that parents anticipate school closing when bad weather threatens. In the event of any school closing, there will be an automated call made. Please keep us up to date with any phone number changes.

There will not be practice for any activity, if school is closed early or for the day. Scheduled contests or performances will be evaluated on an individual basis. Notification will be by radio at least one hour prior to the activity, for the participating athletes/performers.

Cell Phone/iPod

Elementary students are not allowed to use cell phones during the instructional day. Students may possess cell phones on school grounds, but they must be turned off and kept out of sight. If students violate these rules, the phone will be taken to the principal's office.

1st offense: Student may pick up phone at the end of the day.

2nd offense: Parent will have to come in to pick up phone.

Change of Address/Telephone/Employment

It is very important that for every student we maintain an up-to-date parent address and telephone number record at the school office. **Please** notify the school immediately if you have a change of address or telephone number during the school year. We also ask you to keep the school updated on place of employment for yourself so we are able to reach you in an emergency.

Character Themes

A few years ago, staff, parents, and community members were asked to identify core character traits which should be reinforced at school. These traits are: honesty and truthfulness, cooperation, courtesy and manners, acceptance and tolerance, goal setting, commitment, self-discipline, caring, responsibility, and respect.

These themes are woven into the curriculum, instruction, discipline, and our day to day activities as well as special themed assemblies. We believe these positive traits are as important as all other academic teaching, and help to reinforce parental and community values. They help make our school a pleasant and productive place for all, as well as affirming our district mission of encouraging positive habits that contribute to the improvement of society.

Classroom Code of Conduct for Pepin Area Schools

In accordance with state statute 118.164, Pepin Area Schools has adopted a Classroom Code of Conduct Policy. This policy explains general expectations for classroom conduct and further details the disciplinary plan that would be followed if a child's behavior became so disruptive that he or she would have to be removed from the classroom.

Grounds for disciplinary removal are behavior of a student that:

1. Violates district policies regarding suspension and/or expulsion.
2. Violates conduct expectations as set forth in the PreK-6 Handbook.
3. Is disruptive, dangerous or unruly.
4. Interferes with teaching and learning.

Due to the length of this policy, it is not included in its entirety here. A complete copy of the policy can be obtained at any time from either the principal or the District Administrator.

Classroom Parties

Classroom celebrations are left up to each individual teacher who will notify parents if such an event is to occur. These celebrations are usually scheduled for the last part of the day, and treats are sometimes brought from home. As was mentioned before, birthday treats are allowed but not essential. We do have students with food allergies and sensitivities. Please contact your child's teacher for information when you are planning to send a treat to school.

Computers

The elementary computer lab is under the direction of Mrs. Dawn Carroll. She schedules computer time in coordination with the regular classroom teacher. We try to schedule times for grades 2-6, with possible times for younger students as available. The lab is open for students wishing to do word processing or practice at times when Mrs. Carroll is present. She will make those times known to students. Students are not allowed in the lab without teacher supervision. Elementary students whose classes regularly use the Internet for research will be asked to sign an Acceptable Usage Form.

Conferences and Report Cards

Report cards are issued usually within a week following the completion of each trimester (12 weeks) grading period. Please carefully review your child's progress and contact the school if you have questions regarding grades. The report card has been designed to give you a more personalized narrative of how your child is doing in school. Our goal is to improve our communication home to you, and to involve parents as much as possible. Please return the envelopes after reviewing your child's report.

Parent/Teacher conferences will be scheduled during the first and second trimesters. The parents' attendance at conferences is very important. A parent may request a conference with their child's teacher at any time during the school year. Please call the school for an appointment if a conference is desired. Likewise, a teacher may sometimes find it necessary to request a special conference with a parent. Please make every effort to meet with the teacher if you receive such a request. We encourage parents to contact their child's teacher for updates and to share

information or concerns.

Counselor

A school guidance counselor, Mrs. Marcy Smith, is available to work with students and parents in our school. The counselor helps in the development of academic, personal, and social growth of the student. The counselor sees students in classrooms, groups, and on an individual basis.

It is the goal of our guidance counselor to help children understand themselves and others, to prevent problems from developing, to help identify children with special needs, to provide crisis intervention, to develop personalized programs for students, to provide career education activities and to coordinate or facilitate efforts of the psychologist, social workers, parents, teachers, students and administration. Students may be referred to the counselor by any one of the above.

The elementary Student Assistance Program (SAP) is a preventative/crisis intervention program. Students may be referred to various groups by teachers, parents, students or administrators. Groups may be offered to students in the areas of self-esteem, friendship, problem-solving, and family issues. These groups may be involved with issues and activities such as coping with feelings, making and keeping friends, understanding relationships with people, and role-playing situations in a positive manner. Family issues groups may assist students in learning coping skills for dealing with divorce, death, illness or other family crisis. Whenever it is determined that a student may benefit from ongoing meetings with the counselor, a letter stating that will be sent to the parent. Our guidance counselor teaches a developmental curriculum in which she meets with grades 4-6 once a week. She is available to talk to parents or students. Please feel free to call if you wish to meet or speak with Mrs. Smith.

Daily Schedule

7:50 a.m.	Buses arrive at school. Students are <u>NOT</u> to be at school before this time.
7:50-8:10 a.m.	Breakfast will be served.
8:10 a.m.	All students are to be at school. First bell rings. <u>5th & 6th grade students</u> are to line up and be dismissed from playground to classroom.
8:12 a.m.	Second bell rings. Students grades K-4 line up for class.
8:15 a.m.	Classes begin.
9:45-10:00 a.m.	Recess (K-3)

11:00-11:15 a.m.	Lunch serving begins (grades Pre-K through 3)
11:35 a.m.	Lunch serving begins (grades 4 - 6)
11:35-12:15	Noon recess (begins when students are excused from lunch)
12:25 p.m.	Classes begin.
Afternoon Break	There will be an afternoon break, time to be determined by each individual teacher.
3:25-3:35 p.m.	End of day dismissal, beginning with pre-school.
3:35 p.m.	Buses dismissed
3:35-3:45 p.m.	End of teacher day

Directory of Staff and Administrators

<u>Administrator:</u>	Bruce Quinton	bruceq@pepin.k12.wi.us
<u>Lead Teacher:</u>	Jill Riesgraf	jillr@pepin.k12.wi.us
<u>Bookkeeping/Payroll:</u>	Julie Meyer	julieme@pepin.k12.wi.us
	Dawn Terpstra	dawnt@pepin.k12.wi.us
<u>Secretary:</u>	Angie Schultz	angies@pepin.k12.wi.us

Teachers

Preschool	Jackie Looch	jackiel@pepin.k12.wi.us
Kindergarten	Terri Adler	terria@pepin.k12.wi.us
Grade 1	Tim Ruff	timr@pepin.k12.wi.us
Grade 2	Chelsie Brunner	chelsieh@pepin.k12.wi.us
Grade 3	Steve Marks	stevem@pepin.k12.wi.us
Grade 3/4	Troy Ingli	troyi@pepin.k12.wi.us
Grade 5	Tony Garner	tonyg@pepin.k12.wi.us
Grade 6	Dean Behrendt	deanb@pepin.k12.wi.us
Sage Teacher	Jill Riesgraf	jillr@pepin.k12.wi.us
Art	Lori Pesic	lorip@pepin.k12.wi.us
Band	Joan Draxler-Ruff	draxler-ruffj@alma.k12.wi.us
PreK-12 Vocal Music	Melissa Graff	graffm@alma.k12.wi.us
Guidance	Marcy Smith	marcys@pepin.k12.wi.us
Librarian	Hayley Ingli	hayleyi@pepin.k12.wi.us
Nurse	Katie Kallstrom	katiek@pepin.k12.wi.us
Computer/P.E./Health	Dawn Carroll	dawnc@pepin.k12.wi.us
Special Education	Jill Auth	jilla@pepin.k12.wi.us
Speech/Language	Nancy Lund	nancyl@pepin.k12.wi.us
Title I/Spec Ed Supervisor	Rachel Pommerening	rachelm@pepin.k12.wi.us

Director of Special Ed Bruce Quinton bruceq@pepin.k12.wi.us

Aides

Title I	Vicki Bjork	vickib@pepin.k12.wi.us
Special Ed	Kim Marcks	kimm@pepin.k12.wi.us
Elementary Aide	Sherie Olson	sherieo@pepin.k12.wi.us
Preschool	Deni Hoffer	denih@pepin.k12.wi.us
At Risk	Beth Tabor	beth@pepin.k12.wi.us

Cooks:

Chris Enberg	chrise@pepin.k12.wi.us
Jannette Breidung	
Carla Coburn	
Angie Jahnke	

Maintenance:

Russ Roundy	custodians@pepin.k12.wi.us
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Custodians:

Jolayne Wener
Cathy Goss
Butch Goss

Bus Drivers:

Bus #6 – Dave Peters
Bus # 7 – Brian Rundquist
Bus # 8 – Russ Roundy

Discipline/Laker Way Behavior Program

In all areas of the school, these rules apply:

- Act in a safe and healthy way.
- Treat all property with respect.
- Respect the rights and needs of others.
- Take responsibility for your learning.

Disciplinary actions are based on the recommendations of the teacher and principal and are seen as a team effort, involving the teacher, student and parent. Our rules are in place to make a safe, enjoyable learning environment for all. Breaking of these rules will result in a fix-it slip. The purpose of this is to reflect on what is appropriate behavior and what is inappropriate, and why. Students in the fix-it program will be educated to deal with and react appropriately to the situation that lead to their discipline. The goal of this is not to punish, but to reflect on poor choices and create a plan to fix the negative situation, in order to be successful in school. When the fix-it plan is complete, students will bring home and share with their parents.

If a major offense occurs, parents will be notified as soon as possible. You will be notified by phone or a note if we were unable to reach you by phone. Major offenses are outlined in the Laker Way policy, which you will receive on the first day of school.

Consequences for repeated inappropriate behaviors will result in stronger discipline measures. These measures can range from missing a recess to suspension.

Board policy states that students may be suspended for the following:

1. Use/possession/sale/concealment of alcohol or controlled substances.
2. Unsportsmanlike conduct involving visiting school teams or delegations, or his/her own team.
3. Use of profanity or lewdness.
4. Fighting or causing serious injury to another person.
5. Inappropriate behavior and non-compliance with school rules.
6. Bringing to school any weapons or other items whose purpose is to harm others.

Suspensions can be from 1-5 days in length. Repeated suspensions may result in expulsion. Parents will be notified by a phone call, if possible, and in writing if a student is to be suspended.

Any abusive actions, physical or verbal, by any student towards any teacher, adult, or other student will not be tolerated and will be disciplined accordingly. If a student feels that he or she is on the receiving end of such abuse, they, or their parent, should notify the teacher or principal immediately so appropriate action can be taken.

Vandalism will be investigated and possibly prosecuted. Students may be required to repair or replace vandalized or stolen property. If needed, law enforcement authorities will be contacted. Actions construed as sexual harassment, assault, or abuse will be referred to Pepin County Human services for investigation.

Major or repeated minor behavior issues will be referred to the Dean of Students, Mr. Pesic.

Dress Code

Students generally conduct themselves in a manner similar to the way in which they dress and groom. Any type of dress or grooming which is disruptive will not be permitted. Clothing with inappropriate slogans or advertising are discouraged (i.e. beer shirts or caps). Students may be asked to change their clothing if disrespectful or demeaning (i.e. racist, sexist, promoting violence, antisocial behavior, alcohol, tobacco, or drug abuse.) slogans or depictions are present. We have clean clothes at school if the student does not have an alternative. Students are not to wear short shorts or very tight shorts or show any undergarments. Showing excessive cleavage, belly buttons, midriffs, etc., will not be allowed. It shall be left to the discretion of the principal/designee whether or not a student is in compliance with the student dress code policy. Students who violate the rules for school attire will have the options to put on clothing that is appropriate, to contact a parent or guardian to bring in appropriate clothing or to change into appropriate clothing and return to school. Caps of any kind are not to be worn indoors. Shoes (and socks) must be worn by students at all times and must have a strap or counter around the back of the foot. Flip-flops (thong-sandals) are not allowed for safety reasons. Wheelie shoes are not to be used anywhere in school or on the playground during the school day.

Proper winter attire is necessary to participate in recess including boots, headgear and gloves or mittens. Also, please label all outerwear garments. At the discretion of the teacher(s) on duty for recess, a student may be asked to stay inside for recess because he or she is not properly dressed for the elements.

Emergency Drills

Fire drills will be conducted monthly during the year and tornado drills are conducted each spring. For fire drills each class has an escape route to an outside area a safe distance from the building.

During tornado drills each classroom goes to a designated area within the building. Children are moved to these designated areas in less than 75 seconds in a safe, quiet and orderly manner.

Family Resource Council

The Family Resource Council consists of parents and staff who work together to promote family centered activities which foster a positive home and school relationship. The services offered range from the parenting flyers you receive throughout the year to classes and speakers presenting on a wide range of topics of interest to families. The evening craft nights are sponsored by the FRC. If you would be interested in serving on this council, please contact Mrs. Riesgraf at school. The group meets the second Monday of each month at 6:00 p.m. All are welcome.

Field Trips

Class trips are valuable because they provide concrete learning experiences and opportunities for training in courtesy, safety, and good citizenship. They stimulate children's interest in the community. You will be notified when your child's class is planning a trip, at which time you will be asked to give your permission/possible payment for him or her to go with the group.

Food Services/Menus/Lunch Money

Breakfast and hot lunch are scheduled to be served every day at Pepin Elementary. The exceptions are days when school begins late (no breakfast will be served if the delay is 2 hours) or if we need to leave school early because of bad weather.

The menu varies each day. Each meal is nutritionally balanced and is served in adequate amounts to supply students with the energy needed for the rest of the school day. The daily menu for our programs is determined by our cooks. The menu is published in the newsletter. We have a "choice" program. Students are asked to take only what they feel they can eat and not waste food by taking too much.

Children are encouraged to use the newsletter menu to plan in advance of each day's lunch count, what they wish to eat. Please talk to your child about the importance of not wasting food. We see many untouched items go into the garbage each day.

Lunch and breakfast money is now collected in the central office, and billing is automated. Parents are asked to make an advance payment of \$20.00 to \$25.00 dollars at the beginning of the school year and will receive a monthly statement. Negative balances must be dealt with promptly.

Please note: Students who are on free/reduced status for food service must pay for any milk they take past the allowed one carton. All students must pay for a second entree.

Meal Costs: The price for lunch is \$2.50 per day for grades PreK-4. The price for lunch is \$2.75 per day for grades 5-6. The adult meal price is \$4.00. Reduced price for lunch is 40 cents. Students and adults will be charged \$2.00 for seconds. Breakfast prices are \$1.75 for grades PreK-4, \$1.85 for grades 5-6, \$2.50 for adults and reduced 30 cents per day. Milk may be purchased separately by students. The price is 25 cents for 1/2 pint.

Fund Raising

Parents and other groups raising funds for school purposes shall apply to the District Administrator for permission whenever students are to be used to raise funds.

There shall be no fund raising activities in school buildings or on school grounds by adults without the approval of the District Administrator.

All gifts from parents and outside groups derived from fund raising shall become the property of the Pepin Area School District and are subject to the control and discretion of the School Board as to their use and distributions.

Homework

Homework is important and has a value and purpose. It is an extension of the learning that takes place in school. Homework can provide practice and critical reflection that reinforces classroom learning. It can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed.

Homework can be seen in view of many different definitions. Sometimes it is a directed assignment; sometimes it is enrichment to enhance curricular areas. Our goal is to stimulate children to develop their own desire for learning beyond the stated curriculum and to become intrinsically motivated to learn and grow.

Home study encourages students to learn time management, perseverance, self-reliance, autonomy, initiative and responsibility.

Students grades 3 through 6 will be given an assignment book in which to write all of their work for a given day. Teachers will give students instructions in how to effectively use this tool, and all students will be required to maintain the assignment book. It must be brought to school everyday and go home with the student after school. Lost books must be replaced at the student's expense. Teachers will ask students to have their parent sign the day's page.

The assignment book is a good way to help students learn to be more self-sufficient and organized while giving parents more information about what their child is doing in school. A lot of misinformation about what is assigned and when can be cleared up, and parent and child can better set the time frame for nightly homework if both know the expectations.

The teachers have put together guidelines for amounts of time parents can be expected to have children spend on school-related activities. These are guidelines only, and often will vary with student need. However, we felt parents might like an idea of what our expectations or aspirations in the area of homework might be. School-related activities, done at home, are many times best

when they are family centered. If everyone is reading, for example, or playing board games, working on chores that require math or critical thinking, learning becomes a universal activity not just confined to school.

Homework Guidelines

Kindergarten Read at least 15 min.-30 min. a day, some alone, a lot with parent. Help out in the kitchen (measuring, counting, setting the table). Help with grocery shopping, practice writing, review ABC's, letter names and sounds, numbers, games with parents or older siblings.

First Grade 10-15 minutes per night. Practice reading from favorite books, reading for enjoyment! (alone or with family), practice math facts, work on spelling list.

Second Grade 20 minutes per night. Reading for pleasure! (alone or with family), practice math facts, work on spelling list.

Third Grade 30 minutes per night. Reading together as a family. Take into consideration the needs of the individual. For some, 30 minutes is adequate, for others more time may be necessary. Work could be on enrichment projects which supplement classroom study themes.

Fourth Grade 30 minutes per night. Reading together as a family. The same need for looking at the needs of the individual student. Some may need more time at home because they are not able to get much of their work done in the classroom due to their work pace.

Fifth Grade 45-60 minutes daily. Individual student needs truly dictate how much time is adequate, there is a wide variance in student needs at this age. Some need to complete daily work, some could be doing enrichment activities. Family reading time is a good idea.

Sixth Grade 60-75 minutes daily. Proper atmosphere for study should be provided. Test review may require additional time. Family activities, such as bowling, cards, cooking or board games can provide opportunities for math review! Reading for pleasure as well as homework.

Note: Parents are encouraged to call or email school or send a note if they have questions on assignments. Teachers will be glad to help or explain. We want to be "user-friendly".

Hours

Children are to be in school from 8:15 until 3:30 unless the regular schedule has been changed by holiday, vacation or school cancellation due to inclement weather. Children participating in the school breakfast program may arrive as early as 7:50 a.m. No student is to leave the school grounds during those hours unless they are being picked up by a parent or have a note from that parent to leave. When at all possible, please call the school if you need to pick up your child unexpectedly so we can have your child ready to go when you arrive.

Illness or Injury

In case of illness or injury a student will be cared for temporarily by the school nurse or a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary the parents will be contacted. If parents are not available the student will be taken to the emergency room at the hospital. Remember, an emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school.

Immunizations

State Law requires every student attending public school to be completely immunized or have a signed waiver on file. New students must submit written evidence within 30 school days after admission, of all immunizations received. (This holds true for all students when an additional (new) vaccine is required.) See chart for “Age/Grade” requirements at the back of this handbook.

Insurance

Again this year the Board of Education has purchased student accident insurance for district children. The Board of Education decided to go with the **\$100.00 DEDUCTIBLE PLAN** Student Assurance Services. This plan has a cash deductible of \$100 for each injury, and only covered expense in excess of \$100 will be considered. In determining the deductible, benefits covered by other collectible insurance will be considered first. Only benefits not collectible from any other insurance policy or service contract will be considered. This benefit does not include injuries during (non-academic) sports activities, such as volleyball, basketball, football or other organized, non-phys-ed sports.

Steps to follow if your child sustains an injury:

1. The child must be treated by a doctor within 30 days from the date of injury.
2. Obtain a claim form from the school.
3. Process the medical expenses incurred through your family insurance.
4. Send the balance of unpaid medical bills, itemized doctor and hospital statements, and the completed claim for to:

Student Assurance Services Inc.

P.O. Box 196

Stillwater, MN 55082

5. Proof of claim must be submitted within 90 days from the date of injury.

LMC (Library Media Center)

The LMC is open on a regularly scheduled basis and is supervised by the media director or library assistant. Library classes are held as individual teachers may request of the LMC supervisor. This is to better integrate library skills into the regular curriculum where they will do the most good.

Students are allowed to use the library during school hours with the permission of their classroom teacher. They may use the library to read, check out books, return books, use audio-visual materials, do reference work, take Accelerated Reader tests or work on special projects. Each student may check out one or two books for a period of up to two weeks. They may check out new materials as they return old materials unless they are given permission to check out more by the LMC supervisor. Students are encouraged to use the LMC often, and can check out books to suit their own reading pace, everyday if need be! There is no fine for overdue books, **but lost or damaged books must be paid for.**

The library collection is constantly updated and expanded. Books are chosen for either their educational or recreational value. A variety of audio-visual material is available through the library for teacher use in the classroom.

LMC hours will be posted in the LMC. All checked out materials are due back to the LMC two weeks before school is out.

Litter Policy

Help keep our school campus clean! Please, put litter in its place! We all need to take an active part in keeping the school grounds neat. Students are encouraged to be responsible and help keep their environment "trash-free"! Chewing gum finds itself in the oddest places (not the trash can) so we ask that students not chew gum in school.

Lost and Found

All clothing found at school, regardless of its value, is placed in the lost and found in the lower hallway. Money, jewelry or other valuable articles are turned in at the office. Students may claim them after proper identification. PLEASE label all outerwear. Many gloves are going around without a mate because they are unlabeled and unclaimed.

Make-Up Work For Absences

Individual teachers provide make-up work for absences. Students or their parents are responsible for requesting make-up work immediately upon the student's return to school or in the case of a planned vacation, before the student leaves. Please understand that teachers need some advanced notice (2-3 days) to put together work. Teachers sometimes will waive make-up work if they feel the student is able to "catch-up" without the actual assignment. Make-up work is at the discretion of each individual teacher. For some curricular areas, it is difficult to send advance work for the student to do on their own. In those cases, teachers may decide not to send make-up work for vacations. Please contact your child's teacher to make arrangements for make up work.

Medications and Medical Restrictions

ALL MEDICATIONS MUST BE KEPT IN THE SCHOOL OFFICE

1. Over the counter drugs may be administered to pupils with written parental consent. Medicine must be labeled with the student's name, type of drug, time of administration and dosage and turned into the office immediately upon arrival at school along with a signed permission form (a copy is attached to this handbook.)
2. Prescription drugs may also be administered to pupils with written instructions from a physician, dentist or podiatrist and sent in a properly labeled container and turned into the office immediately. (There is a different form for prescription drugs, attached to this handbook.)

3. If medication is to be administered three times a day, we urge parents to try to schedule it at home before school, immediately after school, and at bedtime.
4. We will not dispense improperly or unlabeled medication. It will be returned with your child at the end of the day. We will not dispense any drugs without a signed form.
5. If a student needs medication on a daily basis for a long period of time a parent will need to sign a form that is available in the office. (Also, forms are in back of this booklet).
6. School employees administering these drugs in accordance with written permission of the Board are immune from civil liability unless a high degree of negligence is present.
7. The entire medication policy 452.3 is available in the district office and you are encouraged to examine it if you wish.
8. Medications, forms and records of administration of medications are kept by Katie Kallstrom, R.N. in the school office. She reviews all forms at the beginning of the year. Office personnel administer medication on the days the nurse is not here.
9. Because Ritalin (and its generic forms) is a Schedule II drug, it cannot be released to a student except when being administered under the doctor approved and signed plan. We cannot give students unused prescriptions to take home; a parent must come and retrieve the medicine

Off-Limit Areas

Our school is maintained and operated for the benefit of our students. However, common sense and safety considerations dictate the designation of a few off-limit areas where students are not allowed. The areas include the furnace rooms, storage areas, inner office, teacher's lounge, kitchen maintenance area, and the garage. Students are expected to cooperate and refrain from playing in or visiting in these areas.

Elementary students are not to be in the high school area unless they have been given permission by the teacher or principal, and then only for a specific purpose (visit counselor, nurse, or other personnel).

Parent Volunteers

Pepin Elementary School considers its parent volunteers as a very special resource. Parents are encouraged to help in all classrooms, programs, and extracurricular activities. Please contact your child's teacher about volunteering!

It is important for us to have parents or any visitor let the classroom teacher or principal know in advance of your visit. In that way you are assured that time has been made for you in the

schedule of that day's activities. You are asked to sign in at the main office and obtain a "visitor" badge for each volunteer day.

Pets

No pets, or animals, of any kind, are allowed at school without permission. Teachers may give special permission for pets to be brought to school as part of a special display or activity. However, under no circumstances is a potentially dangerous pet to be brought to school. The school administration reserves the right to exclude any pets deemed potentially dangerous from the school grounds. **All animals brought to school must have records of immunizations appropriate to the type and age of the animal.** Please phone the principal if your child wants to bring in a pet. Permission will be granted contingent upon consultation and approval of the teacher. We ask that any pet brought to school be properly controlled (leash, cage, etc.).

Pictures

Individual student pictures will be taken in the fall. Information about the picture program will be sent home with the students.

Playground Rules

Playground rules are basically common-sense rules. We want students to think about their actions and be self-monitoring of their own behavior. If they choose to act against what the playground rules ask of them, there will be consequences.

As was stated in the discipline section, the rules are posted in each classroom and in the warming room. We kept the list short, because basically we want one desired behavior from all students - act responsibly.

PLAYGROUND RULES ARE:

1. No rough play or harassing others. Use good sense!
2. No throwing objects. (sand, rocks, snowballs, or anything else)
3. No fighting or swearing.
4. No going outside the fence to get balls.

On equipment:

1. No jumping from swings or slides.
2. No climbing up the slides (use stairs!).

Students who do not abide by these rules may receive any or all of the following:

1. Student may be sent to the "Fix-it Room" located in the conference room.
2. Student may be restricted to certain areas of the playground.
3. Students may lose recess privilege for a period of time.
4. Students may be required to serve a detention after school.
5. Students may, under board policy, be suspended from school.

LISTEN TO THE TEACHERS IN CHARGE!

Students are expected to wear the appropriate outerwear for the weather. A playground supervisor may ask a child to stay inside if it is felt the child is not adequately protected from the weather or conditions.

*Students are discouraged from bringing sports equipment from home. Please note: no wooden or aluminum bats, or "hard" baseballs or softballs are to be brought to school. Foam or "NERF" ball bats are allowed. No toys are to be brought for recess. The school cannot be responsible for lost or stolen items.

The playground is supervised after the buses have arrived in the morning, and during designated recess times. No student is to be out on the playground without a supervisor present.

Recess Policies

Weather permitting, students are given one to three recesses each day (depending on grade level). Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Shorter outside recess times are scheduled on very cold days. Students should always dress for outside recess. All students must be on the playground during outside recess. **Only students with medical excuses will be allowed to remain in the building during scheduled outside breaks.** Our general rule is that students who are well enough to be in school are well enough to go outside. Obviously a broken leg or sprained ankle might be the exception, but going outdoors for fresh air is expected of students. Being allowed to stay in can become habit-forming and poses supervision problems. Please do not ask for your child to stay inside on a regular basis.

Students who are not dressed appropriately for the weather will be sent inside to sit out recess. Boots, hats (covering ears), gloves, and if down in the snow, snow pants are required for winter use. Dress for the coldest weather of the day. Please label all outerwear brought to school. When the temperature or wind chill reach 0 degrees, we will limit or eliminate outdoor recess as circumstances dictate. If the temperature is below 60 degrees we will ask children to have a sweater, jacket or sweatshirt, and legs covered (pants, tights, capris to mid-calf). Students are welcome to leave a sweater or sweatshirt at school for those changeable days.

On those days where the children are indoors due to inclement weather, we will utilize the gym for indoor recess or supervised free time in the classroom.

School staff will supervise the playground beginning at 7:50 a.m. Other supervised playtimes are the morning, noon, and afternoon recess. The playground is not supervised after school (3:35) and students are expected to leave for home immediately following dismissal.

School Health

Please consider keeping your children home when they have bad colds (sneezing and coughing spread germs rapidly), earaches, headaches and/or nausea. It is especially difficult to know what to do for an ill child when a family does not have a phone or both parents work away from town. It is important to have a local number with a person that can get your child from school if your child becomes sick and we cannot reach you. Please let us know if that number should change.

When a child is seriously ill please refer to the communicable disease chart included in this handbook to determine when to have your child return to school. Many times, children may appear fine, and even want to return to school! But many childhood diseases are contagious for a longer time than we may guess, so please be prudent in keeping your child home if necessary. We do not have facilities here to take care of an ill child for more than the short while it takes for someone to come and pick them up.

School Nurse

A school nurse is available for general and specific health needs. She is also in charge of all immunization records. Any questions about immunizations should be directed towards her. She is here on Thursdays each week. Medical needs can be referred to the nurse for attention when she returns to the school.

School Supplies

Each teacher will furnish his/her students with an exact list of supplies needed for the school year. These supplies are modestly priced and easy to obtain. Consumable supplies (paper, pencils, crayons) might be better bought in quantities. A school store operated by the Student Council sells pencils, paper, folders, assignment books and appropriate articles. They are open W/F at recess.

NOTE: All students, K-6, need a pair of gym shoes that stay at school for use in gym class only. An old pair is perfectly fine. Please send them in a shoebox of some kind for storage here.

School supplies do have to be replenished, so you might consider buying extras during the back-to-school sales.

*****Please label all of your child's supplies with his/her first and last name.**

Preschool

1. Rest mat (Quad fold-regular thickness)
2. Oversized shirt for painting
3. Backpack (large enough to hold a two-pocket folder)
4. Pencil box (5" x 8")
5. Box of 16 – 24 crayons
6. Box of Classic Crayola washable markers
7. Child sized Fiskar's scissors
8. 6 glue sticks
9. Extra set of clothing
10. 1" binder with a clear pocket front
11. 1 package of 50 page protectors
12. Box of Kleenex
13. Paper plates- Large – Girls, Small - Boys
14. Ziploc Bags – Quart – Boys, Snack - Girls

Kindergarten

1. Backpack (large enough to hold a two-inch binder)
2. Pencil Box 5x8
3. 3-24 count Crayola Crayons
4. 1 Box of Classic Crayola Markers
5. 1 Box of Fine Tip Crayola Markers
6. 3 Highlighter Markers (different colors)
7. Child sized Fiskar's Scissors
8. 1 Composition notebook
9. 6 Glue Sticks
10. 2 Pink Erasers
11. 2 Boxes of tissues
12. 1 small pack #2 pencils
13. Pair of Phy Ed shoes that can stay at school

Additional Optional items:

1. Bag of Gummy Lifesavers
2. Dixie sized cups
3. Disposable bowls
4. Misc. fun stickers
5. Plastic forks/spoons
6. Play dough

First Grade

1. Backpack (large enough to hold a two-pocket folder)
2. Pencil Box 5x8
3. 2-24 count Crayola Crayons
4. 1 Box of Classic Crayola Markers
5. 2 Boxes of Fine Tip Crayola Markers
6. 3 Highlighter Markers (different colors)
7. Child sized Fiskar's Scissors
8. 2 Composition notebooks
9. 6 Glue Sticks
10. 2 Pink Erasers
11. 2 Boxes of Kleenex
12. 1 small pack of #2 pencils
13. Pair of Phy Ed shoes that can stay at school

Additional Optional items:

1. Paper plates (small)/bowls
2. Wet wipes
3. Small plastic cups
4. Shoe laces
5. Misc. fun stickers
6. Plastic forks
7. Play dough
8. Ziploc Sandwich Baggies (gallon size)

Second Grade

1. 24 pack Crayons (Twistable or regular)
2. 1" durable binder with a plastic clear cover
3. 24 Pencils (Ticonderoga preferred)
4. 1 folder
5. 1 pen, any color
6. Highlighter any color
7. Large flat pink eraser
8. Several glue sticks (consider buying extras to replenish half way through the year)
9. 2 Boxes of Kleenex
10. 1 Box of Classic Crayola Markers
12. 1 Box of Fine Tip Crayola Markers
13. Fiskar's Scissors
14. 1 Notebook (wide ruled, NOT perforated)
15. Pencil Box (5X8)
16. 2 Composition notebooks
17. Pair of Phy. Ed. shoes that can stay at school

Last names with letters A-M: small plates or plastic cups or plastic spoons

Last names with letters N- Z: gallon or snack or sandwich size bags

Third Grade

1. Three ring binder (two inch capacity)
2. 1 package of subject dividers for the binder
3. 2 boxes of 24 # 2 pencils (pre-sharpened, if possible)
4. Set of water colors
5. 2 pink erasers
6. Crayons (box of 24)
7. Colored pencils
8. Scissors
9. Glue sticks
10. 2 boxes of Kleenex – to share with class
11. 1 pack of loose leaf paper (200 sheets - wide ruled) –to share with class
12. Composition book (black and white - wide ruled - 9.75 x 7.5)
13. 1 package of washable markers
14. 2 spiral wide lined notebooks
15. Extra pair of gym shoes

Fourth Grade

1. Scissors
2. Ruler (inch/metric combination)
3. Pencils - #2
4. Pens – 1 blue & 1 red

5. Crayons (24 size best)
6. 5 folders
7. 5 spiral wide-lined notebooks
8. 1 large glue stick
9. Highlighter
10. Erasers-1 large, pencil toppers
11. Colored pencils
12. Kleenex – to share with the class
13. Pencil Sharpener
14. 3 ring binder 11 X 8.5 - 2” capacity
15. Composition book (Black & white wide ruled 9.75 x 7.5)
16. Extra pair of gym shoes.
17. Simple function Calculator
18. 4 black or Blue Dry erase Markers
19. Old sock for erasing Marker Board

Fifth and Sixth Grade

1. Scissors
2. Ruler (inch/metric combination)
3. Pencils - #2
4. Pens – 1 blue & 1 red
5. Crayons (24 size best)
6. 5 folders
7. 5 spiral wide-lined notebooks
8. 1 large glue stick
9. Book covers (2-3)
10. Highlighter
11. Erasers-1 large, pencil toppers
12. Colored pencils
13. 3 boxes Kleenex
14. Pencil Sharpener
15. Composition book (Black & white wide ruled 9.75 x 7.5)
16. Extra pair of gym shoes

No gel pens or white out please.

*A reminder that these supplies need to be replenished!

Spanish students - Grades 4-6

1. Folder with 2 pockets
2. Erasable pens or pencils

Art Supplies

The art classes will be provided with basic art supplies

Thank you for providing your children with these supplies. These provisions will make for a rapid beginning in class work, with tools available at the beginning of the school year.

Security

For control of access into the building, we ask that after 8:15 a.m. all parents and visitors enter by the main office (east side). We have a sign-in sheet for all visitors and parents, and visitor passes for those who will be in the building for any length of time. The doors by the elementary office are locked from 8:15 until 3:00. These measures are a part of the security you encounter in most public buildings. Thank-you for your cooperation.

Speech Therapist

A speech therapist is on staff at the school 3 1/2 days per week. Students who are referred by their teachers may work with the therapist on a regular basis. Parents will be notified by the school psychologist through a placement meeting if speech work is deemed necessary. If any parent feels their child may need help in the area of speech development they should contact their child's teacher to see about obtaining an evaluation from the therapist.

Student Records

Specific records are kept on each student. These records include: the student's permanent academic record, grade report cards, daily attendance, notices of disciplinary actions, and test scores for the state tests.

The school will maintain records on all students. Information included in these records may not be released without written parental consent. A transcript of student records will be forwarded to another school when a student transfers, upon parent request.

Records for all students are maintained in the elementary principal's office. Parents may have access to these records, provided they request the information through the psychologist, principal, or district administrator. Please do not hesitate to call us if you wish to see your child's permanent records. We need proper notification (a phone call) to make sure a mutually agreed upon time can be set up. Records may not leave school grounds. With proper notice and reasonable time (usually 24-48 hours) we can copy items in the records for you. There may be a nominal copying fee.

Study Skills

Specific skills and techniques can make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

1. Come to class prepared with pencil, paper, assignment book and other necessary materials.

2. Be an active participant in class. Listen well and take part in class.
3. Ask questions to clarify problems.
4. Plan your day and schedule time for homework.
5. Use what is learned and apply it to new situations.
6. Strive to do the very best work possible. Just "getting by" is not a worthwhile goal.

Substitute Teachers

Every student will periodically be taught by a substitute teacher. The most common reason for using substitute teachers occurs when the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for personal business, professional training, or family emergency. Students are expected to be extra courteous to substitute teachers. Any misconduct in the classroom will be dealt with immediately.

Tardiness

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time. Any student who arrives at school after 8:15 a.m. is considered tardy. Consistent tardiness will be addressed according to the District's truancy policy.

Students may be required to make up lost time due to tardiness after school, either in the principal's office or the classroom under the supervision of the regular teacher.

Telephone

The office telephone is a business phone and is not to be used by students, except in an emergency. Students are not allowed to use the phone to make personal arrangements (such as requesting permission to go to another student's home after school). Office personnel, teachers, or the principal will call the parents of children who need to go home because of illness. Students are not to call on their cell phones during the instructional day (see cell phone policy).

Please make sure that all plans for the day are made before your child leaves for school. As was noted in the instrumental music section, band instruments are to be the responsibility of the student not mom or dad being phoned to bring them in. We request that alternative plans be decided in advance for early school cancellations. We simply do not have enough staff or phone lines to call home for arrangements for every child when the buses are leaving early. Please have this information on the **Annual Registration** form and into school as soon as possible.

Title I Services

Students are selected for Title I instruction on the basis of reading or math achievement, mastery of skills, and classroom teacher judgment. The Title I teacher then diagnoses the strengths and weaknesses in the student's reading and math skills through diagnostic testing. Appropriate materials and activities are selected and the student receives instruction designed to overcome the difficulty. When the student demonstrates that she/he can achieve at a satisfactory level without further individual help, she/he is dismissed from the Title I program.

A student selected for Title I receives special instruction aimed directly at a specific area of need.

This instruction may be in small group or individually. The classroom teachers and the Title I teachers correlate and schedule their programs so instruction will be most effective and the student will not miss direct instruction from the classroom teacher. The Title I class is in addition to the regular reading or math class.

The Title I math and/or reading teacher may also work in the classroom along with the regular classroom teacher. They may work on an "as needed" basis in the room with non-Title students. This does not constitute Title I placement.

Parents are notified before Title I placement, if parents have any questions/concerns regarding placement, a conference is scheduled.

Parents of Title I students are encouraged to become involved in the Title I program. Meetings on topics of interest to parents are held during the school year and parents are encouraged to attend.

Truancy

In the Attendance section, a list of unexcused absences is given. As stated, sufficient unexcused absences will lead to truancy charges being filed under the following procedure:

Truancy Procedures:

1. Verify "habitual" truant, defined as:
 - A. part or all of five or more school days within a semester missed without an acceptable excuse/ parent/guardian notification.
2. Document evidence that appropriate school personnel have, within the school year during which truancy occurred:
 - A. met with, or attempted to meet with, the child's parent or guardian to discuss the child's truancy.
 - B. provided an opportunity for educational counseling to the child to determine whether a change in the child's curriculum would resolve the child's truancy, and that the curriculum modifications have been considered.
 - C. evaluated the child to determine whether learning problems may be a cause of the child's truancy and, if so, take steps to overcome the learning problems.
 - D. conducted an evaluation to determine whether social problems may be a cause of the child's truancy and, if so, taken appropriate action or made appropriate referrals, per S.S. 48.13(6) and S.S. 18.16 (5), Wisconsin Statutes.
3. When a child first becomes a "habitual" truant, notice must be given by certified or registered mail and shall include the following information:
 - A. a statement that it is the parent's or guardian's responsibility to cause the child to attend school regularly.
 - B. a statement that the parent, guardian, or child may request program or curriculum modifications for the child and that the child may be eligible for enrollment in a program for "children at risk".

- C. a request that the parent meet with appropriate school personnel to discuss the child's truancy. Such meeting will take place within five (5) school days after the notice is sent except that with the consent of the child's parent/guardian the date for the meeting may be extended for an additional five (5) school days. If the meeting does not take place within the ten (10) days, court proceedings may be initiated relating to the truancy without the required meeting.
 - D. a statement that the penalty for failing to cause the child to attend school is a fine not to exceed \$500.00 or imprisonment of not more than thirty (30) days, or both.
 - E. a specified date by which the student is to return to school. This would be within seven (7) days of mailing the registered or certified letter.
4. Referral for Enforcement.
- A. If a student does not return to school, or returns and then becomes truant again, the school will take the following action:
 - 1. refer to Juvenile Court Intake and/or
 - 2. the parent will be referred to the District Attorney on a criminal complaint.

A complete copy of the Truancy Ordinance of Pepin County may be obtained in the main office.

Visitors

All visitors are required to report to the main school office upon entering the building. The east entrance is the only unlocked entrance from 8:15 to 3:15 p.m. for security reasons. Parents are welcome and are encouraged to visit the school.

We ask that visits to the classroom be pre-arranged 24 hours in advance with the teacher. Visitors are asked to not cause any distraction of the teacher or students while visiting the classroom. If a parent wants to visit their child's classroom, we ask that the visit be kept to 30 minutes (unless you are here for an event).

Children sometimes request permission to bring a friend, or relative as a visitor to school. Our general rule is that the student visitor be the same grade level and the visit be for no more than one day. The individual classroom teacher must okay the visit and the principal must be informed. **Please call the school so arrangements can be made before any visits are scheduled.**

Volunteering

Teachers welcome parents as classroom volunteers. If you would be interested in becoming a volunteer in the classroom, please contact your child's teacher or Mrs. Riesgraf. Keep in mind that volunteer help is best if it is consistent, offering the volunteer a chance to become a part of the classroom routine. Volunteer time should be less than half of a day.

Pepin School District
Pepin, Wisconsin 54759

Public Notification of Nondiscrimination Policy

Notice

It is the policy of the Pepin Area School District that no person may be denied admissions to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extra-curricular, pupil service, recreational, or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s. 118.03 Wisconsin Statute. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Right Act 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973.

The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the Pepin Area School District.

Any questions concerning this policy should be directed to:

Bruce Quinton
District Administrator
Equity Coordinator
510 Pine Street
P.O. Box 128
Pepin, WI 54759
(715) 442-2391

