School District of the

Menomonie Area

ELEMENTARY SCHOOL HANDBOOK

MISSION STATEMENT

"The School District of the Menomonie area, by embracing the unique needs and using the strengths of our diverse community, is dedicated to preparing ***ALL*** *students to become lifelong learners, caring individuals, and responsible citizens."*

Inside this Handbook….

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- School Supplies
- PBIS- Student Conduct
- Bus Transportation & Walking to School

215 Pine Avenue NE
Menomonie WI 54751

Phone: 715-232-1642
Fax: 715-232-1317
www.msd.k12.wi.us

Welcome to the School District of the Menomonie Area!

Dear Parents/Guardians,

Welcome to the School District of the Menomonie Area elementary school network of Downsville, Knapp, Oaklawn, River Heights, and Wakanda. We are very excited to start the year and begin our commitment toward excellence in education. Our mission reads, "The School District of the Menomonie Area, by embracing the unique needs and using the strengths of our diverse community, is dedicated to preparing ALL students to become lifelong learners, caring individuals, and responsible citizens". Know that as much as we attempt to be unified as an elementary school network, each school has its own unique brand and feel. Please feel free to contact your school with any question or concerns that you may have throughout the year. Thank you for allowing us the opportunity to educate your child. Have a great year!

~ Joe Zydowsky
Superintendent

Please follow this link - Annual Notices
for the Policies & Procedures Annual Notice
Requirements for Public, Parents, Students, & Staff

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ELEMENTARY SCHOOLS

Downsville 715-664-8546
N2681 460th St., Downsville, WI 54735

Knapp 715-665-2131
110 South St., Knapp, WI 54749

Oaklawn 715-232-3798
500 21st St., Menomonie, WI 54751

River Heights 715-232-3987
615 24th Ave. West, Menomonie, WI 54751

Wakanda 715-232-3898
1801 Wakanda St. NE, Menomonie, WI 54751

OTHER DEPARTMENTS

Student Services	715-233-3235
Food Service	715-232-2794
Menomonie Transportation	715-235-4995
Menomonie High School	715-232-2606
Menomonie Middle School	715-232-1673

SCHOOL HOURS

SCHOOL	HOURS	PRINCIPAL
Downsville	8:35 - 3:20	Mary Henry
Knapp	8:35 - 3:20	Kristin Humphrey
Oaklawn	8:43 - 3:35	Lori Smith
River Heights	8:30 -3:20	Peg Kolden
Wakanda	8:35 - 3:20	Susan Mommsen

ATTENDANCE AT SCHOOL.....

Parent(s)/Guardian(s) are requested to call the school office **before 9:00 a.m.** when their child will be absent from school. Attendance is taken at the start of each school day by classroom teachers. Parent(s)/Guardian(s) of students reported as absent by their classroom teacher will receive an automated phone call from the school district. This phone call is to alert you to your child's absence. Please contact the school office at your earliest opportunity to confirm your child's absence or to alert us that you sent your child to school and he/she is currently unaccounted for. Please be aware that occasionally a student arrives tardy to school or class and the automated call has already been made. At the elementary level, school staff would rather make an autocall error than have you not know your child is missing and unaccounted for at school.

The Menomonie Area School District School Board policy, and Wisconsin State Statute 118.15, mandates that every student enrolled in the school district attends with regularity. Students having five or more unexcused absences or tardies in a semester are classified as habitual truants and could be referred to Dunn County Truancy Court. However, principals and/or school counselors will make a reasonable effort to meet and implement a truancy prevention plan with the parent(s)/guardian(s) and the student when appropriate prior to a referral to truancy court. Currently Dunn County utilizes Positive Alternative staff to assist in the development and monitoring of truancy prevention plans. Mandatory written notices of "excessive absences" will be sent out by your child's school throughout the year. This written notice will include all absences and tardies, including excused and unexcused. After six, twelve, and eighteen or more absences and/or tardies, these written notices are sent. In most cases, this written notice is to inform families of their child's attendance. However, even excused absences can become excessive and counterproductive to the child's educational progress. In this case, a meeting is likely to be scheduled by the principal with the parent(s)/guardian(s), and with other school staff as appropriate to the situation, to discuss remedies and implement an attendance improvement plan.

Excused absences include: illness, doctor appointments, religious observance, death in the family, extreme weather conditions and emergency, court appearance, or school prearranged absences approved by the school (Wis. S.S. 118.15 [3][a-d]).

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STUDENT RECORDS, REPORT CARDS, & GENERAL INFORMATION.....

The elementary schools will provide written notices, report cards, newsletters, etc. to one or more parent(s)/ guardian(s). However, it is the responsibility of the parent(s)/guardian(s) to provide current and accurate contact information. **PLEASE PROVIDE UPDATED PHONE NUMBERS.**

State law generally allows any parent or guardian to have access to their child at school and their child's school records. Any exception to this can only occur after the school has been provided with official court documents that restrict such access. Our elementary schools are using their webpage to provide information to families in an effort to reduce photocopying and paper copies coming home. Teachers also maintain a webpage with at least basic contact information and important information about their classroom and upcoming activities and special events. Currently report cards are sent home with children shortly after the end of each of the three trimesters.

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FIELD TRIPS.....

Field trips are an integral part of learning and enhance the curriculum when used as a teaching experience.

Properly planned and executed field trips should:

A. Supplement and enrich classroom experience by providing learning opportunities outside the schools.

B. Bring the resources of the community: natural, artistic, industrial, commercial, governmental, and educational within the student's learning experience.

A field trip shall be defined as any planned journey by one or more students away from school district premises, which is under the supervision of a professional staff member and an integral part of a course of study.
Other school district sponsored trips shall be defined as any planned, student-travel activity which is approved as part of the school district's total educational program. Students may be charged fees for school district sponsored trips, but no student shall be denied participation for financial inability, nor shall nonparticipation be penalized academically.

Any adult that accompanies a field trip must have a background check. The background check is a criminal history check of misdemeanor or felony violations. Forms can take up to a week to be processed and can be found on the district web site or obtained from each building in the district.

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FEES.....

SDMA Pay Online

Per school board policy, a **$15.00 fee** for technology and printing is charged per student. This fee is payable to the school office at the onset of the school year. This fee can also be paid online using your Family Access account. You can set up an account by contacting Morgan Seguin at 715-232-1642 ext. 11142.

Fee Waivers-must qualify for free and reduced school meals and complete the fee waiver request form and provide copy of the district issued letter.

PARTY INVITATIONS.....

All party invitation will be sent at parents expense through the mail. Party invitations are not to be distributed at school, unless the whole class is invited to the party. This is to insure no hurt feelings by students not invited to celebrations.

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FOOD SERVICE.....

Food Service mails a comprehensive food service packet including a free and reduced school meal application form. If you did not have this information mailed to you, a packet can be picked up in the school office at the beginning of the school year or request one mailed to you from the food service office at 715-232-2794. An on-line free and reduced application form can be found on the school district website.

Payments can be made at any building office or at the Food Service Office at the High School. As a convenience to parents, the School District of the Menomonie Area provides an on-line payment option. *(If you don't have an account, you can set one up by contacting Morgan Seguin at 715-232-1642 ext. 11142.)*

You will need to provide:

* A credit or debit card number and expiration date

* Skyward family access login and password

SDMA Pay Online

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School Nutrition Prices

Elementary Students school lunch ~ $2.70

Reduced school lunch ~ $.40

Free school lunch ~ Free

Adult/Guest meal ~ $3.75

Milk ~ $.40

Accounts with a **low balance** will receive a message from the automated phone calling system.

Families eligible for Homeless status qualify automatically for free school meals.

Please read the recently revised and adopted school district **Wellness Policy** - *Click Here*

HEALTH & SAFETY.....

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Illness

Children learn best when they are healthy, well-rested, and have appropriate nutrition to meet their needs. Outbreaks of flu and colds occur throughout the school year. If your child exhibits the following symptoms, please keep him/her home and contact your healthcare provider for advice, if needed.

- A fever of 100 degrees or more - your child should be fever free for 24 hours before coming back to school.
- Vomiting and/or diarrhea – child should remain at home for 24 hours after it has stopped.
- Any rash with a fever
- Open or draining skin sores
- Inflamed or draining eyes or ears

Should a child exhibit any of these symptoms at school, parents/guardians will be contacted to pick up their child. If parents/guardians are not available, we will call the emergency phone contacts that were provided.

Immunizations

All students must present immunization records as required by state law and regulations. Immunizations shall be required for measles, rubella, diphtheria, pertussis (whooping cough), poliomyelitis, tetanus, mumps, hepatitis B, chickenpox and any other diseases specified by rule by the Department of Health and Family Services.

Wisconsin law requires that all students through grade 12, who do not submit waivers, must present evidence that they have received at least the first dose of each vaccine required for their grade within 30 school days of admission, the second dose of DPT/DT/Td and polio vaccines within 90 school days of admission, and the third and fourth doses of DPT/DT/Td and polio vaccines, if required for their grade, within 30 school days of the beginning of the next school year. Compliance by students must be reported each year to the local public health agency by the 40th school day.

A student may be waived from the immunization requirement if the student's parent/guardian submits a written statement objecting to the immunization for reasons of health, religion or personal conviction.

HEALTH & SAFETY *continued*.....

Medications

Students who take daily or as needed medication at school must follow these guidelines. Wisconsin state law (118.29) requires written permission and medication in the original container before school staff can administer the medication during school hours. This applies to either prescription or non-prescription (over-the-counter) medications.

If the medication is prescribed, then the following applies:

1. Medication Permission Forms must be signed by the physician and parent/guardian.
2. Medication needs to come to school in the labeled prescription containers. We cannot dispense medications from unlabeled containers.
3. Clearly indicate the dosage and time(s) the medication is to be given on the form.

Over-the-counter medication must also:

1. Be in the original containers. Examples include: cough drops, Tylenol, creams/ointments
2. Have specific instructions on administration.
3. Have written parent/guardian approval before school staff can administer the medication.
4. Include the student's name on the original container.

Medications will be administered to students by trained clerical or staff. A full-time nurse is employed by the district to oversee student health needs across the district. All medications will be stored in a locked drawer or other safe place. Medication permission forms are available from your physician's office or school office.

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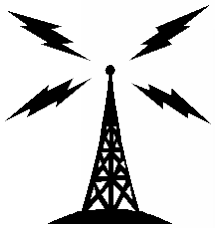
INCLEMENT WEATHER / EARLY DISMISSAL.....



When weather appears dangerous for the safety or welfare of students, the district administrator or designee shall make the decision to close schools. Closings shall be announced by the following means: Skylert communication, school district website, and area radio/TV stations. Be certain your child is familiar with your plan should a closing occur and students are released early. From time to time, review with your child what they would do in this situation.

WCCO - 830 AM	WCCO– CH 4	WAXX - 104.5 FM	Z100– 100.7 FM
WMEQ - CH 13	WQOW– CH 18	WAYY - 790 AM	

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VISITORS / VOLUNTEERS / DRILLS.....

Visitor Procedures

All visitors will need to enter through the main entrance of the school building by ringing the doorbell. If you are unfamiliar to the person releasing the door, you will be asked to identify yourself. Please go directly to the office to sign in. There will be a visitor/volunteer tag to wear while you are in the building. If you are interacting with students or assisting the classroom teacher, you will need a volunteer background check completed.

Volunteer Background

Background checks are required of volunteers who will be interacting with students in our schools. The background check is a criminal history check of misdemeanor or felony violations. Forms can take up to a week to be processed and can be found on the district web site or obtained from each building in the district.

Drills

Throughout the year, our students will participate in the following practice drills, as per Wisconsin State Statute 118.07(2)(a). A diagram posted in each room indicates the safe routes for a fire and severe weather drill.

Fire – Drills are conducted every month, but may be substituted with a safety drill.
Severe Weather – Drills are conducted in the fall and spring. Should a tornado or other storm threaten the area during the school day, students will be kept at school in the safest area of the building until "all clear".
Evacuation- An evacuation site has been determined should an all school evacuation be needed. Students will practice walking to their location during the school year.
Lock Downs- Emergency lockdowns are practiced should an unsafe situation occur in the building and students need to be placed in a safe location within the school. Emergency lockdowns are reviewed by law enforcement.

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SCHOOL SUPPLIES.....

KINDERGARTEN

Large backpack
1-inch, 3-ring binder
1 large pocket folder
12- #2 pencils (Dixon Ticonderoga preferred)
1 pink eraser
4 glue sticks
1 pencil box
1 box of 24 crayons
1 Fiskars brand scissors
1 large box facial tissue
1 box Crayola Classic markers (10 count)
4-pack large black dry erase markers
1 bottle Elmer's white school glue
1 spiral notebook

GRADE 1

Large backpack
1 box of 24 crayons
24- #2 pencils (Dixon Ticonderoga preferred)
2 large pink erasers
4 large or 8 small glue sticks
1 Fiskars brand scissors
2 two-pocket folders
1 box Crayola Classic markers (10 count)
4 black EXPO dry erase markers
1 large box facial tissue

GRADE 2

Large backpack
24- #2 pencils (Dixon Ticonderoga preferred)
1 supply box (5x8 size preferred)
1" binder
1 pencil pouch
1 box of 24 crayons
1 box Crayola Classic markers (10 count)
1 box colored pencils
2 large pink erasers
1 Fiskars brand scissors
4 large or 8 small glue sticks
3 folders (glossy, durable preferred)
3 spiral notebooks, wide- lined
2 boxes facial tissues
Ziploc brand bags (A-M quart size, N-Z gallon size)
1 pair earbuds or headphones (child's preference)

GRADE 3

Large backpack
1 box colored pencils
36- #2 pencils (Dixon Ticonderoga preferred)
1 box of 24 crayons
1 Fiskars brand metal scissors
4 large glue sticks & 1 small bottle Elmer's white glue
1- 12" ruler with centimeter and inch markings
1 pkg. loose leaf notebook paper (wide-ruled)
2 spiral notebooks (wide-ruled- 1 red & 1 blue)
1 large pink eraser & 1 pkg. pencil tip erasers
1 pencil box or bag
4 durable folders (1 of ea. - red, blue, green, yellow)
1 box Crayola Classic wide markers (10 count)
1 large box facial tissue
4-pack black dry erase markers
1 pair of earbuds
1 pen
1 Ziploc brand bags (snack, sandwich, qt. or gal.)

GRADE 4

Large backpack
1 box colored pencils
48- #2 pencils (Dixon Ticonderoga preferred)
1 box of 24 crayons
1 Fiskars brand metal scissors
2 glue sticks & 1 small bottle glue
1- 12" ruler with centimeter and inch markings
1 large box facial tissues
1 pkg. loose leaf notebook paper (wide-ruled)
5 two-pocket folders
5 spiral notebooks (wide- ruled)
1 large pink eraser
1 box Crayola Classic markers (10 count)
1 pencil box or bag
1 red pen
4-pack black dry erase markers
7 ½" x 10" composition notebook
1 pair of earbuds or headphones
Clipboard (Oaklawn & Downsville)

GRADE 5

Large backpack
1 pair of earbuds or headphones
1 multi pack dry erase markers
1 box of colored pencils
48- #2 pencils (Dixon Ticonderoga preferred)
1 Fiskars brand metal scissors
5 two-pocket folders, solid colored
5 spiral notebooks
1 pkg. loose leaf notebook paper (wide-ruled)
1 large box facial tissues
2 large glue sticks
1 large eraser
1 highlighter
1 box Crayola Classic markers (10 count)
1 supply box or pouch

PLEASE NOTE

Label all supplies with student's name in permanent marker.. Supplies may be brought in on Orientation Day.

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STUDENT CONDUCT / PBIS.....

Each of the Elementary Schools utilize the PBIS program.

These are the core principles of PBIS-Positive Behavioral Interventions and Supports (PBIS)

1. **We can effectively teach appropriate behavior to all children.** All PBIS practices are founded on the assumption and belief that all children can exhibit appropriate behavior. As a result, it is our responsibility to identify the setting, events and environmental conditions that enable exhibition of appropriate behavior.

2. **Intervene early.** It is important to intervene before targeted behaviors occur. If we intervene before problematic behaviors escalate, the interventions are much more manageable and the behavior changes.

3. **Use of a multi-tier model of service delivery.** PBIS uses an efficient, needs-driven resource system to match behavioral resources with student need. To achieve high rates of student success for all students, instruction in the schools must be differentiated in both nature and intensity. To efficiently differentiate behavioral instruction for all students, PBIS uses tiered models of service delivery.

4. **Use of research-based, scientifically validated interventions to the extent available.** The purpose of this requirement is to ensure that students are exposed to curriculum and teaching that has demonstrated effectiveness for the type of student and the setting.

5. **Monitor student progress to inform interventions.** The only method to determine if a student is improving is to monitor the student's progress. Determining the effectiveness (or lack of) an intervention early is important to maximize the impact of that intervention for the student.

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PBIS *continued…..*

6. **Use data to make decisions.** A data-based decision regarding student response to the interventions is central to PBIS practices.

7. **Use assessment for three different purposes.** In PBIS, three types of assessments are used: 1) screening of data comparison per day per month for total office discipline referrals, 2) diagnostic determination of data by time of day, problem behavior, and location and 3) progress monitoring to determine if the behavioral interventions are producing the desired effects.

In a PBIS environment adults are using:

- Common Language
- Common Practices
- Consistent application of *positive and negative* reinforcement.

Behavioral Expectations

The primary emphasis of (PBIS) consists of rules, routines, and physical arrangements that are developed and taught by school staff to prevent initial occurrences of behavior the school would like to target for change.

Each school team and classroom teacher builds a matrix listing the behavioral expectations.

Expectations are identified and are: 1) taught, 2) modeled, 3) practiced, and 4) observed.

Expectations will be shared with families. Behaviors are addressed through the use of positive reinforcers as well as minor and major behavior tickets.

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BUS SERVICE.....

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Who is eligible for busing?

The School Board has adopted a policy that elementary students must live at least one mile away from their attendance school to be eligible for busing. Students who live closer than one mile may walk back to an established bus stop as long as *there is room on the bus for them to ride. Public school children may ride from such bus stops as long as there is room on the bus. For such exceptions, families should call the bus company to evaluate the situation. The parents are responsible for the transportation of all children to/from school who are not eligible for busing. Families who qualify for Homeless status are eligible for school transportation services.*

Do we need to sign up for busing?

In early July, the school district gives the bus company a list of all students. Every child eligible for busing is automatically assigned an AM and PM bus stop based upon the child's residence. Those living closer than one mile will not be assigned busing, but such students may call and request information regarding the nearest established bus stop as noted above.

When will I know the details about which bus to ride?

The first day of school is an orientation day. Busing details will be provided at the orientation. The information will include bus numbers, pick-up/drop-off times, and pick up/drop off locations. The school will have a plan in place to share the busing information with you. Parents needing such information prior to orientation may call the bus company in late August (715-235-4995). The school district provides bus rules, conduct, and consequences on the district webpage.

Where will the bus stop be?

The school board has adopted the policy that elementary students may walk up to one quarter of a mile to the bus stop. The bus company attempts to offer door to door service to those families living in the country. Those families living in urban housing developments, trailer courts, and city neighborhoods are often directed to come to a centralized collection/drop off point. Parents are encouraged to provide supervision at the bus stop.

Will my child have to cross the road?

In many cases children will indeed need to cross the road in front of the bus. Beginning with their first ride, students should learn to look at the bus driver and to follow the directions he or she gives.

What if my child attends daycare or the Boys & Girls Club?

The school board has approved busing for many of the daycare sites; however, the daycare must be located within the boundary of the elementary school to which the child is assigned (with a few exceptions). Most daycare providers are aware of the specific details regarding their site. The bus company will need to know the names of the children attending the daycare and riding the bus. The daycare usually submits a list to the company before school begins, but many of the children have already been routed to/from their

BUS SERVICE *continued*.....

residence. Parents should advise the bus company in early July about the plan to use a daycare facility so that they are properly routed. Routes have also been established that allow students from elementary sites to attend the Boys & Girls Club at River Hts.

What about school choice/attendance area exceptions?

The school choice/attendance area exception contract emphasizes that transportation is the responsibility of the parents. Parents may call the bus company, however, to request information regarding the nearest established stop that might be able to serve their child (similar to those living within the one-mile boundary).

What if we move?

Parents should inform the bus company of any change to a child's address, telephone listing, or emergency contact. The bus company's records are not tied directly to the school district's records, so parents are asked to personally call the bus company regarding such changes.

Can my child bring guests?

Guests may ride the bus if *written permission slips* *have been issued. Such permission slips need to be signed by a parent and a bus pass issued by the school.*

Can my child bring special items on the bus?

The bus company recognizes that children need to bring special items to school for such things as *Show and Tell or for other classroom projects. However, such items can be easily broken or can easily disrupt the bus ride. If an item will not fit into a child's backpack, parents should call the bus company (in advance) for advice on transporting the item. Some items such as live animals or snow sleds are never allowed. The bus company reserves the right to evaluate items on a case by case basis and to deny items if the situation warrants. If your child participates in Project SAM (weekend meals) they may not open the bag on the bus.*

What if my child has a health concern?

The school nurse collects and shares with the bus company information regarding health issues.

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BUS SERVICE *continued*.....

Can I meet the bus driver?

Parents are urged to be at the bus stop and to meet the driver. Parents may introduce themselves and their children on the first day, however, please remember that the driver is attempting to adhere to a very strict schedule.

What if there are problems on the bus?

Students should tell the bus driver immediately if problems arise. Students should know their bus driver's name and that it is okay to talk to the driver when the bus is stopped, and ***it is safe to do so***.

Who will supervise the bus stop?

The supervision at all bus stops is the direct responsibility of the parents. Parents should note that in most cases, the PM driver is NOT required to wait for a parent to be present. When a bus arrives at a PM stop, the children will be directed off the bus (even if no one is present).

What if we don't plan to use the bus?

As noted, all eligible students will be assigned an AM and PM bus route. The bus company should be informed if a family chooses to not make use of the bus service at all during the school year. At that point, their names will be removed from the route. (Please call by mid-August.)

Do we need to notify the bus company if my child doesn't ride on a given day?

During the course of the school year, if a child who regularly rides the AM route will not ride the bus on a given day, and if the child receives door to door service, parents are asked to call the bus company to inform the driver accordingly. Please note that riders at group stops need not call, because the bus will stop to pick up the other children from the area. If a child will not ride the PM bus, please be sure to contact the school directly so the teachers do not place them in the bus line.

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Whom do we call?

The bus company is listed in the phone book under: Menomonie Transportation 715-235-4995

WALKING TO SCHOOL.....

Students who walk to and from to school should remain on the sidewalk at all times and cross streets only at designated areas.

Bicycles, Skateboards and Rollerblades

Students who ride their bicycles, skateboards, and rollerblades to and from school may not use them during the school day on school property. Bicycles need to be parked in the bike racks. Students are encouraged to bring a bike lock to secure their bikes. Rollerblades should be removed upon arrival at school. Skateboards should be brought into the building and stored in cubbies/coat racks. The school assumes no responsibility for these items.

We are looking forward to an exciting new school year. Parents play an important role in their child's education so please take the time to review this document. If you have questions specific to your child's school, please contact that school's office directly.

School District of the
Menomonie Area

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