

# Elcho Elementary Hornets

## 2017-2018 Family Handbook



Thank you for reviewing our annual handbook!  
Please retain for your reference throughout the school year.

#### **PUPIL NONDISCRIMINATION AND EQUALITY OF EDUCATIONAL OPPORTUNITIES.**

It is the policy of the School District of Elcho that no person be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational or other program or activity because of the person's sex, race, color, religion, national origin, ancestry, creed, age, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability as required by Section 118.13 of the statutes. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin) and Section 504 of the Rehabilitation Act of 1973 (handicap)

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FAX (715) 275-4388

Dear Families,

The 2017-2018 school year is likely to be one we will not forget. While we watch in anticipation as a new building goes up, we will likely have days that we will be frustrated by the lack of outdoor play space during the construction. We will continue to try to identify ways to get outside and enjoy some fresh air as best we can during this transition. Likewise, we will see some transitions as to where, when and how we access buses and parent drop-off and pick-up as the construction continues. We will try our best to keep families informed of the changes via notes home, ClassDoJo, and the District webpage and Facebook. Please be patient with us as many of these changes are outside of our control.

Although we are excited and thankful for the new building that we will have in the 2018-2019 school year, saying goodbye to the 1938 building at the end of this year will likely be a sad experience. Like many of the District personnel, I attended this school grades K-12, making for many sentimental attachments to the building and the memories that it holds. Together, we will work with the students to prepare for the changes that these transitions will bring, hopefully helping them experience more excitement and joy than fear.

We've made some slight adjustments to our school year calendar for 2017-2018 to allow us to conclude the school year in May. Since Zee Last Day of School falls on the day before graduation the facilities will not be available for a carnival, so we will develop a new plan for that day. There will not be any summer school in 2018 as that summer will be filled with some remodeling and some demolition of existing structures. We hope to welcome you all back to a completed building with the start of the 2018-2019 school year.

We are looking forward to another great school year. Thank you for your continued support of our school.

Betsy Gruszynski, PK-5 Principal

## Elcho School District Mission Statement

Our greatest single responsibility is to educate our youth to their greatest individual potential. We will instill in our children a desire for the constant pursuit of excellence in educational achievement and social skills to become a contributing, productive citizen of our global society. This will be accomplished through the most effective use of our available resources in cooperation with Parents, Community, Board, Staff and Administration.



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## School Safety

The school building will be locked between the hours of 7:45 a.m. and 3:10 p.m. School events (whether on school property or on field trips) should be free of alcohol, tobacco, e-cigarettes, other drugs, and conceal/carry weapons. Out of concern for children with allergies and other safety issues we do not allow students and their families to bring pets into the building. The District may bring in certified therapy dogs.

### **Elcho Elementary Schedule**

**K-5 School Hours: 8:10 a.m. - 3:15 p.m.**

**4K A.M. Hours: 8:00 a.m. – 11:15 a.m.**

<b>Lunch Time</b>	<b>Teacher</b>
10:35 – 11:05	Gray Kincaid Schoepke
11:00 – 11:40	Hayes Schabach Strzok Toms Zutavern
11:15 - 11:45	Doucette

### **Student Supervision**

Students may not arrive at school before 7:35 a.m. as there is no supervision available prior to this time. **Please do not bring your child to school before 7:35 a.m.** Students should not be on the playground prior to the start of the school day.

4K and Kindergarten students should report to their classroom upon arrival. Students in the K/1/2 multiage and grades 1-5 should report to the cafeteria. Students wishing to utilize the universally free breakfast program should arrive prior to 8:00 a.m. At the end of the school day, students must leave the school building by 3:20 p.m.

For information on wrap-around childcare services see Early Learning Center Programming, Page 6.

### **Dismissal Routines**

Getting students safely to their correct destination after school requires families to plan in advance. We ask for your help in maintaining a controlled environment. Be sure your child knows what their after school plan is each day. If plans change often or your child is likely to forget, write the after school plan in your child's backpack/take-home folder each day. If you are picking up your child at the end of the school day please arrive by 3:10 p.m. and wait for your child in the lobby. Only parents picking up from childcare should go directly to the classroom. We are still busy learning at the end of the day and do not want to cut educational time short.

### **Bus Passes**

Bus passes will not be issued unless there are properly written permission letters from the parents. When the above requirement is fulfilled, a pass will be issued: providing there is room on the bus. The passes are issued from the School Office. All requests should be submitted in writing.

### **Appropriate School Behavior**

Elcho Elementary School is using the Positive Behavior Intervention System. To achieve this goal, we focus on improving our school's ability to teach and support positive behavior of all students. Emphasis is placed on developing and maintaining safe environments where teachers can teach and students can learn. (See the "I Will Pledge", Page 9.)

The elementary educators have identified five positive behaviors that we focus on school-wide. Throughout the year we will be working on the **Hornet High Five**:

*Respectful – Responsible – Safe  
Prepared - Productive*

A copy of the District bullying policy can be found in the Annual Notices. Please review this information with your child so they can recognize behavior that is considered to be

bullying.

### **Absence Policy**

If your child will be absent from school for any reason, please call the school prior to the start of the school day. We have voice mail 24 hours a day and we would appreciate a call no later than 8:05 a.m. If we are not notified of a child's absence it will be marked unexcused. Although we may make a safe call to locate a missing child, the absence will still be unexcused.

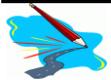
Truancy concerns are addressed through a district letter to families when their child has accumulated 5 days of school (in one semester) for any reason, excused or unexcused. The letter will express our concern over the numerous absences and provide parents with information on actions that must be taken at that time. Excessive tardiness can also warrant a letter of concern.

Prearranged medical appointments will not be counted against the number of excused absences provided you bring proof of the appointment upon returning to school.

### **Pre-Excused Absences**

If your child's absence is planned in advance due to vacation please notify the office in writing prior to the absences. Board of Education policy limits these absences to 5 per semester, at which point they will be designated as unexcused. Attendance in school is extremely important for student success. Many of the learning experiences that take place each day cannot be replicated in a worksheet or independent activity, so please consider these decisions for absences carefully.

### **Attendance During State Testing**



Although we encourage regular attendance every day, it is exceptionally challenging when children miss school during the state testing windows. During the 2017-18 school year we anticipate that

grades 3-5 will be testing during the month of April and the first week of May. These tests take multiple days and hours to administer and we are required to test all students. When your child is absent on one of those days it is often difficult to schedule the time away from regular classes for your child to make up the missing tests. We will share testing dates so that families are aware ahead of time.

### **Late Arrival or Early Dismissal**

If your child arrives late to school, you must escort your child into the office and sign in. If your child needs to leave school early, a parent must also come to the office and sign the child out before leaving the building. Parents should not be going directly to the child's classroom. The student will meet the parent in the office.

### **Visitors and Volunteers**

All visitors must register at the office every time they go beyond the front lobby area. We ask that you sign in and wear a visitor badge when you are in the building so staff can appropriately identify you. This also includes any brief visits at the beginning or end of the day or short deliveries to classrooms.

As a volunteer/chaperone on field trips adults must be willing to ride on the district-sponsored transportation and supervise groups of children throughout the duration of the trip.

The Elcho School supports volunteers in the classrooms, while ensuring the safety of our students. The safety and well being of the students, staff, and volunteers of the district is vital. Therefore, the District Office personnel shall conduct criminal background checks for all volunteers. Background checks will be conducted prior to the first time the individual works with the students. The district reserves the right to conduct additional background checks periodically. Thank you for your understanding!

Please contact the office if you are interested in volunteering. We appreciate your involvement at school and assistance in helping us maintain a safe learning environment!

### **Acceptable Use of Technology**

Each year we will distribute a copy of the acceptable use rules. Rules and signature page can be found on the back of that document. Both student and parent are expected to read and sign the document. Completed forms should be turned in before students use school-provided equipment.

### **ClassDojo**

Elementary teachers and staff use ClassDojo as a method of encouraging positive student behavior in the classroom, communicating with parents via instant messaging, and sharing photos and exciting news through "class story". ClassDojo can be used on any device, and is available as a free app for iOS and Android, as well as the ability to be used from a computer at [www.classdojo.com](http://www.classdojo.com). This is the easiest way for you to see how your child is doing at school, and to get in touch with teachers and staff. Please watch your child's folder for your parent/student login codes. We hope to have 100% of students and parents connected this year! To find out more about why we're excited to use ClassDojo, and how it is safe and simple for everyone, please log in to [www.classdojo.com/LearnMore](http://www.classdojo.com/LearnMore) and [www.classdojo.com/PrivacyCenter](http://www.classdojo.com/PrivacyCenter).



### **Phone Issues**

Did you know that we have voice mail available 24 hours a day? If you need to leave a message for your child's teacher or call in an absence, consider leaving a voice mail! Please see page 11 for staff extensions. 715-275-3225

Often times we will receive calls during the day because our number has shown up on a home phone's caller ID. This call could have been made from any location in the entire school. Please be assured that if a call is placed in an emergency or regarding a pressing issue, a message will be left or we will continue to contact emergency numbers on your child's emergency card. A call back is not necessary unless requested, as the office is often unavailable to locate the source of the call.

Planning ahead for the end of the day is very important. If your child's after-school routine varies, please consider writing pick up plans in his/her backpack/take-home folder. Phone calls that arrive during the day to change the after school plan require office staff to personally locate the child due to the importance of the message. In a busy school day the message may not be delivered by dismissal time. Despite our best efforts, the message can still be misunderstood by the children or staff. Please plan ahead with your child and try not to alter those plans during the day.

If you need to contact your child's teacher during the school day for non-emergency issues, please leave a voicemail at the classroom extension. Since teachers will be busy instructing class they may not have the opportunity to check their voicemail until the end of the day.

### **Change of Address/Telephone**

It is extremely important that the school office has current work, home, and emergency phone numbers for all of our parents. If your address or telephone number should change during the school year, please notify the school office. School-to-home contact during an emergency is imperative.

### **Food Service Program**

Breakfast begins at 7:35 a.m. and is free to all students. Lunch is available every day for purchase. Adult meals are also available for purchase. Meal prices are listed on the monthly menu, which is available on the school website. Money is deposited into a family account and deducted for each meal eaten. Meals should be paid for prior to eating. Please ensure that your child has adequate funds to cover the cost of meals.

Milk may also be purchased each day for students who prefer to bring their own meal. Elementary students have an afternoon snack, which involves milk that will be charged to your child's food service account.

Families are encouraged to apply for free or reduced pricing if they feel their financial situation may qualify them for this program. Applications for adjusted pricing can occur at any time throughout the school year if your financial situation changes.

### **Wrap-Around Programming**

The Early Learning Center (ELC) has a variety of programs to help meet the needs of our students, their families and the community. For more information on any ELC programs please contact Becca Multhauf.

Child Care - Available for students in grades 4K-5. Fee-based programs run from 7:00 a.m. to 5:30 p.m., Monday through Friday, all year long.

### **Physical Education and Recess**

Elementary students have physical education (PE) every day. Therefore, they will need appropriate shoes and socks each day. Please select PE shoes with a non-marking sole that can be tightened with laces or Velcro. Slip-on tennis shoes are more likely to fall off while a child is running or participating during PE.

Students are expected to participate in physical education classes and go outside for recess unless a doctor's written excuse states the contrary. A doctor's request should specify the type of physical education activities a child is able and unable to participate in. A doctor's excuse will be required for indoor recess as well, as classrooms may not have adequate supervision when all the other children are outside.

### **Personal Items**

Students are discouraged from bringing personal items to school. Examples of such items include toys, valuables, items that may be considered a weapon and cell phones. If it is deemed necessary for a student to contact their parent, a school phone should be used.

Elementary students should not bring personal electronic devices such as cell phones, iPads and tablets to school unless authorized by a teacher for a specific purpose and only for that day or days allowed by the teacher. These items should not be brought for use on the bus. Items used on the bus and/or brought to school may be collected from the child and held in the school office until a parent can pick them up.

### **Appropriate Attire**

All students in grades 4K-5 need safe shoes for school. Flip-flops or slides should not be worn at school. Sandals need a strap to keep them securely on. Students should dress appropriately for the weather and should refrain from wearing any clothes that are revealing or distracting.

If you have difficulty securing outdoor apparel for your child, please contact the school counselor (or another trusted adult in the school). We will try to discreetly assist you in obtaining the needed items.

### **Lost and Found**

The Lost and Found is full of forgotten or misplaced personal items throughout the year. Please try to label all clothing and materials with your child's name and check the Lost and Found regularly. Unclaimed items are donated to local charity organizations throughout the year, and we are not always able to check items for names prior to donation.

### **Healthy Snack Recommendations**



The Elcho School would like to encourage students to make healthy food choices. Please review these guidelines on healthy snacks and eating at school.

- 1. For safety reasons, students may only bring in pre-packaged snack items.**
- 2. It is recommended that snacks that come to school be selected from the healthy snack list.** This list was generated with the recommended guidelines of containing less than 40% fat calories and less than 40% added sugar by weight. The list is included on page 10 of this family handbook.
- 3. Birthdays –** We will have a school-wide birthday celebration each month in which the District will provide cupcakes. If you would like to provide a classroom snack on your child's birthday it needs to meet the criteria outlined in numbers 1 and 2 above. If you send a treat that does not meet the guidelines outlined above the item may not be served to the classroom and may be sent home with your child at the end of the day.
- 4. Classroom parties will also take a healthy**

angle. Teachers will keep you informed of specific classroom needs. Students may exchange prepackaged candy on Halloween and Valentines Day. The classroom teachers will limit the amount of candy that the students eat on these days and send the remaining candy home so that you can monitor their consumption. Thank you for putting our children's health as a priority! Healthy living is a life lesson that we can extend to school!

### **Emergency Closing**

At times it is necessary to close school due to inclement weather. At registration you completed an "Emergency School Closing Form" to plan ahead for these days. It is very important that you and your child know the plan for emergency school closings. We typically do not have advanced notice of an emergency school closure. Therefore, it is not possible to contact parents of all children to clarify their plan.

In instances of a two-hour delay the morning 4K students do not need to report. However, they are welcome to attend, but 4K programming will still end at 11:15 a.m.

School closings, late starts, early dismissals, and delayed busing information will be announced through the following radio and television stations.

<u>Television</u>	<u>Radio</u>
WJFW TV-12	WRLO FM 105
WSAW TV-7	WDEZ FM 102
WAOW TV-9	WXPR 91.7
	WHDG 97.5
	WIFC FM 95.5
	WOBT AM 1200
	WATK AM 900

### **Remind Text Messages**

Parents can also receive text notifications from the elementary principal by signing up for Remind notifications. Please follow these steps if you would like to receive text notifications:

To receive a message via text, text @247394 to the number 81010. If you are having trouble with 81010 try texting @247394 to (715)502-3193.

### **School Medication Policy**

Families are reminded that medication should not be sent to school with students. Any student who needs medication (including inhalers) during the school day should have the appropriate paperwork on file. Please contact the school office for more information.

There may be some occasions during the year that you want your child to use sunscreen or insect repellent. The school does not provide these nor will staff apply it to students. If you send sun screen and/or insect repellent for your child's use please be sure to tell them that they should not share these items with their friends.

## **Love and Logic Rules for Our School**

*Treat others with the same respect with which you are treated by the adults in this school.*

*Your actions, dress, possessions, etc., may not cause a problem for anyone else.*

*If your actions, dress, or possessions cause a problem for anyone else, you will be asked to solve that problem.*

*If you cannot or choose not to solve the problem, appropriate consequences will be imposed by staff members. These consequences will depend upon the situation and the person or persons involved. Staff members will use their best judgment based upon the information they have at the time.*

*If students and/or parents feel that the consequences appear not to be fair request a “due process” hearing. A due process hearing does not need to be formal in nature. It is simply a time for concerned individuals to meet together and share information related to the situation in question. In the event that this discussion provides additional information that sheds different light on the situation, or shows the consequences to be unfair, the consequences may be changed or eliminated to better fit the unique situation.*

## **The I Will Pledge**

**I will pledge to be part of the solution.  
I will eliminate taunting from my own behavior.  
I will encourage others to do the same.  
I will do my part to make my community a safe place by being more sensitive to others.  
I will set the example of a caring individual.  
I will eliminate profanity towards others from my language.  
I will not let my words or actions hurt others.  
And if others won't become part of the solution, I will.**

***Thank you for taking the time to  
review our Family Handbook!***

*For more information on these and other topics, please review  
the policies established by the Board of Education.*

# Elcho Elementary School

## Healthy Snack List

*Please only provide snacks from this approved list. Thank you for respecting the effort to keep our children healthy!*

### **Fruits and Vegetables** (cleaned and ready for individual serving)

Dried fruit (no added sugar): raisins, apricots, apples, plums

Fresh fruit: apples, pears, bananas, oranges, grapes, watermelon, etc.

Fresh vegetables: carrots, celery, cucumbers, etc.

Individualized applesauce (all flavors)

### **Protein Foods**

Go Gurt yogurt sticks (this brand only)

Hard Boiled Eggs (peeled and ready for individual serving)

Nuts/Seeds

Old Wisconsin Snack Sticks (turkey)

Oscar Mayer "Singles" (single servings of turkey, chicken or ham)

Part-skim mozzarella cheese sticks (any brand)

Other cheeses such as Sargento's Snacks: Stars and Moons or Kraft Individually Wrapped Cheese Sticks



### **Sweet Snacks**

Animal Crackers

Cheerios (regular, honey nut, multigrain) or store-brand equivalent

Frosted Mini-Wheats (original, regular or bite-size)

Fruit and Grain Cereal Bars (all varieties)

Kashi Brand Cereals and Granola Bars (all varieties)

Kix cereal

Kellogg's Wild Animal Crunch

Life cereal (all varieties)

Nature Valley Granola Bars and Trail Mix Bars (all varieties)

Quaker Chewy Granola and Trail Mix Bars (no candy-brand or cookie-flavored bars)

Quaker Crunchy Corn Bran

Quaker Granola Bits

### **Sweet Snacks (cont'd)**

Quaker Oatmeal Squares (both varieties)

Regular Graham Crackers or Sticks (all varieties)

Roundy's Chewy Granola and Trail Mix Bars

Teddy Graham's (all varieties)

Teddy Graham Trail Mix (both varieties)

### **Salty Snacks**

Breadsticks (all varieties)

Cheerios Snack Mix, regular and cheddar

Cheez-Its Party Mix

Chex-Mix (all varieties)

Goldfish Baked Snack Crackers

Lay's Cracker Crisps

Nabisco Wheat Thins (all varieties)

Orville Redenbacher's Butter Flavored Mini Popcorn Cakes

Pretzels, plain

Quaker "Quakes" Rice Snacks (all varieties)

Quaker Rice Cakes (all varieties)

Reduced-Fat Cheese Nips

Reduced-Fat or Whole Wheat Ritz Crackers

Rold Gold Pretzels (cheddar, honey mustard, honey wheat varieties)

Saltines (all varieties)

Traditional-flavored Nabisco Mixers

Triscuit Crackers (all varieties)

Wheat Thins Toasted Chips (all varieties)

Wheatables (all varieties)

## Elcho Elementary Healthy Snack Guidelines

1. Snacks should be from our healthy snack list.
2. Do not send sugary birthday treats.
3. Classroom parties will also take a healthy approach.

## Elcho Elementary School Staff 2017-2018

### FACULTY

		<b>EXT.</b>	<b><u>E-MAIL ADDRESSES</u></b>
Ms. Ashley Bero	Early Childhood/Spec. Ed.	116	abero@elchoschool.org
Mrs. Mary Brendemuehl	Instrumental Music	117	mbrendemuehl@elchoschool.org
Mr. Todd Dalle Ave	Physical Education	145	tdalleave@elchoschool.org
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Mrs. Jolene Fink	4K	130/134	jfink@elchoschool.org
Mrs. Jenny Gray	Grade 2	111	jgray@elchoschool.org
Mr. Matthew Hayes	Grade 4	214	mhayes@elchoschool.org
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Mrs. Katrina Kubeny	AGR Tutor	113	kkubeny@elchoschool.org
Mr. Jaret Olsen	Title Math	120	jolsen@elchoschool.org
Ms. Paige Roland	School Counselor 4K-12	200	proland@elchoschool.org
Ms. Kate Schabach	Grade 3/4/5	213	kschabach@elchoschool.org
Mrs. Charisa Statezny	K-5 Vocal Music	201	cstatezny@elchoschool.org
Ms. Jessica Schoepke	Grade K/1/2	109	jschoepke@elchoschool.org
Mrs. Kim Schoenrock	Art	205	kschoenrock@elchoschool.org
Ms. Phyllis Strickfaden	Special Education	209	pstrickfaden@elchoschool.org
Mr. Eric Strzok	Grade 5	215	estrzok@elchoschool.org
Mrs. Tammy Tambellini Umlor	Title/Literacy Specialist	212	ttambellini@elchoschool.org
Ms. Jenna Toms	Grade 5	220	jtoms@elchoschool.org
Mr. Jacob Zutavern	Grade 3	107	jzutavern@elchoschool.org

### CENTRAL OFFICE

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Mr. Shawn Rude	6-12 Principal / Special Education Director	108	srude@elchoschool.org
Ms. Kathy Bowman	School Nurse	103	kbowman@whitelake.k12.wi.us
Mrs. Susan Burby	Administrative Secretary	100	sburby@elchoschool.org
Mrs. Wendy DeNamur	Occupational Therapist	136	wdenamur@elchoschool.org
Mrs. Lisa Guth	Food Service Bookkeeper	137	lguth@elchoschool.org
Mrs. Lindsay Joerns	Director of Business Services	114	ljoerns@elchoschool.org
Mrs. Becca Multhauf	ELC Coordinator/Attendance Secretary	204	bmulthauf@elchoschool.org
Mrs. Marissa Scott	Speech Pathologist	136	msscott@elchoschool.org
Ms. Teri Phalin	Sped. Support	270	tphalin@elchoschool.org
Mrs. Jenny Wilhelm	Building Secretary	106	jwilhelm@elchoschool.org