

Lincoln Elementary

“The Best Place to Learn”

Student/Parent Handbook 2018-2019



District Mission

“It is the mission of the Alma Center-Humbird-Merrillan School District to have each student reach his or her full potential in a safe environment, through educational and growth activities which maximize knowledge, skills and abilities.”

Lincoln Elementary Vision

“It is the vision of Lincoln Elementary that each student will achieve grade level learning outcomes and demonstrate habits of a successful learner.”

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Philosophy of Education/District Objectives

SCHOOL DISTRICT OF ALMA CENTER-HUMBIRD-MERRILLAN

PHILOSOPHY OF EDUCATION

The school shall strive to provide the best possible educational program to insure wholesome, all-around growth of the individual. Provision shall be made for the stimulation and development of the useful talents, self-discipline positive self-concepts of all children, including those with exceptional needs, the average and the gifted.

Our school's commitment begins with developing the educational process to meet the academic, vocational, aesthetic, physical and recreational needs of all students. Students should be allowed to develop and improve their social, mental, physical and vocational competencies within the context of their heritage and community. Students must be prepared to apply imaginative, creative, constructive and critical thinking to personal problems and social conflicts. At the same time, students should be guided toward utilizing their full potential.

The education of children is a comprehensive program, which must be undertaken in cooperation with other institutions of our society and will seek to establish and maintain strong ties with parents and community programs.

DISTRICT OBJECTIVES

The School District should provide the students with opportunities:

- to develop fundamental skills in reading, writing, and arithmetic
- to develop respect and appreciation for human and moral value and for beliefs of others
- to develop an appreciation of our democratic heritage
- to develop civic rights and responsibilities and knowledge of American Institutions
- to develop a positive self-image and pride in self achievement
- to apply imagination, creativity and constructive and critical thinking to personal and societal decision making
- to develop social competency as a contributing member of his/her family and community
- to develop physical and mental health
- to develop aesthetic appreciation and self-expression in the arts
- to develop an understanding of the physical world and our relations to it as represented through basic knowledge of the sciences
- to function effectively and responsibly as consumers and producers
- to develop effective work habits and self-discipline, including constructive leisure pursuits
- to explore as many areas of occupational opportunities and requirements as possible
- to develop competencies for occupational entry, maintenance and continue education
- to communicate and cooperate within the school and community
- to develop an awareness of our relationship with the people of the world



Behavior

All rules and regulations in this handbook have been adopted as official school policy by the Board of Education. The school reserves the right to establish regulations and make decisions in areas not covered herein. This handbook is meant to address the most common issues of the day to day operation of the school. Students and parents are responsible for being knowledgeable and abiding by all board policies. All adopted board policies may be viewed on the district website.

Guidelines:

- A. BE RESPECTFUL, BE RESPONSIBLE, BE SAFE
- B. STUDY AND DO THEIR BEST ON ALL ASSIGNMENTS
- C. FOLLOW THE RULES AND REGULATIONS OF THE SCHOOL DISTRICT

We are SAFE. We are RESPECTFUL. We are RESPONSIBLE. We are LINCOLN: The Best Place to Learn. LINCOLN ELEMENTARY SCHOOL BEHAVIOR MATRIX							
	ALL SETTINGS <small>Classrooms, Field Trips & Assemblies</small>	HALLWAY BASICS	PLAYGROUND BASICS	LUNCHROOM BASICS	BATHROOM BASICS	ARRIVAL & DISMISSAL BASICS	BUS BASICS
Be Safe	Listen to directions Stay with your group/class	Face forward Walk	Enter and exit the playground safely and calmly Be in sight of an adult Dress for the weather	Stay seated Keep your area clear	Wash hands correctly	Always walking	Seat to seat, back to back Keep the aisle clear
Be Respectful	Have Hornet Pride Be grateful and appreciative Actively listen	Wait your turn Take care of property	Line up quickly and quietly when the whistle blows Include others Have good sportsmanship	Use good manners Wait your turn	Give others privacy Wait your turn	Wait patiently and quietly Be polite and friendly	Be on time Use good manners
Be Responsible	Use self-control Set a good example Participate Ignore distractions	Get where you need to be Stay to the right Stay in line Keep it clean	Use equipment correctly Put equipment away neatly	Keep it clean Take only what you can eat	Be quick Keep it clean	Keep your backpack and coats with you Be ready and on time	Keep it clean Keep track of your things
Voice Level	Use the right level voice for the activity	Level 1 Level 0 when walking in line	Level 3	Level 2	Level 0	Level 2	Level 2 Level 0 at the railroad tracks
Hornet Basics	Be positive, polite and pleasant • Do your best • Hands and feet to yourself						

LINCOLN ELEMENTARY VOICE SCALE	
4	Help! Emergency
3	Playground Voice
2	Partner Voice
1	Whisper
0	No Talking

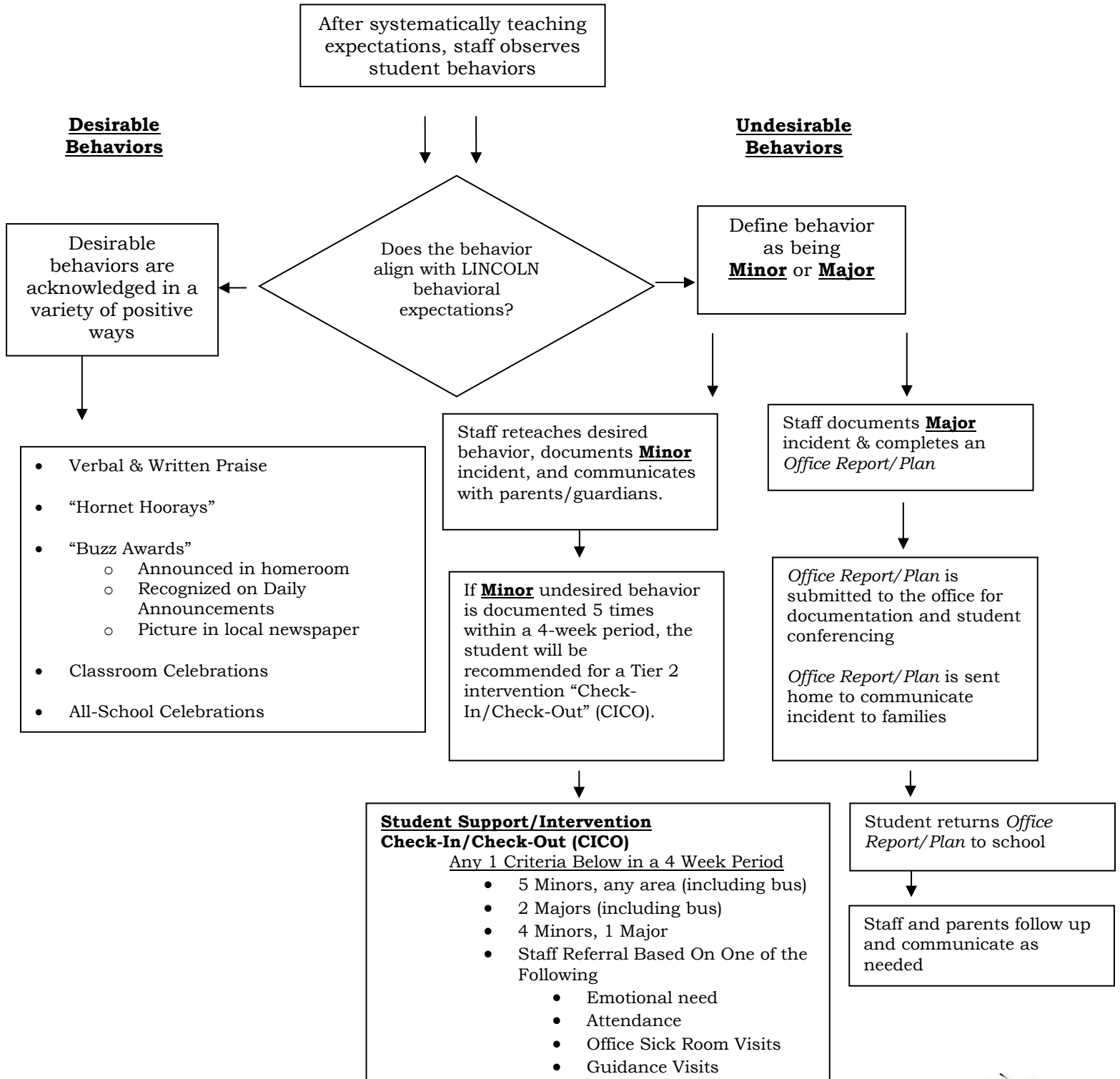


LINCOLN ELEMENTARY - PBIS Flowchart

Positive **B**ehaviors, **I**nterventions and **S**upports

PBIS is a system set up to teach our children acceptable behaviors.
We should praise and acknowledge students when they “get it”
and we should help them learn from mistakes when they don’t.

The following chart displays the steps taken at Lincoln Elementary to ensure that all behaviors are responded to consistently and with appropriate feedback.



Consequences for Undesirable behaviors

Minor behaviors

- Students will call home or bring home “minor” slip to report to their parents/guardians the incident
- Staff will send home communication of incident and consequence/intervention

Major behaviors

- a. Principal will investigate the problem. Student will call home to report the incident.
- b. Visit will be documented-if warranted a copy will be sent home and to the teacher.
- c. Possible consequences:
 1. Conference with the Principal
 2. Loss of recess(es)
 3. After school detention
 4. Other – consequences deemed appropriate for situation by the building principal
 5. In or out of school suspension
 6. Law enforcement may be contacted
 7. Expulsion

Dress

Students are expected to dress in clean, well-kept clothes to attend classes at Lincoln. Students are not to wear hats in the building. Please communicate with the building principal if you believe your child has extenuating circumstances that would warrant them needing to wear a hat inside the building. All students are not to wear clothing that is sexually suggestive, profane or crudely decorated. Students are to wear shirts and pants/dresses/shorts that completely cover their midriff (front and back), stomach, belly button, sides and hip areas. Students are not permitted to wear clothing that permits items of undergarments (bra straps/underwear) to be seen. If student attire is inappropriate, parents will be contacted to make appropriate arrangements.

Displays of Affection

Students are not to romantically embrace one another, walk arm in arm with one another, or kiss, hug one another or hold hands on the school campus. Public displays of affection distract from the educational environment. Students engaging in such behavior may be referred to the office and their parents notified.

Bicycles

Bicycles-Bikes are to be walked in when other students are present. Bike racks are provided to park your bikes. Students living outside the Village of Merrilan need a parent permission slip to ride their bikes to school. Parents take all responsibility for the student when they allow their child to ride their bike into town.

Lunchroom

Student behavior in the lunchroom is to be based on courtesy and cleanliness. Students will go through the cafeteria line and use their four digit PIN to maintain accurate lunch account information. Students are expected to clean their lunch tables before being dismissed to recess.

Acceptable Use of Technology

Students are expected to use technology at school in a responsible and appropriate manner and must sign the District Use Agreement. Violation of the agreement will be considered a violation of school rules and result in an appropriate consequence including loss of technology privileges.



Cell Phones (File 877)

Board policy allows students to use their cell phones outside of the building or in designated entrances (during inclement weather) before and after the school day. During the day students are asked to keep their cell phones turned off and in a secure locker or placed out of site on their person. Students are not allowed to have cell phones out in plain view during the school day. Any student who violates the cell phone policy will be asked to surrender their cell phone to a school authority. The cell phone will then be returned to the student or student's parent at the Principal's discretion.

Forbidden Items

- A. Any weapon-this includes guns, knives, sharp objects, sling shots, bows, or anything else that has been altered to be used as a weapon.
- B. Items that will take away from the educational process or that create problems in school including but not limited to toys and electronic devices.



Bus Behavior (File 552)

The following behaviors will not be permitted on the bus. The behaviors are grouped according to the seriousness of the offense. The behavior consequences will include written referrals, conferences and loss of riding privileges. Major infractions will automatically result in a loss of riding privileges. Students who lose their riding privileges are expected to attend school.

MINOR INFRACTIONS

- Keep hands and feet to self
- Spitting
- Inappropriate language
- Out of Seat
- Throwing Objects
- Making Loud Noises

MAJOR INFRACTIONS

- Assault
- Fighting/hitting
- Vandalism
- Insubordination
- Possession of a Weapon
- Possession/use of Tobacco
- Possession/use of Alcohol
- Hanging out windows

Please refer to the school website for further detail in regards to the bus discipline policy.

- Bus Discipline Policy 751

Attendance

The state has a strict school attendance policy that schools must enforce. All students are expected to attend school regularly. Lincoln Elementary School follows all state and board level policies regarding student attendance and truancy.

Excused Absences and Tardiness

Parents are authorized by the state to excuse their child from school attendance for any reason, up to a maximum of 10 days in a school year, provided they notify the school in writing and prior to the absence. **Absences and tardiness beyond the 10 days require a written statement from a physician to be considered excused or to be excused by the building principal. Please see the list of possible principal excused absences below.** The school encourages family trips to be scheduled during school vacation days. Absences after 2:00 p.m. are not counted against your attendance.

Principal-Excused Absences: The principal may excuse absences for the following reasons:

(1) illness - The school may require a written doctor's excuse for absences over three days or in excess of 10 total in a school year. (2) quarantine by public health officer (3) death in the immediate family (4) family emergencies (5) suspensions from school (6) other reasons on a case-by-case basis. In order to be "excused", parents/guardians must call to speak to the building principal directly.

Unexcused Absences and Tardiness

All other absences are considered unexcused. These include all non-essential absences that have not been pre-approved or that have not been verified over the phone or by note. Parent/guardians shall be notified when a student has an unexcused absence(s).

Tardiness Procedure

Students arriving at school after 8:10 a.m. (9:00 a.m. on Mondays) are considered tardy. Tardy students must receive a pass from the school office before entering their classroom.

Truancy

Truancy means any absence for part or all of one or more school days during which the school has not been notified of the legal cause of such absence by the parent/guardian of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law.



Excessive Absence

Parents/guardians shall be notified in writing when students have accumulated excessive absences. This shall be done whether the absences are excused or unexcused.

Habitual Truancy

Students who are absent from school without an acceptable excuse for part or all of five or more days on which school is held during a semester are considered to be habitually truant. The parent/guardian of a student who is habitually truant shall be notified by certified or registered mail when the student initially becomes habitually truant and a school conference will be requested.

Legal Referral

State law requires names of students deemed habitually truant to be turned over to the district attorney for legal action.

Make-Up Assignments/Examinations

All students who are absent shall be given the opportunity to make up examinations and work missed in accordance with district policy File: 855.

Trips

Vacations should be made around student vacations. In the event that is impossible students will be missing school. To receive and excused absence the parent must send in a written notice that the student will be absent to the building principal. No more than 10 days per year will be granted. Requests for schoolwork in advance are granted at the discretion of the teacher. Sometimes work will be sent along, but often times the work will need to be completed when the student returns.

Pick-Up of Students

If you are coming to school to pick up a student during the school day, please report to the office and notify the office staff. The office staff will locate the student and have the student come down to the office to meet you.

If you are picking up students after school, please wait in the commons area. Students who are picked up will come to the commons to meet you. School dismissal is 3:10 p.m. The front door automatically opens at 3:00. Please wait until 3:00 or after to come into the school. This will eliminate a lot of unlocking of the front door by office staff. It may not seem like a big deal, but 2:30 until the end of the day is one of our busiest times of the day. That is the time when our phones are ringing more than normal and when students are coming to the office for the end of the day notes.

Drop-Off of Students

If you are dropping off students at school, please use the lower part of the parking lot to drop them off. There are currently 5 spots designated for this in the lower part of the parking lot. You may also drive to the lower part of the parking lot and have the students get out and use the crosswalk that is right there. You may also park or drop them off on the south side of the building by the gymnasium. The end of the sidewalk is right there.

NO MATTER WHAT, PLEASE DO NOT USE THE HORSESHOE FOR PICK-UP/DROP-OFF OF STUDENTS. This area is designated for buses only! Even if the buses have come and gone, pick-up and drop-off of students in the horseshoe is prohibited. We still have students using the crosswalk to get to the school.



What do we expect students to know/learn? (Curriculum)

The staff at Lincoln Elementary believes that ALL students are capable of learning at high levels. At Lincoln Elementary, we define high levels of learning as “grade level or higher”. That is why we have developed a **Shared Vision** that states..... ***“It is the vision of Lincoln Elementary that each student will achieve grade level learning outcomes and demonstrate habits of a successful learner.”***

The teachers at Lincoln Elementary use the Common Core of State Standards to guide their instruction in the areas of reading and math. In all other classes, the Wisconsin Model Academic Standards are used to guide teacher’s instruction.

Although we try to cover all of the standards, we have a limited amount of “Essential Standards” that we guarantee ALL students will achieve at each grade level. Research has proven that teaching less content to mastery leads to a significant increase in student achievement. Below, you will find each grade level’s ELO’s or Essential Learning Outcomes. Our progress reports and report will report to parents/guardians student progress towards those essential skills.

If students don’t master these essential skills the first time, staff will use our intervention time to reteach those essential skills. This means that students will be able to practice more/be retaught and be able to prove their learning at a later date. Some may refer to this as the practice of redoing/retaking tests. This is a deeply debated topic! It is our belief that ALL students learn at different rates/speed. Some students get it the first time and some students don’t. At Lincoln Elementary our “Mission” is **NOT**....”*Where Every Student Learns the First Time*”. We are also not a *Hunger Games School*....”*Where The Odds Forever Be in Your Favor*”.

At Lincoln Elementary, we measure our effectiveness by the percentage of students achieving at grade level or higher. If we have 60% of our students reading at grade level, then we will figure out how to be better at reaching the 40% who are not. We will work tirelessly to guarantee that ALL students learn grade level essential content!

Reporting of Student Achievement (Report Cards come out every 12 weeks, trimesters)

- The purpose of Lincoln Elementary’s report card is to provide a description of each child’s strengths and areas for improvement in the following:
 - Progress towards grade level learning outcomes
 - Habits of a successful learner

Progress Report/Report Card Descriptors (Grades 4K/EC – 6)

- Level 4 – Exceeds grade level/class learning outcomes
- Level 3 – Meeting grade level/class learning outcomes
- Level 2 – Approaching grade level/class learning outcomes
- Level 1 – Significantly behind grade level/class learning outcomes
- M – Modified grade level/class learning outcomes
- X – Grade level/class learning outcomes not assessed yet



Grading of EEN Students

1. If a child's disability is a learning style and the child is expected to know the regular curriculum, the child is to be graded on the same standard as the other children in that grade level. The only exception in grading would be the different ways the child delivers an answer. The grade should reflect what the child knows, not the format in which he gave the answer.
2. If a child's work is being modified the child is to be graded solely on the modification, not how the child compares to other students in the regular curriculum. A special notation is placed with the grade indicating modified programming.

Homework

Homework is an important part of the education program. Homework will be assigned in an effort to reinforce concepts taught during the regular school day. Our hope is that the more practice a student does, will lead to that information/skills being embedded into their long-term memory. Therefore, **IF YOUR STUDENT STRUGGLES WITH THEIR HOMEWORK, PLEASE LET THE TEACHER KNOW IMMEDIATELY. WE DON'T WANT THEM TO EMBED WRONG PRACTICE INTO THEIR LONG-TERM MEMORY.** Please monitor your child's homework folders or assignment notebooks. Teachers will communicate their homework policy at the beginning of the year.

How will we respond when students haven't learned grade level essentials?

If students don't master these essential skills the first time, staff will use our intervention time to reteach those essential skills. This means that students will be able to practice more/be retaught and be able to prove their learning at a later date. Some may refer to this as the practice of redoing/retaking tests. This is a deeply debated topic! It is our belief that ALL students learn at different rates/speed. Some students get it the first time and some students don't. At Lincoln Elementary our "Mission" is **NOT...**"Where Every Student Learns the First Time". We are also not a *Hunger Games School...*"Where The Odds Forever Be in Your Favor".

How will we respond when students have learned? How will students receive "Enrichment"?

The staff at Lincoln Elementary believes that ALL students are capable of learning at high levels. At Lincoln Elementary, we define high levels of learning as "grade level or higher". That is why we have developed a **Shared Vision** that states..... ***"It is the vision of Lincoln Elementary that each student will achieve grade level learning outcomes and demonstrate habits of a successful learner."***

Once students have demonstrated a proficiency of grade level learning outcomes, staff will provide students with extension activities. This year, we will implement an "enrichment" time for grade 3-6 focusing on the areas of science, technology, reading and math.



Gifted/Talented Coordinator

The district does have a part-time gifted/talented coordinator that is shared between both buildings. This person is responsible for organizing enrichment activities for students in grades 3-6. Once an event is proposed, grade level teachers determine which students will participate. We believe that all students should get the chance to participate in enrichment activities; therefore, staff will try to provide these opportunities to multiple students. In our experience, we have encountered parents/guardians who believe their child is gifted/talented and should go to each and every event. Please be patient/understanding as we try to provide high levels of learning for ALL students.

Our district has a large amount of resources available for your use. If you would like help developing a home program on a subject your child could benefit from, please give the G/T Coordinator a call.

Recognition

In an effort to promote positive behaviors, teachers will recognize individual/class positive behaviors with the use of the “Hornet Hooray”. The “**Hornet Hooray**” is a stamp that all staff carries with them to put onto students’ hands when they exhibit positive, desired behaviors. Students are also able to be recognized with a “**Buzz Award**”. “Buzz Awards” are awards for student who have went above and beyond to exhibit our core values at Lincoln Elementary. If you receive a “Buzz Award” your name will be read over the morning announcements, receive a certificate in front of your class, and have you picture in the local newspaper. The principal will also notify the school board members at each monthly board meeting.

Classroom Celebrations- when each class reaches their “Hornet Hooray” goal, they will have a classroom celebration.

All-School Celebrations- when 16 classrooms reach their classroom goal, the whole school will have an all-school celebration to recognize/promote the accumulation of positive behaviors.

Health Services-School Nurse

The school retains a school nurse on an on-call basis. The School Nurse is in charge of the annual hearing and vision screening and the seventh grade scoliosis check. In addition, the school nurse provides a school program on the human growth and development program for the 5th grade students.

Emergency Care

Emergency first aid is available in the office. The school has a well-equipped health room. First responders are available to help with major accidents.

A parent or guardian will be notified whenever possible if a student becomes ill or is hurt in school. **TO DO THIS IT IS ESSENTIAL TO HAVE A COMPLETED CURRENT EMERGENCY FORM ON FILE IN THE OFFICE**



Immunization

Immunization shots are required by law. It is the parent's responsibility to fill out the immunization records form. The district is legally responsible to report any parent that fails to immunize their child to the district attorney. People that choose not to immunize their child due to religious reasons are not exempt from filling out the form.

Immunization schedule to enter school

- 4 doses-DTP/DT/TD
- 4 doses-Polio
- 2 doses-Measles/Mumps/Rubella
- 3 doses-Hepatitis B
- 1 dose-Varicella **or** date of chickenpox

** Starting with the 2008-2009 school year Kindergarten students are required to have two doses of the varicella vaccine and sixth graders are to have a fifth dose of the tetanus, diphtheria and acellular pertussis vaccine.

Head Lice

When dealing with cases of head lice the best interest of the child will always be kept in mind. The goal will be to provide as much privacy and confidentiality as possible. **School Health Nurses no longer conduct all-school head lice checks.**

The following procedure will be followed for the prevention and treatment of Pediculosis:

- 1) Students who are displaying signs of head lice, such as excessive scratching of the head, may be sent to the health room to be checked as needed. A thorough examination of the hair and scalp will be done for the presence of live lice.
- 2) Siblings will be checked at the request of the parent/guardian.
- 3) **If nits are present**, parent/guardian will be contacted and the Nit Notification and Treatment letter will be sent home with the student. Student can return to class with a pass from the health room aide or RN. Student must report to the health room on a daily basis to monitor the process of nit removal until no nits are found. Student must report to the health room in 10 days for a final recheck. If nits are still present, the School Nurse should be notified for follow up.
- 4) **If lice are present**, the parent will be called to pick up the student.
- 5) Parent/guardian will be given the following forms and ***review information***:
 - a) Head Lice Notification and Treatment Letter
 - b) Head Lice Treatment & Nit Removal Plan
 - c) Additional Head Lice Information for Parents/Guardians
- 6) After lice treatment, the student must report to the health room with parent/guardian to be examined for live lice before they can return to class.
 - a) If no live lice are present, student can return to class. Student must report to the health room in 10 days for a final lice/nit recheck.
 - b) If live lice are present, the student is sent home with parent/guardian.



- c) If nits are present, notify parent/guardian using the Parent Notification Form and encourage continuing daily efforts to remove all nits. Student can return to class with a pass from the health room aide or School Nurse. Student must report to the health room on a daily basis to monitor process of nit removal until no nits are found. Student must report to the health room in 10 days for a final lice/nit recheck.

PLEASE NOTE: We do NOT send home letters notifying parents/guardians that lice has been detected in school. This practice is put into place to protect the privacy and mental well-being of the student(s) who had lice/nits. Unfortunately, most people always want to know what “dirty” child originally had the lice. In some cases, we’ve had parents tell their children to not to play with other children. The school nurse that we contract with no longer does all-school head lice checks. The reason for that is the research shows that no matter what school, no matter what time of the year, lice will be found. At Lincoln Elementary, we focus on preventative measures to reduce the spread of lice from person to person.

CHRONIC LICE PROCEDURE

If head lice continue to be a recurring problem, the following procedures will be followed:

- Chronic lice is defined as a child having live lice **three times** in a school year; **and** the child has been **absent for 10 or more days** in a school year due to lice.
- When a case of **chronic lice** occurs a referral is made to the school nurse.
- The school nurse will contact the public health nurse and together they will schedule a home visit and/or parent/guardian contact.
- The home visit/contact will include instructions, demonstrations and counseling regarding the lice situation.
- **Prior** to returning to class, the student **must** be checked for lice and rechecked again in 10-days.
- If the student continues to miss school due to chronic lice a second written referral is sent to the school nurse. The school nurse and public health nurse will make a second visit/contact. The school attendance officer will issue a notice of habitual truancy and Child Protective Services will be notified.
- If the situation persists, it may be considered a violation of the state compulsory attendance law.

School Health Records

The district maintains health records required by state law. Important health information regarding your child should be reported to the school. This information will be kept in your child’s cumulative file.

Health information is passed each year to your child’s new teacher. If your child has a serious health problem you should also personally let the teacher and office know the status of the health problem.

Food Allergies

Food allergies can be very dangerous. If your child has a food allergy, please make sure to fill out the form. Our food service people will be made aware of the condition.



Health Checks

Physicals are highly suggested, but not required before a child starts kindergarten.

Our district screens children for hearing and vision deficiencies. This is only a screening. If you are concerned with your child's hearing or vision, a complete examination should be done.

Medicating Children at School

The district has a policy regarding dispensing medication at school. This policy is strictly adhered to. Basically the policy reads any parent request to give medicine to a child must be in writing. If it is a prescription it is to be on a district approved form signed by the doctor. No prescription medicine is to be given to any child without consent of the parent or guardian.

Questions Regarding Dispensing Prescription Medication

What documentation does the district need so medication can be granted?

The district needs a completed district approved medication form. Forms are available by calling the elementary office. No other documentation will be accepted. If there is a change in dosage a new completed form is required. Handwritten notes will not be honored.

What happens when my child forgets to take his medication at home?

Many students take multiple doses of medication throughout the day. If a student forgets to take the medication at home and we become aware of it, we will call parents to see what they wish done. We will dispense the medicine by a parent's verbal request. Each time a child forgets it we need permission.

What happens when a child runs out of medication?

It is the obligation of the parent to monitor when the child needs a refill. If in doubt, please call the office.

What happens when a child refuses to take medication at school?

The Principal or the Secretary will call the parent. It is the responsibility of the parent to get the child to take his medication not the district's responsibility. If a parent cannot be reached, a letter will be sent home informing the parent of the child's refusal.

Who is responsible for taking the medication on time?

As a student matures more and more of the responsibility is the student's. As a general rule in Pre-K through second grade the Principal designates either the teacher or an aide to remind the student and to dispense the medicine. In third grade on up the students are expected to develop a routine to take their medication. Whenever possible, teachers are to remind students of their appointed times. Medication is dispensed in the office.

A sheet is used to verify that the child was in the office and received the medication. The office will check the list periodically throughout the day. If a child has not reported to the office the child will be sent for.

Teachers are to release the students when it is time to take their medication. Teachers are given some leeway as to the exact time. As a general rule fifteen to twenty minutes on either side of the exact time is considered acceptable.



Policies and Procedures

Pupil Confidentiality

In accordance with the requirements of state and federal law, the District is required to protect the confidentiality of pupil progress, behavioral and medical records. By statute, only a parent or legal guardian may have access to pupil records, have discussions with teachers and administrators regarding progress, behavioral and medical issues with respect to their child, and provide parental consent for athletic participation, field trips, administration of medications, authorization of emergency medical care, etc. It has been, and continues to be, the practice of the School District of Alma Center-Humbird-Merrillan not to divulge confidential pupil information to individuals who do not meet the definition of a “parent” or “legal guardian” under state and federal law. Parents who have been denied periods of physical placement (or visitation) with a child, as well as stepparents, do not have the legal rights of a parent or guardian with respect to access to pupil records. Parental rights of access to confidential pupil information cannot, by statute, be delegated to a stepparent who has not been appointed a legal guardian of their minor stepchildren.

This District is mindful of its obligation to protect pupil confidentiality. Penalties for violation of state and federal pupil confidentiality laws include possible loss of federal education funding, civil liability, criminal liability, as well as revocation of a teacher or administrator certification by the department of public instruction. The district will presume both parents are entitled to full access of all of their child’s records unless a court order has been provided to the school district indicating one parent’s access to the records has been restricted. Parents are urged to keep building administration advised of family court decisions that impact pupils in the district.

Homeroom Grouping Guidelines

It is the philosophy of the school to create heterogeneous groupings of students in homerooms for each school year. The principal and classroom teachers will consider all appropriate information when determining homeroom groupings.

Early Dismissals

Parents are to make emergency plans for early school closings. On the day of an early dismissal, please contact the office if the plan for your student is different than their normal arrangements.

Late starts and early dismissals will be communicated using the following:

- Bright Arrow (calling system), please make sure emergency contact information is up to date.
- Elementary and District “Facebook” pages
- WWIS 1260AM/99.7FM
- WAXX 104FM
- WEAU-TV 13
- WKBT-TV 8

**There will be no school breakfast program on late start days.



Nutrition

In compliance with District Policy the school encourages parents to provide healthy snacks rather than sweets for class treats, parties and other school social functions.

Student Use of School Phones

Students may not use school phones for personal calls except in an emergency and with staff permission.



Solicitation

School fund raisers and recognized fund raisers for organizations such as Boy Scouts, Girl Scouts, Little League and Booster Club are permitted at school with prior consent of the principal. Fund raisers are not to distract from or interfere with the academic program.

Emergency Forms

Accidents and illnesses are bound to occur during the school year. The school is responsible for emergency handling of accidents and sudden illness at school, but not for subsequent treatment. Adequate facilities and materials to administer necessary first aid are available in school. We provide care as far as it can be done by a non-medical person. In case of serious accident or illness at school, it may be necessary to secure prompt care for your child at either the doctor's office or at the hospital. At all times the well-being of your child is of utmost importance to us.

One of the greatest problems in handling school emergencies is the inability to reach parents. In order to have a more effective Health and Safety Program in school, parents are required to complete an emergency health form. To keep this vital information up to date, it is necessary that this information be updated any time there is a change. Please notify the school whenever any of the information changes.

Excuses for Recesses

Children are expected to go out for recesses. Generally speaking, we go out when the weather is above 0 degrees Fahrenheit using the wind chill factor. We do not send children out if we do not think it is safe. Students that are not healthy enough to go out are to have a valid doctor's excuse stating their condition and the length of time they are to stay in. A note from the doctor without the reasons and time period is not considered a doctor's excuse to stay inside.

Parents are reminded that proper winter dress is important for the health of their child. Your child should have a warm winter coat, a stocking cap, mittens or gloves, boots, and snow pants. If you do not have these items, please contact the school and we will help get your child these items. Several organizations donate these items to us on an annual basis.

Visiting School

Parents are encouraged to visit school. Please call in advance so we can make your visit worthwhile. For the most part, we encourage you to come and eat lunch with your student. If you would like to come for lunch please let us know so we can add you to the lunch count.

We discourage parents/visitors at recess because it is difficult for our recess supervisors to know who is visiting and who is not. If you feel you need to go to recess with your student, you must check in at the office and wear a school badge.

We also discourage visitors from just coming to watch the classroom. Over the years, we have found that this practice is very distracting to student learning. If you would like to volunteer or give a presentation to a class, please check with the building principal. They will communicate with the classroom teacher to make sure it will work out.

We are committed to ALL students learning at high levels. Unfortunately, schools have a lot of things that distract us from achieving that. We understand that families are busy and they want to see their children, but school would not be the most appropriate place to spend quality time with your child. Thank you for your understanding.

Please sign in at the office when you enter the building. For security reasons, no unauthorized people are to be in the classroom area. All visitors are to sign in before proceeding to other parts of the school.



Bus Passes

The district is responsible for providing bus transportation to and from a regular designated drop-off point for all schoolchildren living two (2) or more miles from their school of attendance or within areas of unusual hazard. Students eligible for transportation services will be assigned one pick up and one drop off point prior to the beginning of the school year. Any deviation from this schedule becomes the parent's responsibility to provide transportation. Per school board policy, families have a maximum of (3) requests for a change to their normal transportation plan. Consideration cannot be made for social functions (birthday parties, sleepovers, etc.). In the event of an unplanned late start or early release, exceptions will be made for alternate pick up and drop off locations.

Picking up Child(ren):

The school day ends at 3:10 pm. Teachers use all of that time for instruction and end of the day directions. It is essential that the educational program stay as interruption free as possible. If you are picking up your child at the end of the day please wait in the commons area. Anyone given permission to pick students up must come into the school building to pick up the identified student(s). Unfortunately, we have a very busy parking lot area during our after school dismissal. The front doors do not open until 3:00. **Please wait until 3:00 to come in to wait to pick up your child.** This will help decrease the amount of times our staff needs to open the front door.

If you come to pick up your child during the school day, check in at the office. The office will call the classroom for your child. (example - please do not go to the playground to pick up your child)

School Volunteers

The Alma Center-Humbird- Merrilan School Board recognizes that volunteers can make useful contributions in the schools of the district. The Board of Education endorses and supports the concept of a volunteer program, subject to the rules and limitations imposed. All volunteers must have a background check before they are able to volunteer.

PIC (Parent Involvement Committee)

Our PIC committee is a committee that is open to anyone in the community that is willing to help provide opportunities for our students at Lincoln Elementary. Typically, this committee meets at 3:20, every 3rd Monday of the month. In the past, this committee has organized fun events for the school (Halloween parties, dj's, Spring Carnival, Family Movie Nights, Meals at Family Library Nights, and many more). This committee only puts on one fundraiser a year. This fundraiser is our Spring Carnival. This committee has helped provide opportunities for our students and has donated money for many worth causes. If you would like more information, contact the building principal or come to one of the monthly meetings.



Notice of Child Find Activity

The school district must locate, identify, and evaluate all children with disabilities, including children with disabilities attending private schools in the school district, regardless of the severity of their disabilities. The school district has a special education screening program to locate and screen all children with suspected disabilities who have not graduated from high school. Upon request the school district will screen a child who has not graduated high school to determine whether a special education referral is appropriate. A request may be made by contacting School Psychologist, Special Education Designee, School District of ACHM, at 715-333-2911 ext. 311, or by writing her at Lincoln Elementary, 207 East Pearl Street, P.O. Box 270, Merrillan, WI 54754

Annually the district conducts developmental screening of preschool children. Each child's motor, communication, and social skills are observed at various play areas. Each child is weighed and measured, and the child's hearing and vision is checked. The information is used to provide the parent with a profile of their child's current development and to provide suggestions for follow-up activities. Parents learn about community services available to them and speak with representatives of agencies serving families. The information from screening is also used to determine whether a child should be evaluated for a suspected disability. When school staff reasonably believes a child is a child with a disability, they refer the child for evaluation by a school district Individualized Education Program (IEP) team. Child Development Day, a screener to identify children who might be in need of services prior to kindergarten age, is held in late August of each year. Parents of children ages birth to 5 years, who have registered with the school district, are notified by mail. Public notices (newspaper and radio advertisements) of Child Development Day are placed in August.

A physician, nurse, psychologist, social worker or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to report the child to the school district in which the child resides. If the child attends a private school in another school district, the child should be reported to the school district where the child attends school. Before referring the child, the person making the referral must inform the child's parent that the referral will be made. The referral must be in writing and include the reason why the person believes the child is a child with a disability. Others who reasonably believe a child is a child with a disability may also refer the child. A referral for SCHOOL DISTRICT OF ALMA CENTER-HUMBIRD-MERRILLAN may be sent to School Psychologist at the school district address above.

The school district maintains pupil records, including information from screening and special education referral. All records directly related to a student and maintained by the school district are pupil records. They include records maintained in any way including, but not limited to, computer storage media, video and audiotape, film, microfilm, and microfiche. Records maintained for personal use by a teacher and not available to others and records available only to persons involved in the psychological treatment of a child are **not** pupil records.

The school district maintains several classes of pupil records.

- "Progress records" include grades, courses the child has taken, the child's attendance record, immunization records, required lead screening records, and records of school extra-curricular activities. Progress records must be maintained for at least five years after the child ceases to be enrolled.
- "Behavioral records" include such records as psychological tests, personality evaluations, records of conversations, written statements relating specifically to the pupil's behavior, tests relating specifically to achievement or measurement of ability, physical health records other than immunization and lead screening records, law enforcement officers' records, and other pupil records that are not "progress records." Law enforcement officers' records are maintained separately from other pupil records. Behavioral records may be maintained for no longer than one year after the child graduates or otherwise ceases to be enrolled, unless the parent specifies in writing that the records may be maintained for a longer period of time. The school district informs parents when pupil records are no longer needed to provide special



education. At the request of the child's parents, the school district destroys the information that is no longer needed.

- "Directory data" includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received, and the name of the school most recently previously attended by the student.
- "Pupil physical health records" include basic health information about a pupil, including the pupil's immunization records, an emergency medical card, a log of first aid and medicine administered to the pupil, an athletic permit card, a record concerning the pupil's ability to participate in an education program, any required lead screening records, the results of any routine screening test, such as for hearing, vision or scoliosis, and any follow-up to the test, and any other basic health information, as determined by the state superintendent. Any pupil record relating to a pupil's physical health that is not a pupil physical health record is treated as a patient health care record under sections 146.81 to 146.84, Wisconsin Statutes. Any pupil record concerning HIV testing is treated as provided under section 252.15, Wisconsin Statutes.

The Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and section 118.125, Wisconsin Statutes, afford parents and students over 18 years of age ("eligible students") the following rights with respect to education records:

- **The right to inspect and review the student's education records within 45 days of receipt of the request.** Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The school district will comply with the request without unnecessary delay and before any meeting about an individualized education program, or any due process hearing, and in no case more than 45 days after the request has been made. If any record includes information on more than one child, the parents of those children have the right to inspect and review only the information about their child or to be informed of that specific information. Upon request, the school district will give a parent or eligible student a copy of the progress records and a copy of the behavioral records. Upon request, the school district will give the parent or eligible student a list of the types and locations of education records collected, maintained, or used by the district for special education. The school district will respond to reasonable requests for explanations and interpretations of the records. A representative of the parent may inspect and review the records.
- **The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.** Parents or eligible students may ask the Alma Center Humbird Merrillan School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record, the district will notify the parent or eligible student of the decision and the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- **The right to consent to disclosures of personally identifiable information in the student's education records, except to the extent that federal and state law authorize disclosure without consent.** The exceptions are stated in 34 CFR 99.31, Family Educational Rights and Privacy Act regulations; Sec. 9528, PL107-110, No Child Left Behind Act of 2001; and section 118.125(2)(a) to (m) and sub. (2m), Wisconsin Statutes. One exception that permits disclosure without consent is disclosures to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to



officials of another school district in which a student seeks or intends to enroll. Also the district discloses "directory data" without consent, unless the parent notifies the district that it may not be released without prior parental consent.

- **The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

