The Shorewood Schools’ Board Overarching Result

Our students are leaders who challenge themselves to grow and achieve academically, pursue their passions, navigate change, learn continuously and contribute to the common good.

SCHOOL HOURS

Monday, Tuesday, Thursday, Friday
Senior Kindergarten through 6th Grade – 8:15 AM-3:25 PM
Junior Kindergarten (AM) – 8:15 AM-11:05 AM
Junior Kindergarten (PM) – 12:35 PM-3:25 PM

Wednesday Early Dismissal
Senior Kindergarten through 6th Grade: 8:15 AM-2:25 PM
Junior Kindergarten (AM): 8:15-10:35
Junior Kindergarten (PM): 12:05-2:25 PM

LUNCH / RECESS HOURS

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Lunch Time:</th>
<th>Recess Time:</th>
</tr>
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<tbody>
<tr>
<td>Senior Kindergarten</td>
<td>11:00-11:30 (East Playground)</td>
<td>11:30-12:00</td>
</tr>
<tr>
<td>1st &amp; 2nd</td>
<td>11:30-11:55</td>
<td>11:55-12:20</td>
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<tr>
<td>3rd &amp; 4th</td>
<td>12:00-12:20</td>
<td>12:20-12:45</td>
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<tr>
<td>5th &amp; 6th</td>
<td>12:20-12:40</td>
<td>12:40-1:05</td>
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</tbody>
</table>
ATWATER SCHOOL PARENT HANDBOOK

ACCIDENT REPORTS

Whenever a child is injured significantly while at school, an accident report will be completed following the incident (in consultation with the school nurse) by the teacher, playground supervisor, or witnessing adult. The school nurse will contact the classroom teacher and will be responsible for making sure that families are called. Families may receive copies of accident reports upon request.

ALLERGY INFORMATION

Expectations related to serious, adverse allergen conditions:

Family Responsibilities:
- Notify the school of the student’s adverse allergen condition (i.e. life threatening allergies).
- Provide history and background information about student’s adverse allergen condition. Work with the district registered nurse and school staff to develop written plans, including prevention strategies and action steps in case of an emergency. These plans should address the student’s needs throughout school including, but not limited to, the classroom, the cafeteria, after-school programs, school-sponsored activities, and on the school bus. If possible, include a photo of the student on the written plan.
- Complete “Release of Information” form, allowing district registered nurse permission to clarify specific orders and/or directions for the student’s health plans.
- Provide properly labeled medications, as directed by the health care provider, and replace medication(s) after use or upon expiration. Complete medication consent form(s).
- Educate the student in the self-management of his/her adverse allergen condition including:
  - safe and unsafe foods; products with latex; insect stings, etc.
  - strategies for avoiding exposure to allergen
  - symptoms of allergic reactions
  - how and when to tell an adult s/he may be having an allergy-related problem
  - how to read food labels (age-appropriate)
- To the extent practical and based on age of child, accompany student on field trip(s).
- Review allergy action plans with the school district staff, the student’s health care provider, and the student (if age appropriate) after a reaction has occurred.
- If possible, have student wear a medical alert bracelet.
- Provide emergency contact information and update as needed.
• Parent(s)/guardian(s) share responsibility with district staff to provide allergy information and medication(s) for school-sponsored activities outside of the regular school day (i.e. Sports, Music, Clubs, Family Nights, Activity Nights, etc.).

**Student Responsibilities:**
• Identify yourself to teacher(s) and other school staff as a student with a serious adverse allergen condition.
• Assist with medication preparation/availability when participating in off-campus, school-sponsored activities, if appropriate based on age.

**Food Allergies**
• Should be proactive in the care and management of their food allergies and reactions based on student age and developmental level.
• Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.
• Food sharing is prohibited.
• Should not eat anything with unknown ingredients or known to contain any allergen.

**Insect Allergies**
• Should notify school staff of an insect sting allergy.
• Should keep food covered outdoors and stand/sit away from garbage cans, gardens and other areas that insects tend to collect.
• Should not wear brightly colored clothing, perfume, hair spray, or any heavily scented soaps/shampoos.

**Latex Allergies**
• Should notify school staff of a latex allergy.
• Should not have contact with latex gloves and other products.
• Should avoid areas where latex gloves are worn by others.

**Medication Allergies**
• Should notify school staff of a medication allergy.
• Should not take any prescription medication, unless your healthcare provider has prescribed the medication.
• Should not take any over-the-counter medication, unless your parent has given permission.

**ABSENCE**

A. **BELL SCHEDULE:** The first attendance bell rings at 8:15 AM. Teachers will come to collect students outside the building at that time. All students need to be in their classrooms by the second attendance bell at 8:20. Any students not present at that time will be marked absent. Students arriving after 8:20 must check in at the office for a pass.

B. **UNPLANNED ABSENCE:** Students will sometimes miss school due to illness or other unplanned reasons. Families are responsible for reporting to the attendance secretary if their child is going to be absent from school. Families may call the school at 414-963-6962 and leave a voicemail message on the attendance line. An automated
communication may be sent to families of students marked "Unknown Absent" after 8:50 AM each morning. If you communicate your child's excused absence by 8:45 AM, the excuse will be recorded, and you will not receive an unneeded communication. Please remind your students that if they arrive after 8:20 AM, they must check into the office and get a pass. If you prefer to communicate the absence via e-mail, please copy the classroom teacher and both of the office secretaries.

C. **ANTICIPATED ABSENCE:** Occasionally a student and his/her family will know about an absence before it occurs, such as a medical appointment that cannot be scheduled after school. In this case, a written excuse for the absence or request for early release of students will need to be approved by the teacher in advance and a note, email or attendance line message needs to be given to the attendance secretary. Any time a student is leaving from school during the instructional day, she/he will be required to have a note email or attendance line message before 8:45 a.m. from their family. The student will report to the office where she/he will wait for the approved adult providing transportation to come into the office and sign-out their student. For safety purposes, no student will be allowed to wait outside, nor without an approved adult signing them out in the office.

D. **VACATIONS:** Please see the Shorewood School District calendar on our website: www.shorewoodschools.org. This lists all of the days when school is not in session. Whenever possible, we encourage you and your family to plan for trips during scheduled school breaks and not during school days. However, we recognize that is not always possible. Please consider limiting time out of school when you are planning extended absences. It can be difficult on students to be away from school for extended periods of time. With our emphasis on inquiry, discovery, group work, projects, literary discussions, activities and more--these experiences are difficult to make-up or replicate. Pre-planned absence work can only be provided with a minimum of a week’s notice. Families are allowed 10, pre-planned absences (which includes appointments, funerals, religious holidays, vacations or family events). After 10 absences, if more are needed, the parents should be consulting with their student's teacher and/or the principal to determine if an additional absence from school is appropriate for the student’s education.

E. **TARDIES:** The only accepted excused tardies are for illness, medical appointments or pre-arranged family events. A student’s arrival between 8:20 a.m and 8:50 a.m. will be marked Unexcused Tardy. An tardy arrival after 8:50 a.m. is considered an Unexcused Absence. A few tardies are understandable and should not be of concern. Chronic tardiness will be addressed with letters to parents for information and, if necessary, request for discussion on resolving chronic tardiness.

**ATTENDANCE RECORDS**

The verification of student attendance is a vital part of our total attendance program. It provides parents with early information related to any unreported absence. To standardize this procedure, the following steps should be followed:
• Families are responsible for reporting to the attendance secretary if their child is going to be absent from school. Families may call the school at 414-963-6962 and leave a voicemail message on the attendance line. If your student will not be in school at 8:15 a.m., the school should have received an email or attendance line voice mail with that information before 8:15 a.m. and no later than 8:45 a.m.
• The attendance secretary will record both the name and the teacher of the absent student. We are required to have a reason for any absence (i.e. sick, vacation, medical appointment, funeral, religious holiday). If a reason is not given, the absence will be marked Unexcused. If a student will be tardy, please call the attendance number, and let us know as well. Unless a child is sick or at a medical appointment, a late arrival is not excused, but a courtesy call from the parent is appreciated.
• A communication will be sent to families of students marked "Unknown Absent" after 8:50 AM each morning. If you communicate your child’s excused absence by 8:45 AM, the excuse will be recorded, and you will not receive an unneeded communication.
• If an illness is prolonged, families are asked to notify the attendance secretary that their child will be absent for a certain period of time. Families are asked to notify us in writing of any vacation plans. The daily call will not be made until the specified time period elapses.
• All requests for homework should be left on the teacher’s voicemail before noon. Homework may be picked up after 3:30 PM. Due to the nature of much of our instruction, it will be difficult for any child to make up a day missed at school. Home support will be necessary.
• Families need to communicate by attendance line voicemail, or a note or email to the attendance secretary, as well as the teacher, if a known absence will occur.

BICYCLES, SKATEBOARDS, SKATES, & SCOOTERS

Students may ride their bikes, scooters, or skateboards to school with family permission. Bikes should be registered with the police department and locked in the racks on the west side of the school. Scooters can be stored outside the student’s classroom. Students are required to walk their bikes, scooters, or skateboards while on school property from 8:00 to 8:20 AM and from 3:15 to 3:30 PM.

Children who show disregard for the safety of others will not be allowed to have scooters, bicycles, skateboards, roller skates, or roller blades on school property.

BIRTHDAY & CLASSROOM TREATS

In the interests of promoting student health and sound nutrition, we employ a healthy snack policy for snacks that are brought to school to share. We trust families to abide by these general guidelines, and this policy will only work with your general cooperation. Birthday treats are an exception to this. You are also welcome to consider non-food treats (such as stickers, fun
pencils, or board games) for birthday celebrations. If you do bring a food treat or snack, please
make sure that it is ready to serve AND abides by any classroom food allergies. You may confer
with your classroom teacher if you have additional questions.

**BULLYING POLICY**

**SCHOOL DISTRICT OF SHOREWOOD - 445.2**

The School District of Shorewood strives to provide a safe, secure and respectful learning
environment for all students and employees in District buildings, on District grounds, on vehicles
transporting students to or from school, and at school-sponsored activities on or off school
grounds. Bullying has a harmful social, physical, psychological and academic impact on bullies,
victims and witnesses, and is prohibited by the District.

Bullying is prohibited on all District grounds, in all District buildings, and in all District educational
environments, including any property or vehicle owned, leased or used by the school district.
This includes public transportation used by District students to go to or from school. Educational
environments include, but are not limited to, non-District buildings or grounds used in connection
with school-sponsored activities.

“Bullying” is defined as deliberate or intentional behavior using words or actions, intended to
cause fear, intimidation or harm. Bullying may involve a single incident or repeated behavior,
and often involves an imbalance of power. Bullying may be motivated by an actual or perceived
distinguishing characteristic, including, but not limited to: age; national origin; race; ethnicity;
religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability
or disability; and social, economic or family status.

Bullying can manifest itself in conduct that is:
1. Physical (e.g., hitting, punching, or kicking);
2. Verbal (e.g., threatening or intimidating language, teasing, or name-calling); and
3. Indirect (e.g., spreading rumors, intimidation through gestures, social exclusion and
   sending insulting messages or pictures by mobile phone or using the internet – also
   known as cyber bullying)

The conduct identified above is not intended and should not be construed as an exhaustive or
comprehensive listing of conduct/behavior that may be deemed bullying by the District.

All District employees who observe or are informed of bullying must report it to the building
principal or his/her designee in accordance with established procedures. All other persons who
are aware of bullying in the District are encouraged to report the conduct to the school counselor
or building principal. Upon receipt of a bullying report, the principal or designee will conduct an
investigation.
All reports of bullying shall be taken seriously, properly investigated and documented. The District prohibits retaliation against individuals who report or participate in an investigation of bullying. Individuals engaging in prohibited retaliatory behavior are subject to disciplinary action.

If it is determined that that bullying or retaliatory conduct occurred, the school district administration may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Student support staff will provide support services for all students involved in the incident as deemed necessary and appropriate.

This policy shall be distributed annually to all students enrolled in the District, their parents and/or guardians and District employees. The policy will also be distributed to organizations having cooperative agreements with the District, and will be available to anyone upon request.

LEGAL REF:  Sections 118.13 Wisconsin Statutes 118.46(2) 120.13(1) PI 9, Wisconsin Administrative Code
CROSS REF:  335 Student Records
            445 Student Harassment
            440 Student Conduct and Discipline
            447.3 Student Suspension/Expulsion
            456 Reporting Child Abuse/Neglect
            527.4 Staff Harassment
            523 Staff Use of Technology and Communication Resources

BUSING FOR OUR STUDENTS

Bus service is only provided to our students who come to us through the Chapter 220 Program or participate in outside organizational child care (ex: JCC, UWM, etc.). It is the family’s responsibility, if at all possible, to deliver children to school when the buses are not running. It is important to refer to your school calendar and listen to your local radio stations for school closings. A listing of the stations is in this handbook under “School Closings”. If your child rides a bus, it is our policy that children must ride the bus home unless they have a written note stating other plans for pick up. Families must also communicate absences with their student’s outside organizations and/or transportation carrier. This is to avoid children being stranded here without a ride, due to misunderstandings in after-school plans. If you have any questions or concerns, or changes regarding transportation, please contact the school secretary.

BUSING SAFETY RULES

When your child rides the bus, whether it is to ride to and from school or during a field trip, he or she must follow these rules:

- Hold the handrail when entering or leaving the bus.
- Obey the driver.
• Fasten seat belt if one is provided.
• Stay seated; stand only when entering or leaving the bus.
• Keep hands and feet in windows.
• Do not sing or shout.
• Keep the aisles clear.
• No eating and drinking on the bus.
• Treat fellow passengers and the driver with respect.
• When waiting for the bus, remain three feet back from the curb, until the bus is fully stopped.

Infractions of these rules will result in “write-ups” from the bus driver. Consequences for infractions are handled by the principal and may result in suspension of bus service for repeated or severe misbehavior.

CANDY

We discourage children from bringing candy to school and should only be enjoyed during pre-arranged classroom events. Large amounts of candy will be confiscated, and the family will be notified. Candy is not allowed during recess times. Lunch time treats should be small and infrequent.

CELL PHONES

Students may bring cell phones to school, but they must keep them turned off and in their backpacks during the entire school day. If a child needs to use the phone during the day, he/she must ask permission of the teacher or secretary to use a school phone. If a child uses a cell phone during the school day, the phone will be confiscated, and the family will be required to pick it up in the office. We do this to maintain an environment conducive to learning and face-to-face socialization.

CHARACTER EDUCATION & EXPECTATIONS

Philosophy
Children thrive in a kind, engaging, respectful, nurturing environment. They will enthusiastically create such an environment, if adults set clear expectations and collaborate with the children to develop the guidelines. Moreover, Atwater staff recognize how important it is for adults to model and teach appropriate behavior. At Atwater, we have a code of character that focuses around the core virtues of honesty, respect, responsibility, integrity, and perseverance.

We strive to imbue the virtues of good character though modeling and also through example and discussion of what it means to be a person of character. We especially look for those
“teachable moments” during the day when we find situations that allow us to define courses of action that exemplify good character. Each classroom at Atwater has regular class meetings called “crew” times, where students can share news and concerns they may have about situations in school. These times can also be used for team building or problem solving. We have monthly all-school assemblies, where we highlight character traits, and utilize student plays/skits that help define core virtues. We hold cross-age crew meetings twice a month, where students of various ages meet with the same, familiar adult in our building. This allows us to extend those character discussions, address issues, and continue to build relationships across the entire school.

Respect for Oneself and Others is a Bedrock Value at Atwater
All members of the Atwater School Community will be expected to show respect for others by embracing differences and working together in collaborative ways. When a disagreement occurs, individuals will be encouraged to work out a solution together. Peers may attempt to mediate and facilitate an acceptable solution. When a disagreement or conflict cannot be solved cooperatively, it is the responsibility of the individuals involved to seek an adult mediator. Supervisors, teachers, parents, or the principal will be apprised of the situation and asked to help. If the problem can be solved in this manner, and does not repeat itself, no disciplinary action needs to be taken. When the problem continues, disciplinary action is taken. Our teachers will use restorative justice rather than punishment to address problem situations. Desirable physical and verbal behavior will be communicated through rules that have been established for the playground, cafeteria, restrooms, hallways, and classrooms. All students who choose not to follow the rules at Atwater will be held responsible for their behavior.

- **Audience Etiquette**: When Atwater students attend performances of any nature, it is expected that the following guidelines be observed:
  1. Visit the restroom and get a drink before arrival.
  2. During an evening performance, children must remain seated with their families.
  3. Arrive in plenty of time to be seated.
  4. Keep hands, arms, and feet to oneself.
  5. Do not talk during the performance.
  6. Provide appropriate appreciation of the performance.
  7. When the performance is over, wait patiently for ones turn to exit.

- **Respect Our School Property** - All members of the Atwater School Community will be expected to take care of our school environment. Damage to either personal or public property will be cause for possible suspension. No gum chewing, and food or drink outside of the cafeteria or classroom area will be allowed.

  **Rules for the Hallways**:
  1. Walk.
  2. Keep noise to level zero.
  3. Keep bodies and objects to yourself.

  **Rules for the Restrooms**:
1. Clean up after yourself.
2. Wash hands.
3. Do not bother others in the restroom.
4. Use facilities appropriately.

Rules for the Cafetorium...
1. Walk in the cafeteria.
2. Stay seated while eating (no table hopping.)
3. Talk quietly with friends at the table (Indoor Voice.)
4. Use appropriate table manners.
5. No touching others’ food or sharing of food.
7. Raise hand to be dismissed.
8. Take no food outside.
9. Always obey the directions of supervisors.

CONSEQUENCES FOR VIOLATION OF RULES

There are consequences for violating rules at school. In general, the child's maturity, seriousness of the offense, and frequency of the offense are considered in determining an appropriate action for misconduct. Learning to work and play with others is an important aspect of a child’s education. We do our best to find ways to help a child learn and grow from their mistakes. In general, we try to avoid punishment for minor offences; rather we want the child to recognize how his/her behavior has affected others and to be intrinsically motivated to change their behaviors. For serious offences like fighting, stealing, bullying, bringing a weapon--the consequences are more severe, as these offenses endanger others. Please reference the district Code of Conduct that can be found on the Shorewood Schools website.

Children are informed of school rules and consequences within the first week of school by the principal and teachers. Corporal punishment or cruel or unusual measures, which may harm children, are never used in disciplining children.

COMMUNICATIONS

Student work and most student related notices will go home on Thursdays. Families are asked to make it a habit to spend time with each child reviewing the work sent home, looking for notices, and returning communications and other necessary items to the teacher on Friday.

CONFERENCES - Family and Teacher

Two formal family/teacher conferences are scheduled during the year. Please see the School Calendar for scheduling. Families or teachers may arrange additional conferences, as needed.
CONTACT WITH TEACHERS AND SCHOOL STAFF

We encourage close communication between families and school staff. If you have a question for your child’s teacher or other staff member, feel free to call the school office. If class is in session, you will be asked to leave a message, and the staff member will return your call when able. For particularly sensitive issues, problems outside the classroom, or unresolved concerns or issues, feel free to call the Principal at 414-963-6962.

CROSSING GUARDS

- Whether driving or walking, always obey the crossing guards.
- When the crossing guard is in the crosswalk or intersection, all traffic in all directions must stop. Do not proceed until the guard signals to you to proceed or has stepped out of the crosswalk and back on the curb. Pedestrians should not enter the crosswalk until the guard signals to them.
- Crossing guards are hired and supervised by the Shorewood Police Department and are scheduled to be on duty at the following locations from 7:30-8:30 AM and 2:45-3:45 PM: 1) Maryland Ave & Capitol Dr., 2) Murray Ave & Capitol Dr, 3) Murray Ave & Elmdale Ct.
- It is always possible that a situation may occur where there is no guard to help children cross. It is the joint responsibility of the family and the school to instruct students how to cross the street if this situation was to occur. At the crosswalk that has a light, students should know how to read the signal and cross with caution. If no crossing guard is present at an assigned intersection, please call the police department at 414-351-9900.

CURRICULUM CONCERNS

Families who object to curriculum content, library materials or classroom instruction, may voice a concern to the principal. The principal will consider the concern and respond in writing. If the family is not satisfied with the resolution to the concern, the matter may be raised to the district’s Director of Curriculum and Instruction. Families may excuse their child from specific instruction, such as human growth and development classes. Please speak to your student's teacher or the principal if you have concerns, and we will help with the necessary procedures.

DRESS CODE

It is important to dress for school in a manner that reflects the focus on instruction and student performance that Atwater values. The following dress code is designed to reduce distraction and disruption and maintain an academic focus in the classroom and on school grounds. Examples include, but are not limited to the following:

Shirts/Blouses/Tops/T-Shirts: Blouses/shirts should be constructed so the tops of the shoulders are covered (halter tops, strapless tops and spaghetti straps of any type will not be allowed.) Sleeveless t-shirts or dresses are fine. Blouses/shirts that expose any portion of the
waist, hips or midriff are not allowed. If raising an arm to shoulder level reveals the belly, the top
is unacceptable. Low-cut, see-through, backless or tube-tops are also unacceptable. No shirt
displaying words or symbols that reference alcohol, drugs, vulgar, obscene, violent or
demeaning messages, or product logos that target an adult age-group market will be allowed.
Waistline of pants or shorts should remain at waistline.

**Headwear:** No type of head covering is to be worn. Headwear includes hats, caps, hoods,
sweatbands, etc. Exceptions would be a cap or hat that is part of a school activity, or a head
covering worn for religious, cultural, or medical purposes.

**DRIVING, PARKING, & PEDESTRIAN SAFETY**

Keep in mind the following rules:
- Remember that pedestrians always have the right of way.
- Drive within the posted speed zone of 15mph.
- Park legally on streets adjacent to the school. The school parking lot is for staff use
  and/or handicap accessibility only. Please call the office if you have extenuating
  circumstances.
- When the crossing guard is in the intersection, all traffic in all directions must stop. Do
  not proceed until the guard signals to you to proceed or has stepped out of the crosswalk
  and back to the curb.
- Unload children on the sidewalk-side of the vehicle.
- Do not double-park in the Lake Bluff school zone.
- Do not block driveways and crosswalks.
- Pay attention and be alert to all children in the Atwater School zone.
- The parking lot and driveway may **not** be used as drop off or pick up areas.

**Drop Off Zones**
We encourage children to walk to school. If they must be driven, we ask families to use the
zones that are located on Maryland Ave/east side of school or Murray Ave/west side of school.
These are designated for loading and unloading passengers only. Drivers must stay in their
vehicles at all times. Drivers who must get out of their cars to help children out, should park in
legal parking spots. When using the Drop Off Zones, please follow these simple rules:
- Signal when pulling into the curb.
- Pull up as far as possible.
- Stop to drop or pick up.
- Signal to pull away from the curb.
- Pull away into the driving lane.
- This zone is **NOT** intended for extended time parking.

**Pedestrian Safety**
For their own safety, pedestrians (both adults and children) should:
- Cross only at crosswalks. Never cross between vehicles or at mid-block.
• Exit vehicles from the sidewalk side.
• Take “safe routes” to school.
• Obey the crossing guard or light signals.

EARLY DISMISSAL

Each Wednesday, school will dismiss at 2:25 PM to allow ongoing teacher education and collaboration. As with all dismissals, no supervision will be provided after school. Please pick up your child promptly and/or arrange for after school supervision.

EMERGENCY EVACUATION

Some emergency events would require that we evacuate the building with our students. Emergencies of this type could include gas leaks or other environmental hazards. In the event of such an emergency, all teachers and staff will be notified that we will walk to Luther Memorial Chapel 3833 N. Maryland Avenue. All classes have pre-assigned locations in the church. Families will be called to pick up their children. Student excusal from the church will need to be orderly so that all students may be accounted for.

ENTRANCE AND EXIT DOORS

All doors to the school will be locked at all times. All students are assigned specific doors to be used when entering or leaving the school building. At 8:15 AM, your student’s teacher will meet their class at their assigned door. Please remember to use the front doors as entrance to the school, and then immediately check into the office to sign in. You will be greeted and given a visitor’s sticker. The parking lot is designated for school district employees and school visitors.

FEES

The Shorewood School District charges a yearly fee for instructional materials which includes (but is not limited to on any given year) manipulatives, workbooks, textbook rental, and technology fee. Schools fees are paid at our school-wide registration in August. Pencils, crayons, erasers, notebook paper, and other consumable supplies are not provided for students.

FIELD TRIPS

Parents are informed of all essential data of scheduled field trips on a field trip permission slip, which children take home for parental signature. Bonded, public carriers provide transportation for field trips. We work closely with the carrier to ensure that the children and teachers are provided the safest ride possible. Parents may be invited by the teachers to accompany the children as chaperones. Parents will pay their own admission fee, if there is one.
FILMS

Commercially rated films having educational value may be included, when appropriate, to the subject being studied. Teachers will discuss the viewing of all full-length commercial films with the principal. Parents will be notified of the showing by the teacher at least one week in advance. Parents will be asked to provide written approval for their child to view the film.

HEALTH SERVICES

The health aides at Atwater School provide basic first aid for injuries and illness, which happen during the day. The health office is open from 8:15-3:15 PM. The health aide will consult with the district nurse when questions or problems occur, which are not routine events. The health office is not a clinic, and therefore, is not a substitute for the child’s own physician or health care provider.

We work hard to ensure the health and welfare of all of our students. If a student becomes ill or injured during the school day, the student should report to the health office. If the health aide at ATW is not in the office, the student should go to the main office. In some cases, it may be necessary to contact the family using the emergency numbers you have provided. Please make sure that we have the most current phone numbers, so we can reach you immediately. Please use your Infinite Campus Parent Portal to update your emergency information. The number for the health office at Atwater is 963-6962 ext. 5121

If a student has a fever of 100 degrees or above, he/she needs to go home. Students will be excluded from school during the infectious period of any communicable disease. Parents must notify the health office, whenever a student has any infectious disease (i.e. strep throat, pink eye, head lice, measles, mumps, chicken pox, etc.). It is also important that you notify the health aide of any medical conditions (including food allergies, bee sting allergies, chronic health conditions, etc.) which might affect your child during the school day.

Returning to School after an Illness/Injury

A student may return to school when he/she:

- Has had no fever, vomiting, or diarrhea for 24 hours.
- Has been taking prescribed medication for an infectious disease for 24 hours (i.e. strep throat, pink eye, etc.)
- Has been cleared for return by a doctor for more significant illnesses, injuries, medical procedures, etc.

Medication Administration:

NO over the counter medication will be administered to students without a signed guardian consent form. School personnel may give prescription medications only with signed guardian and physician authorization forms on file in the health office. Due to safety issues, a parent/guardian must bring in any medications (in an original labeled container) that will be
administered at school. If your student requires medication regularly at school, please obtain a 2\textsuperscript{nd} labeled medication container from the pharmacist for school use.

No employee, except the care professional, may be required to administer medication by any means other than ingestion. All written guardian consent forms must be filed in the health office.

Physical Exam/Dental Exam/Eye Exam
While recommended, neither a physical exam nor a dental exam is required to enroll in school. Physical exams may be required to participate in sports. Families are strongly encouraged to provide the health aide with records of physical and dental exams, especially if there are health related problems that might limit the child’s ability to participate in any portion of the school program. Eye examinations are recommended at the entrance to kindergarten.

\textbf{Wisconsin Immunization Law}
\textbf{AGE/GRADE REQUIREMENTS}
Table 144.03–A
Required Immunizations for the 2008–09 School Year and the Following School Years

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<thead>
<tr>
<th>Age/Grade</th>
<th>Required Immunizations (Number of Doses)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 months</td>
<td>2 DTP/DTaP/DT</td>
</tr>
<tr>
<td>through 15 months</td>
<td>2 Polio</td>
</tr>
<tr>
<td></td>
<td>2 Hep B</td>
</tr>
<tr>
<td></td>
<td>2 Hib</td>
</tr>
<tr>
<td></td>
<td>2 PCV\textsuperscript{5}</td>
</tr>
<tr>
<td>16 months</td>
<td>3 DTP/DTaP/DT</td>
</tr>
<tr>
<td>through 23 months</td>
<td>2 Polio</td>
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<tr>
<td></td>
<td>1 MMR</td>
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<td></td>
<td>2 Hep B</td>
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<tr>
<td></td>
<td>3 Hib\textsuperscript{4}</td>
</tr>
<tr>
<td></td>
<td>3 PCV\textsuperscript{5}</td>
</tr>
<tr>
<td>2 years</td>
<td>4 DTP/DTaP/DT</td>
</tr>
<tr>
<td>through 4 years</td>
<td>3 Polio</td>
</tr>
<tr>
<td></td>
<td>1 MMR</td>
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<tr>
<td></td>
<td>1 Var</td>
</tr>
<tr>
<td></td>
<td>3 Hep B</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>4 DTP/DTaP/DT/Td\textsuperscript{1}</td>
</tr>
<tr>
<td>through grade 5</td>
<td>4 Polio</td>
</tr>
<tr>
<td></td>
<td>2 MMR</td>
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<td></td>
<td>2 Var\textsuperscript{3}</td>
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<tr>
<td></td>
<td>3 Hep B</td>
</tr>
<tr>
<td>Grade 6 through</td>
<td>4 DTP/DTaP/DT/Td</td>
</tr>
<tr>
<td>grade 8</td>
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</tr>
<tr>
<td></td>
<td>4 Polio</td>
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<tr>
<td></td>
<td>2 MMR</td>
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<td></td>
<td>2 Var\textsuperscript{3}</td>
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<td></td>
<td>3 Hep B</td>
</tr>
<tr>
<td>Grade 9 through</td>
<td>4 DTP/DTaP/DT/Td</td>
</tr>
<tr>
<td>grade 12</td>
<td>1 Tdap\textsuperscript{2}</td>
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<tr>
<td></td>
<td>4 Polio</td>
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<td>2 MMR</td>
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<td></td>
<td>2 Var\textsuperscript{3}</td>
</tr>
<tr>
<td></td>
<td>3 Hep B</td>
</tr>
</tbody>
</table>

\textsuperscript{1} For kindergarten only, at least one dose to be received after 4 years of age unless medically contraindicated. A dose received 4 days or less before the fourth birthday is acceptable.

\textsuperscript{2} A single dose, booster immunization against tetanus, diphtheria and pertussis is required on entrance to grades 6, 9 and 12, beginning with the 2008–09 school year. See sub. (3) for phase—in of other grades.

\textsuperscript{3} Two doses of Var vaccine are required on entrance to grades K, 6 and 12, beginning with the 2008–09 school year. See sub. (3m) for phase—in of other grades.

\textsuperscript{4} At least one dose to be received after 12 months of age unless medically contraindicated. A dose received 4 days or less before the first birthday is acceptable.

\textsuperscript{5} Required on entrance to a day care center, beginning with the 2008–09 school year.

Please notify the health office, in writing, when a student receives any immunizations. Immunizations may be scheduled by calling your student’s pediatrician, or by calling either the Shorewood Health Department at 414-847-2710 or the Milwaukee Health Department at 414-286-3521.

\textbf{Student Health File}
The health/medical file will be housed in the health office. The contents may include transfer health records from previous schools attended, local health forms completed by parent/guardian or personal physician, and notations made by the health aide at Atwater.

**HOMEBOUND INSTRUCTION**

School Board Policy states that Homebound/Hospital Instruction may be provided to serve students during the time they are physically and/or emotionally incapable of attending school for a period of thirty (30) days or more, or when a medical condition leads to frequent but intermittent absence as documented by a physician. Such absences might be for a full or partial day. Homebound/Hospital Instruction is available to students as the need develops and is designed to help the students maintain educational progress during the time they are incapable of attending school for medical reason. Homebound/Hospital Instruction is considered an alternative service to be provided only during specific periods of time when the student cannot attend school. It shall be provided in accordance with State law and as delineated in the administrative guidelines.

**HOMEWORK**

Homework in grades one through three and in Multi-age 1-2 generally consists of additional drill and practice sessions on material such as basic math facts, reading, vocabulary, and/or spelling. Students should be expected to spend some time each night on such activities (10-30 minutes) to develop these skills. Regular assignments in 4th-6th grade and Multi-age 3-4 will include additional practice, as well as specific homework projects. At this level, students are expected to average 30-60 minutes per night of homework, beyond the school day. Your student's teacher will explain his or her homework procedures and expectations at the parent orientation held at the beginning of September. Questions that arise during the school year may be directed to your student's teacher.

**INSURANCE**

The School District does not carry insurance to cover student accidents.

**LOST & FOUND**

Atwater has a Lost & Found area in the school's first floor main hall. Any "lost" clothing found in the buildings or on the grounds should be put in that area. Families are invited to look through it at any time. All other items that are found (money, jewelry, eyeglasses, etc.) should be turned in to the school office. Students may inquire in the office about such items. Due to the volume of students and items, It would help immeasurably if families marked their children's belongings with the owner's name. The lost and found area is emptied, and the contents are donated to charity, several times during the year.
Lunch Program

- Our lunch program provides a safe, comfortable, and convenient place for students. The lunch program is open to any student whose family wishes him/her to remain at school during this period of time.
- Hot lunch for students is available for $2.80. Students should bring their money to school on any given day in an envelope or sealed bag with the child’s name clearly written on it; students give their money to their teacher first thing in the morning. Online payments can also be made through the “payments” section of your Infinite Campus Parent Portal account. We strongly encourage weekly or monthly payments to your student’s account. All checks should be payable to the Shorewood School District and have the student ID number written on them.
- The need for learning about health and nutrition is recognized as a responsibility of the school; however, nutritional choices of what and how much a child eats at school rest primarily with the family.
- Lunch supervisors working directly with children during the noon hour program will have professional assistance and supportive in-service training to develop their potential and ensure high quality performance.
- Conduct at all times should show consideration for others and respect for people and property. Cafetorium/lunch rules are shared and reinforced with the students.
- Students who persist in violating the standard for good conduct will be denied lunchroom privileges and parents will be so informed.

Waiver or Reduction: Hot Lunch & School Fees
Eligibility for free or reduced hot lunch is determined each year for qualifying families. Applications for free or reduced hot lunch are available at the school office or on the district website www.shorewood.k12.wi.us. A family can apply for free or reduced meals service at any time throughout the school year. If you believe, and want verification, that your family’s status falls into the State of Wisconsin Direct Certification Program (W2 or Food Share), please contact the Food Services Department at 414-963-6914. If a student is eligible for the free hot lunch program, he/she may also be eligible for school fees to be reduced or waived. If a student is eligible for free or reduced lunch, school fees are reduced to either quarter or half of the normal amount depending on eligibility. The school fees are not given unless the family has applied for the reduction/waiver. This form is also available on the district website or from the school office. See the school secretary if you need a Free or Reduced Lunch and/or a School Fee Reduction form, or if you have any questions.

MESSAGES TO STUDENTS

If you need to get an important message to your student, you may call the school office. Please try to communicate all messages as early in the day as possible for several reasons: 1) to allow time for the school secretary to relay the message; 2) to allow time for the teacher to get their
email or voicemail messages; 3) to allow us time to locate children who may not be in their classrooms. **If at all possible, try not to call with messages for students from 3:00 P.M. to 3:15 P.M.** Children are sometimes in specials until 3:15, and it is the busiest time of the day.

**PARENT ORIENTATION**

**Parent Orientation** is scheduled in early September for all parents of grade K-6 students (See your District Calendar for specific dates). Parent Orientation is designed as an **adult only** event. The purpose of Parent Orientation is to offer teachers the opportunity to present an overview of the year’s instructional program to parents at an evening meeting.

**PERSONAL GAMING DEVICES**

Children may not bring personal gaming devices to school. We have no way of monitoring the appropriateness of the music or video games that children bring. Moreover, that media, when brought to school, is often shared between our young people. We also wish to encourage play and communication between our young people during their free time and personal gaming devices do not always contribute to appropriate social interaction.

**PLAYGROUND SUPERVISION**

The playground is supervised by school staff from 8:05 A.M. until school begins. Students are well-supervised during scheduled recesses. The playground is **not** supervised after school is dismissed at 3:15 PM. Lunch supervisors working directly with children during the noon hour program will have professional assistance, supportive in-service training, and supervision to develop their potential and ensure high quality performance. Supervisors will see that conduct at all times shows consideration for others and respect for property. The District's Recreation Department offers supervised activities on Wednesdays, as well as other times of the year. Information about these activities can be found on the district website at [www.shorewood.k12.wi.us](http://www.shorewood.k12.wi.us).

**PTO**

Atwater has a well-organized, hard-working PTO, which shares in the faculty's and administrator’s goals of creating and maintaining a fulfilling, challenging school environment for the students. The PTO's contributions include publication of the PTO newsletter, sponsorship of youth programs, picnics, "Artist in Residence," and a wide variety of informative, enjoyable programs and events throughout the school year. We would love your support in this great group. Please consider joining! Be an active member. Take advantage of the several opportunities it provides for closer involvement with your school and its service to children. PTO meetings are held at Atwater School. The meetings are open to all Atwater families. The times and dates of the meetings are shown in the PTO's School Calendar and on their website.
For names and phone numbers of current PTO officers and committee chairpersons, please see the Atwater website or the PTO website.

RECESS

All K-6 students receive a 25-minute lunchtime recess. Individual teachers and/or grade levels determine additional recess periods. Generally, students in primary grades receive an additional 15-20 minute recess each day. Students in upper grades are occasionally given an additional recess, at the teacher’s discretion. Recess is always outdoors, unless the weather is inclement. We have found that students perform better, academically, when given the opportunity to play and get some fresh air. It is important that you dress your student in a manner appropriate to the seasons. Please note the weather information section at the end of this handbook.

RECESS RULES

Playground Rules

- Games need to be safe and respectful of others. Games or play that involves pushing, pulling, or holding of another person are not allowed. All sports must be non-contact except for tag and football (one hand touch). NO TACKLING is allowed in any game.
- Bullying, in any form, acts of aggression, and swearing/inappropriate language will be reported immediately to the principal.
- Students will be respectful to supervisors and follow direction the first time they are asked.
- Students will be respectful of peers (no name calling or insults.)
- Students may not exclude anyone from a game. However, students may limit play to a certain grade level (e.g. 4th grade only) and all children from that grade must be allowed to play. If even one student from another grade is allowed to play, all students from that other grade must be allowed to play (e.g. if 4th graders allow one 5th grader in, all 5th graders must be allowed to play.)
- Outside steps should remain clear (except students put on the steps by a supervisor.)
- Students will be asked to stay off the grass/playing field if icy, wet, slippery, or muddy conditions apply.
- Students may not go in areas that are not visible to the supervisors (e.g. behind the warming house, in nooks of building.)
- Tire swing: Only 3 students are allowed on the tire swing at a time.
- Swings: Students must swing front to back, sitting only. No twisting or sideways swinging. No flipping off the swings. No standing on swings. Swings must be shared if others are waiting.
- Big slide: Do not climb up the slide; use the stairs to climb up. One person on the top platform at a time. Slide feet first all the way down – no stopping in the middle or sliding down poles, or jumping off mid-slide.
- Jump ropes are to be used only for jumping rope.
- The school cannot assume responsibility for athletic equipment brought from home.
- No climbing on fences.
- The tennis court is for after-school use only and is not supervised.
- During the winter, throwing snow (even if it is not at anyone) is not allowed.
- If the temperature is 32 degrees or below, children must wear a jacket.
- Students who are not wearing boots must stay on the blacktop only.
- If children make snow forts, others may add to it, but no one may destroy another’s fort.

Students who do not follow the above rules may be given a warning, asked to sit on the steps or bench, or walk for five minutes as designated by the supervisor or sent to the Dean of Students, depending on the severity of the behavior. Those showing aggression towards others will be sent immediately to the Dean of Students.

**Lunchroom Rules**

- Students are to wait their turn in line (may not join up with friends at the front).
- Only students working the cafeteria line are allowed behind the serving line.
- Students are to get permission from a supervisor before getting out of their seats or to leave the lunchroom for any reason.
- Students are to stop talking *immediately* when the supervisor blows the whistle and listen for directions.
- Students are to clean their table area before leaving.
- Cell phones are to be kept in student’s backpacks during the day.
- If a child has a cell phone out during the school day, it will be taken and turned into the principal.
- If a student is not eating lunch, the principal should be notified so that a parent may be contacted.
- Food of any kind is not allowed outside during recess times.

**RECORDING & PHOTOGRAPHY**

Families must state their recording and photo preferences when registering their student through Infinite Campus. This can also be updated at any point during the year through your Parent Portal. All staff members have a copy of the “No Media” list. Please do not post or share photos/videos of students other than your own, without permission from that student’s family. You need not obtain permission to record your student in school performances. If you have additional recording/photo needs or questions, please contact the building principal.

**RELIGIOUS OBSERVATIONS & HOLIDAY OBSERVANCES**

The Shorewood School District’s commitment to culturally responsive education and the recognition of diversity requires sensitivity in planning the District's calendar of school activities. It is acknowledged, therefore, that students may be absent from school on religious holidays. State law also requires the District to provide for the reasonable accommodation of a student’s
sincerely held religious beliefs with regard to examinations and other academic requirements. The District will accommodate requests related to religious holidays. Parents should following attendance protocols (see ATTENDANCE above) for their child's absence from school for a religious holiday.

Any school activity that relates to holidays associated with religion shall have a secular educational purpose, shall not advance or inhibit religion, shall avoid excessive entanglement with religion, and shall not violate the Wisconsin Constitution's prohibition of religious or sectarian instruction.

REPORT CARDS

Report Cards are sent home two times a year in grades K-6. The specific dates will be indicated on the district yearly calendar. The reporting system consists not only of the progress reports, but can also involve conferences, informal feedback, calls/notes home, and newsletters. Progress is based on the district/state standards and benchmarks. The curriculum achievement grades are not to be influenced by the behavior or social skills of the student; rather, they are to be based on assessment and daily assignments. Report Card grades indicate achievement levels at the time of the report.

SCHOOL BOARD

The Shorewood School Board consists of five members elected from the District at large. They hold office for three years, and until successors have been duly elected or appointed. The number of Board members elected each year is distributed, so that two are elected one year, two the next year, and one the next year, after which the rotating plan is repeated.

School elections in Shorewood are held annually on the first Tuesday in April. The polling places, election officials, and hours of opening and closing of the polls are the same as for the Village election on the same day.

School Board meetings are held every 2nd and 4th Tuesday. Your attendance at School Board meetings is encouraged. Board member names and phone numbers are listed on the district website at www.shorewood.k12.wi.us.

SCHOOL CLOSINGS

Our superintendent will make the final decision regarding school closings. This may occur due to extreme weather conditions or unexpected building concerns (ex: lack of heat, water main break, etc.). The announcement of the closing decision will be made on the following radio/TV stations by 6:30 AM

- TV Channels 4, 6, 12, and 58
- WISN (1130 AM)
• WTMJ (620 AM)

Complete information about school closing may be found on the Inclement Weather Closing Procedure page on the district website.

If you have elected to receive notifications through Infinite Campus, you may also receive a text/email/phone call. These preferences can be modified at any time through your Infinite Campus Parent Portal.

SHOW AND TELL or ITEMS FOR CLASS PRESENTATIONS

• Pets will be brought only by pre-arrangement and need to be approved by the teacher.
• Dangerous items (e.g. any items that could potentially threaten safety) must be approved by the principal and the following procedure followed:
  ○ Parent escorts student to school with the object.
  ○ Object is brought to the office by the parent.
  ○ Object is given to the classroom teacher who keeps object locked up until presentation time.
  ○ After the presentation, the classroom teacher delivers the object to the office where it is secured again until picked up by a parent.

SPECIAL RESOURCES

Advanced Learning Program
The district is committed to programming for advanced learners (gifted and talented). Children are identified each year using multiple criteria. Classroom teachers are responsible for seeing that each child in the class is engaged and challenged. A support program for providing challenge and enrichment to children is conducted by an advanced learning specialist. A variety of options are provided to students including: Battle of the Books, Accelerated Reading, Junior Art Docents, classroom projects, and individual work with specialists. Families are urged to work with their student’s teacher if questions or concerns arise surrounding their student’s academic program.

Art
All children in grades K5-6 receive art instruction from our art teachers on a weekly basis. The art room is well equipped and offers a broad-based art experience for Atwater students. The teacher's goals are to help students demonstrate, use, and appreciate their creative abilities. The program also gives students opportunities to identify and develop their capacities for insight, thought and innovation.

Instrumental Music (Band and Orchestra)
Band classes in woodwind, brass, and percussion are offered to students in Grades 4-6. The elementary school instrumental music specialist teaches the classes, composed of small groups, once a week during the school day. Orchestra classes are also offered to students in grades 4-6. Classes are offered once each week during the school day. The instrumental music teachers visit classrooms during the first week of school in fall to speak with students about the program. Parents may receive additional information at an evening meeting held early in the school year.

Library
Students in grades 1 – 4 visit the library with their teachers on a weekly basis. Children in Grades 5 – 6 may go at any time except those periods scheduled for Grades 1 – 4. Kindergartners make periodic visits.

Multi-Age Program
Atwater has a multi-age program option for children starting in first grade. The multi age teachers team-teach children, in grades 1-2, and 3-4. Assignment to the program is by staff determination and enrollment needs and not by parent request.

Music
The general/vocal music program uses a generative approach. Performing, listening, analyzing, reading, and creating skills in the arts are developed through a wide range of experiences. Emphasis is placed on the coordination of the Fine Arts with other curricular areas.

Physical Education
Students in grades Sr. Kdg. through 6 have physical education class three times a week. The curriculum is based on a progression from acquisition of individual motor skills in the earlier grades to more team participation in the upper grades. Gym shoes are required for all students.

Reading / Language Arts
The District's language arts specialists coordinate the schools' reading and English program in kindergarten through Grade 12. This responsibility includes assisting teachers in all aspects of reading and English instruction. Through workshops, they offer classroom teachers new techniques and materials. This information, and recommendations that arise from the testing, are given to the child's teacher. Atwater has a full time L.A. specialist. Students with reading challenges are referred to the specialist and then works with them in small groups to improve their reading skills.

School Counselor
Atwater has a full time school counselor. The school counselor's function in the elementary schools is twofold: 1) coordinates the developmental guidance programs for the various classrooms; 2) conducts small group and individual counseling. This program is referred to as SEL (Social Emotional Learning).
School Psychologist
The Shorewood Schools employ two school psychologists. The school psychologists organize and coordinate the standardized testing program in the elementary schools. They also are available for individual testing and consultation with parents and teachers.

Spanish Language Program
Atwater requires Spanish language instruction in grades 4-6. We use a communicative approach emphasizing oral language proficiency. The instructor meets with each class twice each week for 30 minutes.

Special Education

Technology
Atwater has a variety of technology resources available for staff and student use. This technology is integrated into the instructional program within the classroom.

TARDINESS
Being on time is important for each child and the class. Students who come late require the teacher’s attention to catch up with the class and that takes away from all. Please call the attendance office if your student will be late. Also, let us know if he/she will be having hot lunch. Please help your student understand the importance of being on time. In order for us to provide the best quality program, we need your student here, on time, and ready to work.

VALUABLES
Students are encouraged to not bring expensive toys, video games or large amounts of money to school. While our school is characterized by trust and is almost totally free of theft, expensive items are not necessary and often provide unnecessary distractions.

VISITING POLICY
Atwater welcomes and encourages parents to visit the school. For everyone’s safety, you are required to sign in at the main office upon arrival and sign out when you leave. A quick run to the classroom to drop off items is not allowed unless specifically requested by the office staff. You will be be greeted and receive a visitor’s sticker. Please notify the teacher or office, in advance, if you wish to observe classes. This will enable us to inform you whether or not your child will be in the classroom or attending another class or program.

VOLUNTEERS
The Shorewood School District has an outstanding volunteer program wherein interested citizens give their time and talents to supplement the work of the teachers. Volunteers serve as classroom aides, tutors, library assistants, resource people, coordinators of special activities, and in numerous other capacities that enrich the students' school life.

Each volunteer determines the amount of time to be donated. Some spend several half days each week in an assigned classroom; others spend one hour each week; and still others spend time at home to complete a task. All are important and appreciated.

The District Volunteer Policy requires that volunteer background checks are to be completed every two years. Anyone who volunteers as a tutor or classroom aide, who is a potential field trip chaperone, or who will be coaching or working directly with students on school projects, **must** have an active volunteer application on file, before they begin their volunteer service. This application may be completed online under “Volunteer” of the [Get Involved](#) section of the school district website. Please allow at least five business days for your application to be processed.

**WEATHER CONDITIONS**

It is our policy to allow students to go outdoors each day, if at all possible. We expect all students to come dressed properly for the day. In cold weather, students should arrive at school with: 1) a heavy jacket or several warm layers; 2) warm gloves or mittens; 3) a warm head covering; 4) snow pants or a change of clothing; 5) boots or a change of shoes (students without boots will need to remain on the plowed blacktop area).

It is possible that rain or cold weather may prevent students from going outdoors for recess. Many children do not come to school with rain gear, so if it is actively raining, they will be kept indoors. If the wind chill falls below 0°F, inside alternatives will be made available, as outdoor recess will be canceled.