

Weyauwega and Fremont Elementary Schools

Mr. Douglas Nowak - Principal

2016-2017 Student/Parent Handbook



Student Section

***Student need only read and understand the information in the “Student Section.” Parents should inform their child/children of all other pertinent information regarding the Elementary Student/Parent Handbook and School District of Weyauwega-Fremont Student/Parent Handbook.**

Assignment Notebooks-You will be given an assignment notebook if you are in grades 1-5. In this notebook, you should write any assignments or homework you receive each day. This will help your parents understand what you need to get finished each night for homework.



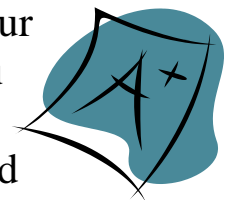
Breakfast-Breakfast is served from 7:30-7:50 AM for those who eat breakfast at school.

Conduct-You are expected to follow all school rules and be respectful to all people at school. If you do not do these things, the teachers and/or principal will help you to make changes in how you behave at school. Your parents may even be called to help with this.

Desks/Lockers-You will be given a desk/locker to use for storing the things you need for school. Please do not store valuables such as money or jewelry in your desk/locker. The desk/locker you are given to use is the property of the school and should be treated with respect (don't write on it or damage it).

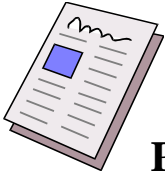


Homework-Homework is given to help you learn. Your parents, other adults or older brothers/sisters can help you with any problems you might have with your homework. They should **not** do your homework for you. You may need to stay in for recess/recesses to finish homework that is not finished.



Lunch-Lunch is served between 11:00 AM and 11:30 AM.

Newsletter-Each Monday(or first day of the week if not a Monday) you will receive a newsletter. Please give the newsletter to your parents so that they can read it. You may also read it.



Personal Property-Your personal property is your responsibility. The school will not be responsible for any items lost at school or on the bus. Put your name on anything you bring to school that is yours. Check with the office if you've lost something. Someone may have turned it in for you.

Report Cards-Each quarter a Report Card will be sent to your parents.

Solving Your Problems-If someone is being mean to you, is doing something you do not like or is doing something that is unsafe, you should do these three things:

- Ask the person to stop it,
- Walk away from that person, and
- Tell an adult about what is happening.



Student Day-You will be allowed in the school building only during the hours listed below, unless your parents let us know about a change.

Fremont Elementary School

7:30 AM – 3:15 PM
7:50 AM – Class begins
3:00 PM – Dismissal time

Weyauwega Elementary School

7:30 AM – 3:15 PM
7:50 AM – Class begins
3:00 PM – Dismissal Time

If you arrive after 7:50 AM, you will be considered tardy.

If you do not ride the bus, you should go directly home, unless your parents let the school know you will be doing differently.



Parent Section

Accidents- In the event of an accident involving a student, every precaution will be taken to administer the proper first aid and to request the assistance of the medical profession, if it is deemed necessary. If the accident is of a serious nature, the school authorities will notify the parent(s)/guardian(s), who then shall assume responsibility. **The Student Data Form helps us to locate a parent/guardian quickly. Please fill out your child's form completely and keep the school informed of any changes in telephone emergency numbers.** This includes work numbers, and especially, any alternate emergency contacts. If school personnel are unable to reach the parent(s)/guardian(s), the student may be taken by ambulance for medical treatment for examination.

Assignment Notebook-Your child will be given an assignment notebook/folder to record daily homework and assignments. Please check this assignment notebook/folder daily to determine what homework and assignments your child has for any given day. You may also choose to use the assignment notebook/folder as a mode of communication between yourself and your child's teacher.

Attendance-The responsibility for regular school attendance of a student rests upon the student's parent(s)/guardian(s). In accordance with state law, all children between five (5) and eighteen (18) years of age must attend school full time until the end of the term, quarter or semester, in which they become eighteen (18) years of age, unless they have a legal excuse or fall under one of the exceptions outlined in state statutes.

All students, parents, and staff in the Weyauwega-Fremont School District are required to observe the compulsory school attendance law (ss. 118.15). **It is the responsibility of the parent(s)/guardian(s) to telephone the school before 9:00 a.m. on the day of the absence to inform school officials of the absence and the reason for it.** If the school has not received a phone call regarding the student's absence prior to 9:00 a.m., school personnel may make a phone contact or home visit to determine the cause.

Weyauwega Elementary Office: 867-8165
Fremont Elementary Office 867-8065

If parent contact has not been made within two (2) days of the absence it will be considered unexcused.

NOTE: Any student excused in writing for legitimate reasons by his/her parent(s)/guardian(s) before an absence is excused from school attendance. **A student may be excused by the parent(s)/guardian(s) for not more than 10 days in the school year and all guidelines following prearranged absences must be followed (Fill out a Pre-arranged Absence Form).** (The school district reserves the right to request a note from a physician for any absence due to illness if a student is absent more than 10 days. If a request is made and no note is received, your child will be considered truant.)

Absences:

Excused- Students may be excused from school for personal illness, unforeseen family or personal emergencies, funerals and other absences approved in advance by the school principal or designee. Family vacations, medical/dental appointments, etc. will be considered on an individual basis prior to the student's absence.

Prearranged Absence-A prearranged absence form must be filled out for future known absences of more than one day. This form can be obtained at any school office and must be returned to the office two (2) week prior to the planned event, with signatures by the parent(s)/guardian(s), principal and classroom teachers before the student takes the prearranged absence. **All of the student's schoolwork must be made up in advance of the absence unless other arrangements have been made with the teacher(s) or principal.**

It is the responsibility of the parent(s)/guardian(s) to provide reasons for student absences, when at all possible, prior to the absence, and the school's responsibility to determine if the absence is excused or unexcused.

Unexcused- Unexcused absences and other absences from school that exceed or do not fulfill the policies on excused absences are considered truanancies.

Truancy:

The following key definitions apply under the statutes related to truancy and school attendance enforcement:

1. “Truancy” means either of the following:
 - (a) Any absence of part or all of one or more days from school during which the school attendance officer, principal or teacher has not been notified of the legal cause of the absence by the pupil’s parent or guardian.
 - (b) Intermittent attendance carried on for the purposes of defeating the intent of the compulsory school attendance law. [S. 118.16(1) (c), Stats.]
2. “Habitual truant” means a pupil who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester.
3. “School attendance officer” means an employee designated by the school board to deal with matters relating to school attendance and truancy.

Code of Conduct and Consequences-Please refer to the “School District of Weyauwega-Fremont Parent Handbook for 2016-2017 for all pertinent information in this area.

Communication Devices- Cell Phones/Communicative Devices

Use of cell phone or other communicative devices is not allowed during school hours (7:50AM-3:00PM). Students using such devices during school hours will have them confiscated and parents will be contacted to pick up the device.

Conflict Resolution- The best means to solve a problem within the School District is to start with the person involved in the problem. If it cannot be solved at this level, the Principal should be contacted.

Desks- Students are assigned a locker, desk, and/or place for their personal items. Students are discouraged from bringing personal valuables and leaving them in the hall or other locations accessible to other students. Desks and lockers are the property of the district. The school retains the right to conduct both announced and unannounced searches. Periodic general inspections may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. Desks and lockers may be searched when there is reasonable suspicion or a reasonable need. Among the reasons for searches are suspicion of concealing alcohol, drugs, materials of a disruptive nature, stolen property, weapons, or other items that pose a danger to health and safety. Discovery of illegal materials will result in disciplinary action.

Entrance and Registration Requirements- To be eligible to enter 4-year –old kindergarten a student must attain the age of four (4) years by September 1 of that school year. To be eligible to enter Kindergarten a student must attain the age of five (5) years by September 1 of that school year. The parent(s)/guardian(s) must present a documented record of the birth age. To be eligible to enter First Grade a student must have attained the age of six (6) years by September 1 of that school year.

Homework- Homework is given to help expand the field of learning of the child. Parent(s)/guardian(s) are asked to encourage students to complete their homework. You are also encouraged to assist your child with any difficulties he/she may have in the course of doing his/her homework. **Please do not do your child’s homework or give answers to homework.** Students who do not complete homework will be expected to complete work during recess or noon hour unless other arrangements are made. Please feel free to call your child’s teacher if the completion of homework becomes unmanageable with regard to the time it takes your child to complete or the difficulty level. Modifications in the type and duration of homework may be able to be arranged.

Leaving School During the School Day- If a student becomes ill at school, the school personnel will contact the parent(s)/guardian(s). The student must “sign out” in the office before leaving school.

If parent(s)/guardian(s) need to pick up a child before regular dismissal time, a note must be sent to the classroom teacher. The parent(s)/guardian(s) should pick up the child in the classroom and then “sign out” in the office. In the event of an emergency the parent(s)/guardian(s) may inform the office by telephone of the need to pick up the child early.

Newsletter- A Newsletter is sent home on the first day of each week. Please take a few minutes to read this newsletter. It contains important information and dates which will help you understand the things that are going on at school.

Personal Property- Security of personal property is the responsibility of the individual. The school cannot and will not accept responsibility for the valuables of students. Each year valuables are lost and not claimed by students. Items of sizable value should not be brought to school. **It is helpful if coats, sweaters, mittens, and boots, etc. are labeled.** Lost articles are sent to the office where they may be claimed.

Report Cards/Conferences- Report cards are completed every nine weeks, four times a year. Parent/Teacher Conferences will be held during the 1st and 3rd quarter. Your attendance at these conferences is highly encouraged and helps us work together to help your child succeed academically and behaviorally.

Student Day- Children will be allowed in the school building only during the hours specified below, unless special permission is obtained from the teacher.

Fremont Elementary
7:30 a.m. – 3:15 p.m.
7:50 a.m. Class Begins
3:00 p.m. Dismissal Time

Weyauwega Elementary
7:30 a.m. – 3:15 p.m.
7:50 a.m. Class Begins
3:00 p.m. Dismissal Time

Students arriving after 7:50 will be considered tardy. Please be prompt in dropping of your child at school in the morning and/or picking him/her up after school. Students not riding the bus should go directly home after school unless other arrangements have been made with school personnel.

Telephone- Calls, which result in a change in the student’s dismissal procedure, should **be made prior to 2:30 p.m.**

Transfers- Families moving out of the school district should notify the school as soon as possible of the date the child is leaving. Receipt of a Records Release Form from the new district is necessary before records can be forwarded. Records will then be sent upon request of parent(s)/guardian(s) or school officials. They cannot, however, be given to the parent(s)/guardian(s) to be taken to the new school.

Visitors- Parent(s)/guardian(s) are invited to visit classrooms at anytime. **Please sign in at the office and receive a visitor’s pass before going to the child’s classroom.** Parent(s)/guardian(s) are asked to call ahead to check if there is a substitute teacher that day or if students are taking a test. Parent(s)/guardian(s) wanting to eat with their children should call the office in the morning so that they are included in the lunch count.

If parent(s)/guardian(s) want to meet with the teacher or principal, please call for an appointment so that the school routine is interrupted as little as possible.

WEYAUWEGA AND FREMONT ELEMENTARY SCHOOLS

HANDBOOK ACKNOWLEDGEMENT FORM

All elementary-aged children in the School District of Weyauwega-Fremont should sign this form stating they understand the information in the handbook. Parents should, likewise, sign below also.

I have read or my parent(s)/guardian(s) have read to me and I understand the Weyauwega and Fremont Elementary School Student/Parent Handbook for 2016-2017.

Student's Signature

Grade Level

Date

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I, as a parent/guardian of the above named student(s), have read and understand the policies and rules stated in the Weyauwega and Fremont Elementary Schools Student/Parent Handbook.

Parent/Guardian(s) Signature _____

Date _____

This page should be returned to your child's school office.

All policies and regulations noted in the School District of Weyauwega-Fremont Student/Parent Handbook received in the registration packet also apply to all elementary students. Please read that document also.

