

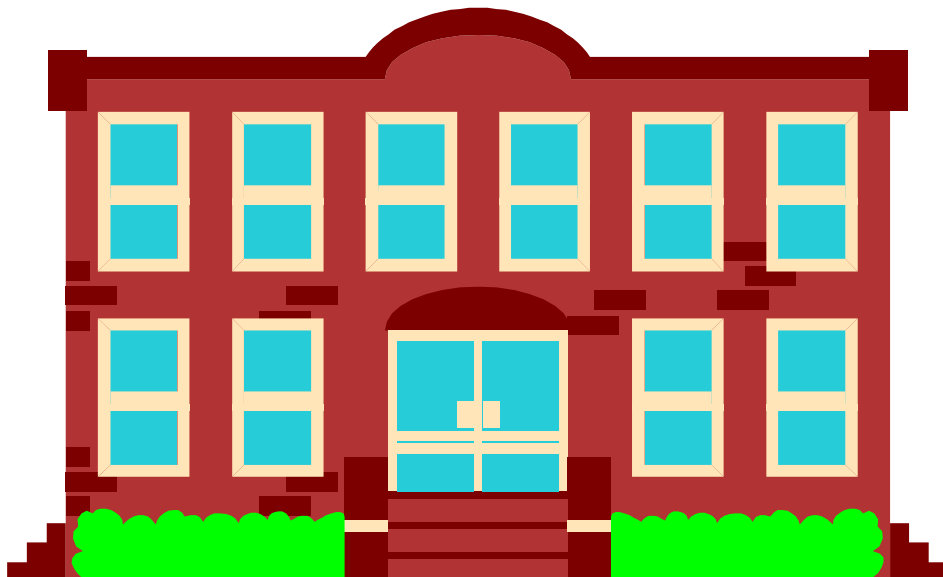
**2015-2016 PARENT HANDBOOK**

**BIG BEND ELEMENTARY SCHOOL**

**Office – (262) 363-4401 (#0)**  
**24 Hour Attendance– (262) 363-4401 (#1)**  
**Health Room – (262) 363-4401 (#3)**  
**Fax – (262) 662-1309**

**SHAWN WALLER, PRINCIPAL**

*“Today’s Schools . . . Tomorrow’s Future.”*



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# WELCOME

*Dear Big Bend Families:*

*Welcome to the 2015-16 school year! As we begin another year of learning and fun, we look forward to being together and making the most of every day. We welcome all of our new families to Big Bend Elementary School*

*As in the past, we are anxious to continue our positive working relationship between school and home. The Big Bend staff feels privileged to have involved and concerned parents as partners in the educational process. The development of this relationship is a key to learning and high achievement. Continue your efforts in the developing of positive home-school relationships, and join us in watching your child thrive.*

*Please continue to provide us with your constructive feedback!*

*Shawn Waller  
Principal*

## DISTRICT ADMINISTRATION

|                     |  |          |            |
|---------------------|--|----------|------------|
| Shawn McNulty       | Superintendent of Schools                | 363-6300 | VM #24100  |
| Darren Clark        | Director of Business Affairs             | 363-6300 | VM #24102  |
| Maxine Towle, PH.D. | Director of Pupil Services               | 363-6300 | VM #24200  |
| Mary Koski          | Director of Student Learning             | 363-6300 | VM #24113  |
| Nick Reichoff       | Director of Employee/Instructional Serv. | 363-6300 | VM # 24400 |

## MUKWONAGO AREA SCHOOL DISTRICT BOARD OF EDUCATION

**School Board Members as of 5/27/15** *(email for official district business only)*

|   |  |
|---|--|
| <p><b>Mary D'Amour</b><br/>President (Central Region)<br/><a href="#">Email</a><br/>(262) 363-6300, x24900<br/>Finance, and Building, Grounds<br/>&amp; Transportation Committees</p> | <p><b>Jeff Voelkel</b><br/>Vice-President (West Region)<br/><a href="#">Email</a><br/>(262) 363-6300, x24901<br/>Finance and Learning Committees</p>                         |
| <p><b>Rodell Singert</b><br/>School Board Member (East Region)<br/><a href="#">Email</a><br/>(262) 662-3830 (H)<br/>Personnel Committee</p>   | <p><b>Cheri Winchowky</b><br/>Clerk (District-at-Large)<br/><a href="#">Email</a><br/>(262) 363-6300, x24902<br/>Learning Committee</p>                                      |
| <p><b>Tim Agoudemos</b><br/>School Board Member (East Region)<br/><a href="#">Email</a><br/>(262) 706-3020<br/>Buildings, Grounds &amp; Transportation and Finance Committees</p>     | <p><b>Todd Clemens</b><br/>Treasurer (District-at-Large)<br/><a href="#">Email</a><br/>(262) 617-3077<br/>Personnel Committee</p>  |
| <p><b>Art Schneider</b><br/>School Board Member (District-at-Large)<br/><a href="#">Email</a><br/>(262) 392-9110 (H)      (414) 313-1320 (C)<br/>Learning Committee</p>               | <p><b>Don Cox</b><br/>School Board Member (Central Region)<br/><a href="#">Email</a><br/>(262) 363-6300, x24903<br/>Building &amp; Grounds and Transportation Committees</p> |
| <p><b>Joanne Newberry</b><br/>School Board Member (West Region)<br/><a href="#">Email</a><br/>(262) 363-6300, x24904<br/>Finance and Personnel Committees</p>                         | <p><b>Taylor Schoessow</b><br/>Student Representative<br/>-----<br/><b>Carly Krebs</b><br/>Student Representative</p>  |

## ARRIVAL

Students being dropped off by parents and walkers should not arrive at school before 8:20 AM. Doors are locked until 8:20 and supervisors are not on duty until this time. When bringing children to school, please do not drop them off in front of the building. Buses dropping students off and cars weaving in and out is an accident waiting to happen. **Please drop off your children off on the northerly most part of our front sidewalk.** If you need to enter the building, please park in our northerly lot. **DO NOT PARK IN FRONT OF THE SCHOOL.**

## ATTENDANCE REPORTING

Regular attendance is essential for successful progress in your child’s educational program. A child should be in school every day he/she is physically able to attend. When a student misses school, he/she could be missing the introduction and/or development of necessary skills.

If a child is not at school, **a parent or guardian is required to notify the office before 9:00 AM.** Parents should call the 24-hour Attendance Line @ 363-4401-ext.#1 to report their child’s absence/tardiness. The office will be contacting the parent/guardian of absent children if a phone call is not received. The school will notify parents of accumulating absences via a 10 and 20 day absence letter. (Actual Mukwonago Area Schools “*Student Attendance Policy*” is reproduced and inserted on page 19-20 of this handbook.)

## ATTIRE / CLOTHING AND WIND CHILL

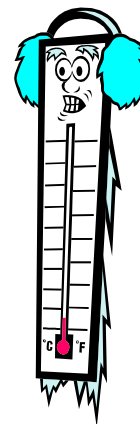
Students are expected to come to school clean and neat. Personal appearance can have a positive effect on children. Examples of dress that is inconsistent with educational goals include halters, short shorts, and T-shirts with obscene expressions, cigarette, or liquor promotions. Some parents may need to assist their children in choosing proper clothes to wear.

Due to changing weather conditions, it is suggested that layered clothing be considered when weather is questionable. Students are expected to go out for recesses and should be dressed appropriately. A wind chill chart and the weather service are used to determine if students will be indoors or outdoors. Students go outside when temperature and wind speed intersect in the “Little Danger” area.

Hats, boots and mittens/gloves are needed by all students during winter months. Please mark all outerwear with your child’s name. We appreciate your help in making sure your child is appropriately dressed.

**Wind Chill Chart**

| Wind speed<br>in MPH                 | ACTUAL THERMOMETER READING (°F)                |    |    |  |     |     |     |   |      |      |
|--------------------------------------|--|----|----|--|-----|-----|-----|---|------|------|
|                                      | 50   | 40 | 30 | 20   | 10  | 0   | -10 | -20   | -30  | -40  |
|                                      | <b>EQUIVALENT TEMPERATURE (°F)</b>             |    |    |  |     |     |     |   |      |      |
| calm                                 | 50   | 40 | 30 | 20   | 10  | 0   | -10 | -20   | -30  | -40  |
| 5                                    | 48   | 37 | 27 | 16   | 6   | -5  | -15 | -26   | -36  | -47  |
| 10                                   | 40   | 28 | 16 | 4  | -9  | -21 | -33 | -46   | -58  | -70  |
| 15                                   | 36   | 22 | 9  | -5   | -18 | -36 | -45 | -58   | -72  | -85  |
| 20                                   | 32   | 18 | 4  | -10  | -25 | -39 | -53 | -67   | -82  | -96  |
| 25                                   | 30   | 16 | 0  | -15  | -29 | -44 | -59 | -74   | -88  | -104 |
| 30                                   | 28   | 13 | -2 | -18  | -33 | -48 | -63 | -79   | -94  | -109 |
| 35                                   | 27   | 11 | -4 | -20  | -35 | -49 | -67 | -82   | -98  | -113 |
| 40                                   | 26   | 10 | -6 | -21  | -37 | -53 | -69 | -85   | -100 | -116 |
| Over 40 MPH<br>(Little added effect) | LITTLE DANGER<br>(For properly clothed person) |    |    | INCREASING DANGER<br>(Danger from freezing of exposed flesh) |     |     |     | GREAT DANGER<br>(Danger from freezing of exposed flesh) |      |      |



## BICYCLES

Students should have their bicycles registered and licensed through the Big Bend Police Department. Bikes should be locked and in the racks provided along the walk in front of the building. Bikes should be walked while on school grounds.

## BEHAVIOR GUIDELINE

The purpose for establishing a plan was to be consistent with our expectations in four areas:

- Playground: Be aware of safety concerns and play cooperatively.  
Cafeteria: Use good eating manners and good housekeeping – clean up after yourself.  
Hallways: Walk on the right side of the hallway. Be respectful of others who are still indoors.  
Classroom: Follow classroom rules and come prepared for the day.

Since consistency is helpful in learning, it is our hope that by clearly stating what is expected of students, teachers, and parents, we can all focus on the positive.

### INSIDE EXPECTATIONS -- RULES

- Walk at all times
- Keep hands, feet, and other objects to yourself.
- No name calling, swearing, teasing / bullying, threatening, or harassing.
- Use quiet inside voices.

### OUTSIDE EXPECTATIONS -- RULES

- Follow directions of supervisors.
- Once outside stay out until time to come in.
- Stop play and line up when bell rings.
- No name calling, swearing, teasing / bullying, threatening, or harassing.
- Throw nothing except authorized equipment.

When students chose not to do what is expected of them, they should be informed ahead of time what the consequences will be.

## BUS INFORMATION

Hanks Transportation..... 363-7176  
Dousman Transport..... 392-2243

Our district has contracted with these private carriers to provide transportation to/from Big Bend Elementary schools. Proper behavior should be displayed at bus stops, as well as while on the bus. Bus rules are in with registration material. Please help us get the message to bus riders that they do not have the right to bully, harass, threaten, or swear at other children. If a child is referred to the principal's office more than 3 times, either by other riders or the driver, I will call his/her parents and discuss temporary removal from the bus.

On occasion, parents request to have their child take a different bus home than their regular assigned bus. It is the responsibility of the parent to contact Hank's Transportation to arrange this variance. Please indicate on your note to school that this request has been approved by Hanks for the day. Otherwise, if the bus is full, Hanks will return the unauthorized student to our school office and the parents will be contacted to pick-up their child at school.

# Mukwonago Area School District 2015-2016 District Calendar APPROVED BY SCHOOL BOARD - 3/23/15

Note: Starting on 8/2/2016 and every Wednesday following, students will be released one hour early for teachers to receive staff development and training. Unless noted otherwise, the school day will end at the following times: PVMS 1:31 p.m., MHS 1:46 p.m. and Elementary 2:36 p.m.



**July 2015**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

**T-0 / S-0**

**August 2015**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

**T-5 / S-0**

**September 2015**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 |    |    |

**T-21 / S-21**

**October 2015**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

**T-22 / S-21**

**November 2015**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 |    |    |    |    |    |

**T-17 / S-17**

**December 2015**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

**T-16 / S-16**

**Conferences:**

|      |       |               |
|------|-------|---------------|
| K-6  | 10/13 | 4:00 - 8:00   |
|      | 10/14 | Noon-8:00     |
|      | 2/5   | 4:00 - 8:00   |
| 7-8  | 10/14 | 3:30 - 7:30   |
|      | 10/22 | 3:30 - 7:30   |
|      | 1/28  | 4:00 - 7:00   |
|      | 3/23  | 4:00 - 7:00   |
| 9-12 | 10/14 | 4:00 - 8:00   |
|      | 10/19 | 4:00 - 7:00   |
|      | 2/5   | CIN 5:30-8:30 |
|      | 3/17  | 4:00 - 8:00   |

**Park View Middle School Grade Periods**

|                        |
|------------------------|
| Per. 1 - 9/1 - 10/13   |
| Per. 2 - 10/14 - 11/24 |
| Per. 3 - 12/1 - 1/21   |
| Per. 4 - 1/22 - 3/7    |
| Per. 5 - 3/8 - 4/26    |
| Per. 6 - 4/27 - 6/8    |

**T-20 / S-20**

1/4 - 1<sup>st</sup> Day Back from Vacation  
1/20 - Early Dismissal  
(PVMS 10:08, MHS 10:20; K-6 11:35)  
1/21 - MHS Early Dismissal (10:20)  
1/22 - MHS Early Dismissal (10:20)

**January 2016**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 |    |    |    | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |

**T-21 / S-20**

2/22 - Professional Development Day

**February 2016**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 |    |    |    |    |    |

**T-17 / S-17**

3/4 - No School - Flex Work Day  
3/25-4/4 - No School - Vacation

**March 2016**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |

**T-20 / S-20**

4/4 - Return from Break  
4/20 - Early Dismissal  
(PVMS 10:08, MHS 10:20; K-6 11:35)

**April 2016**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

**T-21 / S-21**

5/30 - No School - Memorial Day

**May 2016**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

**T-6 / S-6**

6/8 - MHS Early Dismissal (10:20)  
6/7 - MHS Early Dismissal (10:20)  
6/8 - Early Dismissal - Last Day of School  
(PVMS 10:08, MHS 10:20; K-6 11:35)  
6/9 - Snow Make-up Day  
6/10 - Snow Make-up Day

**June 2016**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  |    |    |    | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 |    |    |

**Elementary & PVMS Trimesters**

1<sup>st</sup> Trimester - 9/1 - 11/24  
2<sup>nd</sup> Trimester - 12/1 - 3/7  
3<sup>rd</sup> Trimester - 3/8 - 6/8

**High School Quarters**

1<sup>st</sup> Quarter - 9/1 - 11/3  
2<sup>nd</sup> Quarter - 11/4 - 1/22  
3<sup>rd</sup> Quarter - 1/23 - 4/6  
4<sup>th</sup> Quarter - 4/7 - 6/8

**COMMUNITY GROUPS**

|  |                |
|--|----------------|
| Big Bend Public Library .....                          | 662-3571       |
| Brownies / Girl Scouts - Nicole Czajkowski .....       | (414) 491-3091 |
| Cub Scouts – Brian Whipple.....                        | 414-732-7426   |
| Town of Vernon Information Line.....                   | 662-2847       |
| Town of Vernon Park and Recreation – Craig Hoppe ..... | 662-2039       |

**CONCERTS, CONFERENCES & PROGRAM DATES**

|                     |   |
|---------------------|---|
| October 13          | Parent Conferences (4-8pm)  |
| October 14          | Parent Conferences (12-8pm)   |
| December 17 (Thurs) | 4 <sup>th</sup> , 5 <sup>th</sup> & 6 <sup>th</sup> Grade Christmas Vocal Concert |
| January 12 (Tues.)  | 5 <sup>th</sup> & 6 <sup>th</sup> Grade Winter Band & Orchestra Concert           |
| TBD                 | Family Reading Night  |
| February 3          | Parent Conferences (4-8pm)  |
| February 13 (Sat)   | Elementary Choir festival @ PVMS (5 <sup>th</sup> & 6 <sup>th</sup> ) - 9am       |
| March 10 (Thurs.)   | 1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> Grade Spring Vocal Concert    |
| March 19 (Sat.)     | Elem. Instrumental Festival @ PVMS – 9am  |
| TBD                 | Art Show  |
| May 10 (Tues.)      | Spring Band and Orchestra Concert   |

**CUSTODIAL RIGHTS & RESTRICTIONS**

Parents must notify office (in writing) and verify (via legal documentation) any limitations or restrictions involving your child’s custody, as it pertains to child safety and security at school. A restriction form can be obtained from the school office.

**DAILY DISMISSAL PROCEDURES**

To help ensure the safety of all students, the following procedure will be enforced:

**Dismissal:** Classrooms will be escorted at 3:35 PM (Wednesdays: 2:35 pm) by their teacher in a counter clock-wise manner through the hallways. At each appropriate door, groups of students will be dismissed (walkers, bus riders, and pick-up group). Supervisors will be stationed outside each door while students exit school and enter the buses. General Area expectations will be in effect. Bus lines will be dismissed when all classes have circulated the halls and no evidence of students in area is found.

**Students walking home:** Students will exit the southeast entrance at 3:35 PM (Wednesdays: 2:35 pm). Students will cross at walk with crossing guard. Once buses begin leaving the school, students will be held in the building until all buses are gone.

**Students being picked up:** STUDENTS WHO WILL BE PICKED UP BY A PARENT MUST HAVE SUBMITTED WRITTEN PERMISSION to their teacher/office. Students will walk to the north gym doors at 3:35 PM (Wednesdays: 2:35 pm). Parents will enter Big Bend property off Hwy 164 at the northerly most drive. Parents must park in northerly lot and enter north gym doors to pick up their student(s). **Students without written parent permission will be sent home on the bus.** Students not picked up in the north lot by 3:40 P.M. will be taken to the office.

**DISMISSAL FROM SCHOOL FOR OTHER REASONS**

If you must remove your child from school during the day, a note must be sent to your child’s teacher stating the date, time and reason for dismissal. Specify who will pick up the child. The child must be picked up at the office. We **will not** release children from the playground or classroom. A student will not be allowed to leave school unattended for any reason. The security of your child is our main concern.

If a student will be out for a day or more due to vacation, hospital stay, etc., a “Planned Absence” form should be completed as soon as possible before the absence. You can obtain this form from the school office or directly off our Mukwonago website [www.Mukwonago.K12.wi.us](http://www.Mukwonago.K12.wi.us)

When planning vacations, please note our **testing schedule** (noted later in handbook).



## **EARLY DISMISSAL & EARLY RELEASE DAYS**

Early Dismissal: January 20<sup>th</sup>, April 20<sup>th</sup> and June 8<sup>th</sup> students will be dismissed at 11:35 AM. No lunch.

Early Release: Every Wednesday students will be dismissed at 2:35 PM.

## **HEALTH ROOM PROCEDURES**

If a student becomes ill or is injured at school, the school health assistant will provide care. The parents will be informed on the condition of their child in cases that are serious enough to warrant communication. If the parent is unable to be reached, the emergency contacts provided by the parent will be called. Local emergency contacts are suggested to minimize the time the child must wait to be picked up. When picking up a sick child from school, stop at the Office first to let them know, then go to the Health Room where the health assistant will sign your child out from school. The school district nurse will provide assistance as necessary.

Your help in providing complete information on the health emergency card and keeping it updated would be appreciated.

## **MEDICATION POLICY**

In compliance with the State of Wisconsin Medical Examining Board's ruling regarding dispensing of medication in school, the Mukwonago Area School District's medication policy is as follows:

### **Administration of Medications**

#### **1. PARENTAL CONSENT REQUIRED – LABELING**

No medication shall be administered without specific, written request of parents. Any parent requesting school personnel to administer any medication(s) shall supply such medication(s) in a clearly labeled container indicating the name of the student, the name of the medication, the dosage, the time to be given, the name of the physician and any other pertinent information felt necessary in a particular case, including the name of the pharmacy where appropriate.

#### **2. PRESCRIPTION MEDICATIONS**

No prescription medication shall be administered without prior "directional" contact from a physician. This contact may be by letter, telephone, or completion of Authorization for Prescription Medication form. The physician must express a willingness to accept direct communication from the person dispensing or administering the medication. The physician must state in writing the specific conditions under which he or she should be contacted regarding the condition or reactions of the student receiving the medication.

#### **3. NONPRESCRIPTION MEDICATIONS**

WI Statute 118.29 (2) (1) notes that school employees or volunteers "may administer any drug which may lawfully be sold over the counter without a prescription to a pupil in compliance with the written instructions of the pupil's parent or guardian if the pupil's parent or guardian consents in writing." Parents must complete an Authorization for NONPRESCRIPTION medications form including indications for use of medications and appropriate dosage for their child, within standard package directions. Parents are responsible for providing the medication in an appropriately labeled container for their children to take during the school day.

#### **4. RECORDKEEPING REQUIREMENT**

An up-to-date roster of students receiving medication in school shall be maintained in the student's school health office. Such lists shall be reviewed periodically by the school nurse.

## **Administration of Medications - Continued**

### **5. SELF-ADMINISTRATION OF MEDICATION**

All Prescription Medications must be stored securely in the School Health Room and administered by designated staff. Students in grades 7-12 may be granted the responsibility to carry and self-administer Non-Prescription medications at school. Self-administration of non-prescription and emergency medications may be allowed with the approval of parent, and physician in the case of prescription emergency medications. Students may submit a letter of approval from the parent and physician or signed permission for self-administration as part of Authorization for Medication forms. These forms shall be kept on file in the health room.

Mukwonago Area School District is not responsible for the self-administration of medication by pupils.

These provisions have been incorporated by the Mukwonago Area School District for the safety and protection of the pupil on medication, his/her classroom peers, and the school personnel.

DATE APPROVED: April 14, 1975

DATE REVISED: April 27, 2009

JGCD

## **Home-School Communication**

Home / School communication is very important to student success. Parents can bring concerns/complaints to the attention of teachers, administration and or the school board. Information on how to resolve concerns and or file complaints is available on the district website [www.masd.k12.wi.us](http://www.masd.k12.wi.us) under the following links:

### **Parents / Students> Annual Notices**

<http://www.masd.k12.wi.us/parents-students/masd-annualnotices.cfm>

### **Parents / Students> Parent Workshops and Resources**

<http://www.masd.k12.wi.us/parents-students/masd-parentworkshops.cfm>

[http://www.masd.k12.wi.us/cms\\_files/resources/Advocacy%20Resources%20for%20Parents.pdf](http://www.masd.k12.wi.us/cms_files/resources/Advocacy%20Resources%20for%20Parents.pdf)

[http://www.masd.k12.wi.us/cms\\_files/resources/ocr-familyrights-revised11-3-11.pdf](http://www.masd.k12.wi.us/cms_files/resources/ocr-familyrights-revised11-3-11.pdf)

### **DISTRICT>School Board >Board Policies**

<http://www.masd.k12.wi.us/district/masd-boardpolicies.cfm>

### **Community Resources**

Association for the Rights of Handicapped Citizens ARCh

<http://www.waukeshaarch.org>

(262-542-5280)

For assistance or further information on how to address concerns, contact the school Principal or the Pupil Services Director (262-363-6300 x4). If you do not have access to a computer, you may request copies of documents by contacting the school office or Pupil Services Director.

## HOMELESS CHILDREN

The McKinney-Vento Act defines homeless children and youth (twenty-one years of age and younger) as:

Children and youth who lack a fixed, regular and adequate nighttime residence, and includes children and youth who are:

- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason  
(sometimes referred to as double-up);
- living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
- living in emergency or transitional shelters;
- abandoned in hospitals; or
- awaiting foster care placement.

Children and youth who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.

Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.

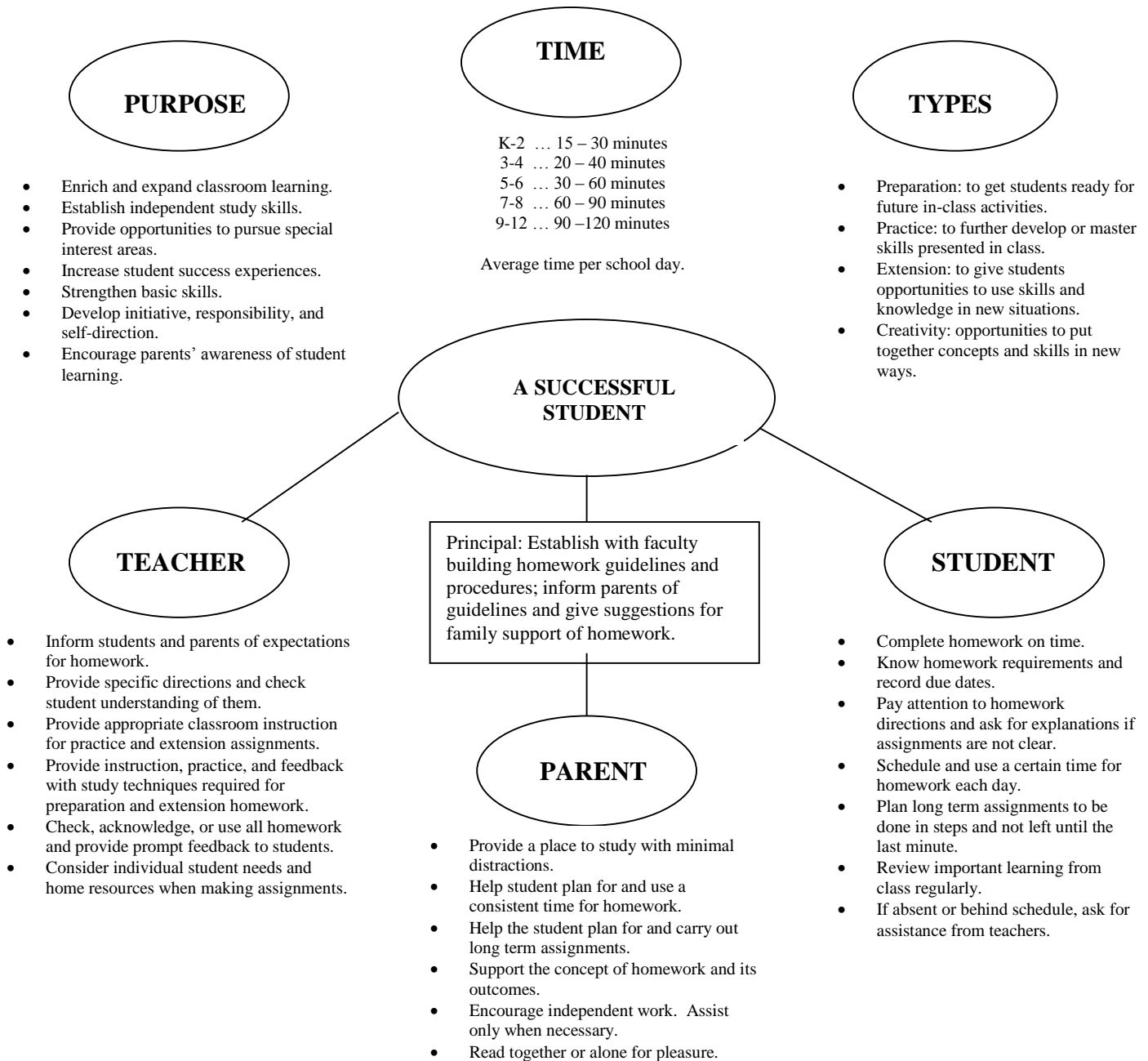
Migratory children who qualify as homeless because they are living in circumstances described above.

If you are personally aware of or are acquainted with any children who may qualify according to the above criteria, the Mukwonago School District provides the following assurances to parents of homeless children:

- The local district staff person (liaison) for homeless children is the Director of Pupil Services.
- There shall be immediate enrollment and school participation, even if educational and medical records and proof of residency are not available.
- All educational opportunities and related opportunities for homeless students (preschool to age 21), including unaccompanied youth, shall be the same as for the general student population.
- Enrollment and transportation rights, including transportation to the school of origin shall be possible. "School of origin" is defined as the school the child attended when permanently housed or when last enrolled.
- Written explanation of why a homeless child is placed other than in a school of origin or school requested by the parent, with the right to appeal within the local dispute resolution process.
- Meaningful opportunities for parents to participate in the education of their children. These shall include: special notices of events, parent-teacher conferences, newsletters and access to student records.

Please contact the Director of Pupil Services, homeless liaison for the Mukwonago School District, at 262-363-6300, ext.4 for additional information about homeless issues.

## HOMEWORK POLICY – IHB



### HOMEWORK

Homework is designed to be a constructive tool in the teaching-learning process. Homework can be an aid in learning. Parents are encouraged to:

- Show positive interest in homework and your child's school work.
- Provide a suitable place and quiet time for homework to be completed.
- Act as an encourager and consultant when your child needs assistance. Avoid doing the homework for your child.

Homework falls into three general categories:

- Completion of unfinished class assignments.
- Practice, test preparation, recreational or assigned reading or special projects.
- Make-up work for an absence.

## LOST AND FOUND

Articles of clothing or other items found on the school grounds are brought to the office. Any article that is marked with a child's name is immediately returned to the child. All items should be plainly marked.

Each year we have many unclaimed articles due to lack of name markings. If your child loses an item, encourage him/her to check our lost and found. Parents are also welcome to check the lost and found for missing articles. Small or valuable items lost can be found in the office. Clothing and large items are in the box near our Library in the hallway. Each summer, articles unclaimed within one week after school dismissal are donated to worthy organizations.

## LUNCH PROGRAM

Payment for the student lunch program can be sent to school in **any amount**. This amount will be credited to your child's account. A notice will be sent home weekly when funds are low or delinquent.

### 2015-16 Student Lunch Costs:

|  |         |
|--|---------|
| DAILY Lunch (includes milk).....           | \$2.45  |
| WEEKLY Lunch (5 days) includes milk.....   | \$12.25 |
| MONTHLY Lunch (20 days) includes milk..... | \$49.00 |
| WEEKLY Milk only (5 days).....             | \$1.75  |
| MONTHLY Milk only (20 days).....           | \$7.00  |

Parents have two options for payment of lunch fees – 1) On-line credit card payments via RevTrack payment system (processing fee will be charged, or 2) Check/cash can be sent into school in a sealed envelope. Checks should be made payable to "Big Bend Elementary" or "Mukwonago Area School District" and always placed in a sealed envelope. The front of the envelope should include:

1. Child's first and last name.
2. Child's teacher and grade level.
3. Amount of money enclosed and what you're purchasing.
4. If more than one child in school, please indicate on envelope preferred distribution to each child's account (i.e., \$40 deposit - Susan - \$25.00 hot lunch & Tom - \$15.00 hot lunch).

Students could receive free or reduced lunches by completing a "**Free & Reduced Lunch form**" to see if you qualify. These forms are found on-line via our district website [www.masd.k12.wi.us](http://www.masd.k12.wi.us) under "Parents/Students" – "Forms" then look under "K-12 General Information" for "Free and Reduced Lunch Application". Forms are also in our school office. *This information is kept confidential.*

|                 | <u>EAT</u>    | <u>OUTSIDE</u> |
|-----------------|---------------|----------------|
| EC/Kindergarten | 11:20 – 11:45 | 10:37 – 11:07  |
| First Grade     | 12:05 – 12:30 | 12:30 – 1:00   |
| Second Grade    | 11:55 – 12:20 | 12:20 – 12:50  |
| Third Grade     | 11:45 – 12:10 | 12:10 – 12:40  |
| Fourth Grade    | 12:15 – 12:40 | 11:45 – 12:15  |
| Fifth Grade     | 12:25 – 12:50 | 11:55 – 12:25  |
| Sixth Grade     | 12:35 – 1:00  | 12:05 – 12:35  |

Serving @ 11:20, 11:45, 11:55, 12:05, 12:15, 12:25, 12:35

## NEWSLETTERS / BULLETINS

We will make every effort to keep you informed about school activities through various communication vehicles such as our *emailed* Parent Newsletters, etc. Please put a high priority on these documents. If you don't receive an emailed Newsletter each month, please contact our office to check that we have the correct email on file. If you don't use email, please complete the "opt. out" form found in your 1<sup>st</sup> day packet and a hard copy will then be sent home with your youngest student each month.

## PARENT TEACHER ORGANIZATION

The purpose of our Big Bend P.T.O. is to promote the best interest of students, through improved Parent-Teacher communication and by providing a better understanding among school board members, teachers, parent/guardians, administrators and the community. The P.T.O. also raises funds to benefit the students and faculty of our school (listed below).

Monthly meetings are open to all interested parents and staff at no cost. Dates of scheduled meetings will be mentioned in the monthly newsletter. The meetings are held in the school library on the **second Tuesday of each month at 6:30 PM**. A volunteer sheet is issued for your convenience the 1<sup>st</sup> week of school.

If you have any questions about our P.T.O. please call Cindy Dodds, P.T.O. President, or our school office.

We have a dedicated group of parents who actively pursue various ways of trying to involve other families. There are many things this group is willing to become involved in. Please continue to give them your support.

### **PTO OFFICERS for 2015-16 are:**

|                               |                              |                |
|-------------------------------|------------------------------|----------------|
| President.....                | Alicia Delaney .....         | (262) 719-5342 |
| Vice-President.....           | Nicole Peterson-Gissal ..... | (262) 527-5700 |
| Treasurer .....               | Jeanette Liesen.....         | 662-9689       |
| Secretary .....               | Tara Hangartner.....         | 662-3627       |
| Teacher Representatives ..... | Rotating Basis.....          | 363-4401       |
| District Representative.....  | Vacant.....                  |                |

### **Activity Coordinators**

|                                |  |                |
|--------------------------------|--|----------------|
| Volunteer Coordinator .....    | Vacant.....                            |                |
| Fund Raiser Coordinator.....   | Vacant.....                            |                |
| Expanding Horizons Coor.....   | Lisa Heard .....                       |                |
| Campbells Soup Labels .....    | Stephanie Wessels .....                | 662-1681       |
| General Mills Labels.....      | Stephanie Wessels .....                | 662-1681       |
| Milk Cap Program.....          | Kelly Bruhn .....                      | 706-3611       |
| Reading Fair Celebration ..... | (Committee Chair – Becky Bretza) ..... | 363-4401       |
| Fall/Spring Book Fair .....    | Julie Castello .....                   | 662-1917       |
| Movie Ticket Coordinator.....  | Cindy Dodds.....                       | (414) 236-4482 |
| School Directory .....         | Tara Hangartner.....                   | 662-3627       |

P.T.O. Meetings are held the **SECOND THURSDAY** of each month at 6:30 p.m. in the school library

### P.T.O. On-going Fundraisers

#### CAMPBELLS LABELS

Collect and send into school any Campbells labels as outlined below. They provide a point per label program which allows us to purchase needed school equipment based on our point totals.

#### PICK N' SAVE – WE CARE PROGRAM

Big Bend P.T.O. participates in Roundy's "WE CARE" program. In order to participate, we need your cooperation.

1. Apply for Pick N' Save grocery card using Big Bend P.T.O. as your designated charity. Our number is #060400.
2. You must give your card to cashier to scan each time you check out.

#### MARKET DAY

Market Day food products are sold through monthly flyers. Pick-up dates are monthly after school. A percentage of the sales are PTO profit.

#### MILK CAP COLLECTION

We will begin a new fundraiser this year and you may already have the product in your home. If your milk container caps have a sticker on them indicating savings, save the milk caps w/sticker and send them into school. We will submit milk caps for \$\$\$ at year end.

**POLICIES PERTAINING TO STUDENTS AND STAFF**

| <b><u>DATE</u></b> | <b><u>POLICY</u></b>                               | <b><u>DATE</u></b> | <b><u>POLICY</u></b>                               |
|--------------------|--|--------------------|--|
|                    |  |                    |  |
| 5/13/96            | BAA Non-discrimination                             | 5/13/96            | BAA Non-discrimination                             |
| 1/2/96             | DIEG Purchase Orders                               | 5/28/96            | EDB Bus Conduct                                    |
| 1/2/96             | DJ Student Activities Fund                         | 5/28/96            | EDBA Use of Video Cameras of Buses                 |
| 5/28/96            | EBCA Key/Loc                                       | 9/22/97            | EDD Transportation Standards                       |
| 3/30/98            | GAAA Equal Opportunity Employment                  | 5/28/96            | EEA Free Food Service                              |
| 3/30/98            | GABA Grievance Procedure                           | 3/30/98            | GABA Grievance Procedure                           |
| 3/30/98            | GABA-R Harassment/Discrimination Form              | 3/30/98            | GBAA Sexual Harassment                             |
| 3/30/98            | GAF Physical Restraint                             | 3/30/98            | GBAA-R Procedure                                   |
| 3/30/98            | GAF-E Physical Restraint Form                      | 10/13/97           | IDCA Student/Staff use of Internet                 |
| 3/30/98            | GAG Staff Conflict of Interest                     | 10/13/97           | IDCA-R Guidelines for use                          |
| 3/30/98            | GAJA Receipt of gifts or Gratuities                | 2/16/98            | IEB Intra-District Student transfer requests       |
| 3/30/98            | GAM Alcohol/Drug Abuse                             | 10/96              | IHB Homework                                       |
| 3/30/98            | GBAA Sexual Harassment                             | 5/5/97             | JAA Equal Education Opportunities                  |
| 3/30/98            | GBAA-R Procedure                                   | 5/5/97             | JABA Academic Misconduct/Cheating                  |
| 3/30/98            | GBAB Staff-Student Relations                       | 1/25/99            | JB Grading   |
| 3/30/98            | GBRGNonschool Employment of Professional Personnel | 7/21/97            | JBA Personal Appearance, Dress and Grooming        |
| 3/30/98            | GBT Professional Publishing                        | 10/30/00           | JBAC Student Attendance Policy ( <i>attached</i> ) |
| 3/30/98            | GD Employee Assistance Program                     | 10/13/97           | JBAD Student Classroom Code Of Conduct             |
| 7/17/95            | HAN Employee Personnel Job Action                  | 5/5/97             | JBAE Gang Activity in School                       |
| 4/27/98            | ICAAB Instructional use of Film and Video          | 5/5/97             | JBB Weapons in school                              |
| 11/18/96           | ICAB Copyright                                     | 5/5/97             | JCAB Accommodating a student's Religious Belief    |
| 10/13/97           | IDCA Students/staff use of Internet IDCA           | 10/12/98           | JCC Search and Seizure                             |
| 10/13/97           | IDCA-R Guidelines for use                          | 10/97              | JGCDA Alcohol, Tobacco, or other drug policy       |
| 11/18/96           | IFCBA Extended Trips                               | 10/12/98           | JR Student Records                                 |
| 11/18/96           | IFCBA-E forms                                      | 10/12/98           | JRA Directory Information Policy                   |
| 11/18/96           | IFCC Community Resource Reasons                    | 12/14/98           | KM Visitors to the schools                         |
| 10/96              | IHB Homework                                       | 12/96              | KN Public Complaints                               |
| 5/5/97             | JCABA Religious Expression in Public Schools       |                    |  |
| 10/13/97           | JHB Student Activity Cancellations                 | 6/19/95            | GBAC - Bullying Policy (Attached to                |
| 5/5/97             | JHCAB Public Performance by students               |                    |  |

**PROGRESS REPORTS / CONFERENCES / REPORT CARDS**

Reporting a child’s progress comes in many forms: notes, phone calls, mid-term progress reports, trimester report cards, conferences and class work that are sent home. Formal scheduled conferences will be held in the Fall. Watch for a special take-home letter from the teacher. A late Winter Conference time is provided on an as-needed basis. If parents feel that additional conferences are necessary, call to set up a meeting with the teacher. Waiting or delaying this contact often leads to more frustration and doubt. Call immediately when the report you hear at home doesn’t sound right to you.

**RELIGIOUS BELIEF – STUDENT ACCOMODATIONS**

The Mukwonago Area School District’s Board of Education recognizes that reasonable accommodations with regard to examinations and other academic requirements may have to be made from time to time because of a student’s sincerely held religious beliefs.

Accommodations made under this policy shall be provided to students without prejudicial effect. Accommodations may include, but are not limited to, exclusion from participation in an activity, alternative assignments, time released from school to participate in religious activities, and opportunities to make up work missed due to religious observances.

Written requests regarding accommodations should be made by parents/guardian to the building principal. All requests shall be judged individually, based upon state and federal guidelines. The principal shall inform the parents/ guardian of his/her decision in a timely manner. If a parent/guardian is not satisfied with the principal’s decision, he/she may appeal to the superintendent, and if necessary, to the Board. Appeals beyond the Board may be made to the State Superintendent of Public Instruction in accordance with provisions of state law.

**SCHOOL CLOSINGS**

**WTMJ (620 AM)** is the official radio station to listen to for school closings in the Mukwonago Area School District (or WTMJ 4 on TV). Should school be closed during the school day due to weather or emergency situations, your child will be returning home on the bus as usual. If you are not home during the day, we recommend a back-up plan for your child. (List neighbors, hidden key, etc.)

Parents will be notified of emergency closings via our “ShoutPoint” **Infinite Campus Messenger** system, which will contact your phone and/or email address with closings before school begins for the day. Closings during the school day will come to you via **Infinite Campus Messenger** phone/email message center to your indicated phone, cell, and email.

Please notify us of changes to these phone numbers and email addresses so accurate emergency notification records are always on file. **You can also make these updates through your parent portal.**

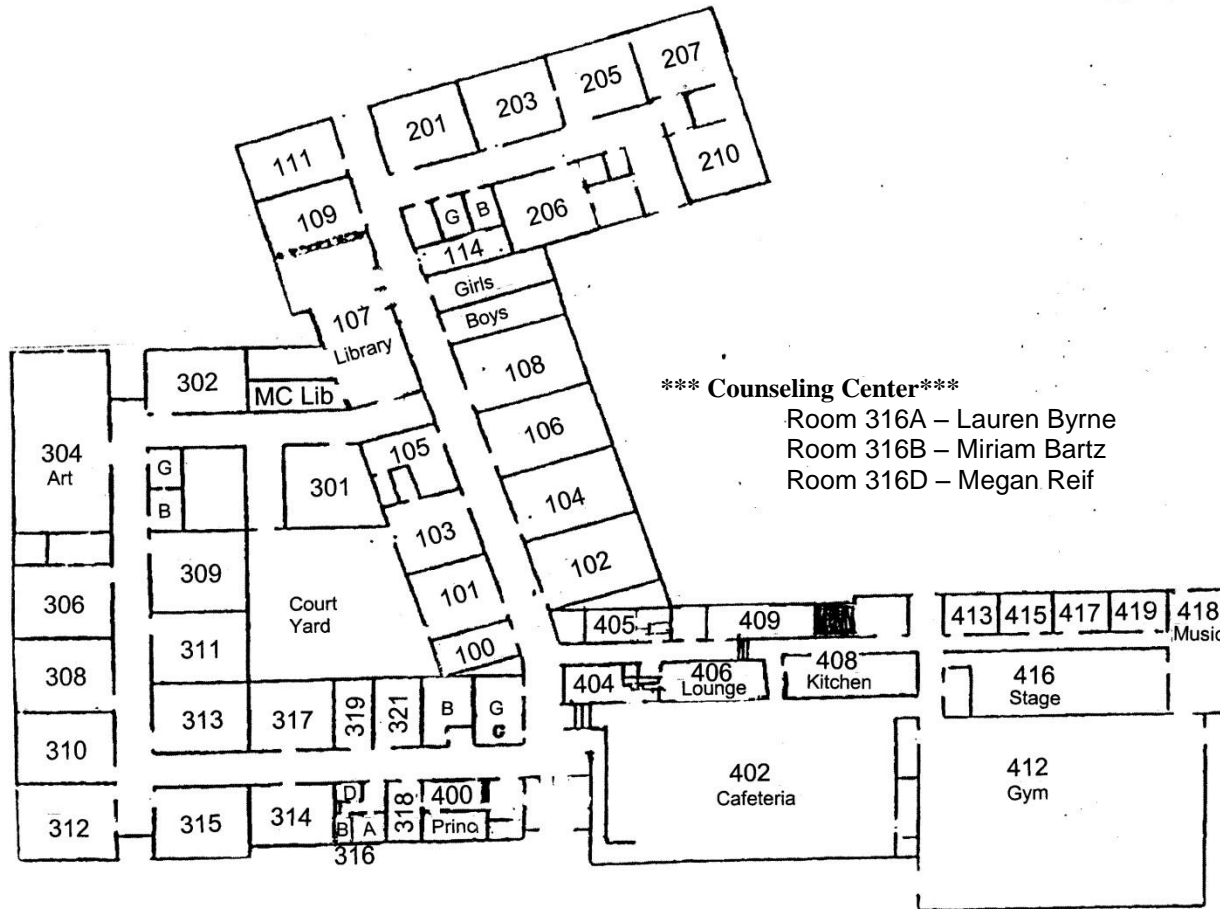
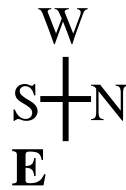
**SCHOOL FEES**

|  |         |
|--|---------|
| Early Childhood – ½ day program.....             | \$35.00 |
| Early Childhood – full day.....                  | \$61.00 |
| Early Childhood – Classroom Snack Milk/Year..... | \$62.50 |
| Grades Kdg. through 6.....                       | \$61.00 |



# FLOOR PLAN

## BIG BEND ELEMENTARY ROOM ASSIGNMENTS



- 101 Shannon Lange (CD)
- 102 Dawn Vadnais (3<sup>rd</sup>)
- 103 Judy Moriwaki (3<sup>rd</sup>)
- 104 Kristen Gluszczy (2<sup>nd</sup>)
- 105 Patti Menden (LD)
- 106 Carrie Jester (2<sup>nd</sup>)
- 107 Becky Bretza (Library/Media)
- 108 Nichole Ainsworth (2<sup>nd</sup>)
- 109 Computer Lab
- 111 Jessy Marx (1<sup>st</sup>)
- 114 BBTV Studio
- 201 Tonya Osterberg (1<sup>st</sup>)
- 203 Lisa Taylor (1<sup>st</sup>)
- 205 Vacant (Title)
- 206 Teri Lorenz (Ech)
- 207 Michelle Johnson (Kdg.)
- 210 Sue Haas (Kdg.)
- 301 Lori Bechard (Speech)
- 301 Kjersten Sandin (Speech)
- 301 Amy Wroblewski (Speech)
- 302 Kellie Kozlowski (5<sup>th</sup>)
- 304 Amy Kratochvil (Art)
- 306 Mary Johnson (4<sup>th</sup>)
- 308 Ingrid Schultz (6<sup>th</sup>)
- 309 Michelle Garcia (4<sup>th</sup>)
- 310 Betsy Dukatz (6<sup>th</sup>)
- 311 Allison Glisch (4<sup>th</sup>)
- 312 Marianne Kalashian (6<sup>th</sup>)
- 313 Jamie Czarapata (5<sup>th</sup>)
- 314 Jackie Pilon (LD) (A. Sitts)
- 315 Elise Hetzel (5<sup>th</sup>)
- 316 Counseling Rooms \*\*\*
- 317 Mary Beth Hulsether (ED)
- 318 Health Room (Wendy Fleck)
- 319 Erica Weber (Rdg. Specialist)
- 321 Jennifer Kimminau (G/T)
- 400 Office (Waller, Meuer, Zimmerman)
- 404 Jennifer Wollerman (Title)
- 404 Conference Room
- 405 Olga Nestor/OT & Kyra Schauer/PT
- 408 Kitchen (Deanna Quirk)
- 413 Jeff Grant (Phy-Ed)
- 415 Kyra Schauer (PT)
- 416 Roxanne Carloni (Strings)-Stage
- 418 Angela Hudy (Music/Band)
- 418 Jim Gornick (Band only)
- 419 Roxanne Carloni - Practice Rm

## SCHOOL / OFFICE HOURS

|                              |                |                        |                    |
|------------------------------|----------------|------------------------|--------------------|
| <b>Student School Hours:</b> | <b>M/T/R/F</b> | 8:30 a.m. – 3:35 p.m.  | Grades K through 6 |
|                              | <b>W</b>       | 8:30 a.m. – 2:35 pm    | Grades K through 6 |
|                              | <b>M - F</b>   | 8:30 a.m. – 11:07 a.m. | AM Early Childhood |
|                              | <b>M/T/R/F</b> | 12:58 p.m. – 3:35 p.m. | PM Early Childhood |
|                              | <b>W</b>       | 12:58 p.m. – 2:35 p.m. | PM Early Childhood |

**Teaching Staff Hours:** 8:00 a.m. – 3:45 p.m. (W – 8:00 a.m. – 4:30 p.m.)

**Office Hours:** 7:30 a.m. – 4:00 p.m. Fax #: (262) 662-1309  
Office..... 363-4401 #0  
24 Hour Attendance..... 363-4401 #1  
Health Room..... 363-4401 #3

**Office Staff:** School Principal ..... Mr. Shawn Waller  
Administrative Assistant ..... Mrs. Sandy Meuer  
Clerk..... Mrs. Nikki Zimmerman  
Health Assistant ..... Mrs. Wendy Fleck

## SEARCH AND SEIZURE

Search of Students/Personal Property: A limited search for dangerous or illegal items or substances on the person of a students or his/her property is a proper means of protecting the interests of education and property, health and safety of all those in the schools of the District without unreasonably interfering with the student's privacy rights. Reasonable searches among the personal property of students may be conducted where there are reasonable grounds to believe that the search will provide evidence that the student has violated or is violating the law or the rules of the school. Accordingly, two school officials may conduct a search of a student or his/her property if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating the law or rules of the school. Parents will be informed of personal searches of their child.

In no instance will school officials conduct a strip search of any pupil as defined in Section 942.02 , Wis. Stats.

## SECURITY - LOCKED DOOR POLICY

Much attention has been focused on safety in public school buildings. The following guidelines are followed at Big Bend School to maintain a safe learning and work environment for students and staff.

1. All doors are locked except for the exterior front main entrance.
2. Visitors are directed to the office only. If scheduled, visitors will be asked to sign in each visit and to wear a visitor's lanyard to identify that you have checked in. Access to the classrooms will then be given. (Note: All staff and substitute staff also wear ID badges as additional security.)
3. Students are released from the office only. If parents come to school prior to 3:30 (end of school day,) **they must pick their child(ren) up at the office and sign them out.** Students will not be dismissed from the classroom door, bus line or to a waiting car. It is understood this may cause some inconvenience. We ask for your understanding as to why these security measures have been implemented.
4. See also "Custodial Rights" in this handbook.

**2015-16**  
**SCHOOL STAFF**  
**BIG BEND ELEMENTARY**

**PRINCIPAL**

Mr. Shawn Waller

**EARLY CHILDHOOD**

Mrs. Teri Lorenz

**KINDERGARTEN**

Mrs. Sue Haas

Ms. Michelle Johnson

**FIRST GRADE**

Ms. Jessy Marx

Mrs. Tonya Osterberg

Mrs. Lisa Taylor

**SECOND GRADE**

Mrs. Nichole Ainsworth

Mrs. Kristen Gluszczyk

Ms. Carrie Jester

**THIRD GRADE**

Mrs. Judy Moriawaki

Ms. Dawn Vadnais

**FOURTH GRADE**

Mrs. Michelle Garcia

Mrs. Allison Glisch

Mrs. Mary Johnson

**FIFTH GRADE**

Mrs. Elise Hetzel (LPC)

Mrs. Jamie Czarapata

Ms. Kellie Kozlowski

**SIXTH GRADE**

Mrs. Betsy Dukatz

Mrs. Marianne Kalashian (LPC)

Mrs. Ingrid Schultz

**ART**

Mrs. Amy Kratochvil

**COUNSELOR**

Mrs. Kari Falbo

**G/T ENRICHMENT**

Mrs. Jennifer Kimminau

**MEDIA & LIBRARY**

Mrs. Becky Bretza

**MUSIC PROGRAM**

Mrs. Roxanne Carloni (Orchestra)

Mrs. Angela Hudy (Vocal/Band)

Mr. Ben Warrichaiet (PT Band only)

**PHYSICAL EDUCATION**

Mr. Jeff Grant

**PHYSICAL THERAPY**

Mrs. Olga Nestor (O.T.)

Mrs. Kyra Schauer (P.T.)

**PSYCHOLOGIST**

Ms. Lauren Byrne

**READING SPECIALIST**

Mrs. Erica Weber

**SOCIAL WORKER**

Mrs. Megan Reif

**SPECIAL EDUCATION**

Mrs. Mary Beth Hulsether

Mrs. Shannon Lange

Mrs. Patricia Menden

Ms. Jackie Pilon (Sub. Ann Sitte)

**SPEECH CLINICIAN**

Ms. Lori Bechard

Ms. Kjersten Sandin

Ms. Amy Wroblewski

**TITLE I**

Jennifer Wollerman

**CUSTODIANS**

Mr. Andy Wegner

Mr. Fred Andrews (Evenings)

Mrs. Lynn Pomaville (PT-Evenings)

**FOOD SERVICE**

Mrs. Robin Faust

Mrs. Karen Hahn

Mrs. Deanna Quirk

**HEALTH ASSISTANT**

Mrs. Wendy Fleck

**INSTRUC. ASSIST**

Mrs. Tammi Boehm, KDG

Ms. Katie Foster, EC

Mrs. Debra Gerum, LD

Mrs. Cheryl Hemken, EC

Mrs. Sue Herbst, LD

Mrs. Amy Johannes, CD

Mrs. Tammy Johnson, LD

Mrs. Deb Kasper, CD

Mrs. Nicole Munson, LD

Vacancy, LD

Mrs. Jeanne Phillips, CD

Mrs. Holly Soto, EC

Mrs. Anette Strickler, CD

Mrs. Shannon Teeters, KDG

Mrs. Cheyenne Therkildsen, EBD

Mrs. Debra Uhlers, EB

Mrs. Julie Witt, EBD

**OFFICE**

Mrs. Sandy Meuer, Admin. Assist.

Mrs. Nikki Zimmerman, Clerk

Revised 8/28/15

## SEXUAL HARASSMENT

The School District prohibits its employees and students from any actions or words that can be construed as sexual harassment. Violations of this policy will not be tolerated by the District and may result in discipline, up to and including immediate termination of an employee or expulsion of a student.

## SMOKING / USE OF TOBACCO

Smoking and the use of all tobacco products by students, staff, and the general public is prohibited in all district buildings, on school property, in school buses and at all school sponsored events. Smoking shall be strongly discouraged through an education program. (“Smoking means carrying a lighted cigarette, pipe or any other lighted smoking equipment.” Section 101.123(h) WI. Statutes.)

## TESTING SCHEDULE

|              | <b>WKCE-CRT<br/>(Test Window)<br/>Science &amp;<br/>Social Studies</b> | <b>STAR<br/>(Reading &amp;<br/>Math)<br/><br/>*Math only</b> | <b>PALS</b>  | <b>Administer<br/>District<br/>Writing</b> | <b>Score<br/>District<br/>Writing</b> | <b>SMARTER<br/>BALANCED</b> |
|--------------|--|--|--|--|---------------------------------------|-----------------------------|
| Kindergarten |  |  | Oct. 12- Nov. 6<br>Jan. 11-Feb. 19<br>Apr. 25-May 20 |  |                                       |                             |
| Grade 1 –    |  | Math Only<br>*-Sept. 7-18<br>*-Jan. 11-22<br>*-May 2-13      | Sept. 14-Oct 9<br>Jan. 11-Feb 19<br>April 25-May 20  |  |                                       |                             |
| Grades 2     |  | *-Sept. 7-18<br>*-Jan. 11-22<br>*-May 2-13                   | Sept. 14-Oct 9<br>Jan. 11-Feb 19<br>April 25-May 20  |  |                                       |                             |
| Grade 3      |  | *-Sept. 7-18<br>*-Jan. 11-22<br>*-May 2-13                   |  | Spring, 2016                               | April 20                              | TBD                         |
| Grade 4      | TBD  | *-Sept. 7-18<br>*-Jan. 11-22<br>*-May 2-13                   |  | Spring, 2016                               | April 20                              | TBD                         |
| Grade 5      | TBD  | *-Sept. 7-18<br>*-Jan. 11-22<br>*-May 2-13                   |  | Spring, 2016                               | April 20                              | TBD                         |
| Grade 6      | TBD  | *-Sept. 7-18<br>*-Jan. 11-22<br>*-May 2-13                   |  | Spring, 2016                               | April 20                              | TBD                         |

WKCE-CRT - Wisconsin Knowledge and Concepts Exam-Criterion Referenced Test

Mukwonago Area School District Writing Assessments

STAR - Standardized Test for the Assessment of Reading

PALS - Phonological Awareness Literacy Screening

## TRANSFERS

If you plan to move, please notify the teacher and the office to allow time for a smooth transition to the new school. Student records will be mailed to the new school when a Request for Records is received in our office from the new school.

## VACATION / PLANNED ABSENCE FORMS

Planned Absence/Vacation Forms are available from the office or on the district website –

[www.masd.k12.wi.us](http://www.masd.k12.wi.us). When planning a vacation in which your child will be absent from school, even if it’s for one half-day. Please request this form and complete it prior to the start of the vacation. It should be turned in to the office to facilitate attendance reporting and educational program planning/homework.

## **VISITORS**

Parents and visitors are required to check-in and out of the school office so that we may direct you to a specific area, as well as keep track of visitors in our school. Please use main entry doors, as other doors will be locked during school hours. A sign-in log is maintained in the office. Visitor lanyards are issued to all visitors. We ask that you wear these whenever you are in our building. (See also – “Security – Locked Door Policy” in this handbook.)

## **WEAPONS POLICY**

No unauthorized person shall possess a weapon or a look-alike weapon on school property, school buses, or any school related event.

## **STUDENT ATTENDANCE POLICY**

## **JBAC**

Mukwonago Area School District encourages a strong partnership between the home, school, and community. It recognizes a positive relationship between good school attendance and success in school and employment. If student learning and growth are to take place, parents, students and school personnel must recognize their responsibilities to assure regular attendance.

### **Parental Responsibilities**

Wisconsin State Law requires six to eighteen year olds to attend school unless excused by school board action, graduation has occurred, or the student is in a program leading to graduation. Parents are to notify the school by 9:00 a.m. of the student’s absence for these reasons:

- Personal illness of the students (by State Statutes school administrators may require verification of medical excuses)
- Religious holiday
- Emergencies as determined on a case by case basis by the principal or his/her designee
- Failure to call regarding student absence, or doing so late, may result in the student being marked truant.

Parents may excuse their child for other reasons for up to 10 days a year, including family trips, provided that the school principal receives a written excuse prior to the absence (at least twenty four (24) hours advance notice is requested) and provided that coursework is completed within the allotted time. Failure to follow this procedure may result in the student being classified as truant.

### **Student Responsibilities**

A student is required by Wisconsin State Statutes to attend all assigned school activities (classes, study halls, etc.) including after-school detentions. Failure to attend assigned classes, study halls or after-school detentions, without an acceptable excuse to the school administration, will result in the matter being recorded as truancy.

A student who becomes ill while on the school campus must report to the health room. If a student leaves the campus during the school day without the permission of the school administration, the student will be declared truant from school.

A student whose absence(s) from school is excused by the school is entitled to make up missed work, including exams, for credit, and is responsible for doing so within the same amount of time the student has been absent from school. In the case of long term assignments, (those given for completion over a period of ten or more school days,) teachers may require that assignments be received on the pre-arranged due date and these assignments are excluded from the ordinary make-up rule. Long term assignments include, but are not limited to, research papers, speeches, construction projects, accounting simulations, special media projects and book analyses. School days are defined as school being in session during any part or all of the day.

A student whose absence(s) from school is unexcused, that is the student is truant, and who as a result of the truancy, fails to take an examination may not make up the examination. A student shall not receive credit for work due on the day of the truancy.

A student 18 years of age or older is required to comply with all school attendance policies including a parent calling in absences and notification of parents about absences.

Make-up arrangements for coursework missed due to a family trip will be at the initiative of the student and/or parent and the discretion of the teacher and must be completed in a timeframe not to exceed the same number of days the student was absent from school. Make-up provisions may differ among teachers, depending on the nature of the class and the type of work missed.

**Student Responsibilities - continued**

Alternative assignments may be an option in some situations. It is the student’s responsibility to check with each teacher to determine the make-up arrangements. A student may be required to submit a reasonable and previously agreed upon amount of work upon his/her return. Teachers must take into account the difficulty of the work when determining due dates for work to be submitted after a prearranged absence.

**Habitual Truant**

A habitual truant, as defined by Wisconsin State Statute, is a student who is absent from school without acceptable excuse part or all of 5 or more days on which school is held during a school semester. State law provides for penalties to be imposed on parents/guardians, or any adult, who by any act or omission, knowingly encourages or contributes to the truancy of a student.

**Withdrawals**

If a student’s family moves during the school year, or an adult student wishes to withdraw from school, a formal withdrawal process must be completed prior to leaving the school setting. IF the student is a minor, the parent is responsible for completing the withdrawal forms that are available in the school office. All fees and charges must be paid and books returned prior to the student leaving.

**Family Trips/Vacations**

Planned Absence forms are available in the school offices and website ([www.masd.k12.wi.us](http://www.masd.k12.wi.us)) for parents to complete prior to a family trip or scheduled absence.

DATE APPROVED: November 3, 1986  
DATE REVISED: August 10, 1987  
DATE REVISED: August 7, 1989  
DATE REVIEWED: October, 1991  
DATE REVISED: August 29, 1994  
DATE REVISED: May 5, 1997  
DATE REVISED: September 21, 1998  
DATE REVISED: October 30, 2000  
BOARD OF EDUCATION  
Mukwonago Area School District / Mukwonago, Wisconsin

**BULLYING, HARASSMENT, AND/OR HAZING**

**Introduction**

The Mukwonago Area School District strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school-sponsored activities. The Mukwonago Area School District will not tolerate any form of pupil bullying, harassment, or hazing.

Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

**Definitions**

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

**Harassment:** Behavior towards students based in whole or part on sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability which substantially interferes with a students’ school performance or creates an intimidating, hostile, or offensive school environment.

**Hazing:** Intentionally or recklessly engaging in acts which endanger physical health or safety of a student for the purpose of initiation or admission into affiliation with any organization.

Bullying, harassment, and hazing behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

## **BULLYING, HARASSMENT, AND/OR HAZING – (Continued)**

### **Prohibition**

Bullying, harassment, and hazing are prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

### **Procedure for Reporting/Retaliation**

All school staff members and school officials who observe or become aware of acts of bullying, harassment, hazing or intimidation are required to report these acts to the principal/designee.

Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to the principal/designee.

Reports of bullying, harassment, hazing and/or intimidation may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

The school official receiving a report of bullying, harassment, or hazing shall immediately notify the school district employee assigned to investigate the report. The following school district employees have been identified as the investigator: school principals or designees.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

### **Procedure for investigating reports of bullying, harassment, or hazing**

The person assigned by the district to conduct an investigation of the bullying, harassment or hazing report shall, within three school days, interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Parents and/or guardians of each pupil involved in the bullying, or harassment, or hazing will be notified. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

### **Sanctions and supports**

If it is determined that students participated in bullying, harassment or hazing behavior or retaliated against anyone due to the reporting of bullying, harassment or hazing behavior, the school district administration and school board may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Pupil services staff will provide resources for the identified victim(s).

### **Training and Education**

The school district will annually provide information and any applicable training to school district staff and bus drivers regarding this policy.

The school district annually will provide education and information to students regarding bullying, harassment, and hazing including information regarding this school district policy prohibiting bullying, harassment, and hazing; the harmful effects of bullying, harassment, and hazing; and other applicable initiatives to prevent bullying, harassment, and hazing.

The administration of the school district will implement programs and other initiatives to prevent bullying, harassment, and hazing; to respond to bullying, harassment, and hazing in a manner that does not stigmatize the victim; and to make resources or referrals to resources available to victims of bullying, harassment, or hazing.

### **Disclosure and Public Reporting**

The policy will be distributed annually to all students enrolled in the school district, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the harassment, hazing, acts of intimidation/ bullying policy.

## **BULLYING, HARASSMENT, AND/OR HAZING**

An annual summary report shall be prepared and presented to the school board, which includes trends in bullying harassment or hazing, behaviors and recommendations on how to further reduce bullying, harassment and hazing behaviors. The annual report will be available to the public.

DATE APPROVED:  
DATE REVISED:  
DATE REVISED:

June 19, 1995

July 26, 2010  
November 22, 2010

**RESOURCE:**

**YOUTH SUICIDE PREVENTION RESOURCES AND SERVICES**

**Why should we worry about youth suicide? Are many kids really depressed or suicidal?**

- For students age 10-14, Wisconsin's suicide rate is fifth highest in the U.S.
- The rate for students age 10-19 is 13<sup>th</sup> highest in the U.S., 42% higher than the U.S. average
- More than 1 in 5 Wisconsin high school students report symptoms of depression annually
- Suicide is the second leading cause of death among youth age 10-19 in Wisconsin, accounting for more than 17% of all deaths in this age group

**What are the risk factors for suicide—things that are associated with suicide attempts?**

- Previous suicide attempts are the strongest predictor of future attempts
- Exposure to suicide of another student, of a loved one, or through the media
- A history of depression or other mental disorders, including drug or alcohol abuse
- Unsupervised access to firearms, especially during depression or times of perceived crisis
- Poor problem-solving skills, risky or impulsive actions, conflicts, stressful life events

**What are the warning signs? What can school staff members watch for?**

*Early warning* signs are behaviors that adults may notice in many students. For some students, these are the first signs they are struggling with depression or a low mood. Be watchful of these students to see if the symptoms persist for more than a few weeks or a month.

- Difficulty concentrating or a decline in quality of school work
- Social withdrawal, personality and mood changes
- In younger children, physical complaints related to emotions (stomachaches, headaches)
- Changes in sleeping and eating habits—too much or too little of either or both
- Preoccupation with death

*Urgent warning* signs indicate that a student may have made a decision to harm themselves.

- Threats or hints about suicide, seriously thinking about it, especially a specific plan
- Impulsive or violent actions, rebellious behavior, or running away
- Refusing help or feeling beyond help, claiming to be a bad person, intolerant of praise
- Hopelessness, helplessness, or worthlessness
- Being suddenly cheerful after a period of depression (problems no longer worry them)
- Giving away favorite possessions, making a last will and testament, “tying up loose ends”

**Is it legally safe for you to intervene in a suicide attempt?**

State law insulates all public and private school district employees and volunteers from civil liability for their acts and omissions when trying to intervene in a student's suicide. Staff members and volunteers should feel safe in doing their best to identify and help suicidal students.

**THIS NOTICE CONTINUES ON THE NEXT PAGE**



### **What can you do if you become concerned about a student?**

If a student shares that they are having a difficult time or are thinking about self-harm, be sure to **acknowledge** these feelings rather than minimizing them. Say something like, “I’m sorry to hear about this. It sounds really hard.” Don’t tell them to get over it or move on; that’s not realistic for a person with depression. Next, show **care and concern** by saying, “I’m worried about you and I would hate for anything bad to happen. “The final step is to connect the student with someone who knows how to respond by saying, “Let’s go **tell** someone in the guidance department. They know how to work with students who have concerns like these.” You could also bring the student to talk with an administrator or another person on your crisis team. These simple steps can be summarized as “Acknowledge, Care, and Tell” or ACT. (ACT is a central skill taught to students in “Signs of Suicide,” a program of Screening for Mental Health.)

It’s a myth that asking student how they are doing or if they have had thoughts about harming themselves will bring on thoughts of suicide. Another myth is that students won’t be honest when asked if they need help. In fact, these students are usually scared and want help. Finally, you don’t need to be a pupil services professional to help a suicidal student, you just need to connect them to help in your school.

### **What youth suicide prevention resources are available from DPI?**

DPI provides a variety of training and resources, all of which are available on our web site. Just go to the DPI main web page ([dpi.wi.gov](http://dpi.wi.gov)) and enter the words “suicide prevention” in the search box. On our suicide prevention page, you will find the following highlights:

- A web-based video training for all school staff. Our school psychologist gives a brief overview of suicide prevention and intervention, including details about ACT.
- A flyer for DPI’s full-day suicide prevention workshop.
- A complete listing of state laws and rules about youth suicide.
- DPI’s health class curricula for middle and high school students.

### **What other resources should school staff be aware of?**

- American Foundation for Suicide Prevention, [www.afsp.org](http://www.afsp.org)
- Suicide Prevention Resource Center, [www.sprc.org](http://www.sprc.org)
- Mental Health America of Wisconsin, [www.mhawisconsin.org](http://www.mhawisconsin.org)
- Helping Others Prevent and Educate about Suicide, [www.hopes-wi.org](http://www.hopes-wi.org)
- The National Suicide Prevention Lifeline, [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)

Consult local telephone directories and/or your county mental health board for local resources.

This notice meets the requirements of Wisconsin Statute 115.365 for annual staff notification of suicide prevention resources. For more information about the data, suggestions, or background to this notice, or to download an electronic copy of the notice, please search “suicide prevention” on the DPI web page at [dpi.wi.gov](http://dpi.wi.gov).

## **IDEAS FOR CHANGE**

Help us improve the handbook. You are asked to keep notes on revision for sections or areas, which should be included. This information will be used when the handbook is revised for next school year.

### **EQUAL OPPORTUNITY**

It is the policy of the Mukwonago Area School District, pursuant to Section 118.13, Wis. Statutes., and PI9 that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's sex, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, religion, physical, mental, emotional or learning disability or handicap in its educational programs or activities. The district further complies with federal laws that also prohibit discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, and national origin), Section 504 of the Rehabilitation Act of 1973 (disability), and by the Age Discrimination Act of 1975 (age).

The Mukwonago Area School District also prohibits discrimination in employment on the basis of sex, race, color, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, disability, political affiliation or belief, arrest, or conviction record, or membership in the national guard, state defense force, or any reserve component of the military forces of the United States.

Questions regarding compliance should be addressed to:

Maxine Towle - Equal Opportunity Officer

423 Division Street

Mukwonago, WI53149 Mukwonago, WI53149

Tel. No. (262) 363-6300 ext. 24200 Tel. No. (262) 363-6200 ext. 25581

(Revised 7-17-07, 6-30-09, 7/14/09 by M. Towle)

(Reviewed 5-17-04, 7-13-05).

Andy Trudell – Title IX

605 W. School Road

**Help hotline to parents: Call 211/First Call for Help**

For free, confidential, anonymous assistance 24/7

Dial 2-1-1- or 262-547-3388