

# ALMOND-BANCROFT SCHOOLS ELEMENTARY HANDBOOK– 25-26



**Jodi Becker: District Administrator**  
**Lyndsey Larkin, PK - 5 Principal/Director of Special Education**  
**James Highfield, 6-12 Principal**

The Almond-Bancroft School District does not discriminate and prohibits harassment, on the basis of sex, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental emotional, or learning disability. Individuals who desire to have document translated for them or want to inquire about discrimination/harassment practices, policies or a file a complaint, should contact either the school principal or the district administrator.

## TABLE OF CONTENTS

|                                   |    |
|-----------------------------------|----|
| Parent/Guardian Pages             | 3  |
| Attendance                        | 5  |
| Accidents & Sickness              | 6  |
| Assignment of Students to Classes | 7  |
| Cell Phone Use                    | 7  |
| Child Abuse/Neglect               | 7  |
| Communicable Diseases             | 8  |
| Discipline/Conduct                | 9  |
| Bullying & Harassment Policy      | 10 |
| Dress Code                        | 11 |
| Emergency Drills                  | 11 |
| Emergency School Closing          | 11 |
| Immunizations                     | 12 |
| Inappropriate Items               | 12 |
| Insurance                         | 13 |
| Lockers                           | 13 |
| Medications at School             | 13 |
| Meeting Individual Needs          | 14 |
| Promotion and Retention           | 15 |
| Reporting Student Achievement     | 15 |
| Safety Cadet Program              | 15 |
| School Bus Safety                 | 17 |
| Special Activities                | 17 |
| Student Records                   | 18 |
| Technology Use                    | 18 |
| Testing                           | 18 |
| School Year Calendar              | 19 |
| Signature/Acknowledgement Page    | 20 |

The elementary school program of the Almond-Bancroft School District offers a comprehensive curriculum with high expectations for all students. It is our belief that our school can better assist children in reaching their potential in life by addressing their physical, academic, emotional, and social needs. Elementary students study reading, language arts, science, social studies, mathematics, computer science, health, art, music, and physical education.

**VISITORS** - For security purposes, all outside doors will remain locked during the school day. Visitors must be let in via the Main Entrance (door #1) using the video phone system. There is also a handicap accessible entrance near the West parking lot (door #17) that is also equipped with a video phone system, but should only be used by visitors with accessibility needs. To insure the security of the school and your children, we ask that, upon arrival, visitors stop and sign in at the main office.

**VOLUNTEERS** - If you are interested in being a volunteer, please contact your child's classroom teacher or principal to find out how you may be of assistance within the school/classroom. Background checks are required.

**PARTNERS IN EDUCATION** - Our school has a Parent-Teacher organization (PIE) that meets monthly. The purpose of this organization is to plan school/parent/student activities and to discuss ideas and suggestions regarding the school program. For more information, contact the principal.

**CONFERENCES** - Conferences are held in the fall and spring to share our observations of your child's progress. We're happy to meet with you more often if you wish - simply call or send a note with your child.

**VOICE YOUR IDEAS/CONCERNS** - If you have a suggestion, want to share an experience, or have a concern, please let us know. As partners in the education of your child we value your input and feedback. Classroom concerns should first be discussed with the classroom teacher and, if not resolved, should be referred to the principal. If then not resolved, concerns should be referred to the District Administrator, and then referred to the School Board.

**BICYCLES** - Bicycles are to be placed in the bike rack as soon as the child arrives at school and left there until departure time. Students and parents will assume responsibility for the bicycles and their safe use and for any damage that may occur. Bicycles should be secured with a lock.

**BREAKFAST PROGRAM** - Breakfast will be served from 7:45 to 8:15 A.M. Free and reduced price breakfast is available to eligible students.

**LUNCH AND MILK PROGRAM** - A nutritious hot lunch or a bag lunch is available to students. Families may apply for free or reduced rate lunch by completing a free lunch form which is in the August District Newsletter or available anytime during the school year in the office. Eligibility for free or reduced rate hot lunch depends on family income. Students who choose to bring a cold lunch may purchase milk at school. Milk may also be purchased for milk break; prices are given in the District Newsletter.

**LOST AND FOUND** - Clothing and personal belongings should be labeled with the student's name. Lost and found items will be placed in a central location of the building.

**MONEY** - All money brought to school by students in grades EC-5 must be in a clearly labeled envelope.

**PERSONAL VALUABLES** - Almond-Bancroft Schools are not responsible for personal property brought to school by students. Students are discouraged from bringing extra money or other valuables to school.

**PETS** - No pets are to be brought to school without the permission of the principal. All pets brought to school will need proof of rabies vaccination.

**SAFETY** - The well being of your son or daughter is dependent on knowledge and practice of safety rules. To help develop understanding of the importance of safety, please review these common sense rules with your child:

1. Look both ways before crossing streets.
2. Walk on sidewalks, and cross streets only at corners.
3. Obey all people responsible for safety, including the school Safety Cadets.
4. Go directly to and from school. Walk the safest route.
5. Observe the school's playground rules.
6. Dress for the weather. Proper winter attire is most important since children go outdoors for recess.

**TELEPHONE CALLS** - As a general rule teachers are unable to respond to phone calls during the normal teaching hours. However, teachers are available for phone conferences before school, after school and during other preparation times. Suggested ways to contact the teacher include:

- Send a note requesting that the teacher call you at a convenient time.
- Call the school and leave a message for the teacher on his/her voice mail.
- Call the school and request the teacher's e-mail address.

In an emergency students may use the telephone in the office with teacher permission.

**FOUR-YEAR-OLD KINDERGARTEN AGE** - The age for admission to 4K is four (4). The child must be 4 on or before September 1. Immunization requirements shall be met and admission shall be subject to proof of age. There will be no early admission to 4K.

### ATTENDANCE:

**COMPULSORY SCHOOL ATTENDANCE** - Any child residing in the Almond-Bancroft Area School District is required to attend school regularly from ages 6 to 18 unless the child falls under one of the exceptions in Wisconsin Statute or graduates from high school. Attendance is a condition of learning, so regular attendance is imperative if a student is to be successful in school. By consistently being at school, students greatly improve their chances of being successful! A record of attendance will be kept for each student. It is important to note that no matter what type of absence it is, no more than 10 days per year will be excused in TOTAL.

In order to accommodate unexpected absences, parents/guardians are asked to provide the school with a verbal excuse no later than 8:45 a.m. on the day the absence occurs. A written excuse is required upon return to school if a call is not received. **Absences will be recorded as unexcused until a phone call or note is received.** The absence will remain unexcused if a note is not received by the second day a student has returned after an absence or if the absence is not for a reason approved by the school board. Absences which the school board has determined to be legitimate include, but are not limited to the following:

- Illness/injury (the school may request medical verification of the illness/injury and/or the need for the absence) A doctor's excuse may be required for the following:
  - 3 or more consecutive days missed due to illness
  - any chronic condition causing the student to be out of school on a regular basis
  - Absences for illness which total more than 10 days a year
- Medical/dental appointments that cannot be scheduled outside the school day, provided a written excuse is obtained from the attending physician.
- Death of a family member.
- A court appearance or other legal procedure which requires the student's presence.
- Family vacation
- Hunting
- Other times it's in the best interest of the student to be absent from school. The principal or other administrator will excuse the student on an individual basis.

If a pre-arranged absence will be for more than two days, a pre-arranged absence form, available in the office or student services, should be used. The form must be filled out completely and signed by the student's parent/guardian (or have a note attached with the pertinent information and a signature by the parent/guardian) PRIOR to it being presented to the teachers for their signatures. The forms must be turned in to the attendance officer at least the day prior to the date of the absence request. The student will be allowed to complete any coursework, including tests and quizzes, missed during such an absence.

Any student who has an excused absence for any period of time less than a half a day (4 or fewer periods of the day) of school, will be considered absent for a half-day (.5). Any student gone for more than half of a day (4 or more periods of the day), will be considered absent a full day (1).

## **ATTENDANCE (continued):**

Parents/guardians shall be notified when a student has an unexcused absence. Notices shall be made by personal contact, telephone call, text message, email, or mail. A written record of contact is kept. Notice by personal contact, telephone call, or text message shall be attempted prior to notice by email or mail.

A student is considered habitually truant if he/she is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a semester. The parent/guardian of a student who is at risk of being a habitual truant shall be notified by certified or registered mail. Legal proceedings may be brought against a student for habitual truancy or against the parent/guardian for failure to have the student attend school regularly.

Parents/guardians are also asked to call the **Northern Express Bus Service** at 715-366-2737 any day your child will not be riding the bus. This will prevent the busses from making unnecessary stops.

**PERMISSION TO LEAVE SCHOOL DURING THE SCHOOL DAY** - Students will be allowed to leave school during the school day provided the following conditions are met:

1. Written or verbal confirmation is received from the parent/guardian that the child may leave.
2. The parent/guardian or designated person reports to the office to pick up the child.

**Students may not be released to any individual other than a parent or guardian without permission directly from the parent/guardian.**

## **ACCIDENTS AND SICKNESS**

Any injury or illness suffered by a student during school hours or at a school function must be reported to the teacher or supervisor on duty. When warranted, parents will be notified when a child is sick or injured. First aid will be performed if needed. If the parent cannot be reached instructions on the emergency (registration) card will be followed. If no emergency card is on file or is not up to date, and the parents cannot be contacted, the school will use its best judgment in case of a medical emergency.

## **ASSIGNMENT OF STUDENTS TO CLASSES**

Assignment of students to classes in Almond-Bancroft Schools shall be the responsibility of the building principal, working in cooperation with the professional staff. Almond-Bancroft Schools has the authority to assign students to grade level, teacher, and class.

### **Grades PK-5 Placement Criteria**

1. Students will be assigned to classes based on random selection, balance by gender, and avoidance of conflict (teacher/student, student/student, parent/teacher).
2. Students may be assigned to other classrooms upon parent/guardian written request provided that:
  - a. space permits
  - b. reasons are appropriate
  - c. the request is received on or before May 1<sup>st</sup> of the previous school year.

Copies of the teacher request form are available in the main office.

## **CELL PHONES**

The Almond-Bancroft School District realizes that cell phone use is commonplace in today's society. However, as today's cell phones have a great capacity to end and receive information in audio, video, and text they present opportunities that are detrimental in nature. The use of cell phones has the potential to increase opportunities for cheating and harassment. Invasion of privacy is also an issue because of the ability of the phones to send pictures and video. Finally, the use of cell phones by students in the event of an emergency has the potential to interfere with the official flow of information. Because of the possible detrimental consequences of student cell phone use, the school district is limiting student cell phone use according to the following guidelines:

- Cell phones may only be used before and after school. Cell phones must be in the student's locker /cubby prior to the start of class and remain in the there until the end of the school day. If a cell phone is seen by a staff member they may confiscate it immediately.
- Cell phone use is prohibited in bathrooms and locker rooms at all times. Taking photos or videos in a bathroom or locker room can violate state and federal laws.
- Cell phones may never be used in manner that will cause disruption to the educational environment or invade the privacy of another individual.
- The school district will not be responsible for loss, damage, or theft of any electronic device brought to school.
- The use of cell phones is not permitted on field trips, sporting events, or other activities, without permission from the school authorized supervisor/coach.

In the event of a district emergency, under the supervision of an authorized school official during the school day or outside the school day, cell phone use by students must be approved by the instructor or supervisor.

## **CHILD ABUSE & NEGLECT**

School personnel are required by law to report the facts and circumstances of any suspected child abuse and neglect to the Potage County Human Services Department.

## **COMMUNICABLE DISEASES**

School personnel are required to report all communicable diseases such as measles, chicken pox, mumps, influenza, etc. to the school nurse or to the Portage County Health and Human Services Department.

### ***WISCONSIN RULE H 49.01 (School Attendance)***

All teachers, school authorities, and health officers having jurisdiction shall not permit the attendance in any private, parochial, or public school any pupil afflicted with a severe cough, a severe cold, itch, scabies, lice or other vermin, ringworm of the scalp, ringworm of the exposed portion of the body, impetigo, epidemic jaundice, infectious conjunctivitis (pink eye) or any contagious skin disease or who is filthy in body or clothing or who has any communicable disease so designated by the State Division of Health unless specifically exempted in the rules. The teachers in all schools shall, without delay, send home any pupil who is obviously sick even if the ailment is unknown, and said teacher shall inform the parents or guardian of said pupil and also the local health officer as speedily as possible and said health officer shall examine into the case and take such action as is reasonable and necessary for the benefit of the pupils and to prevent the spread of infections. Parents, guardians, or other persons having control of any child who is sick in any way or who is afflicted by any disease covered by this rule shall not permit said child to attend any public, private, or parochial school or to be present in any public place.

**NOTE: Notify school if student has above illnesses, including chicken pox. Instructions for treating head lice and scabies are available from the school or the Portage County Human Services Department. If it is determined that a student has any of the above illnesses the student will be excluded from school until he/she has received proper treatment.**

## **DISCIPLINE/CONDUCT**

It is the policy of the elementary school that exemplary discipline is the responsibility of students, teachers, and parents. HOWEVER, it must be recognized the major portion of this responsibility lies with the student. They must be aware of school rules and other rules that relate to common sense. The teachers and other support personnel will handle discipline matters in an expedient and fair fashion.

The methods used to address student behavior are based on the concepts promoted through Positive Behavior Intervention Supports (PBIS). Each teacher has their own classroom matrix which concentrates on **respect, responsibility, and solving problems**. Individual teachers will provide your child with a classroom matrix of expected behaviors. Be sure to review this with your child.

**SHORT TERM RECOVERY (STR)** - To the extent possible, preventative techniques and natural consequences will be used to minimize and address behavior that disrupts the learning process. When students do not respond favorably to these techniques, Short Term Recovery (STR) will be used to preserve the classroom learning environment. The following information outlines the details associated with STR as it will be used in our elementary schools.

1. **Alternative Seat Within the Classroom** – Teachers will have a designated location within their classroom to which a child could be moved to regain his/her center. This seat would allow physical distance between the child and other students but have no visual barrier. The child would not participate in class activities while seated here and be allowed to return to their regular seat after a period of not less than 5 minutes and not more than 20, as determined by the teacher and student. No school work will be completed during this time. It is not meant to be punishment, but rather an opportunity for the child to give thought to their choices and return as quickly as possible to their regular seat.
2. **Alternative Seat Outside the Classroom** – If an alternative seat within the classroom is unsuccessful, the teacher may direct a child to sit in a desk outside the classroom. The time can range from 5-20 minutes as determined by the teacher. No school work will be completed during this time. There will be no dialogue with the child as this arrangement is an opportunity for the child to give thought to their choices and return to the classroom.
3. **Student Sent To Principal's Office** – If an alternative seat outside the classroom is unsuccessful, the teacher may direct a child to the principal's STR chair. This will be in the chair next to the principal's office and will follow the same procedures as in #2. The secretary will receive the call to notify that the student is being sent. No school work will be completed during this time. The principal will talk with the child to facilitate recovery without being punitive.
4. **Parent Involvement** – If STR is still not successful for the child, the principal will implement additional strategies which may include making contact with a parent to further address the child's needs.

**Steps in the STR process may be skipped or repeated based on the individual student and/or behavior. Behaviors that represent a significant threat of harm to the child or others will be referred directly to the principal. Skyward will be used to document and communicate behaviors that require more attention than prevention and redirection.**

**DAMAGE TO SCHOOL PROPERTY**—Damage to property (school or private), theft, or other criminal actions will result in immediate referral to parents, and when necessary, to law enforcement officials. Students and parents are responsible for paying for damaged property.

## SOAR WITH EAGLE PRIDE!

**DANGEROUS WEAPONS**—No one shall possess a dangerous weapon on school premises, except as otherwise specifically provided. According to state law, any person who knowingly possesses or goes armed with a dangerous weapon on school premises is guilty of a misdemeanor or a felony, depending upon the seriousness of the offense. A child who violates this law is subject to provisions outlined in Chapter 48 of the State Statutes, unless jurisdiction is waived.

Weapons are defined in two categories:

- (1) Articles commonly used or designed to inflict bodily harm and/or to intimidate other persons. Examples include, but are not limited to, firearms, BB guns, look-a-like weapons, knuckles, razors, switch blade/butterfly knives, chains, clubs, stars, etc.
- (2) Articles designed for other purposes but, which in the manner such articles are used or intended to be used, are calculated to inflict bodily harm and/or to intimidate. Examples include, but are not limited to, belts, combs, pencils, files, compasses, aerosol sprays, scissors, etc.

A dangerous weapon taken from a student will be reported to the student's parents/guardians. Disciplinary measures taken will be the responsibility of the building principal who will follow the student discipline plan as found in the student handbook. The building principal may also report confiscation of weapons to the police.

Any student violating this policy will be subject to disciplinary action including possible suspension, community service and/or recommendation for expulsion. The following are three exceptions to this policy: REF: State Statute 984.61

1. Weapons under the control of law enforcement and military personnel are permitted.
2. Weapons that are registered and handled in a legal manner for the purpose of education may be authorized by the principal:
3. Weapons properly registered and handled during the community use of school facilities may be permitted.

### **BULLYING AND HARASSMENT**

The Almond-Bancroft School District shall strive to provide a safe, secure and respectful learning environment for all students in school buildings, on school buses, and at school sponsored activities. Bullying, harassment, and intimidation have a harmful social, physical, psychological, and academic impact on the instigators, the victims, and the bystanders. The district will continuously and vigorously address bullying, harassment, and intimidation so that there is no disruption to the learning environment and learning process.

Please go to the school district website for further information concerning Bullying and Harassment, as well as to access online reporting forms. The information can be found on the district website.

### **Title IX**

Final regulations from the U.S. Department of Education (DOE) implementing Title IX of the Education Amendments Act of 1972 with respect to sexual harassment went into effect on August 14, 2020.

**Link:** <https://drive.google.com/file/d/1fhsKZOhebjQVf15ML8d0YoT9S5Elcljt/view?>

## **SUSPENSION FROM SCHOOL**

Students may be suspended from school for non-compliance with school rules or for conduct, which endangers the property, health or safety of others while at school or under the supervision of a school official.

## **DRESS CODE**

Parents are responsible to make sure their child's clothing is appropriate for school. The following will apply:

### **Clothing that is not appropriate includes:**

- clothing made of mesh or other transparent fabrics
  - half-shirts and halter tops (no visible midriff)
  - dresses, shorts or skirts that do not cover the entire buttocks
  - clothing, shoes, accessories that scratch and/or mark floors and furniture
  - clothing and accessories with pictures or slogans related to alcohol, tobacco, drug products/paraphernalia, racial slurs, sexual implications, or obscenities
- 
- \* Students wearing dress shoes, cowboy boots and/or flip-flops will need to bring alternative footwear for Phy-ed.
  - \* Keep in mind that open-toed shoes such as flip-flops may be hazardous for playground activities
  - \* Students must go outside for recess. Parents should ensure that their child is prepared with the appropriate clothing for the weather. This is WI and temperatures range widely throughout the day. Watch the weather and plan ahead.
  - \* Questions regarding dress code should be directed to the office.

## **EMERGENCY DRILLS**

Fire, tornado and intruder drills are conducted periodically during the school year as required by law.

## **EMERGENCY SCHOOL CLOSURE**

The Almond-Bancroft Schools will again follow school emergency closing procedures as established in the past. In the event of adverse or hazardous weather conditions, a determination will be made if school should be in session that day. Once the decision has been made to close school, announcements will be made on WBCV—Radio 107.9, WYTE—Radio 106.5, WGLX—Radio 103.3, WSAW—TV 7, WAOW—TV 9, WJFW—NBC 12, and WBAY—TV 2, on Facebook, through Blackboard, and on the district website.

In the event that a storm or other emergency develops during the school day, the children may be sent home early. Once that decision is made, it takes approximately one hour to assemble the buses and drivers. An early closing creates some problems for younger children as they may be without supervision for a period of time. Please arrange with a relative or nearest neighbor to care for your child should such an event become necessary. **If your child will need to take a different bus than usual or will be dropped off at a different house, we need written directions from you on file. Please provide us with your child's alternate plan as soon as possible.**

## **IMMUNIZATIONS**

State law requires all public and private school students to present written evidence of immunization against certain diseases (measles, rubella, polio, diphtheria, tetanus, mumps and whooping cough) within thirty school days after admission to school. This requirement can be waived only if a properly signed health, religious, or personal conviction exemption is filed with the school. The schedule on the following page are the minimum required immunizations for each age/grade level. It is not a recommended immunization schedule for infants and preschoolers. For that schedule, contact your doctor or local health department.

### **2022-2023 Immunization Requirements**

Pre-K: 4 DTaP; 3 Polio; 3 Hep B; 1 MMR; 1 Var; 3 Hib; 3 PCV

K-5th grade: 4 DTaP; 4 Polio; 3 Hep B; 2 MMR, 2 Var

1. MMR vaccine for all students: The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1st birthday is also acceptable).
2. DTaP vaccine for children entering Kindergarten. Your child must have received one dose after the 4<sup>th</sup> birthday (either the 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup>) to be compliant. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
3. DtaP vaccine for students entering grades 1 through 5: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable). A dose of Tdap vaccine is not required but acceptable to meet this requirement.
4. Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if your child received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable)
5. Var means Varicella (chickenpox) vaccine. Chickenpox disease history is also acceptable.

## **INAPPROPRIATE ITEMS**

Inappropriate items are anything a student brings to school that would cause a disruption of the educational process or endanger the student or others. These items include, but are not limited to the following: boom boxes, laser pointers, knives and other dangerous weapons, smoking/chewing tobacco/e-cigs/vapes, any alcohol or other illegal drugs/drug paraphernalia; firecrackers or other explosives.

**If at any time inappropriate items are found to be at school, they will be confiscated and may or may not be returned.**

## **INCLEMENT WEATHER**

During days of inclement weather (rain or severe cold) students will stay inside for recess.

## **INSURANCE**

The school does **not** carry an insurance policy for students in case of injury.

## **LOCKERS**

Students in grades 3-5 will be assigned to a locker at the beginning of the school year. They are to use the locker assigned to them unless they receive permission from the principal to change to a different location. The lockers remain the property of the school and we reserve the right to open and inspect lockers at any time. It is against the law to store any illicit (illegal) drugs or hazardous materials in school lockers.

## **MEDICATIONS AT SCHOOL**

**Wisconsin state law** requires written permission and medication in the ***original container*** before school staff can administer medication during school hours. This applies to either prescription or non-prescription (Over-the-counter) drugs. A Medication request form will be provided and is available from your physician's office or school office. **This must be on file in the school office prior to the dispensing of any medication.**

### ***PRESCRIPTION MEDICATIONS:***

1. Medication Request Forms must be signed by the physician and parent/guardian.
2. Ask the pharmacist to prepare two labeled containers so that you can keep one at home and one at school.
3. Clearly state the dosage and the time the medication is to be given on the form.
4. **Clearly include when the medication is to be discontinued.**

### ***OVER-THE-COUNTER MEDICATIONS MUST:***

1. Be in original containers.
2. Have specific instruction on administration.
3. Have written parent approval before school staff can administer the medication.

If the child is in serious need of medication and the parent or physician cannot be reached, the person in authority at the school shall decide what to do. The child's safety and welfare shall be given primary consideration; the unknown wishes of parents and legal guardians are secondary. Questions regarding this policy should be directed to the principal or district administrator. Parents/guardians must bring all prescription medications to the main office. The prescription medications form must be completed by your child's physician, and must be delivered to the office with the medication. If students bring over-the-counter medication to school, it must be kept in the main office. The main office must also have on file a non-prescription medication form completed and signed by the parent/guardian.

## **MEETING INDIVIDUAL NEEDS**

In keeping with the philosophy of serving every child's needs, the Almond-Bancroft School District provides many special services.

Title I is a supplemental educational program designed to help children achieve in school. Within this program, teachers and aides provide additional instructional help in reading, math, language, and study skills. This federally funded help is in addition to what the school provides through its regular programs.

Our school counselor assists in behavior modification, counseling, and guidance.

The special education director is primarily involved with evaluating students and coordinating EEN and Section 504 programs. The director also assists with developing behavior modification programs and consults with regular and special education teachers about pre-referral intervention strategies.

Exceptional Education Needs (EEN) teachers provide more individualized learning for students who have been identified as having a disability through the Individualized Educational Program (IEP) process. Determination of a handicapping condition and a need for exceptional education needs services is based on the criteria set forth in state and federal law. These areas are:

Our Early Childhood Exceptional Education Needs (EC:EEN) teacher and assistant serve children ages 3-5 with documented special education needs. Children qualify for this program if they show delays of one year or more in two of the following areas: language, cognitive, social, self-help, and/or motor skills.

Our Special Education teacher assists students by providing special classes for identified students, assisting within the regular classes, and consultation with classroom teachers.

The Speech Therapist is involved with students who show handicapping communication disorders. Handicapping communication disorders are a delay or deviance in articulation, receptive and/or oral skills, which negatively influence a student's ability to perform in social and/or academic situations. The speech therapist may see students individually or in small groups in the speech room, assist students in the classroom, assist students with appropriate classroom materials, and/or be involved in consultation with teachers and parents for suggestions to aid students' communicative abilities.

The Occupational Therapist works with EEN students who show significant fine motor and/or sensory deficits, which interfere with learning.

The Physical Therapist works with EEN students who show significant delays in gross motor skills, which interfere with learning.

For more information about these services, contact the principal or special education director.

## **PROMOTION/RETENTION**

In some situations, consideration will be given to the possibility of retaining a child in the same grade. The school has a written policy covering Promotion and Retention. A copy of this policy is available at your request.

## **REPORTING STUDENT ACHIEVEMENT**

The purpose of the reporting system is to keep parents and students informed regarding their student's progress in school. Scheduled parent/teacher conferences, report cards, progress reports, and standardized testing in grades 3-5th are the basic forms of reporting to parents. Conferences are scheduled at the end of the first quarter. Report cards will be distributed to parents at the conference and used as a discussion guide. Parents are urged to call or visit with the teachers if there are any concerns with a child's progress. Please call the school at 366-2941 to make an appointment. Also available to parents is the **Skyward Family Access** website where parents can view the most recent grades and comments entered into the teachers electronic grade book.

## **SAFETY CADET PROGRAM**

Fourth and Fifth grade students who request to be a safety cadet must have parent permission. All who meet this requirement will be included in the safety cadet program.

Fourth and Fifth grade students' eligibility for participation in the Safety Cadet Program will be contingent on maintaining a grade of "C-" or better in all subject areas and maintaining appropriate behavior both on and off duty.

If a student does not have grades of "C-" or better in all subject areas at the end of the first quarter, they will be suspended from duty for the first four and a half weeks of the second quarter. If their grades improve to "C-'s" or better by the end of the four and a half week check point, they may again serve as a Safety Cadet until the end of the next quarter.

A student who receives two or more behavior communications in any one month period will be suspended from duty for the following month. A student who is assigned an after-school detention or in-school suspension will be suspended from duty as determined by the safety cadet coordinator and principal.

In addition, the following contingencies will be enforced regarding opportunities Safety Cadets have to earn rewards:

1. **Safety Cadet of the Month** - student is eligible for this honor if he/she serves in good standing during the entire month during which the award is given.
2. **Wisconsin Dells Trip in Spring** - student is eligible to attend if his/her participation in the Safety Cadet Program is not suspended more than one time during the school year.
3. **End of Year Party** - student is eligible to attend if his/her participation in the Safety Cadet Program is not suspended more than two times during the school year.

## **SAFETY CADET PROGRAM (Continued)**

The cadet's primary job is to remind children of safety rules learned in the classroom and then applied to the playground and hallways. The cadets usually serve a period of 15 minutes before and 15 minutes after school hours and during the recesses on the playground. Specific and general duties are carefully explained to cadets at a meeting at the beginning of the school term and again several times during the school year. All students are expected to comply with the directions given by the cadets to help ensure everyone's safety. Cadets are assigned where needed by the Safety Cadet Coordinator.

Teachers, school administrators, and teacher aides will handle discipline regarding safety violations. Disregard of safety rules will be reported to the cadet supervisor or principal, who will resolve the matter, and contact the parents, if necessary.

Safety cadets alternate service indoors and outdoors. They sometimes serve as hall monitors. Our cadet members serve during their fourth and fifth grade years. Cadet officers assist the supervisor in checking on the services rendered by the cadets. They also help train new cadets and assist in distributing badges and belts. If an officer finds a cadet absent, he or she may take the post for the day.

## **A SAFETY CADET MAY NOT DIRECT AUTOMOBILE TRAFFIC.**

Laws of Wisconsin, Section 40.63: "Nothing herein contained shall be construed to authorize or permit the use of any safety cadet member for the purpose of directing vehicular traffic nor shall any safety cadet member be stationed in the portion of the highway intended for the use of vehicular traffic."

## **THE SAFETY CADET, SUPERVISOR, OR SCHOOL SHALL NOT BE HELD LIABLE.**

Laws of Wisconsin, Section 40.63 "No liability shall attach either to the school district or any individual, director, superintendent, teacher, or maintenance, for operation of school safety cadet programs, maintained, and operated under authority of this section."

## **SCHOOL BUS SAFETY**

We expect students to follow all school rules as well as obeying the following rules to help us ensure safe transportation on the bus.

1. Commit no act to take the driver's attention away from his/her driving.
2. Remain in the seat assigned to you by the bus driver at all times.
3. Face forward in the bus and keep your feet out of the aisle.
4. Do not move around while the bus is in motion.
5. Do not engage in horseplay.
6. Do not name-call or use indecent language.
7. Get on and off the bus in an unhurried fashion.
8. Take pride in your bus and keep it clean.
9. The use of a controlled substance, alcoholic beverages, tobacco, and electronic cigarettes is forbidden. Any student guilty of using any of the aforementioned will be suspended and/or may be referred for an expulsion.
10. Any type of weapon or look-a-like weapon is ABSOLUTELY not allowed on our school buses at any time, and bringing one will result in suspension and/or expulsion.

The bus driver is responsible for students' discipline on the bus. The drivers have misconduct slips on their buses, and they will report any violations to the bus company, who will determine the appropriate consequence. Students who do not follow the bus rules or the directions of the bus driver may be suspended from riding the bus. Any absences that occur because a student does not have transportation after being suspended from the bus will be marked as unexcused.

Video and audio surveillance may be in place on the school buses. Only the bus company and administrative staff may review if an incident requires it.

## **SPECIAL ACTIVITIES**

**Physical Education** – All students are required to have a pair of soft-soled shoes (such as tennis shoes) for physical education classes. It is recommended that students do not wear jewelry that would be hazardous during physical education activities.

**Library Media Center** – The Library Media Center is an important part of our school's instructional program. Besides library books and reference materials, audio-visual equipment/technology is also available to teachers and students. We need the assistance of parents to help teach their children to be responsible for the materials checked out and also to see that the materials are returned on time.

**Field Trips** – Field trips are an important part of learning for children. They help children apply what they've been taught in the classroom and learn more about the community in which they live. Each student will need to have written permission to participate in field trips. Parents are notified when field trips are scheduled. Field trips are designed to extend classroom learning. We expect the same behavior out of school as we do in school. The classroom discipline rules and consequences will be extended to field trips.

## **STUDENT RECORDS**

The purpose of student records is to serve the best interest of the students by assisting school personnel in developing appropriate educational experiences for each student. Confidentiality of such records is maintained as required by the Wisconsin Statutes and the Federal Family Educational Rights and Privacy Act of 1974.

**District Policy** – We are required to annually state our district policy regarding the release of student records. The school has a written policy covering access and disclosure of these records. A copy of this policy may be obtained in the District Administrator's office.

**Directory Data** - Means those pupil records which include the pupil's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received, and the name of the school most recently previously attended by the pupil. These records are considered public information and may be released to appropriate persons and media unless specifically refused, in writing, by parents or adult students.

**Confidentiality of Student Records** – The PreK-12 Principal shall have primary responsibility for maintaining the confidentiality of all student records kept at school. All requests for inspection or for transfer should be directed to the principal's office.

**Transfer of Students Records** – Student records relating to a specific student shall be transferred to another school district upon receipt of written notice from an adult student or the parent/guardian of a minor student that the student intends to enroll in a school in another school district, from the other school district that the student has enrolled, or from a court that legal custody of the student has been transferred to the Department of Health and Social Services for placement in a juvenile correctional facility.

## **TECHNOLOGY USE**

Students will have access to technology devices throughout their elementary school career. It is the expectation of the district that the devices are used for educational purposes.

Students found to be misusing or vandalizing technology resources will be subject to disciplinary consequences and may be responsible for repairs or replacement due to damages inflicted.

To read the full Technology Use Policy, please refer to the district website

## **TESTING**

The Almond-Bancroft School District uses nationally standardized and state mandated tests to help identify students' strengths and weaknesses in basic skill areas. This information is used in planning programs and developing curriculum designed to meet the students' needs.

## ALMOND-BANCROFT SCHOOL CALENDAR 2024-25

Q1 43 Days  
Q2 43 Days  
Q3 43 Days  
Q4 45 Days  
174 Total Days

### August 2024

| Su | M  | Tu | W  | Th | F  | Sa |
|----|----|----|----|----|----|----|
|    |    |    |    | 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 |

23-29 Teacher Pre-Service  
28 Open House 4:00-7:30 pm  
Teachers 12:00-7:30 PM

### September 2024

| Su | M  | Tu | W  | Th | F  | Sa |
|----|----|----|----|----|----|----|
| 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 |    |    |    |    |    |

2 Labor Day - No School  
3 First Day of School

### October 2024

| Su | M  | Tu | W  | Th | F  | Sa |
|----|----|----|----|----|----|----|
|    | 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 |    |    |

2 End of Mid Term 1  
14 No School - Professional Development Day

### November 2024

| Su | M  | Tu | W  | Th | F  | Sa |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 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 |

1 End Qtr 1 - Students Half Day - Release 12:00  
12 Parent Teacher Conferences 4:00-7:30 pm  
14 Parent Teacher Conferences 4:00-7:30 pm  
18 No School - Professional Development Day  
27-29 No School Thanksgiving Break

### December 2024

| Su | M  | Tu | W  | Th | F  | Sa |
|----|----|----|----|----|----|----|
| 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 |    |    |    |    |

8 End Mid Term 2  
23-31 No School Christmas Break

### January 2025

| Su | M  | Tu | W  | Th | F  | Sa |
|----|----|----|----|----|----|----|
|    |    | 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 |    |

1 No School - New Years Day  
17 End Qtr 2/Semester 1 - Full Day Students  
20 No School - Record Keeping Day

### February 2025

| Su | M  | Tu | W  | Th | F  | Sa |
|----|----|----|----|----|----|----|
| 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 |    |    |    |    |    |

17 No School - Professional Development Day  
18 End Mid Term 3  
27 Parent Teacher Conferences 4:00-7:30 pm

### March 2025

| Su | M  | Tu | W  | Th | F  | Sa |
|----|----|----|----|----|----|----|
|    | 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 |    |    |    |

4 Parent Teacher Conferences 4:00-7:30 pm  
21 End Qtr 3 - Students Half Day - Release 12:00  
24-28 Spring Break

### April 2025

| Su | M  | Tu | W  | Th | F  | Sa |
|----|----|----|----|----|----|----|
|    | 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 |    |    |    |

7 No School - Professional Development Day  
18 No School - Easter Break

### May 2025

| Su | M  | Tu | W  | Th | F  | Sa |
|----|----|----|----|----|----|----|
|    |    |    |    | 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 |

1 End Mid Term 4  
3 Prom  
5 No School - Professional Development Day  
23 Graduation 7:00 pm  
26 No School - Memorial Day

### June 2025

| Su | M  | Tu | W  | Th | F  | Sa |
|----|----|----|----|----|----|----|
| 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 |    |    |    |    |    |

8 End of Qtr4/Semester 2 - Half Day Students -  
9 Noon Release - End of Year

## **Elementary Handbook Agreement**

An electronic copy of the elementary handbook can be found at:  
[www.abschools.k12.wi.us](http://www.abschools.k12.wi.us)

**DIRECTIONS: PARENTS SHOULD READ THE HANDBOOK AND SIGN AND DATE THIS FORM. RETURN IT TO THE MAIN OFFICE.**

### **AGREEMENT FORM**

☐ **I HAVE READ AND UNDERSTOOD THIS STUDENT HANDBOOK. I UNDERSTAND THAT ITS RULES AND POLICIES APPLY TO ME (AND SON AND/OR DAUGHTER) DURING THE 2024-2025 SCHOOL YEAR.**

☐ **I HAVE HAD AN OPPORTUNITY TO READ THE DISTRICT'S STUDENT ACCEPTABLE USE OF TECHNOLOGY RULES. I UNDERSTAND THAT ANY VIOLATION OF THESE RULES MAY RESULT IN DISCIPLINARY ACTION. EXAMPLES OF POSSIBLE CONSEQUENCES FOR IMPROPER USE OF TECHNOLOGY INCLUDE THE FOLLOWING: SUSPENSION, RESTRICTION, OR REVOCATION OF THE PRIVILEGE OF USES OF DISTRICT TECHNOLOGY RESOURCES, IMPOSITION OF ACADEMIC CONSEQUENCES FOR ACADEMIC -RELATED VIOLATIONS, SUSPENSION/EXPULSION FROM SCHOOL, AND/OR REFERRAL TO LAW ENFORCEMENT.**

---

**Print Student's Name Here**

---

**Parent or Guardian Signature**

---

**Date**

### **COMMENTS/CONCERNS**

**If you have a suggestion, want to share an experience, or have a concern, please let us know. As partners in the education of your child we value your input and feedback. Classroom concerns should first be discussed with the classroom teacher and, if not resolved, should be referred to the school Principal. Then if not resolved, concerns should be referred to the District Administrator, and if still not resolved, should be referred to members of the School Board.**

The Almond-Bancroft School District does not discriminate, and prohibits harassment, on the basis of sex, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.