

WRIGHTSTOWN ELEMENTARY SCHOOL

Wrightstown Community School District

Student & Parent Handbook 2023-2024

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Principal**

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www.wrightstown.k12.wi.us/elem



Welcome to the 2023-2024 school year at Wrightstown Elementary School. The teachers, support staff and administration are looking forward to working with all of our students and parents during the upcoming school year.

This is your copy of the Student and Parent Handbook for the 2023-2024 school year. Inside you will find basic information about school expectations, procedures and more for all students and parents at WES.

DISCLAIMER

This handbook does not cover all existing policies and procedures for Wrightstown Elementary School within the Wrightstown Community School District. Additional policies and regulations will be presented and discussed as they become pertinent in terms of timing. Should a question arise on any topic not covered in this handbook, we encourage you to contact Mrs. Nelson at 920-532-4818.

WRIGHTSTOWN COMMUNITY SCHOOL DISTRICT MISSION STATEMENT

“Quality Education for Every Student”

PARENT-TEACHER COMMUNICATION

WES utilizes SeeSaw for parent communication. Parents wishing to contact a teacher may do so by sending a message through the SeeSaw app or by contacting the school office during school hours. Please understand that an immediate response may not be possible during the school day. Please always call the office in the event of an emergency or for any important information message that needs to be given to your child (i.e. change in busing or pick up, an appointment being rescheduled, etc.).

If you need to meet with a teacher or administrator, please call the office in advance to set up an appointment. Thank you for your understanding and cooperation.

2023-2024 CALENDAR

A copy of the school year calendar can be found online at www.wrightstown.k12.wi.us/elem. Please take a note of the Parent-Teacher conferences, early release days and days when there are no classes scheduled.

ACCIDENTS

If a student has an accident or gets hurt at school, he/she must report it immediately to the adult in charge or to the school health aide or office. A log is kept of all injuries in Skyward. Parents will be notified in the event the accident requires further assistance.

ART

Art is provided to students in grades K-4 for an hour per week by a professional art teacher.

ATTENDANCE, ABSENCE, TARDINESS AND TRUANCY

The only reasons absences are excused are illness, family emergency, appointments that cannot be scheduled outside of school hours, approved pre-arranged absences or release time for religious instruction.

Any child who is not in their classroom at 8:00 a.m. is considered tardy. If a child comes to school after 8:00 a.m, he/she must enter through the school office **and be signed in by the parent or guardian.**

When a child is going to be absent, the parent **must contact the school office by phone at 920-532-4818, before 8:30a.m.** A message may also be left on the after-hours voicemail. Please include your child's name, grade and teacher, date and reason for absence. A child may not call in and excuse him/herself. If a phone call is not received from a parent or guardian, your child will be considered unexcused.

When a parent picks up a child for an appointment or due to an illness, the parent must sign out the child in the school office. This is for your child's safety and will be strictly enforced. For safety reasons, students will remain with their class (or in the health room in case of illness) until the parent arrives. At the time of the parent's arrival, the student will be called to the office.

No student will be allowed to leave school prior to dismissal unless notification is given to the classroom teacher and the school office.

It is the responsibility of the parent under Wisconsin's Compulsory Attendance Law to have their child attend school on a regular basis. In accordance with State Statute 118.15 (B)(c), a parent may excuse their child's absence in writing before the absence for not more than all or part of 10 days during the school year. This ensures students do not fall behind in academic as well as social learning.

If a student has been absent for more than 10 partial or full days, they will need to be excused in writing in advance or have a written excuse from a doctor, dentist, etc. A meeting will be

scheduled with the student's parents/guardians, the school principal and the school police liaison officer to develop a plan to improve attendance. Without a written excuse those absences will be counted as unexcused. A student is considered habitually truant when they have reached 5 unexcused absences during a semester. When 5 unexcused absences have been reached, truancy will be filed with the county of residence.

BACK TO SCHOOL NIGHT

Back to school night is held in mid to late August. Back to school night information will be mailed to families in the 1st week of August. It will include your child's teacher assignment along with pertinent information regarding the upcoming school year.

BIRTHDAY TREATS

Birthday treats are optional, not required, and can be sent to school with your child. Nutritional snacks are encouraged. Each child will be recognized during the announcements on their birthday.

BULLYING

Bullying at Wrightstown Elementary School is defined as any type of verbal or physical abuse against another student, which is repeated and purposeful. The underlying purpose of this type of behavior is always to humiliate or hurt someone else. Bullying is taken very seriously at Wrightstown Elementary School and will not be tolerated. **To report a case of bullying or harassment at Wrightstown Elementary School, please contact the school counselor, school principal or school resource officer.**

BUS TRANSPORTATION

First Student provides transportation for all children living in the district if you choose to have your child take the school bus. If you are new to the district or have a question concerning your child's bus, pick up times, etc., please contact Philip Roberts at First Student at 920-532-4956.

BUS RULES

Students are expected to follow the rules established by the bus driver at all times. Bus drivers maintain a log book of student behavior and may assign seats. Inappropriate behavior will result in a formal bus referral by the driver and will be sent both home and to the school principal. Failure to follow these rules will result in the following consequences:

1st Offense - verbal warning, incident report sent to the principal and parent/guardian and possible consequence depending on the severity. Offense is a minor behavior referral.

2nd Offense - same as 1st offense plus principal confers with the student and bus operator and a consequence appropriate for the behavior will be given. Offense becomes a major office referral.

3rd Offense - same as 2nd offense plus the student is suspended from the bus for 3 days.

Subsequent or severe behavior may result in a month suspension of riding privileges for up to the remainder of the school year.

CHANGE OF ADDRESS AND TELEPHONE

Please notify the office when you have an address or telephone number change OR you can update the information through your Skyward account.

If you are moving out of the district, please contact the school office.

CHANGE OF SCHOOLS

Please notify the school office when a child will be transferring to another school. When a child changes schools, the office will send the child's records to the new school once a records request from the new school is received.

CHILD ABUSE

Wis. Statute 48.981(2) states that if you have reasonable cause to suspect that a child seen in the course of your professional duties has been abused or neglected or threatened with abuse or neglect and that the abuse or neglect will occur you are to report the matter to the Brown County Department of Social Services or to the appropriate law enforcement agency.

All professional school personnel are mandated by Wis.Statute 18.981(2) to report suspected cases of child abuse.

COMPUTER

Computer class is provided to students in grades K-4 for an hour per week by a professional computer teacher.

CHROMEBOOKS

Each student in grades 1-4 are assigned a chromebook to use in the classroom. Chromebooks stay at school and are not allowed to go home with a student.

CLASSROOM TEACHER ASSIGNMENTS

Classroom assignments for students in grades K-4 will be cooperatively made with classroom teachers with input from encore and support staff. Because of the number of students moving in and out of the district over the summer, final class rosters will not be set until mid August.

CONFERENCES

Parent-teacher conferences are held twice a year. However, if at any time you wish to inquire about your child's work, please call the office and make an appointment with your child's teacher. An appointment for a conference is welcomed by teachers outside of class time. Teachers are available to receive phone calls before school from 7:30-7:50 a.m. and after school until 3:30 p.m. A message may be left on their voicemail anytime.

CUSTODY PROCEDURES FOR PARENTAL ACCESS AND VISITATION

Wrightstown Elementary School will operate according to state law that for all students, both parents have total access to a child's educational records and have access to sign a student out of school. These procedures will be in effect unless we receive, in writing, court papers limiting a specific parent's access. It is the responsibility of the parents to verify that the school has current custody/placement information on file.

DAILY SCHEDULE

7:30-7:50 a.m.	Supervised playground time
7:50 a.m.	First bell rings for students to come in from the playground
8:00 a.m.	Final bell
8:00 a.m.	Announcements followed by all classes beginning instruction
3:00 p.m.	Dismissal through the SOUTH entrance for students that are picked up

STUDENTS SHOULD NOT ARRIVE BEFORE 7:30a.m. AS THERE IS NO SUPERVISION

Students will take their regular way home, whether it is by bus, pick up or walking, unless the teacher has received written communication or the parent or guardian has contacted the school office.

DISCIPLINE

Discipline is handled by the classroom teacher for minor behavior referrals. Major behavior referrals are handled by the principal.

ELECTRONIC DEVICES

Parents are kindly asked not to call their child's cellular phone or text their child during the school day. If you need to reach your child, please call the school office.

If a student has a cellular phone at school, it must remain in their backpack during the school day. Students that have cellular phones in class will have their phones brought to the office until the end of the school day.

Under no circumstances may cell phones with photographic capabilities be used in locations where there is an expectation of privacy, such as the bathrooms. Students violating this policy shall be disciplined according to established procedures.

Students bringing communication or electronic devices to school bring them at their own risk. The elementary school will not be responsible for lost or stolen items.

EMERGENCY INFORMATION

Your emergency contact information is maintained in SKYWARD. Parents are asked to update information on SKYWARD prior to each school year. You are welcome to contact the school office with changes that occur throughout the school year. It is imperative that we have the most updated information on how to reach parents/guardians should an emergency arise. In addition, if your child has new health concern, please inform the school office/nurse immediately.

FIELD TRIPS

Field trips are offered to students to enhance curriculum. However, no student has an absolute right to a field trip and they can be denied participation if they fail to meet academic or behavioral requirements.

Each time a child goes on a field trip, the parent/guardian must sign the required permission slip. If there is an admission fee for the field trip, it will be stated on the permission slip.

Parents who chaperone school field trips must follow school rules. No smoking or consumption of alcohol is permitted while chaperoning. Background checks will also be conducted to ensure student safety.

FIRE, TORNADO AND SAFETY DRILLS

We are required to have regularly scheduled fire and emergency drills. There is a specific routine for each classroom in the building regarding fire, tornado and safety issues.

FOOD SERVICE

Monthly menus for breakfast and hot lunch are posted on the district's website. The cost of milk is included in the cost for breakfast and hot lunch. If a student brings a cold lunch from home, the cost of milk will be charged to the family's lunch account.

Applications for free and reduced hot lunch are available from the school office or the district's website. Please direct any food service questions to Katie Oskey, Food Service Manager at 920-532-0525.

FUNDRAISER

The school raises money through the Read-A-Thon fundraiser. The 4th grade student council and Parent Network may sponsor small sales throughout the year to fund special activities.

GOING GREEN

In an effort to save paper and the high cost of printing, Wrightstown Elementary School does not send home a copy of the Monday Take Home folders. The information will be available to you on our webpage each Monday after 3:30pm. You can find it online at www.wrightstown.k12.wi.us/elem.

Please know that we understand that not everyone has access to the internet at home. If you would prefer to receive a paper copy of these items, please contact the school office.

GUIDANCE

Classroom guidance lessons are held on developmental issues such as self-esteem, respect for self and others, careers and many others. The counselor is also available for individual concerns and small group counseling.

Confidentiality: The guidance department is bound to the ethical code of confidentiality. All information will be kept confidential unless it violates one of the following:

1. The student reports any physical, emotional or sexual abuse (Report to Social Services)
2. The student reports that they plan to harm themselves or cause harm to someone else (Report to proper authorities and/or parents)
3. The student reports information that may lead to the discovery of someone else being harmed or in danger of being harmed (Report to proper authorities and/or parents)

HARASSMENT OF AND BY STUDENTS AND EMPLOYEES

The Board of Education recognizes the need to create and maintain an atmosphere for district employees, students and others which is free from unsolicited and unwelcome overtones. Wrightstown Schools prohibit harassment of employees, students and others engaged in the operation of the school program or activities. Student or employee verbal or physical conduct that creates an intimidating or hostile work environment which affects another's performance or learning is subject to disciplinary action and referral to the school liaison officer.

HEALTH SERVICES

A school health aide is in the elementary school from 8:00 a.m. to 2:15 p.m. on school days. If you have questions or concerns, please call her at 920-532-4818 during her working hours or leave a voicemail message at any time.

HOMEWORK

Children may have practice or reinforcement of skills to do at home. It is not necessary that parents assist them. The BEST help you can give them is to set aside a time and a quiet place for doing homework. Listening to your child read is always beneficial.

If homeworks is to be picked up after school for an absent student, please notify the teacher in the morning and it can be brought down to the office for pick up or sent home with a sibling.

ILLNESS

Please keep your child home if they are sick. Listed below are some general guidelines for you to use when deciding to keep your child at home:

- Influenza like illness - symptoms such as temperature of 100.4F or higher, along with respiratory symptoms of cough, runny nose, sore throat, headache, body aches, chills and fatigue.
- Temperature/fever of 100.4F or higher.
- Vomiting and/or diarrhea
- Contagious illnesses such as chicken pox, strep throat, “pink eye” conjunctivitis, impetigo, scabies, head lice or other determined by healthcare provider.
- Rashes of unknown origin.

Students must be symptom free (i.e., vomiting, diarrhea, fever, etc.) for 24 hours before returning to school.

If your child becomes ill at school, you will be notified by the health office. Please make sure your contact information is updated in Skyward so we are able to reach you during the day. Please make sure someone is listed as an emergency contact person who is able to pick up your child if you cannot. If your contact information changes, please notify the school office to have the information updated.

If you have any questions, please contact the school office/nurse.

IMMUNIZATION LAW

State law required that all children entering a Wisconsin elementary school for the first time to be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps & rubella and varicella. It is the responsibility of the parents to meet the immunization requirements. These requirements can be waived only if properly signed health, religious or personal exemption is filed with the school.

**STUDENT IMMUNIZATION LAW
AGE/GRADE REQUIREMENTS
2024 SCHOOL YEAR AND BEYOND**

The following are the minimum required immunizations for each age/grade level.

Age/Grade	Required Immunizations (Number of Doses)					
2 years through 4 years	4 DTP/ DTaP/DT		3 Polio	1 MMR	1 Var	3 Hep B
Kindergarten through grade 6	4 DTP/ DTaP/DT		4 Polio	2 MMR	2 Var	3 Hep B
Grade 7 through Grade 12	4 DTP/ DTaP/DT	1 Tdap	4 Polio	2MMR	2 Var	3 Hep B

1. Children 5 years of age or older who are enrolled in a Pre-K class should be assessed using the immunization requirements for Kindergarten through Grade 5, which would normally correspond to the individual's age.
2. D=diphtheria, T=tetanus, P=pertussis vaccine. DTaP/DTP/DT/Td vaccine for all students Pre-K through 12. Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. Note: A dose four days or less before the 4th birthday is also acceptable.
3. DTaP/DTP/DT vaccine for children entering Kindergarten: each student must have received one dose after the 4th birthday (either the 3rd, 4th or 5th dose) to be compliant. Note: a dose four days or less before the 4th birthday is also acceptable.
4. Tdap is an adolescent tetanus, diphtheria, and acellular pertussis combination vaccine. If a student received a dose of a tetanus-containing vaccine, such as Td, within five years before entering the grade in which Tdap is required, the student is compliant and a dose of Tdap vaccine is not required.
5. Polio vaccine for students entering grades Kindergarten through 12: four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. Note: a dose four days or less before the 4th birthday is also acceptable.
6. Laboratory evidence of immunity to hepatitis B is also acceptable.
7. MMR is measles, mumps and rubella vaccine. The first dose of MMR vaccine must have been received on or after the 1st birthday. Laboratory evidence of immunity to all three diseases (measles, mumps and rubella) is also acceptable. Note: a dose four days or less before the 1st birthday is also acceptable.

8. Varicella vaccine is chickenpox vaccine. Students with a reliable history of varicella disease is not required to receive the Varicella vaccine. A parent or guardian may indicate that their student has had chickenpox on the Student Immunization Record form.

LIBRARY

All children may use the school library. A time is provided for library skills as well as for checking out materials. Students who damage or lose library materials will be expected to pay the cost of replacing those items.

LOST AND FOUND

Articles of clothing, etc., which are found are placed in the Lost and Found in the hallway by the computer lab. Any money, eyeglasses, watches, jewelry or other such articles are turned into the school office where they can be claimed.

MEDICATIONS AT SCHOOL

When a student needs to have medications administered at school, consent forms must be filled out and on file at school. The forms are available at Back to School Night and on the district website.

- All prescription medications must have a written consent from a parent/guardian and a written order from their physician. All medications will be administered by authorized school personnel. ALL medications will be kept in the health office. Students will come to the health office to receive the medications.
- Non-prescription medications/supplements (herbal, vitamins) can be administered with written parent/guardian consent.
- All medications must be sent in their original container labeled with the child's first and last name (prescription and non-prescription).
- Medications must be dropped off at school by a parent or guardian. For safety reasons, the medication should not be sent to school with the child.
- INHALERS: Only authorized school personnel will administer inhalers and nebulizer treatments. Any student requiring an inhaler should have one in the health office. Students cannot carry their own inhalers in the elementary school.

MUSIC

Music is provided to students in grades K-4 for an hour per week by a professional music teacher. All students will perform at the Veteran's Day concert and Holiday concert. A spring concert will be performed by 3rd and 4th grade students.

NON-DISCRIMINATION POLICY

It is the policy of the Wrightstown School District that no person may be discriminated against or denied admission (S.118.13) to any public school in this district or be denied participation or be denied the benefits because of a person's sex, race, religion, national origin, ancestry, discriminatory pre-employment inquire, creed, pregnancy, military service, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or handicap condition in any curricular, extra curricular, public service recreational, or other school program or activities; nor discriminated in class, programs, facility usage, standards and rules of behavior or disciplinary measures including suspensions and expulsions; bequests, scholarships and other aids, benefits or services to students from private agencies, organization or persons; methods, practices and materials used for counseling, testing or evaluating students; grading systems; selection and evaluation of instructional and library materials; and food service. This policy also prohibits discrimination as defined by Federal Law, Title IX of the Education Amendments of the 1972 (sex), Title VI of the Civil Rights Act (handicap), and Americans with Disabilities Act of 1990 (disability).

OUTDOOR RECESS

Outdoor recess is an important part of your child's school day. Please make sure your child is dressed appropriately for the weather. Outdoor recess is held unless the regular temperature falls below zero or the wind chill is colder than minus 10. Your child will be expected to go out for recess unless a doctor excuse is provided following an illness or injury.

PARENT NETWORK

Parents are encouraged to support and become involved with the efforts of this organization. Meetings are holding bi-monthly. Parent Network raises money through the Read-A-Thon fundraiser (shared with the Elementary School), the Scholastic Book Fair during Parent Teacher conferences and small sales throughout the year to fund special activities. Parent Network supports the Elementary Staff by providing a meal during Parent Teacher Conferences, the Holiday Fund at Christmas and celebrating them during Teacher Appreciation Week.

PARENT INVOLVEMENT

Parents are encouraged to support and actively participate in activities sponsored by the school (i.e., Literacy Night, Math Night, Passport to Wellness, field trips, etc.).

PETS

Due to safety, health and liability issues, please do not bring pets on school grounds or into the building. The district has a facility dog that is specifically trained for our environment.

PHYSICAL EDUCATION

Phy Ed is provided to students in grades 4K-4 for an hour per week by a professional physical education teacher. Each child must wear tennis shoes which are kept at school.

PICK UP / DROP OFF STUDENTS

Morning Drop off: For student safety, a drop off circle is set up off Fair Street. A staff member will be there to help your child out of the vehicle and to direct them to the playground. If a child is eating breakfast at school, they can come directly into the building. **You cannot drop off children prior to 7:30 a.m. as there is no supervision for the students until that time.**

Drop off During the School Day: Please park in the lot off Hwy 96 (High Street) and come into the building to sign in your child. For student safety, the entry door will be locked during the school day from 8:00 a.m. to 3:00 p.m. To enter the building, press the button to the left of the entrance. When greeted, you will be buzzed in by office staff. Please come directly to the office to sign your child in.

Pick up During the School Day: Please park in the lot off Hwy 96 (High Street). For student safety, the entry door will be locked during the school day from 8:00 a.m. to 3:00 p.m. To enter the building, press the button to the left of the entrance. When greeted, you will be buzzed in by office staff. Students being dismissed and/or returning during the school day due to appointments, etc., must be signed in/out in the office by a parent or guardian. Students will be called down to the office from their classroom when their parents arrive to pick them up; due to safety precautions students will not wait by exit doors or outside to wait for their parents.

Student Pick up After School: Please park in the lot off Hwy 96 (High Street). Overflow parking is in the parking lot across the street. Park your vehicle and walk up to the office entrance doors to wait for dismissal. When your child is dismissed, please walk to meet your child. Please use extra caution and care when driving out of the parking lot. **Unescorted children cannot easily be seen by cars/trucks entering and exiting the parking lot.**

Bus Students: To ensure the safety of our students, a dismissal plan is followed. As soon as all buses have arrived and come to a complete stop, students will begin to exit the building. All bus riders will walk on the sidewalk to the buses. The buses will remain in the bus circle until all middle school and high school students have boarded the buses.

For the safety of all students, never drive on the playground.

Students will take their regular route home unless the teacher has received a written note from a parent stating otherwise. If there is a last minute change in dismissal, please contact the school

office prior to 2:30 p.m. so the teacher can be notified. Parents will also need to notify First Student Bus Company at 920-532-4956 with change in transportation.

SCHOOL ATTIRE

At all times, students are expected to dress appropriately. Walking shorts may be worn when the weather is appropriate. Hats AND hoods may be worn to school but must be removed upon entering the building. Shirts displaying inappropriate language or pictures will be turned inside out. During winter months, please be sure your child is prepared to spend time outdoors for recess.

SCHOOL YEAR CALENDAR

The school year calendar for the following school year is approved by the school board in April. The school year calendar is included in the Back to School mailing in August.

SMOKING

Smoking is not allowed anywhere or anytime on school property as outlined in the State Statute 101.123.

SPECIAL NEEDS

Services are provided for students who have special educational needs. In the elementary school, help is provided for students with autism, cognitive disabilities, learning disabilities, other health impairment, speech or language disabilities, and emotional disabilities. A referral is made to the school psychologist and/or special education director to begin the testing process.

SUMMER SCHOOL PROGRAM

Summer School is offered to all students entering 4K-7th grade. Information regarding Summer School is available in March.

SUPPLIES

School supply lists are available on our website. Parent Network also offers School Supply Kits to families in Spring of the previous school year and it includes all of the supplies that are on the school supply list.

TAKE HOME INFORMATION ON MONDAYS

In an effort to keep costs down and continue our pursuit to “Go Green,” Wrightstown Elementary School electronically posts (via our website) important school information, monthly calendars, newsletters, etc. on Mondays. Take home folder information will be available every Monday after 3:00 p.m.

VISITORS

To assure the safety of all students, all visitors must sign in the office and wear a visitor badge. All visitors must present their driver's license to the office to be entered into the online sign in system.

WEATHER

In winter when school needs to be canceled or dismissed early due to the weather, the district notifies the local radio and TV stations, as well as contacting families via phone and email. Information is also indicated on our District's Facebook Page.

WEBSITE

Our school's website contains important information: yearly calendars, monthly calendars, newsletters, Monday take-home information, staff directory, school supply lists, lunch menu, lunch account access, handbook and district office information.

Tiger Values

Be Kind

Be Respectful

Be Productive