



**Black River Falls  
Elementary  
Family Handbook**

**2018-2019**



# Black River Falls Elementary Family Handbook

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## From the Principals

Welcome, Elementary Families! We are absolutely thrilled to be a part of this amazing school district! Together, we are confident we can make this year great and help our students continue to grow, both as learners as well as citizens. Please do not hesitate to contact us with questions or concerns. The entire elementary staff is committed to making your experience here positive and rewarding.

The intention of this handbook is to serve as a resource to answer many common questions about the day-to-day activities at our Elementary Schools. Again, if you do not find the answers you are looking for, please ask. Please take time to check out the Elementary webpage [www.brf.org](http://www.brf.org). Under schools, choose the school you would like to visit and “like” us on our Forrest Street and Red Creek Facebook pages, as well.

As parents, please take time to ask your children about what they are doing in school, take time to look at work they bring home, and try to create a routine time for these connections and school work to get done each night. The habits you help create now will help ensure success as they get older.

Finally, please make sure to emphasize attendance. Getting students to school on time on a regular basis is one of the best causes for success in student learning. Again, good habits early will help create success for the years to come.

Thank you in advance for helping to make this an amazing year, built on connections and positive attitudes.

Together in education,

Melanie Flyod, Laura Simonson, and James Zawacki

## **SCHOOL DISTRICT MISSION STATEMENT**

The School District of Black River Falls is committed to creating a learner-responsive environment that ensures educational excellence and life-long learning.

### **Our Vision**

In the School District of Black River Falls, we create an individualized path to future success for every student through the consistent practices of dedicated educators and meaningful partnerships with families and our community.

### **Our Values**

We are dedicated to the success of our students and take pride in our accomplishments.  
We continue to build trusting relationships by celebrating diversity and ensuring fairness, respect, and safety.  
We partner with families, students, the community, and each other to provide strong, positive outcomes for students.  
We are committed to excellence in teaching and learning as the foundation of our continuous improvement.

### **Our Goals**

#### **Student Success**

All students will increase their achievement and attain annual personal growth goals in order to reach their highest potential.

#### **Our People**

We have a reputation of excellence that helps attract and retain highly qualified staff. We value and appreciate employees who apply their skills and experience to meeting our high expectations and fulfilling our District's vision.

#### **Community Engagement**

Parents, students, and the community are effectively engaged in the educational process and feel connected and proud to be part of the School District of Black River Falls.

#### **Finance & Facilities**

We ensure efficient, innovative, and effective use of District resources to promote collaboration and inspire excellence in teaching and learning.

## DISTRICT INFORMATION

### BOARD OF EDUCATION MEMBERS

Mary Jo Rozmenoski, President 715-284-2709  
Amy Hoffman, Vice President 715-284-2224  
Nehomah Thundercloud, Clerk 715-299-1594  
Laurel Meek, Treasurer 715-299-6063  
Scott Barton, Member 715-284-0768  
Patty Jacobson, Member 715-896-1841  
Mary Jo Radcliffe, Member 715-284-9896

### DISTRICT OFFICE STAFF

284-4357

Shelly Severson	Superintendent of Schools
Jill Collins	Director of Business Services
Stephanie Brueggen	Director of Curriculum and Instruction
Joe Schmit	Buildings and Grounds Supervisor
Peggy Gordon	Technology Supervisor
Connie Sieber	Nutrition Services Supervisor
Tammy Kielbasa	Director of Pupil Services
Andrew Kastner	School Psychologist
Jessica Teliin	School Psychologist
Patty Harelson	Title 1 Coordinator/Reading Specialist
Elizabeth Johnson	School Nurse
Victoria Michalski	School Social Worker
Jeff Hensel	Transportation Supervisor

### SCHOOL INFORMATION

Black River Falls High School, grades 9-12  
Tom Chambers, Principal  
1200 Pierce Street  
284-4324  
thomas.chambers@brf.org

Black River Falls Middle School, grades 6-8  
Dave Roou, Principal  
1202 Pierce Street  
284-5315  
david.roou@brf.org

Red Creek Elementary, grades 2-5  
Laura Simonson, Principal  
410 County Rd A  
284-7155  
laura.simonson@brf.org

James Zawacki, Assistant Principal  
james.zawacki@brf.org

Forrest Street Early Learning Center, grades PreK-1  
Melanie Floyd, Principal  
720 Forrest Street  
284-9406  
melanie.floyd@brf.org

TRANSPORTATION OFFICE  
284-9658 or 284-2557  
Jeff Hensel - Transportation Director  
Kristi Pronchinske - Dispatcher

### **Forrest Street School Day**

7:25 a.m.      Playground Opens  
7:35 a.m.      Whistle blows  
                    (students come inside)  
7:45 a.m.      School Day Begins  
2:46 p.m.      Dismissal  
1:46 p.m.      Friday Dismissal

### **Red Creek School Day**

7:25 a.m.      Playground Opens  
7:35 a.m.      Whistle blows  
                    (students come inside)  
7:55 a.m.      School Day Begins  
2:51 p.m.      Dismissal  
1:51 p.m.      Friday Dismissal

### **ARRIVAL TIME**

Students may begin arriving at school at 7:25 A.M. Prior to that, there is no supervision on the playground. For their safety, students should not arrive before 7:25 A.M. The school can not be responsible for the students before that time.

### **ATTENDANCE**

Regular attendance and promptness are essentials of good performance on any job. Absence from school is the greatest single cause of poor achievement in school. The State of Wisconsin, in statute 118.15, recognizes the importance of regular school attendance. This statute states that all persons between the ages of six (6) and 18 are required to attend a public or private school regularly for the full period and hours the school is held. Since the schoolwork missed during absence can never be made up completely, poor school attendance usually results in unsatisfactory academic performance. The home and the school should regard it a prime responsibility to assist young persons to develop good habits of attendance.

Wisconsin Statute Sec. 118.15(1)(am), also known as Act 41, requires the parent or guardian of a child who is enrolled in 5- year-old kindergarten at a public or private school, and has not been excused from school, to cause the child to attend school regularly during the full period and hours that kindergarten is in session until the end of the school term. Act 41 establishes completion of 5-year-old kindergarten as a prerequisite to enrollment in first grade in a public school unless certain exemptions apply. [Wis. Stat. Sec. 118.33(6)(cm)]

### **Excused Absences**

The School District of Black River Falls allows 10 days per school year to be excused absences and per Wis. Stat. 118.15(3)(c), the district shall excuse absences in the following two categories:

1. **Illness/Personal:** students may be excused ill up to five times during a semester; the school may require a doctor's statement to excuse any further absences due to illness. If your child suffers from a chronic illness, please make sure to let the school office know. Please note that excuses must be provided for the office within two days of the student's absence or the absence will be considered unexcused.

2. **Doctor/Professional Appointments:** Doctor's visits/appointments or other professional appointments (dentists, social services, court appearances, etc.) do not count against the 10 excused absences allowed per year as long as official documentation is provided. Arrangements are to be made through the office.

**Prearranged:** To arrange an absence that is three or more days in length must be prearranged through the office, this does not include medical or family emergencies. To pre-arrange an absence, the parent should provide the office with written permission one week prior to the absence. Class work from a pre-arranged absence will be completed

prior to the absence or immediately upon return. If it is found that the student's absence record is negatively affecting their academic performance, the request to pre-arrange an absence may be denied. If prearranged absences are denied yet your child is absent anyway, those days will be marked unexcused.

Tardies: Being on time to school is also important for our students, our day is short and we utilize each minute. Your child will be marked tardy if they are not in their classroom at 7:55, if your child is more than 10 minutes late and arrives to class after 8:05 A.M., they will be marked unexcused for that period. The legal system also looks at these as absences.

Note: After 10 excused absence, all subsequent absences are considered UNEXCUSED, unless prescribed by a doctor. After 5 unexcused absences in a semester, the state considers the child habitually truant (see truancy below) Please be aware that even if a doctor's note is provided, the school district has the authority to 'un-excuse' any absence.

Truancy/Unexcused Absences: A student is considered unexcused if he or she is absent without an acceptable excuse for all or part of any day during which school is held. A student qualifies to be habitually truant when he or she is unexcused all or part of five or more days in a school semester (S.118.16 (1)(a) and (c)). Parents/guardians will be notified by mail as soon as it has been determined that an attendance problem does exist. A letter will be sent to the parents to discuss the truancy issue after a 3rd unexcused absence. After a 5th unexcused absence, a parent may be issued a contributing to truancy citation and/or a referral to the Jackson County Health and Human Services Department. Please note that tardies fall into the category of unexcused absences. Students under the age of 12 cannot be given a citation for truancy and therefore the parent(s)/ guardian (s) are held accountable. Contributing to truancy per Wisconsin Statute 948.45 states that, any person 17 years of age or older who, by any act or omission, knowingly encourages or contributes to truancy, as defined under section 118.16(1)(c), of a person 17 years of age or under is guilty of a class c misdemeanor.

If you have any questions regarding attendance, please contact Mrs. Simonson, Mrs. Floyd, or Victoria Michalski at (715) 284-4324 ext. 2260 You can also reference School Board Policy 431 for the district's complete attendance policy.

## **EQUAL EDUCATION OPPORTUNITIES**

The School District of Black River Falls is committed and dedicated to the task of providing the best education possible for every student in the district for as long as the students can benefit from attendance and the student's conduct is compatible with the welfare of the entire school body.

The right of the student to be admitted to school and to participate fully in curricular, extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired because of the student's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability.

Complaints regarding the interpretation or application of this policy shall be referred to the district administrator and processed in accordance with established procedures.

## **FAMILY ACCESS**

Family Access is a tool that works with our student records system to assist in communicating with families. Initially, it works well for you to update your contact information with us, check on your child's food service balance, as well as make online payments. As your child gets older, beginning in fourth and fifth grade, it is an excellent tool for monitoring your child's grades, attendance, missing assignments, etc! You can quickly click on "gradebook" and get a snapshot of your child's current status in each of their classes. Through that same link, you can then email any teacher with questions or concerns that you may have! New this year is the ability to set email notifications as a parent that allows you to get notified when your child has a missing assignment, or receives a grade below a certain mark. More information on how to use these features will be coming!

In order to access your Family Access account you need to come to the school office with an I.D. card and get your secured password from the secretary. This is truly a "family" account, which means you only need to get one account and you have access to all of the students within your family. The accounts also roll over from year to year, so one time setup is all you need.

## **NONDISCRIMINATION – Board Policy 441.2**

The Black River Falls School District strives to provide a safe, secure, respectful and nondiscriminatory learning environment for all students in school buildings, school grounds, and school buses and at school-sponsored

activities. The School District does not discriminate against pupils on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability in any of its curricular, extracurricular, pupil services, recreational or other education programs or activities. Federal law prohibits discrimination in education on the basis of age, race, color, national origin, sex, religion, or disability.

The district encourages informal resolution of complaints under this policy. However, if any person believes that Black River Falls School District, or any part of the school organization, has failed to follow the law and rules of s. 118.13, Wis. Stats. and PI 9, Wis. Admin. Code, or in some way discriminates against pupils on the basis of any of the protected characteristics listed above, he or she may file a formal complaint with the School District. Written complaints may be mailed or hand delivered to: Superintendent, School District of Black River Falls, 301 North Fourth Street, Black River Falls, WI 54615, phone number: (715) 284-4357, Ext. 1002.

The steps for filing a complaint are as follows:

Step 1 Your complaint should be in writing and should be signed by you, and hand delivered or mailed to the Superintendent. The Superintendent, or his/her designee, shall acknowledge receipt of your complaint, in writing, within forty five (45) calendar days.

Step 2 The School District will investigate your complaint as quickly as possible and will advise you of its determination within forty-five (45) days of receiving the complaint.

Step 3 If you do not agree with the School District's determination, you have the right to appeal the negative determination to the School District of Black River Falls School Board. Your appeal should be in writing and should be signed. Your written appeal should be presented to: Superintendent, School District of Black River Falls, 301 North Fourth Street, Black River Falls, WI 54615, phone number: (715) 284-4357, Ext. 1002, within ten (10) business days of the date of the investigation findings. You will be notified regarding your appearance before the School Board, which shall be expedited. (The final decision on your complaint must be made within 90 days of the date you filed the complaint, unless you and the School Board agree to an extension of time.) The School Board will provide you with a written summary of its determination.

Step 4 If you have gone through all the steps of the school district's complaint procedure and you receive an unfavorable decision, you may file an appeal with the State Superintendent, Department of Public Instruction. Any appeal must be in writing and must be filed within 30 days of the date of the school district's final decision on your complaint. Include a copy of the school district's final decision on your appeal to the State Superintendent. If the person appealing is a minor, a parent or guardian must also sign the appeal. To file an appeal write to: Department of Public Instruction, Pupil Nondiscrimination Program, P.O. Box 7841, Madison, WI 53707-7841

Special Education: Appeals under 20 USC s. 1415 and ch.115, Wis. Stats., relating to the identification, evaluation, educational placement, or the provision of a free appropriate public education to a child with special education needs shall be resolved through the procedures authorized by ch.115 subch. V, Wis. Stats. Complaints under 20 USC s. 1231e-3 and 34 CFR ss 76.780-76.782, commonly referred to as EDGAR complaints, that the state or the school district is violating a federal statute or regulation that applies to an education program shall be referred directly to the state superintendent. For information about the IDEA or EDGAR complaints process, contact the Special Education Team at the Department of Public Instruction, at (608) 266-1068.

If you believe the discrimination is because of race, color, sex, religion, age, disability or national origin, you may also file a complaint with the Office for Civil Rights of the United States Department of Education. A complaint must be filed with the Office for Civil Rights within 180 calendar days of the date of the alleged discrimination. You are not required to file a complaint with the school district before filing a complaint with the Office for Civil Rights. Office for Civil Rights for this region are: Office for Civil Rights, Chicago Office U.S. Department of Education, 500 W. Madison Street, Ste. 1475 Chicago, IL 60661 (312) 730-1560 (312) 730-1576 FAX (312) 730-1609 TDD, e-mail: ocr.chicago@ed.gov

First Reading: July 16, 2012; Second Reading and Approval: August 20, 2012

## **SCHOOL DELAY/CANCELLATION**

One of the first notifications that school is closed is the website. ([www.brf.org](http://www.brf.org)) You may also sign up for the instant notifications which will text, call, and send an email, when emergency announcements are made. We will also notify all radio and television stations between 5:30-7:00 A.M. (as soon as possible), in case of school closing



or other problems. The District will also use the same system, in addition to notifying the radio and television stations in case school must release students early. The following stations will broadcast this information:

WWIS 1260AM and 99.7 FM	WEAU-TV 13
WWIB 103.7 FM	Z93 93.3FM
WAXX 790 AM and 104.5 FM	WFHR 1320AM
WIZM 1410	WUSK 1460 AM
WGLX 103.3 FM	WCOW 97.1 FM
WCCN 1370AM and 107.5 FM	

\*\*Please also remember that you can sign up for our instant alert system for weather delays and cancellations. Contact the office if you need assistance with this!

## **WEATHER**

On days when it is rainy or the temperature with wind chill “feels like” 0 degrees Fahrenheit, students will be brought into the building prior to the 7:35 A.M. whistle. Recess will be indoors on these days if wind chill “feels like” 0, also.

## **DRESSING FOR OUTDOORS**

We expect all students who attend school to have outdoor recess daily, except in severe weather or when a doctor writes an excuse for a medical reason. Therefore, please be sure your child has and wears boots, a warm coat, scarves, mittens, hats, etc. during cold weather. (Please be sure to mark all clothing with the child’s name or other identifying mark).

## **DRESS AND GROOMING**

Student’s clothing is primarily the responsibility of parents and guardians, and reflects their concern for the health, safety and welfare of the student and others. If the clothing appears to present a health problem, is a potential physical danger to others, causes disruption or disturbance, is contradictory to the school’s curriculum, or is deemed inappropriate by the school faculty the student will be asked to change their clothing.

## **DRESS FOR PHYSICAL EDUCATION**

By state law physical education is required for students. We expect students to be appropriately dressed for all activities. Girls who wear dresses should bring a pair of slacks/shorts to school for gym class.

Gym shoes - Children are asked to have gym shoes available for physical education class. These shoes should have non-marking soles.

## **DIRECTORY DATA PUBLIC NOTICE**

Notice is hereby given that the School District of Black River Falls, in accordance with state law, has designated a student’s name, photographs and grade level as directory data for pupils in grades Pk-5. A student’s parent, legal guardian or guardian ad litem, shall have two (2) weeks after this notice is published or posted to advise the building principal in writing of any or all items he/she prohibits the district to designate as directory data about that student.

### **MEALS**

#### **Breakfast**

Our Elementaries will again be offering our FREE breakfast program. Students will be served breakfast in their classroom when the school day begins.

#### **Lunch**

Lunch is available to all students. A menu with both breakfast and lunch shown on it can be found on our district website [www.brf.org/nutrition-services/](http://www.brf.org/nutrition-services/). Hard copies are available upon request.

#### **Cold Lunch/ Extra Milk**

White or chocolate milk is available to students that choose to bring a cold lunch. The cost is 50 cents per carton and all must pay this charge whether you qualify for the food service program or not.

#### **Payments**

All families in the Black River Falls School District are assigned a food service account. Families deposit money into their account by sending payment to school. Black River Falls Elementary students should turn in their payments to the school secretary in the office. Since all meals/milk are deducted from the family account, payment can be sent with one child for the entire family, even if siblings attend a different school. Checks should be made out to Red Creek Elementary School or Forrest Street Early Learning Center.

All meals and milk are deducted from the same account. Payments should be made prior to eating the meals. The food service program is on a pre-pay system; therefore we are not able to grant credit when an account does not have funds in it.

Free and reduced-price meal forms are sent out at the beginning of the year. They are also available upon request at each school office.

Family Access also allows families to make payments into their food service account from our website. Log in to your Family Access account, go to Food Service and you can click to make a payment. If you need assistance logging into Family Access, please contact the office.

Prices:

Breakfast:	Students	Free
	Adult price	\$2.50 per meal
Lunch:	Full price	\$2.75 per meal
	Reduced price	\$ .40 per meal
	Adult price	\$3.75 per meal
	Child visitor	\$3.75 per meal
Milk:	with cold lunch	\$ .50 per carton

### ACTIVITY FEE

An activity/field trip fee of \$15 per student is collected at the beginning of the year. If your family is unable to pay the fee, a fee waiver form must be requested from the office.

### GRADE REPORTING/RETENTION

You can expect a report card sent home at the end of each of the four quarters of the school year. Parent Teacher conferences will be scheduled at various times throughout the year to discuss your child's progress. You may, of course, contact your child's teacher at any time for information regarding this.

### HEALTH INFORMATION

#### Emergency Information

If you or your children are new to the district, you will be asked to fill out a Registration form with important contact and emergency information. If your child is a returning student, we will print out your information and simply ask you to verify that it is correct, or make the necessary corrections. Please be sure to include the emergency phone number(s) of a friend, relative, baby-sitter or other responsible adult who can be reached by phone in case your child becomes ill or there is some emergency. Also, parents must be sure to list the name of their doctor. If there are any changes such as address, phone numbers, etc. during the school year, please be sure to call the school office with the new information so the appropriate changes can be made on the child's form. This information is vital in order to allow us to act quickly and properly in case of illness or injury. If we are unable to contact either you or your emergency contact the necessary authorities will be called.

#### Medical Excuses Necessary

A student may be excused from physical education class for two consecutive days with a note from the parent. After that a doctor's excuse (stating why and how long a student is to be excused) should be provided. The doctor should also provide the school with specific instructions regarding recess time. This must be on file in the office, and the information will also be given to the child's classroom teacher.

We will honor, for one day only, parent requests to keep a child indoors after an illness. Requests for more than one day require a doctor's note or a call to the school office to discuss the problem with the principal.

#### Insurance

The Black River Falls School District does carry insurance covering students' accidents, which take place on the way to, from, or during school. If an accident occurs, insurance forms are available in the school office.

## Medication and Students

In accordance with Board of Education Policy, the following regulations will be implemented in the administration of prescription and non-prescription medication to students:

### Prescription Medication

1. in accordance with the Wisconsin Department of Instruction guidelines, the parent or guardian should bring the medicine to the school office in the prescription bottle.
2. A written, dated, and signed form from the physician should be brought with any medicine we are to administer at school. The school district has pink forms that the doctor should fill out and the parent must sign. They are available in the school office.

### Non-Prescription Medication

1. The parent or guardian should bring the medicine in the original bottle with written directions regarding the administration of the medicine.
2. We utilize the same form for prescription and non-prescription medication. Please stop in anytime to pick up a pink form, it gives us parent authorization, a Dr. signature is not required.
3. Non-prescription medicine will be dispensed just as prescription medications are. Students should not store any medicine in their desk, backpack or classroom.

Under no circumstances should any medication (prescription or non-prescription) be sent to school with a child or on the school bus. A parent/guardian should bring the medication to the office and complete the appropriate forms.

## **ILLNESS/EMERGENCIES AT SCHOOL**

If a child should become seriously ill or injured while under the school's supervision, the following steps will be immediately completed by school personnel:

First aid will be rendered.

The student's parents or guardian will be called.

Transportation will be arranged for the ill or injured to a source of medical attention.

If a child meets with a minor accident or becomes too ill to continue in school, school personnel will:

Render first aid.

Telephone the parent or guardian. If unavailable, telephone the designated individual to care for the child until a parent can be contacted.

### Head Lice

The infestation of head lice is considered to be a nuisance disease. In the Black River Falls School District, children with live lice are excluded from school until they are treated and lice free. This should not exceed one day since children are not at risk for spreading head lice once they have been treated with lice killing treatment and there are no live lice. If nits are seen and the parent confirms that the child has been treated within the past 24 hours, the child may remain at school but may be checked daily for up to 2 weeks.

The district's procedure for handling students with head lice is as follows:

Students with head lice, verified by inspection by trained school personnel, will be sent home and not allowed to return to school until after being treated and a lice clean-up checklist has been completed.

Siblings and close contacts of the person shall be screened for live lice.

A child who has been excluded from school due to head lice must be accompanied by a parent or guardian when he/she returns to school, they should not be sent on the bus. The student will be examined prior to returning to class to verify there are no live lice present at that time.

Seven to 10 days after being readmitted, the student will be re-examined for head lice by school personnel.

Repeat cases will not be admitted to school until the hair is nit and louse free, verified by examination by school personnel.

This procedure has been developed in an attempt to control this nuisance disease. Your cooperation is essential and appreciated.

### Pets at School

Animals are exciting to students, but can also be harmful to students with allergies. Contact your child's teacher at least three days before the visit to allow school to contact the school nurse to ensure there are no allergies reported in that homeroom.

Visits will occur outside or in the vestibule to minimize the environmental impact. If your child has a diagnosed animal allergy, please contact the office or the school nurse so that a health plan can be created and implemented.

### Sunscreen Procedures

The school district believes in the health and safety of your child. We encourage parents to put sunscreen on their children before they come to school everyday. If they wish for it be reapplied at school they will need to complete an OTC drug administration form or send a note with directions and signature. If your child will be on an event that will have the students outside for a minimum of 2 hours straight we will reapply sunscreen. We encourage families to supply their own but if we see a student is burning we will apply sunscreen unless parents have notified us that their child can not use sunscreen.

## **STUDENT RELEASE**

If your child must be released from school during the day for a doctor's appointment, dentist's appointment, etc., a note should be sent to your child's teacher to forward to the office. Whenever possible, the parent or guardian should pick up the child. If you must send someone in your place, please include this information in your note. We ask that you make every attempt to schedule these types of appointments outside the school day so that your child's education is not interrupted. Students will be signed out and released from the office directly to parents or their designee. Students will not be allowed to walk or meet you outside. Please plan to come in to pick up your child. This is to ensure the safety of each child at school.

## **EMERGENCY RELEASE**

When it is necessary to send a child home during the day, the school contacts the home first. If the parents cannot come for the child, the parents need to send a friend or a relative for the child. Ill children cannot remain in school. If the parents are not at home, the school will phone the emergency number listed for the child. If contact numbers change throughout the school year, please notify the school office to avoid any problems when your child needs you. If the school is unable to contact a parent, guardian or emergency contact, the appropriate authorities (police or Human Services) will be contacted.

## **TRANSPORTATION**

Bus Rules, Regulations, and the Tiger Way

Please read and discuss the following bus rules with your children. Bus riding privileges will be revoked for consistent offenders. Riding the bus is a student right, but also brings with it student responsibilities. The district may use a video camera to monitor student behavior on the bus. The tapes will be reviewed by the driver when appropriate, a disciplinary action will be taken. The below matrix explains exactly what behaviors are expected, and acceptable on the school bus. Please go through these with your child!

#### **Bus Discipline Policy**

The students are responsible for their behavior on the bus. Their behavior could affect the safe operation of the bus. Misbehavior could result in the bus driver being distracted. Such distraction could endanger the lives of all students being transported therefore; behavior infractions must be reported and disciplinary action will be taken when needed.

Parents are requested to explain the importance of proper behavior on the bus. They are also expected to support disciplinary actions that are necessary to help the child change his/her behavior.

The primary purpose of the driver is to safely transport the student to and from school. While transporting students the driver also has the responsibility of maintaining discipline on the bus; therefore, the driver will report behavior infractions to the Transportation Director along with the principal.

As an additional tool in assisting us with bus supervision, the district utilizes cameras on each of the buses. We cannot guarantee that each bus trip is recorded, but every effort is made to do so. Different from our hallway video monitoring, audio recordings may also be captured on school buses, in accordance with the provisions of Wis. Stats. 968.13 (2). When an issue is reported that cannot be resolved fairly, the video is often viewed by the Transportation Director and the building principal. Parents of a student against whom a recording is being used as part of a suspension or expulsion from school or the bus will be permitted to view and listen to the recording but shall not be entitled to receive a copy.

### **VOLUNTEERS**

Parents, friends and grandparents provide many hours of volunteer service to our school. Our elementary schools welcome your offer of time and talents to share with our students. If you wish to volunteer, even if only for a day or two, please contact the office or your child's teacher. We will always be able to find a way to utilize your services!

### **VISITORS AT SCHOOL**

We want you to feel welcome and be an active participant in your child's education! You will notice when you come to school that we have a security system. Please rest assured that we have had no negative interactions that have caused us to install the camera and "buzzer" system, it is 100% preventative. Our number one priority is the education and safety of your children. Please do not feel that we are trying to lock you out, we are simply keeping pace with the safety recommendations for public schools. The office will work diligently to buzz you in as quickly as possible! Please stop in the office for a visitors pass upon entry.

### **LOST SOMETHING???**

The "Lost and Found" table is located in the hallway next to the office. Articles not claimed will be donated to charity or used by students in need at the school. Please feel welcome to stop in anytime and look for belongings!

### **TELEPHONE CALLS**

Telephone calls to school with a message for your child should be kept to a minimum. We allow children to call home if they forget books or other essential items, in cases of emergency, or in the event of a cancellation of a scheduled activity. If you wish to talk to a teacher, a voice mail message may be left and he/she will return your call as soon as possible.

### **SCHOOL TRANSFERS**

When a family moves from the school district, the parents should come to the office to notify us prior to leaving. It would also be helpful to know the name and address of the school the student will be attending. Attendance will continue to be recorded until we receive a request for records from the new school. It is important that you enroll your student as soon as possible to ensure this happens.

## **ASSIGNED WORK**

Homework assignments are an essential part of the learning process. It is important for the child, with parental guidance, to accept responsibility for work assigned.

If the child is absent, it is helpful to provide the teacher with the name of someone who can deliver homework. Some lessons may be completed at home as the child's health improves. This is usually done when the absence is two days or longer.

It is important and helpful to notify the teacher at least a week in advance of planned trips so school work may be prepared whenever possible. Both students and teachers have busy schedules allowing limited time for individual assistance with makeup work.

## **TEXTBOOK REPLACEMENT**

Students are responsible for the proper care and use of the textbooks that are issued to them. If a book they are responsible for is lost or damaged so the book must be replaced, the student will be charged the replacement cost.

## **SAFETY DRILLS**

Fire drills, lock down, A.L.I.C.E./intruder and tornado drills are held at regular intervals throughout the school year. In response to recent events around the country, procedures for responding to crisis or intruder situations have also been developed. Parents/guardians will be informed prior to a tornado or A.L.I.C.E./intruder drill. Information on these procedures is available from the office upon request.

## **ARTICLES PROHIBITED AT SCHOOL**

Students should not bring articles to school that may become a distraction to themselves or to others. These may include games, radios, Mp3 players, skateboards, trading cards, toys, etc. The school is not responsible for items that may be lost or stolen. If you as the parent/guardian want your child to have a cellular phone at school, it should ALWAYS be turned off during the school hours and stored out of sight. Each classroom has a telephone that students may use in the case of an emergency. Phones being used during the school day will be confiscated and the parent/guardian will need to pick it up in the office.

## **WEAPONS AT SCHOOL**

The use or possession of any dangerous weapon shall be prohibited while on property owned, leased, rented or temporarily utilized by the district. The Board defines a dangerous weapon as a knife, firearm, bow & arrow, trap, slingshot, or any other device that might be employed to cause injury or damage. Toy guns and other weapon facsimiles are also considered dangerous and should not be brought to school.

Persons violating this policy shall be reported to law enforcement officials. In addition, students violating this policy may be suspended or expelled from school.

## **NO SMOKING**

State law prohibits smoking in all school buildings and on school property/grounds. We ask all adults to help in this effort.

## **ATODA REGULATIONS**

The possession, delivery, and/or consumption or use of alcohol, tobacco, or other illegal drugs is prohibited. This includes counterfeit drugs and substances being represented as illicit drugs.

Persons violating this policy shall be reported to law enforcement officials. In addition, students violating this policy may be suspended or expelled from school.

The Elementaries use PBIS to create a safe learning environment for all students. PBIS stands for Positive Behavioral Interventions and Supports. However, we have called it the “Tiger Way.” The Tiger Way is a proactive, teaching model of what successful behavior looks like. Successful efforts are recognized, and there are re-teaching opportunities for those that need reminders. The Tiger Way allows for consistency among staff and gives the child a structure for success. For more information on PBIS, go to <http://www.wisconsinpbisnetwork.org/>

## **CODE OF CLASSROOM CONDUCT**

Wisconsin Act 335 requires school boards to adopt a classroom code of conduct, authorizes teachers to remove students from class in specified circumstances and requires that placement determinations be made with regard to such students.

Beginning August 1, 1999, a teacher is authorized to remove a pupil from the teacher's class if a pupil violates the code of classroom conduct adopted by the school board or is dangerous, unruly, or disruptive, or exhibits behavior that interferes with the ability of the teacher to teach effectively, as specified in the code of classroom conduct.

If a pupil has been removed from the classroom, the school principal or the principal's designee must place the pupil in one of the following:

An alternative education program, as defined by law;

Another class in the school or another appropriate place in the school, as determined by the school principal or his or her designee;

Another instructional setting;

The classroom from which the pupil was removed if, after weighing the interests of the removed pupil, the other pupils in the class, and the teacher, the principal or the principal's designee determines that readmission to the class is the best or only alternative.

A complete copy of the district's code of classroom conduct can be obtained by contacting the principal's office, or visiting the district website at [www.brf.org](http://www.brf.org).

### **Anti-Bullying**

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to their respective building principal or his/her designee.

Forrest Street: Principal, School Counselor, EBD Teacher

Red Creek: Principal, Assistant Principal, School Counselor, EBD Teacher

Middle School: Principal, School Counselor

High School: Principal, Assistant Principal, School Counselor

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 building principal or his/her designee.

Upon reporting the incident, a written report will be completed by the alleged victim and the school official. The school official shall investigate the incident within one school day.

Interview the person(s) who are the victim(s) of the bullying first.

Collect whatever other information is necessary to determine the facts and the seriousness of the report. The focus of the questioning should pertain to Who, What, When, Where, and How.

Interview student(s) identified as participating in bullying or retaliatory behavior last.

Make decisions as to sanctions and needed supports (assess safety and degree of risk for victim).

Notify parent/guardian of all students interviewed

File report in school office

Records must be maintained on the number and types of reports made and sanctions imposed for incidents found to be in violation of the bullying policy.

Each office shall keep a separate paper file with all bullying reports included.

These records will be collected by each principal in the spring and compiled for a district wide report to the school board.

The administration will make recommendations on how to further reduce bullying behavior.

## **COMPLAINTS?**

When a parent/guardian has a concern about a school-related matter, the School Board has a policy to address how to handle those concerns. If you would like to review the Policy (#872) in its entirety, and it's accompanying Rule, you may find it on our district web page.

The policy basically states that any concerns you may have regarding a teacher and/or classroom service should first be discussed with the classroom teacher. Please be open and ready to discuss the issues at hand. If the matter is not settled, it should be brought to the building principal.

If the concern does not involve a teacher or classroom service, (e.g. food services, transportation service), the complaint should be forwarded to the administrator in charge of those services.

Most concerns can be handled at the building level, however if you are not satisfied with the outcome, you may contact the district administrator to further the discussion. If the matter is still not rectified, the complainant may request an opportunity to appear before the School Board.

In compliance with the Every Student Succeeds Act (ESSA), parents have the right to request the following information on the professional qualifications of their children's teachers:  
Whether the teacher has met state qualifications and has a license for the grade level and the subject area he or she teaches;  
Whether the teacher has an emergency or provisional license;  
What degrees the teacher holds and the field of discipline of his or her certification or degree; and  
Whether the child is being provided services by paraprofessionals, and if so, their qualifications.  
Please contact your child's principal to request this information. Requests will be addressed in a timely manner.

### **OPEN ENROLLMENT**

The State of Wisconsin has initiated a program titled Open Enrollment (School Choice). This law allows a pupil to attend school in a public school other than the district they reside in. The enrollment request period begins in February. Information and applications pertaining to this program are available from the District Office.

### **REQUEST FOR TEACHER**

Parental requests for a particular teacher placement must be in writing (district request form) and submitted to the Principal no later than April 1st. At least three teacher names are required in order for your request to be considered and allow us to balance classroom assignments. Parent request should be made on sound educational criteria. Please resist the urging of your child to make requests based upon friends.

#### **Student Visitors**

Our Elementaries do not allow student visitors from another school (cousins, friends or relatives from out of town, etc.) to spend all or part of the school day here, unless they are attending a special activity or performance with prior permission from the principal.

#### **Cubbies**

The school provides a cubby for convenience of the student to be used solely and exclusively for the storage of outer garments, footwear and school-related materials. No student shall use the cubby for any other purpose. Students and parents need to know the cubbies are the property of the School District of Black River Falls and as such the cubbies may be searched by designated school officials as determined necessary or appropriate without the consent of the pupil, without notifying the pupil, and without obtaining a search warrant.

Any unauthorized item found in the cubby may be removed. Items removed from the cubby may be held by the school for return to the parent(s)/guardian of the student or retained for disciplinary proceedings, or turned over to law enforcement officials. The parent/guardian of a minor student shall be notified of items removed from the cubby and turned over to law enforcement officials. (445.1)

#### **Homeless Services**

Many families within the School District of Black River Falls have found themselves to be families in transition without a place to call home. Our school district is committed to assisting all homeless students receive the best education possible. 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 believe your child may qualify for McKinney-Vento services according to the above criteria, please contact our school social worker, Homeless Services Liaison for the School District of Black River Falls, for additional information about the educational rights of homeless students. Our school social worker can be reached at the high school. All information will be kept confidential.

# 2018/19 School Calendar



August 2018						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
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September 2018						
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30						

October 2018						
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28	29	30	31			

November 2018						
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December 2018						
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30	31					

January 2019						
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27	28	29	30	31		

February 2019						
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March 2019						
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31						

April 2019						
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28	29	30				

May 2019						
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June 2019						
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EVERY Friday: PLC Time – School dismisses 1 hour early unless otherwise marked.  
 End of Grading Periods:  
 Qtr. 1 - Nov. 9 - 47 Days  
 Qtr. 2 - Jan. 24 - 43 Days  
 Qtr. 3 - Mar. 29 - 43 Days  
 Qtr. 4 - June 7 - 45 Days

	District Wide Open House – August 30 2:00 pm to 6:00 pm
	1 <sup>st</sup> Day of Classes – September 4
	End of Qtr. = 3 hour early release: Nov. 9, Jan. 24, Mar. 29, June 7
	Full Prof. Dev. Day (Staff Only) Oct. 25, Nov. 21, Jan. 25, Feb. 21
	Snow Day Make Up: April 23, Fri. 24
	Vacation/Holiday - No School

School Contacts:  
 Forrest Street Early Learning Center: 715-284-9406  
 Red Creek Elementary: 715-284-7155  
 BRF Middle School: 715-284-5315  
 BRF High School: 715-284-4324  
 District Office: 715-284-4357

## 2018-19 Parent/Teacher Conference Dates

Thursday, October 18	Parent-Teacher Conferences 3:15-7:30 p.m.
Tuesday, October 23	Parent-Teacher Conferences 3:15-6:15 p.m.
Tuesday, February 19	Parent Teacher Conferences 3:15-7:30 p.m.
Thursday, February 28	Parent Teacher Conferences 3:15-6:15 p.m.

### 2018-19 School Picture Dates

Thursday, September 20	Picture Day
Tuesday, October 23	Re-take Day
Thursday, March 14	Spring Picture Day

## EARLY RELEASE

EVERY FRIDAY THERE WILL BE A ONE-HOUR EARLY RELEASE FOR OUR TEACHERS TO USE FOR PLC TIME. All staff will be working in collaborative teams to discuss our learning guarantees and student data.

Four times per year all schools in the district release classes three hours earlier than normal at 11:51 A.M. at Red Creek and 11:46 A.M. at Forrest Street. These dates are at the end of the quarter as marked on our calendar. This time is used by teachers and other staff members to learn techniques and strategies to further improve the education we provide for our children. School begins at the normal time. Breakfast will be served on early release days. Lunch will be provided before dismissal. The school district also has scheduled two full day professional development days. There will be no school for students on these days. Please check the [www.brf.org](http://www.brf.org) website for school and district calendars. Hard copies are available upon request.

## PARENT RESPONSE FORM

I have read the Elementary Student/Parent Information Handbook and discussed it with my child. I understand that the school and home must work together to provide a meaningful and productive educational experience for all students.

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date Signed

-Excellence is not a destination, but a journey.