

# ***PRAIRIE FARM ELEMENTARY***



## ***STUDENT /PARENT - HANDBOOK 2014-2015***

The School District of Prairie Farm in partnership with family and community provides educational experiences which foster academic excellence, life-long learning, and citizenship.

## WELCOME TO THE PRAIRIE FARM ELEMENTARY SCHOOL

The administration and staff would like to take this opportunity to welcome you to the Prairie Farm Elementary School.

The information contained in this handbook has been carefully prepared to help you succeed at the Prairie Farm Elementary School. It is in compliance with Board of Education policies, copies of which are available at our web site, [www.prairiefarm.k12.wi.us](http://www.prairiefarm.k12.wi.us) and in the District Administrator's office.

It is our goal to keep an open line of communication between home and school. When dealing with legal authorities, law enforcement, social services, etc., prior communications may not be possible.

The teachers, counselors, support staff and administrators are here to assist you with your education. We sincerely hope this will be a very successful and satisfying year for you!

### TABLE OF CONTENTS

1. Welcome Letter & Table of contents
2. Directory -Pre K -5 Staff
3. School Calendar
4. 2014 -2015 School Calendar
5. Attendance - Evening Activities - School Day - Student Transfer  
Student Information Card - Incidental Fee - Milk Breaks
6. Breakfast Lunch Program – Cold Lunch - Behavior at School Events - Leaving School  
Grounds - Parent / Teacher Conferences
7. Report Cards – One Call Now - Winter Clothing - School Closing
8. Non – Discrimination - Sexual Harassment / Pupil Harassment - Telephone Use - School  
Property - Class Trips - Homework
9. Personal Property - Cell Phones - Bicycles - School Visitors  
Health Services - Medicine - Student Insurance
10. Student Transportation Services - Fluoride - Immunization Requirements -  
Pre-Kindergarten Enrollment - Newsletter - Assemblies
11. General Rules of Conduct Purpose - Some General Guidelines - Prohibited  
Conduct - Specific Lunchroom Reminders
12. Specific Hallway Reminders - Specific Playground Rules - Classroom Discipline
13. Student Referred to the Principal's Office - Fire / Tornado Drill & Lockdown/  
Evacuation - Dress Code -
14. Special Note
15. School District Goals
16. Absence Request

Board Policies are available on the school web site [www.prairiefarm.k12.wi.us](http://www.prairiefarm.k12.wi.us)

1.

## **DIRECTORY**

Pre K – 12 Principal .....	Casey Fossum .....	455-1861
Elementary School Office .....	Twyla Miller .....	455-1861
Pre K - 12 Guidance Counselor .....	Bretta Weinhold .....	455-1861
Pre K - 12 School Psychologist .....	John Gyllen .....	455-1861
Pre K - 12 Speech Therapist .....	Diane Skrupky .....	455-1861
Pre K - 6 Chapter 1 and Reading Specialist .....	Bobbie Dunn.....	455-1861
Bus Garage .....	Maynard Hoff .....	455-1861

## **Pre-K -5 STAFF**

Pre-Kindergarten .....	ext.238 .....	Melissa Nagel
Kindergarten .....	ext 215 .....	Lori Hamernik
Kindergarten .....	ext 256 .....	Robin Maukstad
Kindergarten 1 <sup>st</sup> Grade .....	ext 225 .....	Sarah Blegen
First Grade .....	ext.204 .....	Jacquelyn Schlosser
Second Grade .....	ext.203 .....	Michelle Grosskreutz
Second Grade .....	ext. 211 .....	Shirley Erickson
Second Grade .....	ext.224 .....	Zachary Rozmiarek
Third Grade .....	ext. 202 .....	Tammy Hansen
Third Grade .....	ext. 259 .....	Crystal Nedland
Fourth Grade .....	ext. 201 .....	Sandy Hoffman
Fifth Grade .....	ext. 239 .....	Jacob Welle
Special Education/ .....	ext. 242 .....	Katrina Chovan
Speech / Language .....	ext.223 .....	Diane Skrupky
Psychologist .....	ext.216 .....	John Gyllen
Title 1 / Reading Specialist .....	ext. 229 .....	Bobbie Dunn
IMC Assistant.....	ext. 233 .....	Crystal Nelson
Teacher Assistant .....		Tiffany Baldwin
Teacher Assistant .....		Tasha Singerhouse
Vocal Music .....	ext. 257 .....	Sue Nueske
Instrumental Music .....	ext. 247 .....	Rebecca Kolonick
Art .....	ext. 253 .....	Aleathea Seeger
Physical Education .....	ext. 248 .....	Cory Anderson
Guidance .....	ext. 244 .....	Bretta Weinhold
Head Maintenance .....		Brad Hemauer
Custodian .....		Todd Pederstuen
Custodian .....		Vickie Seeger / Gary Seeger
Kitchen .....	Jodi Lambert- Marlys Espeseth – Vilai Wilcox - Sandra O'Brien	
Secretary .....	ext. 221 .....	Twyla Miller
K4 – 12 Principal .....	ext. 258 .....	Casey Fossum
Bus Drivers - Maynard Hoff - Bud Lindemer - Steve Hearth - Brad Shipley		

**When calling for transportation arrangements or attendance call ext. 221.**

**Please go to the school web site for staff e-mail addresses for the staff at**

**[www.prairiefarm.k12.wi.us](http://www.prairiefarm.k12.wi.us)**

\*\*\*\*\*

## SCHOOL CALENDAR 2014 -2015

August	25-26-27-28 .....	Staff Inservice Day
September	1 .....	Holiday – Labor Day
	2 .....	Elementary Open House 11:00 am – 7:00 pm
	23 .....	Picture Day – Smile
	<b>26</b> .....	Staff Inservice <b>No School</b>
October	9 .....	Parent Teacher Conference 1:00 pm – 8:30 pm Students dismissed at 12:45 pm
	<b>10</b> .....	<b>No School</b> and Staff
	13 .....	1 <sup>st</sup> Mid Trimester for Elementary
November	<b>7</b> .....	Staff Inservice <b>No School</b>
	21 .....	Last Day of 1 <sup>st</sup> Trimester for Elementary
	<b>24</b> .....	Staff Inservice <b>No School</b>
	<b>25 – 26 – 27 - 28</b> .....	<b>Thanksgiving Break No School</b>
December	23 .....	Early Release 12:45 and Staff Inservice
	<b>24 – January 2</b> .....	<b>Holiday Break</b>
January	5 .....	School Resumes
	<b>19</b> .....	Staff Inservice Day - <b>No School</b>
	22 .....	2 <sup>nd</sup> Mid Trimester for Elementary
February	<b>20</b> .....	Staff Inservice <b>No School</b>
March	6 .....	Last Day for 2 <sup>nd</sup> Trimester for the Elementary
	12 .....	Parent Teacher Conference 1:00 pm – 8:30 pm Students dismissed at 12:45
	<b>13</b> .....	<b>No School</b>
April	<b>1-2</b> .....	Staff Inservice <b>No School</b>
	<b>3 &amp; 6</b> .....	<b>No School Spring Break</b>
	23 .....	3 <sup>rd</sup> Mid Trimester
	<b>24</b> .....	Staff Inservice <b>No School</b>
May	<b>15</b> .....	Staff Inservice <b>No School</b>
	<b>25</b> .....	<b>Holiday - No School</b>
June	4 .....	Last Day of School / Early Release 12:45 pm
	5 .....	Teacher Inservice Day
	8-25 .....	Summer School





## School District of Prairie Farm 2014-15 Calendar

July 2014						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2014						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2014						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2014						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2014						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2015						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2015						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2015						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2015						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2015						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Jul 30, 2014 Activities Open Meeting  
 Aug 25, 2014 Staff Inservice  
 Aug 26, 2014 Staff Inservice  
 Aug 27, 2014 Staff Inservice  
 Aug 28, 2014 Staff Inservice & M&MS Open House  
 Sep 1, 2014 Labor Day - No School  
 Sep 2, 2014 1st Day of School for M&MS  
 Sep 2, 2014 Elementary Open House (By Appointment)  
 Sep 26, 2014 Staff Inservice  
 Sep 30, 2014 1st Quarter (Mid-Quarter)  
 Oct 4, 2014 Prairie Farm Homecoming  
 Oct 5, 2014 PFT Conference & Early Release  
 Oct 10, 2014 No School  
 Oct 13, 2014 Mid-Termester (MT)  
 Oct 17, 2014 End of 1st Quarter  
 Nov 7, 2014 Staff Inservice  
 Nov 21, 2014 End of 1st Semester - Elementary  
 Nov 24, 2014 Staff Inservice  
 Nov 25, 2014 No School

Nov 26, 2014 No School  
 Nov 27, 2014 No School  
 Nov 28, 2014 No School  
 Dec 3, 2014 2nd Quarter (Mid-Quarter)  
 Dec 22, 2014 Early Release and Staff Inservice  
 Dec 24, 2014 No School  
 Dec 25, 2014 No School  
 Dec 26, 2014 No School  
 Dec 29, 2014 No School  
 Dec 30, 2014 No School  
 Dec 31, 2014 No School  
 Jan 1, 2015 No School  
 Jan 2, 2015 No School  
 Jan 16, 2015 End of 2nd Quarter and 1st Semester M&MS  
 Jan 16, 2015 Staff Inservice  
 Jan 22, 2015 Mid-Termester (MT)  
 Feb 17, 2015 3rd Quarter (Mid-Quarter)  
 Feb 20, 2015 Staff Inservice  
 Mar 3, 2015 End of 1st Semester - Elementary

Mar 12, 2015 PFT Conference & Early Release  
 Mar 15, 2015 No School  
 Mar 27, 2015 End of 3rd Quarter M&MS  
 Apr 1, 2015 Staff Inservice  
 Apr 2, 2015 Staff Flex Inservice  
 Apr 3, 2015 No School  
 Apr 8, 2015 No School  
 Apr 22, 2015 Mid-Termester (MT)  
 Apr 24, 2015 Staff Inservice  
 May 4, 2015 4th Quarter (Mid-Quarter)  
 May 15, 2015 Staff Inservice  
 May 22, 2015 Prairie Farm Graduation  
 May 23, 2015 Memorial Day - No School  
 Jun 4, 2015 Early Release & Last Day end of 4th Quarter and 2nd Semester  
 Jun 5, 2015 Staff Inservice  
 Jun 8, 2015 Prairie Farm Summer School (Start)  
 Jun 25, 2015 Prairie Farm Summer School (End)

## **ATTENDANCE**

Regular attendance is essential to success in school. A student not only misses work on the day of absence, but is not prepared for the next day because of missing instruction. If a student must be absent, the parent should notify the office (455 - 1615) by 10:00 A.M. If no message is received a call will be made to the home for verification. A written note explaining the absence or lateness is required on return to school. A student who arrives late must report to the office to obtain a "late pass," which is given to the teacher. Please read the insert Policy 431 on student attendance.

## **EVENING ACTIVITIES**

Students who are absent more than one-half day are not permitted to attend or participate in school activities that evening (except in very extenuating circumstances). Mid point in the day is 11:45 AM. Students who go home anytime during the school day because of illness are not to attend or participate in the evening's or weekends co-curricular activities. Students who are excessively tardy, will not be permitted to attend evening activities, as determined by the principal.

## **SCHOOL DAY**

School begins at 8:00 A.M. and ends at 3:30 P.M. We request that students not arrive at school before 7:50 A.M. and not remain at school after 3:30 P.M. unless under the direct supervision of a school staff member. The Panther Early Risers start at 7:30 in the multi-purpose room. If in an emergency it is necessary for children to come early or stay late, appropriate arrangements should be made in advance.

## **STUDENT TRANSFER**

If your family is going to be moving, parents should notify the office (a couple of weeks in advance if possible). Library books and texts must be returned before leaving.

## **STUDENT INFORMATION CARD**

During the first week of school the teacher will send home an information card for you to complete. It is very important that this information be returned promptly! The card is kept in the office in case a parent needs to be contacted. Please make sure all telephone numbers and addresses are accurate and clearly written.

## **INCIDENTAL FEE**

Student incidental fees for the school year (established at the annual school board meeting) are listed below. This fee covers lyceums and miscellaneous items provided for students.

Pre-K - 5 ..... \$ 10.00. Fee subject to change after annual meeting.

## **MILK BREAKS**

Elementary students have one milk break daily (no charge, district pays the cost) in addition to their lunch break. If parents want their child to have another milk during the day the fee for Pre K will be \$5.00 per quarter and K - 5 the fee will be \$10.00 (non-refundable) must be paid per quarter. Prices subject to change after annual meeting.

## **BREAKFAST/ LUNCH PROGRAM**

Breakfast is served daily between 7:40 - 7:55 A.M. Free or reduced - price is available to those who qualify. Forms may be obtained by calling the office. Meals may be purchased on a daily or weekly basis, or monthly purchase is an option. The current price for meals ( subject to change at the annual meeting ). Breakfast .... day - \$.75 .....weekly - \$3.75, / Lunch .... day -\$2.20.....

weekly - \$11.00 Breakfast and lunch may be paid with the same check.

Lunch is served between 11:00 - 11:40 daily for grades Pre K - 5. Free or reduced price are available for those who qualify. Do to the computer system there will be NO CHARGING breakfast and lunch. Money should be sent in an envelope with your child's name and "BREAKFAST AND LUNCH MONEY" written on the front of the envelope.

One carton of milk is provided with each meal. Students carrying lunch may purchase a milk.

Each milk costs \$ .25. All prices subject to change after the district annual meeting.\*\* **Our district participates in the SAGE (Student Achievement Guarantee in Education ) program. We receive funds based on our free and reduced lunch count (for the grade levels participating. It is important that all families who qualify for free and reduced lunch are included in reports sent to the department of Public Instruction. Please contact the District Administrator (455 - 1683) if your family qualifies but does not wish to receive free or reduced lunch rates. This information will be kept confidential.**

## **COLD LUNCH**

If a student is eating cold lunch please do not send food that needs to be heated.

## **BEHAVIOR AT SCHOOL EVENTS**

Elementary students are welcome and encouraged to attend most extra curricular events.

However, their only purpose is to be a spectator. Students there for other purposes than watching may be asked to leave and may not attend events unless accompanied by a parent or guardian.

## **LEAVING SCHOOL GROUNDS**

Once students arrive at the elementary school, they become our responsibility for the day. A request to have a student excused from school early should be sent (or called in) with the child on the morning of the dismissal. The time and reason for leaving should be included. Parents or authorized persons picking a child up early must report to the office and sign him/her out.

## **PARENT / TEACHER CONFERENCES**

Parent/Teacher conferences are scheduled twice yearly (October 9 and March 12, from 1:00 pm – 8:30 pm. Parents will be advised of times in advance to give them an opportunity to make necessary arrangements. Conferences are held so the parents and teachers may learn of the child's interests, strengths and weaknesses, allowing the school and home to work together for the student's benefit. Parents are encouraged to attend scheduled conferences so they may become involved in their child's academic career. By attending, you let your child know your sincere interest in his/her school performance. If needed, conferences with teachers may be scheduled at other times during the school year by calling the school for an appointment please feel free to call or e-mail any time.

## **REPORT CARDS**

Report cards will be issued three times a year. They are usually sent home three to five days after the trimester ends. In accordance with school policy, individuals owing fees and/ or having charges will have their report cards withheld. Once payment is received the report card will be released.

Whether your child brings home very good grades or very poor ones, your reaction may have a greater effect on your child than you realize. How you react can make the difference between his or her success or failure in school. The day you receive your child's report card is a good time to talk about school progress and set goals. Grades and attendance history can be obtained by parents from the "Parent Connect" system. Each family has been assigned a password so that they may look up their child's grades and attendance record. Passwords can be obtained from the offices by the parents only. Please call the office with any questions on how to use or access the parent connect grading system.

## **ONE CALL NOW**

Prairie Farm Schools will implement a new communication tool called One Call Now. This system will send messages (voice, SMS text and email messages to keep parents, students and staff informed of emergencies, events, and cancellations with automated and spontaneous messaging.

## **WINTER CLOTHING**

During the winter months it is necessary that each child be appropriately dressed for weather conditions - winter jackets or snowsuits, hats, mittens, boots (scarves, snow pants as needed). Students will not be permitted to participate in outside activities if they are not properly dressed. Tennis shoes are not appropriate outside footwear during winter months.

## **SCHOOL CLOSING**

When it becomes necessary to close school due to emergency conditions, it will be announced on the following radio and TV stations:

		AM	FM	TV
WJMC	Rice Lake	1240	96	
WXCE	Amery	1260		
WCCO	Twin Cities	830		
WMNE	Menomonie	1400		
KARE				Channel 11
WEAU				Channel 13
WQOW				Channel 18

Normally the decision to start late or close school will be made by 6:30 A.M. Rice Lake will be the first station contacted. Should emergency conditions develop during the day that would cause an early school closing an announcement will be made on WJMC. If you cannot be home to receive your younger children, please notify the elementary office as to the desired alternative drop-off point for your children.

## **NON - DISCRIMINATION**

The Prairie Farm School District extends an equal educational opportunity to all students. It is the policy of the Prairie Farm District, pursuant to 118.13 Wisconsin Statutes, and PI 9, that no person on the basis of sex, race, religion, national origin, ancestry, creed, or physical, mental, emotional or learning disability, may be denied admission to school or be denied participation in any program. Any concern regarding possible discrimination should be referred to the district administrator for follow - up.

## **SEXUAL HARASSMENT / PUPIL HARASSMENT**

“Pupil harassment” means behavior toward pupils based, in whole or in part on sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability which substantially interferes with a pupil’s school performance or creates an intimidating hostile or offensive school environment. SBP.443.1.

## **TELEPHONE USE**

The telephones in the building are for school business and emergency use. Messages for students and staff (unless an emergency) can be delivered by office personnel. Students are discouraged from using the telephone unless it is absolutely necessary.

## **SCHOOL PROPERTY**

Respect and responsibility for others and their property should be learned early in life. Students are held responsible for any school property they damage or destroy. All basic texts are furnished by the district. They are school property and to be used appropriately. If damaged or lost, parents will be responsible for repair or replacement cost.

## **CLASS TRIPS**

On occasions during the school year, classes may be taking educational trips around our community area. At the beginning of the year, we send home a general permission slip which covers all local trips. Parents will be notified of “special” trips.

## **HOMEWORK**

Elementary students need time for independent practice of lessons taught during the day. Homework is usually related to the instruction received during classroom hours and it serves to increase students' understanding of concepts. Parents are encouraged to be supportive in providing an appropriate setting for their child to do his or her homework. They should also assist (where appropriate) and get involved in this valuable learning experience.

## **PERSONAL PROPERTY**

Students are urged to be extremely careful with personal articles. The school is not responsible for personal property that a student may lose or have stolen in the building at any time. This includes anything of value such as money, CD players, jewelry, toys, etc... It is strongly suggested that these types of articles not be brought to school. If it is necessary for a student to bring such valuables to school, he or she should give those items to the teacher. All articles should be marked to avoid loss. Any students caught stealing or destroying another individual's property will be disciplined accordingly and parents will be notified.

## **CELL PHONES**

Students are not to use cell phones during the school day. The School District's electronic device policy is available on the school web site.

## **BICYCLES**

Students are allowed to ride bicycles to school as long as they have permission from their parents. The school does not assume responsibility for them, except to provide a parking area (bike rack on east side of school building). Bicycles are not to be used on the playground.

## **SCHOOL VISITORS**

We encourage parents to visit our school. Please, however, make arrangements beforehand (with the office) if you would like to do so. Visits to the school by other students are discouraged. All visitors are asked to report to the office when they arrive at school.

## **HEALTH SERVICES**

The Prairie Farm School System contracts nursing services for one day a week.

## **MEDICINE**

If a child is required to take oral medication during school hours, only the nurse or the principal's designee will administer the medication in compliance with school board policy. Permission forms are available in the office or on the web. Other over the counter medication, such as aspirin, cough syrup etc... will not be administered, unless you have proper documentation, and the medication is marked with your child's name written on the medication.

## **STUDENT INSURANCE**

Please see insert.

## **STUDENT TRANSPORTATION SERVICES**

For a safe and enjoyable ride to and from school, children should be periodically reminded about the rules for good behavior on the bus. Please read the insert copy of Student Transportation Services. Some basic important bus rules to remember are:

- \* Use quiet voices
- \* Remain seated while the bus is in motion
- \* Keep the aisles clear
- \* Enter and leave the bus in an orderly manner
- \* Follow the directions of the bus driver
- \* School rules and regulations apply to student behavior on the bus

## **FLUORIDE**

The Prairie Farm Elementary School in cooperation with the Barron County Public Health Agency offers students K-5 a fluoride mouth rinse program to help in the prevention of dental decay. Permission slips are sent home for parental approval to allow students to participate. There is no charge for this service.

## **IMMUNIZATION REQUIREMENTS**

Under the Wisconsin Immunization Law, each student attending public school must have the minimum immunizations required. The child's record must include the month and year that the child received the required immunization. If the student has not received all required immunizations, the parent must sign one of the following forms which are available in the office:

- \* Personal Conviction Waiver
- \* Health Waiver
- \* Religious Waiver

The required immunizations for admission to school are in your folder.

The County Nurses office of Barron County and Dunn County offer free clinics for children, please contact them for times or if you have any questions.

## **PRE-KINDERGARTEN ENROLLMENT**

An annual Pre-Kindergarten Roundup is held each year in the spring. Specific dates will be published in the local newspapers & the newsletter that is sent home. If you have or know of a pre-kindergartner who will be eligible for school please contact the elementary office.

## **NEWSLETTER**

An elementary school newsletter is sent home on a regular basis. It usually contains information as to upcoming events, classroom activities, and special articles on dealing with situations involving youngsters. Please be sure to read over this important material.

## **ASSEMBLIES**

Programs are selected and scheduled on the basis of their educational value to a K-5 audience.

## **GENERAL RULES OF CONDUCT PURPOSE**

To ensure an atmosphere which is conducive to learning, it is necessary to balance carefully a student's individual rights with his/her responsibilities for good citizenship. The intended effort is to create an educational climate which is appropriate for learning, encourages responsible and considerate behavior, and one in which the safety of all (students and staff) is assured.

**PLEASE REVIEW CODE OF CONDUCT (SEE INERT)**

### **FIVE BASIC RULES FOR STUDENT CONDUCT**

- \* I will be the best ME I can.
- \* I will show RESPECT for all people.
- \* I will be RESPONSIBLE for what I do and say.
- \* I will RESPECT my property and the property of others.
- \* I will work and play SAFELY.

### **SOME GENERAL GUIDELINES**

Acceptable forms of behavior are required in any part of the school building. Poor conduct will limit liberties and privileges.

Student behavior that disrupts class work, involves substantial disorder or invades the rights of others will not be tolerated.

Students are not to leave school grounds during regular hours unless permission has been obtained.

### **EXAMPLES OF PROHIBITED CONDUCT**

Bringing any dangerous items (fireworks, knives, etc...) to school. If brought to school, such articles will be confiscated. Fighting, hitting, causing or attempting to cause physical harm to others. Swearing or disrespectful language. Stealing, vandalism or careless use of property. Any child who willfully damages or defaces property belonging to the school district, staff, or other students will be held responsible for such damages. Use of or possession of drugs, drug paraphernalia, alcohol or other controlled substances. Smoking or chewing tobacco or possession of tobacco products. Littering, teasing, name calling or otherwise verbally abusing other students. Use of crude language and / or gestures. Throwing, spitting, shooting paper, water, food or similar objects. Excessive or inappropriate talking, shouting, laughing, or noise making. Writing or otherwise marking on persons or property. Careless actions which might cause harm to one's own health and safety or the health and safety of others. Extorting things of value from a person in the school, under pressure of either implied or expressed threats. "Horseplay" - tripping, shoving, etc....

### **SPECIFIC LUNCHROOM REMINDERS**

Students are expected to follow the directions of lunchroom supervisors. No shouting or boisterous behavior (keep voices at conversational level). No throwing of food, etc...

No pushing or butting ahead in line. Leave eating areas clean such as returning plates, milk containers, etc... Be courteous to the cooks. When necessary, removal from the lunchroom is a form of discipline used for misbehavior. Repeated or severe violations may limit lunchroom privileges for an appropriate period of time.

## **SPECIFIC HALLWAY REMINDERS**

Never run or play in the hallways. No loitering. No shouting, loud talking or boisterous behavior. Equipment should be carried quietly.

## **SPECIFIC PLAYGROUND RULES**

- \* Use equipment properly / safely.
- \* Do not throw snowballs, rocks or other harmful objects.
- \* Immediately report any injury / accident to the supervisor.
- \* Stay on school property (if a ball goes into the road or neighbor's yard, inform the supervisor).
- \* Do not come back in the building until the bell rings or you've obtained permission from the supervisor.
- \* Respect the rights and feelings of others.
- \* Do not play games that involve unnecessary roughness, tackling, etc...

## **CLASSROOM DISCIPLINE**

A good learning atmosphere in the classroom is the joint responsibility of the teacher and the students. This environment will be best promoted through clearly established rules and regulations. The teacher has the responsibility to act on infractions of rules. In cases where corrective actions prove ineffective, the teacher will remove the student from the classroom (referred to the principal's office).

The purpose of sending the students to the principal's office is:

- \* to re-establish the learning atmosphere which the student has disrupted.
- \* to provide a setting for the student to examine his/her actions which prompted removal and make a commitment to correct his/her inappropriate behavior.

Corrective actions by the classroom teacher may involve:

- \* warning - teacher speaks to the student.
- \* timeout ( separate from group ) and /or revoking of privileges ( recesses, after school detention, etc..).
- \* parents contacted by teacher.
- \* referral to principal's office for severe or repetitive offenses.

## ***THE ABCs OF DISCIPLINE AT HOME***

- *Be firm, fair, & consistent*
- *Establish rules & expectations*
- *Let natural & logical consequences help you*
- *Set up routines*
- *Teach your child to accept responsibility*
- *Help your child learn to make good decisions*
- *Be a good example*
- *Control your anger*
- *Treat your child with respect*
- *Praise your child often*
- *Show your child you love him/her*

## **STUDENTS REFERRED TO THE PRINCIPAL'S OFFICE**

When corrective actions taken by the classroom teacher have failed or the rule infraction is of a severe nature, the incident shall be referred to the principal for investigation and appropriate actions. The severity of the consequences applied by the principal depends upon two factors: The seriousness of the offense and the previous disciplinary record of the student.

### **REFERRAL TO THE PRINCIPAL'S OFFICE**

The child spends a sufficient amount of time in the office to:

- \* examine closely his/her inappropriate behavior.
- \* make a commitment to correct his /her inappropriate behavior.
- \* be informed of consequences of this and any additional referrals.

Students referred for severe or repetitive offenses:

- \* parents contacted by phone or letter.
- \* legal authorities are notified when necessary.
- \* a suitable plan for addressing the inappropriate conduct/infraction is formulated.

This is best accomplished through a conference (parent, student, teacher and principal).

It should be understood that students who are referred to the principal (at this point) will be subject to appropriate disciplinary actions:

- \* loss of recess for an appropriate period of time.
- \* detention - the student is kept after school ( parents contacted before implemented ) for an appropriate period of time.
- \* loss of class/school privilege(s), trips, assemblies, etc...
- \* in - school suspension - the student is isolated. During this time he/she is still supervised and the child must complete work assigned by the teacher(s).
- \* out-of-school suspension -- the student is not allowed to come to school for an appropriate period of time.
- \* see School Board Policy regarding these measures.

## **FIRE / TORNADO DRILL – LOCKDOWN / EVACUATION**

Periodic fire/tornado drills – lockdown /evacuation are held. When the signal is given, leave the room quickly, quietly and in good order. Follow the directions of the teacher.

In case of a tornado evacuation go to your classroom's assigned shelter area. Assume the proper position. Follow the directions of your supervisor.

## **DRESS CODE**

The appearance of a student is primarily the responsibility of the student and the parents. We expect students to maintain an appearance which is not distracting to teachers or other students or in any way disrupts the instructional program of the school. We are also concerned about clothing which may be hazardous to the health and safety of the student.

**PLEASE REVIEW ELEMENTARY SCHOOL DRESS CODE (SEE INSERT)**

## **SPECIAL NOTE**

The following policies will not be contained in your child's folder this year. You will find the policies on the web page [www.prairiefarm.k12.wi.us](http://www.prairiefarm.k12.wi.us) then click on web page – district – school board – district policies and on the right they will all be listed, scroll to the one you are looking for. You may also request printed copies from the elementary office. Call Twyla at 455-1861 Ext. 5 or feel free to drop in for copies.

Student Harassment, Bullying and Cyber Bullying –	411.1
Student Attendance -	431
Student Discipline -	447
District Code of Conduct -	443
Student Transportation Service -	751.1 Rule
Student Transportation Service -	751
Student Bus Pick up and Drop -	751.2
Student Conduct on School Bus -	443.2
Student Technology Responsible use and	
Internet Safety Policy -	363.1
Classroom Behavior -	443