

**REEK ELEMENTARY SCHOOL**  
RESPECT \* EXCELLENCE \* COMMUNITY

**Linn Joint 6 School District**  
**W4094 South Lakeshore Drive**  
**Lake Geneva, WI 53147**

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[www.linn6.k12.wi.us](http://www.linn6.k12.wi.us)

**PARENT/STUDENT HANDBOOK**  
**2020-2021**

**Mission Statement**

The Mission Statement of Reek School, Linn Joint 6 School District is to provide a traditional, yet innovative place for children to grow academically, emotionally, socially, intellectually, culturally and personally in a challenging, positive, nurturing environment encompassing the values of respect, excellence, and community.

Dear Parents,

Since 1848 Reek School has been a vital part of the lovely rural community it serves. Over the years Reek staff and School Board have been committed to providing an environment which supports the academic, emotional, and social growth of our students.

At Reek School you will find challenging and innovative academic programs, opportunities for students to participate in five different sports, and exceptional music/band/arts programs. We have small class sizes which allow staff members to truly get to know students and then differentiate the curriculum so as to meet their learning needs.

This handbook is provided to you as a reference so you have access to the essential information about Reek School.

Samantha Polek  
District Administrator

## **ATTENDANCE**

Regular school attendance is vital to a student’s success in school. It contributes to high achievement and academic success. It contributes to the characteristics of responsible citizenship. Parents play an important role in developing sound attitudes about school attendance and are encouraged to work cooperatively with teachers to positively influence student attendance.

Parents should call the school (262-248-4120) before 9:00 AM to report absence or tardiness. If a parent does not call to notify the school of a child’s absence, the student must bring a written excuse to the office stating the reason for the absence upon returning to school. If we do not receive a call, we will call parents to make sure the child is safe.

### **School Hours**

GRADE	HOURS
3K	8:00-11:15
4K	8:00-11:15
5K – Grade 8	8:00-3:15

Students should arrive at 7:50 AM in time to be in the classroom by 8:00 AM. Students who arrive before 7:45 AM must attend the Before-School Child Care program, and parents will be billed for this service. If a student has set up an appointment in advance to meet with a teacher, the student must meet the teacher in the classroom.

### **Excused Absence**

Per state statute, a student may miss up to five (5) days of school per semester. A student may be excused from school for the following: sickness, death in the family, family emergency, religious observance, extreme weather conditions, court appearances, health appointments, or a pre-approved family vacation. A doctor’s excuse is required after an absence of three consecutive days.

Students must be in attendance for the day in order to participate in after-school or evening events.

### **Tardiness**

Students are expected to be in their homeroom classroom by 8:00. Attendance and lunch count will be taken at 8:00.

If a child arrives late to school, the parent must come into the office to sign the child in.

During the day, students in grades 5-8 are expected to be on time for their classes; being tardy to class will result in a detention.

### **Unexcused absence**

Per state statute, a student may miss up to five days per semester. Missed school beyond these five days will be counted as unexcused.

### **Truancy**

Excessive absence or tardiness may lead the school administrator and the police liaison officer to discuss truancy laws with the family.

Per State Statute “habitual truancy” is defined as a pupil who is absent without an acceptable excuse for part or all of five or more school days in a semester.

Per State Statute a student’s open enrollment may be terminated at the end of a semester or year for issues with truancy.

### **Family Vacations**

Parents sometimes choose to take their children on vacations or other trips. We urge parents to consider the school calendar and use the school breaks for such trips. Classroom instruction and good attendance in the classroom is crucial for academic success. In the event that the school break dates do not coincide with the family choice for vacation dates, we ask that you notify the school at least one week in advance of the vacation. The teacher will prepare a packet of work to be completed before or during the planned trip. Upon returning from the trip, students must submit the completed work to their teacher and check to see what other work they might have missed during the absence. All missing work is to be completed no later than one week after returning to school.

## **CHARACTER**

At Reek School we emphasize the importance of showing good character on a daily basis. Please join us in teaching The Six Pillars of Character.

### **Trustworthiness**

- Be honest
  - Don't deceive, cheat, or steal
- Be reliable – Do what you say you'll do
  - Have the courage to do the right thing
    - Build a good reputation
- Be loyal – Stand by your family, friends, and country

### **Respect**

- Treat others with respect; follow the golden rule
  - Be tolerant of differences
    - Use good manners
  - Be considerate of the feelings of others
    - Don't threaten, hit, or hurt anyone
- Deal peacefully with anger, insults, and disagreements

### **Responsibility**

- Do what you are supposed to do
  - Persevere; keep on trying!
    - Always do your best
- Use self-control; be self-disciplined
- Think before you act – consider the consequences
  - Be accountable for your choices

### **Fairness**

- Play by the rules
  - Take turns and share
- Be open-minded; listen to others
  - Don't take advantage of others
  - Don't blame others carelessly

### **Caring**

- Be kind
- Be compassionate and show you care
  - Express gratitude
  - Forgive others
- Help people in need

### **Citizenship**

- Do your share to make your school and community better
  - Cooperate
  - Stay informed; vote
  - Be a good neighbor
  - Obey laws and rules
    - Respect authority
- Protect the environment
  - Forgive others
  - Help people in need

### **CHILD CARE**

Child care is available from 7:00 AM-5:30 PM. This must be prearranged through the office. Students who are at school before 7:50 AM or after 3:15 PM must attend Child Care unless the student is with a teacher for homework help or a special activity.

### **COMMUNICATION**

Reek School's website is available as an app. We request that parents and students download this free app on their phones and check it for various kinds of communication including the *Friday Flyer*, the *Reek Reporter*, and field trip permission slips.

Reek School publishes a weekly bulletin, *The Friday Flyer*. Parents and students should check the "Documents" section of the school app for this information.

Reek School publishes a monthly newsletter, *The Reek Reporter*. Parents and students should check the "Documents" section of the school app for this information.

Reek School maintains a website, [www.linn6.k12.wi.us](http://www.linn6.k12.wi.us). Parents and students are encouraged to find all communications posted on the site. We request that parents and students add the Reek Elementary School app to their smart phones and check this site as needed. Find the app in the app store – it is free of charge.

## **COMPLAINTS**

If a problem exists with a specific teacher or individual, the first step is to meet with that individual to try to resolve the problem. If the concern is not resolved after meeting with the specific employee, the administrator should be contacted. The Board will not officially consider such issues until they have been submitted to the administrator and a report has been made to the Board in session. For more detailed information, please refer to the Public Complaints and Comments policy.

## **CONDUCT**

The Code of Conduct Policy (5500) is included in the policy folder provided to each family and is also available on our web site. It outlines the rules and consequences of inappropriate behavior. It is crucial for us to maintain a climate conducive to personal growth and learning.

Students are expected to follow some basic rules for safe and efficient operation of our school:

- Students must behave in a manner that does not disrupt or hinder the ability of the teacher to teach and students to learn.
- Students must respect the dignity, rights, property and physical well-being of the school staff and their fellow students. Treat others the way you wish to be treated.
- Students must follow the directions given by all adult supervisors including the bus drivers, custodians, aides, office personnel, playground/lunch supervisors, and parent volunteers.

All students should feel safe at school. The following actions threaten the safety of our students or are in violation of the law and are not allowed:

- Fighting
- Possession or use of drugs, alcohol, or tobacco

- Profanity
- Gambling
- Vandalism
- Assault – sexual, verbal, or physical
- Graffiti
- Possession of use of weapons
- Stealing
- Bullying including physical, verbal and electronic
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## **CURRICULUM**

The Academic Standards for Linn Joint 6 include Common Core Standards for English Language Arts and Math; Next Generation Science Standards for Science; Wisconsin Model Academic Standards and Common Core Content Area Literacy Standards for all other subjects; Wisconsin Model Early Learning Standards for Early Childhood; Wisconsin State Standards in Social Studies.

Reek School offers “specials classes” – music, band, chorus, art, library, guidance, Spanish, and PE. Additionally, Reek School has implemented a daily WIN (Whatever I Need) Time; this allows for remediation or enrichment as needed for each student. These classes are required.

## **DISCIPLINE**

We expect Reek students to demonstrate courteous and safe behavior at all times. Consequences for discipline issues can include: missing recess, standing near the wall during recess, a “time out” from an activity, moving the child’s desk in classroom away from others, receiving a detention, receiving an in-school or out-of-school suspension, and school expulsion.

If a student is issued a detention, this is to be served after school from 3:15-4:00. The teacher will offer the parent three possible dates for the child to serve the detention. If the child does not serve on the three dates, the child will serve an in-school half day detention in the office.

Students must serve the detention which has been issued in order to be eligible for sport practices, games, or special events.



For persistent discipline issues, Reek School staff may call a Building Consultation Team (BCT) meeting. The BCT team may consist of the child's parents, current and past year's teachers, specialist teachers, members of the administration, special education staff, school guidance counselor, and the school psychologist. The BCT will recommend other consequences or resources including school or outside counseling, special education referral, or Walworth County/police resources.

Severe behavior which endangers the safety of other students/staff, or any behaviors which constitute severe disrespect to students /staff shall be referred immediately to the office and may result in an in-school suspension, and out-of-school suspension, or referral to the School Board for expulsion.

### **DRESS CODE**

School policy requires outer wear to be left in lockers or hung on hooks outside the classroom.

Shoes must be worn at all times.

Clothing must be suitable for the school environment. Guidelines are as follows:

- Avoid clothing with any gang-related words or images, or which advertises drug or alcohol products, or which is offensive in any way.
- Avoid halter tops, bare midriff tops, bare back tops, tube tops, mesh shirts, tank tops, and any clothing with fabric cut outs that expose parts of the body usually covered.
- Avoid studded wristbands or jewelry
- Avoid chains.
- Avoid shorts or skirts that are too tight or too short. A student's fingertips should touch the bottom of the shorts/skirts when arms hang at sides.
- Avoid wearing hats or jackets to class except on special dress up days.
- Avoid low riding jeans which expose the abdomen or underwear.
- Avoid showing any portion of any undergarment.

## **ELECTRONIC DEVICES**

Reek School uses tablets/lap tops in many classes. These are provided for students. Students may not use a personal device brought from home in the school environment.

It is the student's responsibility to care for the school-issued electronic device. Students are expected to follow the classroom procedures for managing these devices.

- Students are required to pay a device fee at the beginning of each year. The annual fee for iPads is \$25 and for Chrome Books is \$50.
- Any problems with any device must be reported immediately to the classroom teacher.
- If a device needs to be sent out for repair, a loaner device may be available for student use, but this is not a guarantee since the number of loaner devices is limited.
- Any damages to the device, the cord, or the case will be the responsibility of the student.
- Repair costs are as follows:

<b>Item</b>	<b>Cost</b>
• Broken Screen	• \$75
• Broken Keyboard	• \$75
• Charging Cord	• \$25
• Carrying Case`	• \$25
• Other damage	• To be determined based on costs

No other electronic devices are needed at school. Cell phones, iPods, and any other electronic device must be turned off and left with the homeroom teacher at the start of each day. Failure to comply with this expectation will result in the phone/electronic device being removed from the student and returned when a parent/guardian comes to school to pick up the device.

See the Technology Handbook for more complete information.

## **EMERGENCY INFORMATION**

Notifications of school emergencies will be communicated to families via the school app, Apptegy. Parents should download the Reek Elementary School app on their phone.

School Closing – In the case of bad weather, information will be carried on radio stations WTMJ-620 AM, WLKG-96.1 FM, and WKTI-94 FM. A school closing announcement will state “The Big Foot Area Schools are closed.” Note that Reek School is part of the Big Foot Area Schools.

## **FEES**

School fees are payable in the office on registration day in mid-August. They are as follows:

4K	\$15.00
5K – Grade 8	\$30.00
Sports Fee (for entire year)	\$30.00
iPad Fee (Grades K - 2)	\$25.00
Chrome Book Fee (Grades 3-8)	\$50.00
Headset Fee	\$5.25 grades 5K-4 \$25.00 grades 5-8

Any lost or damaged text books, library books, or electronic devices must be paid for before the end of the year or students will lose end-of-the-year privileges.

## **FIELD TRIPS**

The field trips planned by Reek School staff are considered to be an extension of the curriculum; therefore, it is important that students attend the field trips. Students must adhere to these expectations:

- Rules regarding students dress and conduct apply when on field trips.
- Students should not bring any electronic device on a field trip.
- When snacks are allowed, the snacks must follow the healthy snack guidelines; avoid snacks with a high sugar content.

## **FOOD SERVICES**

Students in grade 3K-8 are offered hot lunch. The cost of hot lunch is **\$3.05** with one carton of milk included. Students must order hot lunch by 9:00 AM each day. Students who arrive late must notify the office if they need a lunch.

Students participating in the afternoon childcare program may purchase a hot lunch for \$3.05 with one carton of milk included.

Students taking cold lunch may purchase milk for .25 per carton.

Students in the half day 4K program may purchase milk yearly for \$20.00 or per semester for \$10.00.

You have two options for paying for hot lunch and/or milk:

1. Pay on account, or
2. Pay daily, weekly, or monthly.

### **Food Service Dept**

After a family has a balance of \$10 or less, a notice will be sent home with a student family member, warning the family that the lunch account balance is low. Once the account balance reaches zero, the student(s) will be ineligible for school lunch. Families on free lunch are exempt from the procedure.

If there is a negative balance that is accrued due to a failed financial arrangement, the balance will be carried forward to the next year and collected prior to registering their students for the new year. If a family leaves the district or no longer has a student enrolled in school but has an outstanding debt, the district will attempt to collect the money. The district administrator will determine when it is no longer in the best interest of the district to continue pursuing collection. The district will write off all outstanding debt that is uncollectable.

### **Snacks**

Parents may choose to send a snack with their child for snack break. We encourage healthy snacks including: fresh fruit, dried fruit, applesauce, fruit cups, vegetables, healthy grains such as rice cakes or crackers, yogurt, cheese sticks, etc. Please do not send soda or sugary snacks to school.

## **GRADING SYSTEM**

Advanced	Proficient	Basic	Minimal	Failing
A+ 97-100%	B+ 87-89%	C+ 77-79%	D+ 67-69%	59%
A 93-96%	B 83-86%	C 73-76%	D 63-66%	Or below
A- 90-92%	B- 80-82%	C- 70-72%	D- 60-62%	

An “incomplete” may be given if work has not been completed due to illness, an emergency or by prior arrangement. It is the expectation that the incomplete work be completed in a timely manner. Failure to complete the work within two weeks of the end of the quarter will result in a failure.

### **Report Cards, Progress Reports, Conferences**

It is important for parents to stay current with regard to student academic achievement. We have four grading periods during the year, and students in all grades will receive a report card at the end of each nine-week grading period. Parents are asked to review the report card with their child.

Parents of students in grades 5-8 have online access to our online grading system, called Skyward, and are encouraged to check their child’s grades on a frequent basis. If you need a reminder as to how to access Skyward for this information, we will be happy to update you. Also, mid-term progress reports are issued to students in grades 5-8.

Parent-Teacher conferences are held in November and in February. Conferences give parents and teachers an opportunity to discuss each individual child.

Teachers are more than willing to meet with parents at any time. Please feel free to call or email the teacher and schedule a time to meet.

Students who have a D or an F in any class will be allowed to continue to attend sport practices and games but will not be allowed to play in any game until the grade is a C or better.

## **Honor Roll**

Reek School has a three-tiered honor roll:

- High Honors 3.50-4.0 (95-100%)
- Honors 3.0-3.49 (90-94%)
- Honorable mention 2.74-2.99 (85-89%)

Music, band, Chorus, Art, and PE grades are included in averaging for honor roll. Courses are weighted according to how often they meet per week.

## **GRADUATION**

Reek School is proud of our 8th grade graduation ceremony. Please note that graduation and all 8<sup>th</sup> grade end-of-the-year activities are privileges which must be earned by successfully completing the academic requirements as explained in the Reek School Promotion Policy. If a student has a D or an F, the student will be excluded from the class trip and the Dinner Dance. If a student has not earned an overall grade point average of at least a 1.7 (C-), the student will be excluded from the graduation ceremony.

## **HEALTH INFORMATION**

Children in preK-8 receive health care service provided by our school nurse. The nurse is at the school on a part-time basis, one half day a week. The nurse evaluates students with possible health problems who are referred by teachers, parents, or the students themselves. Classroom screenings may be done periodically for communicable diseases such as impetigo, scabies, head lice, measles, etc. The school nurse is not allowed to diagnose or treat illness.

If a child becomes ill or is injured at school, parents will be notified as soon as possible. It is the expectation that parents will come to school to pick up their children if they are called. We ask that parents have an emergency contact for their children in the event that the parent cannot be contacted.

## **Medications**

Wisconsin statutes prevent school personnel from dispensing any medication (over-the-counter or prescription) without a completed “Dispensing and Administering Medication to Students” form. This form must be on file in the office.

All over-the-counter medications must be in their original sealed container and clearly labeled with the student’s name.

Prescription medication must be in the pharmaceutical container and labeled with the name of the medication, doctor’s name, patient’s name, and the dosage and time the medication is to be administered.

## **HOMEWORK**

Students in Kindergarten through eighth grade are expected to read each night. Classroom teachers will explain the time requirement for reading at each grade.

In addition to reading, other homework will be assigned. Students must be aware of the due date for homework.

At the Middle School level, any late assignment is lowered by one grade for each day it is late. If a student fails to turn in the homework assignment, it will be a zero.

Students should prepare diligently for quizzes and tests. The grade earned on quizzes and tests cannot be changed.

Middle School students are expected to have a book with them in all classes for any time that teachers designate as self-selected reading.

## **LOCKERS**

Some grade levels at Reek School use lockers to store belongings. School lockers are the property of Reek School. Lockers are subject to search if suspected of containing drugs, stolen property, weapons, or any item which could pose a danger to the health and safety of students and staff.

## **OFFICE HOURS**

Office hours at Reek Elementary School are from 8:00AM-4:00PM.

## **VISITING OUR SCHOOL**

The Board of Education and staff of Reek Elementary school welcome parents, members of the community, and other interested persons to visit the school. In order to assure that no unauthorized person enters the school with wrongful intent, any person who wishes to visit the school must report to the school office immediately upon entering the building.

## **SCHOOL BOARD MEETINGS**

School Board meetings are usually held the first Monday of each month, beginning at 5:30 PM. Special Board meetings are called when necessary and required notification is given. Board meeting notices and agendas are posted on the window of the school entrance and online at our school web page. Parents and community members are welcome to attend board meetings. Your input is valuable!

## **SCHOOL CLUB**

School Club is an organization dedicated to improving student life at Reek School. The group meets monthly to discuss special events, fund raisers, etc. All parents, staff and community members are welcome to attend School Club. Notification of School Club meetings will be in the Friday Flyer and Reek Reporter.

## **SEARCH AND SEIZURE**

Searches by police or school administration may be conducted when there exists a reasonable suspicion that the student is concealing or in possession of something which is either unlawful or in violation of school rules. The school Search and Seizure policy approves the use of specially trained dogs to detect illegal substances.



## **SECURITY**

Reek School has a secured entry and a buzzer system which all visitors to the building are expected to use. Parents and visitors are to sign in at the office.

For the safety of students and staff, Reek School has security cameras installed inside and outside of the building. These cameras are monitored periodically and as needed. However, despite the use of cameras, Reek School does not assume liability for missing or stolen student property.

## **SPECIAL EDUCATION SERVICES**

If parents have concerns about their child's lack of academic progress, they have the right to request an evaluation to determine if the child has a learning or behavioral disability. Please contact your child's teacher or the administrator to discuss this issue.

Specialized personnel are available as needed to service children. A speech clinician, clinician for hearing impaired, occupational therapist and physical therapist are available for those students who may have been identified as in need of service. A school psychologist is available for parent consultation.

## **SPORTS**

Students in grades 5-8 are encouraged to participate in the sports available to them - cross county, flag football, volleyball, basketball, track and field, and cheerleading.

All students who participate in sports must pay the \$30.00 sports fee prior to the first practice.

Students who have a D or an F in any class will be allowed to continue to attend sport practices and games but will not be allowed to play in any game until the grade is a C or better.

Students who have received a detention, in-school suspension, or out-of-school suspension will be ineligible for sport practices or games until the

detention, in-school suspension, or out-of-school suspension has been served.

### **Rules for Attending Reek School Sporting Events**

Everyone is expected to demonstrate sportsmanlike behavior while visiting Reek School sporting events. Please follow these rules:

- Students under grade 5 must be accompanied by a parent.
- Students must take their belongings into the gym
- Students must remain in the gym
- No negative/inappropriate comments/yelling
- Cell phones or any electronic devices may not be used during sporting events.

Anyone who is not demonstrating responsible behavior will be asked to leave.

### **TRANSPORTATION**

Bike or Walking – Students may ride bikes to school or walk to school provided they have turned in a permission slip to the office. We caution you that the country area around Reek school does not have sidewalks along the road, and it is risky for students to walk or ride to school.

### **Bus Rules**

Bus – Bus transportation is provided to all students who live in the district. Riding the bus is a privilege; the same behavioral expectations required at school also apply to bus behavior. Please follow these rules:

- Obey the driver.
- Go directly to your seat and remain seated.
- Keep hands, feet, and head inside the bus.
- Talk in a conversational voice to those near you – no yelling.
- Keep the aisles clear.
- Do not eat or drink on the bus.
- Help keep the bus clean.
- Be safe, responsible, and courteous.
- Cell phones or any electronic devices may not be used while riding the bus.

Students who do not follow these rules will have bus riding privileges suspended.

### **Other Bus Information**

- An adult must be visible and must meet the bus for four-year-old and five-year-old students. If no one is present to meet the bus, the child will be returned to the school.
- If a student wishes to ride the bus to a different location other than the usual home, the student must have a note signed by the parents. The student must take this note to the office and receive a bus pass for the bus driver.
- Any transportation changes must be called in to the office prior to 2:30 PM if a written note has not been sent in advance.
- In the case of a weather emergency, if the bus cannot safely navigate a certain road or driveway, the bus driver will contact the parents via telephone and discuss the options for transporting the child.

## **WEATHER**

### **Recess**

Students will be expected to go outside for recess unless the weather is too severe for student safety. Temperatures combined with wind chills below ten (10) degrees Fahrenheit will result in indoor recess.

### **School Closing**

A number of factors are used when determining if school should be closed. Consideration is given to: weather service information, temperature and wind chill, road conditions in rural areas, building conditions – the school is checked to ensure heat and electricity, bus company input, and other mitigating factors. The District Administration in conjunction with other administrators in the Big Foot Area Schools, makes the determination of school closing. Parents will be alerted via the Aptegey app, the home page on the Reek School web site, and news stations if Reek School is to be closed due to weather.