

Florence Elementary School



2021-2022 Parent-Student Handbook

School Phone Number
715-528-3262

5844 Bill Anderson Drive
Florence, WI 54121

www.myflorence.org

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ACADEMIC STANDARDS FOR THE SCHOOL DISTRICT OF FLORENCE COUNTY

The School District of Florence County has adopted the Common Core State Standards for English/Language Arts and Mathematics. The District is utilizing a combination of Next Generation Science Standards and Wisconsin Model Academic Standards in science instruction.

MISSION STATEMENT

The School District of Florence County, as a team, promotes a culture of continuous improvement for both students and staff in academics, positive behaviors and instruction through progressive, research driven best practices.

ATTENDANCE/ABSENCES

Compulsory Student Attendance:

All children between the ages of 6 and 18, and those enrolled in kindergarten, in the School District of Florence County must attend school full time until the end of the term, quarter, or semester in which they become 18 years of age unless they have a legal excuse. Ordinances and/or legislation developed at the municipal, county, or state level shall be adhered to as it affects school attendance.

To report a student's absence, please call

Florence Elementary School Absence Line 715-528-3262, Option 3, then Option 1

Student Attendance Procedures:

1. School Attendance Officer

a. The principal or designee shall serve as the school attendance officer for each school in the district. The school attendance officer shall deal with all matters relating to school attendance and truancy.

2. Student Absences and Excuses

a. The student's parent(s) or guardians(s) are responsible for regular school attendance.

b. *Daily Excused Absences* – All *daily excused absences* require parent/guardian/legal custodian verification which is to be submitted to the school attendance officer or designee on the day of the absence via correspondence in person, electronically or phone unless the absence has received prior approval of the school attendance officer or designee. If the parent/guardian/legal custodian does not notify the school of the child's absence, there is a 24 hour window to reply to the school attendance officer from the time of initial contact from the school.

Pre-Planned Absences - Anticipated absences for three (3) or more consecutive days require a note from the student's parent or guardian and completion of a Pre-Planned Absence form available from the main office. Please return the completed form to the office three (3) days prior to the scheduled absence date. If a Pre-Planned Absence form is not returned to the office prior to the absence date, the student's absence may be unexcused. It is the student's responsibility to complete the assigned homework.

The student's academic progress may be taken into consideration when determining the approval of a Pre-Planned absence as "excused". The classroom teacher(s) recommendations will be highly considered by the school principal. Previous attendance history and "on-track readiness" will be factors in this decision. The parent's right to pre-excuse his/her child's absence in writing for any reason for up to ten (10) days in a school year will also be taken into consideration.

The school attendance officer is empowered to approve a legal excuse to any student beyond five (5) days in a semester or ten (10) days in a school year for the following reasons:

- (1) Evidence that the student is not in proper physical or mental condition to attend school or an educational program. The district may request the parent / guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuse shall be made in writing, state the period of time for which it is valid, and shall not exceed thirty (30) school days.

- (2) An emergency in the family or other crisis which requires the absence of the student because of family responsibilities.
 - (3) Medical, dental, chiropractic, optometry or other valid professional appointments. Parents or guardians are requested to make the appointments during non-school hours. Verification of appointment (such as a doctor's note or appointment card) is required.
 - (4) A death in the immediate family; funeral for relatives or close friends.
 - (5) Religious holidays.
 - (6) Family trips that can be taken *only* during the normal school term. The intent of this statement is to provide the opportunity for students to accompany their parent(s)/guardian on vacation when it cannot be scheduled while school is not in session. Please complete and return a Pre-Planned Absence form to the office three (3) days prior to the pending absence date. Student vacations or trips without parent / guardian accompaniment are not excused absences without specific prior approval of the school attendance officer.
 - (7) A court appearance or other legal procedure which requires the attendance of the student.
 - (8) A quarantine as imposed by a public health officer.
 - (9) Attendance at special events of educational value as approved by the school attendance officer or designee.
 - (10) Approved school activities during class time.
 - (11) Special circumstances that show good cause which are approved by the school attendance officer or designee
- c. *Excessive Absences* – Parents / guardians shall be notified in writing when students have accumulated three (3); five (5), eight (8), and ten (10) absences. After ten (10) absences (excused or unexcused), a parent or guardian may be required to meet with the building principal, unless the student is under doctor's treatment and a written statement from a physician or licensed practitioner is on file.
 - d. *Excused absences* beyond ten (10) require submitting a medical excuse in writing (building administrators use their discretion). The absence is unexcused without a written medical excuse.
 - e. *Truancy/Unexcused Absences* – "*Truancy*" means part or all of any absence of one or more school days during which the school has not been notified of the legal cause of such absence by the parent / guardian of the absent student; and/or intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law. Parents / guardians shall be notified when a student has an unexcused absence(s). Notices shall be made by personal contact, mail or telephone call of which a written record is kept. Notice by personal contact or telephone shall be attempted prior to notice by mail. Consequences for unexcused absences shall be determined by the building principal.
 - f. *Habitual Truancy/"Habitual truant"* means a student who is absent from school without an acceptable excuse for:
 - Part or all of five (5) or more days on which school is held during a semester. Part of the day will be defined as the first 30 minutes of instruction.
 - The parent / guardian of a student who is a habitual truant shall be notified by certified or registered mail when the student initially becomes a habitual truant. Proceedings may be brought against a parent / guardian in the form of a formal referral to the Florence County Department of Social Services, Florence County Sheriff's Department, and citations in accordance to Wisconsin state statutes.
 - g. *Make-Up Assignments /Examinations* –It is the student's responsibility to ask the teacher for make-up assignments. The teacher will determine the due date for the make-up work. If your child is absent, parents/guardians may call the school to make arrangements for their child's school work to be picked up or sent home with a designee. With an extended absence, make-up work should be turned in as it is completed.

TARDY

Children are considered tardy if arriving at school after the 8:15 A.M. bell. Children should arrive at school no later than 8:10 A.M. to be ready to start learning at 8:15 A.M. *Tardy children must be accompanied into the school office by an adult; signed in by the adult; and receive a pass from the office to be admitted to class.* Parents must contact the school prior to 8:10 A.M. for the tardy to be excused. If late for a valid reason (dentist or doctor appointment with a note) and arriving within the first half hour of the instructional day, the tardy is excused. Children arriving after the first half hour of an instructional day will be marked absent.

ARRIVAL TIME

The Florence Elementary School doors open automatically at 7:45 A.M. each morning. ***STUDENTS ARRIVING AT SCHOOL BEFORE 7:45 A.M. will stay outside the building until the doors open automatically.*** Student supervision inside the building is not available prior to 7:45 AM. The first bell rings at 8:10 A.M. with classes beginning promptly at 8:15 A.M. The school day ends at 3:15 P.M. Children have the opportunity to eat breakfast from 7:50-8:10 A.M.

DISMISSAL

Bus Students: Phone calls will not be accepted! Please go to our school website, transportation tab, and fill out a bus form if your child will not be riding the bus, or riding a different bus after school, by 11:30 AM.

STUDENT SIGN-OUT

If a student must leave during the school day, the parent/guardian should notify the school with a written note or email to school that morning regarding the early dismissal. The parent/guardian or parent designee (ONLY with written permission) must come to the office to sign the time, date, and reason for removing the child from the building. The student will be called from the classroom to meet the parent in the office. If returning to school before dismissal, children must be accompanied into the school office by an adult; signed in by the adult; and receive a pass from the office to be admitted to class. This will prevent the child from being marked absent for the portion of the day remaining, after returning to school.

BUS GUIDELINES & DISCIPLINE

Keep in mind that riding the school bus is a privilege. This privilege can be revoked if your child is not willing to follow the regulations necessary to insure the safety and comfort of all passengers.

Loading of Bus (on the road near home and at school):

1. Arrive at the designated school bus stop 5 minutes prior to the pick-up time.
2. Stay off the road at all times while waiting for the bus.
3. Do not move toward the bus at the school loading zone until buses have been brought to a complete stop.
4. Wait until the bus comes to a complete stop before attempting to enter the school bus.

Bus Guidelines:

1. Be respectful to other people and property.
2. Do not destroy bus property. Costs to repair any damage to seats, etc. will be paid by the offender.
3. Do not use profanity.
4. Do not eat or drink on the bus; keep the bus clean.
5. Violence is prohibited.
6. Remain seated.
7. No smoking.
8. Keep your hands/feet and head inside the bus.
9. For your own safety, do not distract the driver through misbehavior.
10. Keep books, backpacks, coats, and all other objects out of the aisles.
11. Do not throw anything out of the bus windows.
12. Remain absolutely quiet when approaching a railroad crossing stop.
13. Since fighting jeopardizes the health, safety and welfare of other people, it is prohibited and will not be tolerated.

Consequences:

1. The bus driver may assign seats as needed.
2. Minors & Majors will be written at the discretion of the driver based on behavior and/or not following directions.
3. Upon the 3rd minor offense, the child will receive a Major and parents are notified of the child's behavior.
4. A Major offense will result in a lunch detention and/or other consequences at the discretion of the building principal.

CLASS LISTS

All teachers at each grade level work together in May to develop class lists for the following school year. Throughout the summer, the enrollment is monitored by the District Office. The following criteria are used to form classes:

- Balancing the ratio of boys and girls
- Equalizing class size
- Balancing the ability levels of children so there is a rich variety of strengths in every classroom.
- Separating children who have demonstrated personality conflicts that interfere with their learning.

CLOSINGS/CANCELLATIONS/DELAYS

Closing School Early Because of Weather or Other Emergencies

Occasionally, it is necessary to send children home early because of weather or other emergencies. Announcements will be made via K12Swift and on local radio stations (WIBK 99.1 FM – Iron River, WIMK 93.1 FM – Iron Mountain, WJNR 101.5 FM – Iron Mountain, and WZNL 94.3 – Iron Mountain) and on Channels TV 6 WLUC, TV 5 WFRV, & TV 12 WJFW. Parents should monitor these stations during the days of inclement weather. It is the parents' responsibility to make arrangements when school is dismissed early and a parent will not be home. Children cannot remain at school if dismissed early.

Cancellations/Delayed Start

During severe inclement weather or emergencies, the school day may be delayed 1 or 2 hours, or cancelled for the day. Please listen to local radio and Channel 6 TV for instructions. If the school day is delayed 1 or 2 hours, all bus schedules will be exactly 1 or 2 hours later than usual (as announced). Students walking to school should arrive 1 or 2 hours later as instructed. **Those registered with the K12Swift service will automatically receive notifications.**

The following radio stations will carry the announcement:

WIBK 99.1 FM - Iron River
WJNR 101.5 FM - Iron Mountain

WIMK 93.1 FM - Iron Mountain
WZNL 94.3 FM - Iron Mountain

COLLECTION OF RECEIPTS & BOX TOPS

The following product labels can be sent to the school with your child or placed in the elementary Commons Area in the labeled bins: *Super 1 and Econo Foods store receipts; as well as Box Tops*

CONFERENCES

Parents receive a letter with scheduling information and time preference in advance. Prior to the conference, decide on questions or concerns about your student you may wish to discuss with the teacher. Teachers put a lot of time and thought into preparing for each student's conference. If both parties are prepared, the conference will be meaningful for all. In addition to scheduled conferences, parents are encouraged to contact their child's teacher regarding their child's progress. According to research, children are more successful at school when parents show an interest and are involved.

DIRECTORY DATA

The Family Educational Rights and Privacy Act (FERPA), which is a Federal law, requires the School District of Florence County, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District not to.

The District designates the following as "directory information":

*Student's name	*Address	*Telephone (Home and Cell)	*Photograph
*Birth date and place	*Attendance dates	*Grade level attended	*Honors and awards received
*Participation in officially recognized activities and sports		*Weight and height of members of athletic teams	

The purpose for directory information is to allow Florence Elementary School to use SOME (not all) of the directory data information in the following manner:

*Class Pictures	*Winter and Spring Concert programs	*Yearbooks
*Valentine's Day Class Lists	*Art and/or Photograph displays in hallways	*Locker Labels

(Only three components of the directory data information would be shared at our level: student's name, photographs, and grade level attended. We have not or will not in the future share info relating to: address, telephone, weight/height, dates of attendance, or date & place of birth. The student's parents' must first present a written consent to the school for release of this additional information.)

*Please initial the Compliance and Release Form in your student's Back to School packet which gives the school permission for directory data information to be disclosed in the above manner. *** If any or all items on the form are not initialed, this item is excluded from you giving permission to the School District of Florence County. Your child's name and photograph in activities mentioned above such as class list, class pictures, art work, etc. will be excluded.***

DRESS CODE:

As a health and safety measure, all children are required to wear shoes in the building (flip flops and loose fitting shoes are not encouraged.) Hats and caps are not permitted to be worn in the building. Display of patches, pins, signs, mottos, or slogans on clothing that involve vulgarity, obscenity, profanity, or advertise alcohol, drugs, sex, clothing advertising words which suggest double meanings or gang affiliation is not permitted. **Students should be prepared for outdoor recess on appropriate weather days.**

Clothing includes, but is not limited to:

1. Proper undergarments must be worn and not visible. Girls' shirts must have at least a two inch shoulder strap.
2. Skirt and short lengths should reach the student's fingertips, with arms held straight down along their sides.
3. Bare midriffs (any gap between pants and shirts) are not permitted.
4. Low-cut tops, shirts, blouses, or dresses are not permitted.
5. Sleeveless shirts may be worn if they are hemmed or neatly cut. Excessive cuts will not be permitted.
6. Clothing shall not be so tight that it is revealing or so loose that it is inappropriate.

RECESS

All students will be required to go outdoors during recess times. Please remember that if your child is really too sick to play outdoors during recess, he/she should be kept home. As a general rule children will remain indoors if the air temperature or wind chill factor is below 0 F. The weather will be checked on the NOAA National Weather Service web site. **Students need to wear appropriate clothing for being outside on cold days, including hat, gloves, snow pants, boots, etc. If you are having trouble acquiring these items for your child please contact the school office.**

EMERGENCY PROCEDURES

Fire, Tornado, Bus, Lockdown, & Secure School Drills will be conducted without prior notice throughout the school year.

Fire Drill Procedure:

1. Walk quickly and quietly to designated exits.
2. Go to the assigned area and line up.
3. Remain quiet at all times and listen to instructions from your teacher.
4. Only re-enter the school when instructed to do so by your teacher or principal.

Tornado Drill Procedure:

1. Walk quickly and quietly to your assigned area in the school.
2. Remain quiet at all times and listen to instructions from your teacher.

Bus Evacuation Drill:

1. Walk quickly and quietly out the front door or the emergency exit of the bus to the area the driver has assigned you to.
2. Remain quiet at all times and listen to instructions from your driver.

Lockdown/Barricade:

1. Evacuate if possible (Run)
2. Lock Door
3. Barricade Door
4. Pull Door Blinds

Secure School:

1. Lock Door
2. Continue as normal
3. Any student leaving room must be escorted

FIELD TRIPS

Daily and/or extended field trips provide opportunities for children to participate in a variety of learning experiences outside the classroom. These activities link learning with real-life situations in ways that cannot be duplicated in the classroom. These activities are a valuable part of the recognized curriculum.

Parents/Guardians: Please review the following consent agreement information at the beginning of each school year. Then initial the **Parent/Student Handbook Information, Compliance and Release Form** under the section ANNUAL FIELD TRIP ACKNOWLEDGEMENT

DAILY FIELD TRIP ANNUAL ACKNOWLEDGEMENT

(To be read by the Student and Student's Parent/Legal Guardian at the Beginning of the School Year)

I understand and acknowledge that my participation in daily field trips sponsored by the School District of Florence County is wholly voluntary. When I agree to participate in the Field Trips, I understand and acknowledge that I agree to the following:

1. **Personal Conduct:** I understand that as a participant in the Trips I will be viewed as a representative of the School. It is my intention to conduct myself in a responsible and appropriate manner.

I understand that I am bound by the School's rules of conduct contained in the student handbook and the student activity book. I also understand that I am bound by the specific rules of conduct necessary for the operation of the Trips, which are attached to this Agreement. I agree to comply with all school and trip specific rules during the entire period of the Trips, including free time.

I understand that the School has the authority to dismiss me from any of the Trips if, in its sole judgment, my conduct is unacceptable. If I am dismissed from any Trips, I will remain responsible for all Trip costs I have incurred, those that have been incurred on my behalf, and any additional costs relating to my dismissal from the Trips including, but not limited to, additional transportation costs. Further, I may also be subject to further

- disciplinary or other action, up to and including suspension and expulsion from school.
2. Attendance at all Trip Activities: I understand that I am responsible for attendance at all classes and other Trip activities.
 3. Physical or Medical Condition: I am responsible for consulting with a physician concerning my medical needs during the Trips and informing the teacher of any necessary information.
 4. Authorization of Medical Treatment: If emergency medical attention is necessary, the trip organizer or any volunteer authorized by the school to participate in the trip may authorize a licensed physician to provide me with medical treatment.
 5. Health and Accident Insurance: I represent and warrant that I will be covered throughout the Trips by a policy of comprehensive health and accident insurance that provides coverage for injuries and illnesses I sustain or experience while on the Trips.
 6. Right of Modification or Cancellation: The School District of Florence County School Board, the School District of Florence County, and the School reserve the right to modify or cancel the Trips, in their sole discretion, with or without notice, if any one of them determines that there is a heightened risk of injury or illness to any person participating in the Trips, or for any other reason. The Board, the District, the School, and its employees, agents, officers, trustees, faculty, staff and representatives (in their official and individual capacities) will not be liable for any loss to me by reason of such modification or cancellation.
 7. Fee: The school will notify parents/guardians of any fees for participating in the Trips as soon as that information is available to the trip organizer.
 8. Items Needed to Participate: The school will notify parents/guardians of items needed to participate in trips as soon as that information is available to the trip organizer.

AFTER READING THE ACKNOWLEDGEMENT

PLEASE INITIAL/ SIGN THE SALMON COLORED FORM PROVIDED!

Specific field trip permission forms will go home with students throughout the school year as field trips are scheduled.

FRIDAY FOLDERS

Folders are sent home weekly on Fridays or the last day of the school week with info regarding your child's progress, needs, and behavior, as well as school work completed by the child. Notes or letters for parents' information may be included.

FUNDRAISERS

If parents/guardians choose to allow their child to participate in school-based fundraising activities that take place in the broader community (for example, fundraisers involving door-to-door- sales or sales to the general public in public places), please be aware of the following state law which creates a limited exception to the general prohibition of the participation of a minor under 12 years of age in any "street trade":

Wisconsin State Statute 103.23(2) Age minimum. (2) A minor under 12 years of age may work in a fund-raising sale for a nonprofit organization, a public school, a private school, or a tribal school under the following conditions: (a) Each minor must give the nonprofit organization, public school, private school, or tribal school written approval from the minor's parent or guardian. (b) Each minor under 9 years of age or each group containing one or more minors under 9 years of age must be physically accompanied by a parent or a person at least 16 years of age.

HARASSMENT

The Board of Education recognizes the need to create and maintain an atmosphere for district employees, students and others which is free from unsolicited and unwelcome overtones. The Board further recognizes that sexual and other harassment is prohibited under both Title VII of the Civil Rights Act of 1964 and the Wisconsin Fair Employment Act. Accordingly, the Board hereby prohibits harassment of employees, students and others engaged in the operation of the programs and activities of the district.

Definition of Harassment: Verbal, physical, or online conduct relating to an individual's membership in a protected class (including, but not limited to: age, sex, race, creed, national origin, color, marital status, pregnancy, etc.) that has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment or interferes with the individual's work or learning performance. Contact the building principal for a copy of the complete Board policy.

HOMEWORK

Homework is a part of your child's education. The purpose of homework is to enhance the academic potential of our children by encouraging them to practice, review, and gain a greater understanding of skills and knowledge. Teachers will assign homework in various subjects throughout the year.

Expected Results of Our Homework:

- Enhance the child's understanding of the classroom lesson

- Develop academic accountability outside of the classroom
- Set the "Homework Habit"
- Actively involve parents with skills and knowledge being taught

Student's Role:

- Ask your parent for assistance when needed
- Prioritize enough time to complete your homework assignment
- Remove the distraction of TV, video games, radio while doing your homework
- Bring home all materials needed (Grades 4-6 utilize daily planners)
- Cooperate with parent/adult to complete assigned work
- Return homework to school on time

INJURIES/ILLNESSES

Each building has assigned personnel who are trained in administering first aid to children who become ill or injured during the school day. When a child is not feeling well and symptoms are vague, school personnel will check their temperature and/or encourage rest in the health room. When feeling better, students are encouraged to return to the classroom. If the child's symptoms continue or worsen, parents are contacted. To be notified each time your child comes to the health room, please submit a written request to the building principal.

For your child's protection please follow these guidelines:

1. Children must report any injury that occurs on school premises to the person on duty or to the principal's office immediately.
2. All parents must fill out a new emergency contact card each year. Parents registering a child for the first time in our district must complete an emergency medical card. It is important to complete all the necessary information, including permission for an ambulance to be called, if necessary.
3. If a child becomes ill during the day, he/she must inform his/her teacher. The teacher will make a referral to the office. When necessary, parents will be contacted to take a child home. Children cannot be sent home alone; a parent or another person authorized by the parent must come for the child.
4. If a parent or designated person is not available, the principal will authorize professional medical assistance.
5. **Do not send your child to school under the following circumstances:**
 - **Too sick to play outdoors during recess**
 - **Has a 100 degree fever or higher**
 - **Has vomited or had diarrhea within the past 24 hours**
 - **A prescribed antibiotic has not been consumed for at least 24 hours**

Lice Screening Procedures

Our district conducts head lice screenings for children in our elementary schools on an as needed basis.

- If lice or nits (eggs) are found on a child at school, treatment literature is sent home with infected children and/or you can contact your healthcare provider.
- Parent's cooperation and understanding in this matter is appreciated. We require parents to follow treatment procedures for the health and safety of their own child and in order to prevent the spread of lice to others.
- If you have any questions regarding head lice identification, treatment, or on environmental controls, please ask your healthcare provider, the school office, or the County Nurse's Office at 715-528-4837.

INTERNET

The Internet is used to support research and education. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each child is required to understand and read (age appropriate) with a parent/guardian, the Student Acceptable Use of Technology Rules. Grades 3rd – 12th have Chromebooks and Grades 4K – 2nd have iPads. ***Please initial/sign the salmon colored Student Internet/LAN Acceptable Use Agreement form.***

TECHNOLOGY STUDENT EXPECTATIONS AGREEMENT

By signing the Student Internet Safety and Technology Use Policy, Parent Permission Agreement and the 1:1 Technology Student Expectations, students and parents or guardians agree to:

- Submit their Chromebooks to school authorities upon request. Such a request may be made in order to ensure Chromebooks do not contain any unapproved software or files, as well as to check browser histories and caches.
- Leave their Chromebooks at school over the summer for regular maintenance.
- Accept monitoring of student usage of the Chromebooks at any time, when requested by school personnel (teachers or administration). Students and parents need to be aware that files created using the Chromebook or stored on school servers are not private.

- Charge their Chromebooks overnight each night to ensure that they are fully charged for classes the next day. Just as students are expected to be prepared for classes by having all required materials, students must have a charged Chromebook available to them at the start of each day.
- Protect the Chromebook from damage or theft. Required precautions include the use of a protective case on the Chromebook at all times. If the Chromebook is lost or stolen when outside of school grounds, it should be reported to the library aide and principal's office immediately. Parents or guardians are financially responsible for any lost or stolen Chromebook that is not recovered in good working order by authorities.
- If the damage is wanton, willful or purposeful, the parents or guardians will pay the full/replacement cost of the Chromebook and AC power adaptor. Replacement cost of the Chromebook would be approximately \$360 in 2017.
- Abide by the rules and behavioral expectations of the Safe and Responsible Use of the Internet & Other Technology Resources Policy IM.
- Personal devices other than school provided Chromebook, and cell phones, are not allowed. Please leave them at home for your own protection. You will not be allowed to use a personal device at school such as a laptop, iPad or personal Chromebook.

Parents/Guardians are encouraged to obtain their child's login and password in order to monitor the student's computer usage at home. If parents have any difficulties receiving this password, they should contact the Middle School or High School office for assistance. When the Chromebooks are taken home by the student, it is strongly recommended that it will always be used in a common family location so that adult supervision can be maintained at all times.

1:1 Technology Student Expectations

As a learner I will:

1. Look after my Chromebook very carefully all of the time.
 - a. Chromebooks must be situated securely on the working surface.
 - b. Make sure the Chromebook is not subject to careless or malicious damage (i.e. as a result of horseplay).
 - c. Take care when the Chromebook is transported that is as secure as possible. Chromebooks MUST always be in the Always on protective case.
 - d. Carry my Chromebook in the closed position with two hands.
2. Ensure that my Chromebook is charged every evening and ready for use the next day (i.e. plugging it in for charging overnight).
3. Store my Chromebook in my locker when not in use (i.e. lunch, phy ed, etc.). The Chromebook should be in its case when stored in my locker and no item will be stacked on top of it.
4. Be on the task assigned by my teacher at all times. Chromebooks will ONLY be used for educational purposes as directed by School District of Florence County staff.
5. Print only after the teacher gives permission.
6. Not decorate the Chromebook and not allow it to be subject to graffiti.
7. Not install or download additional software.
8. Personal devices other than school provided Chromebook are not allowed, please leave them at home for your own protection. You will not be allowed to use a personal device at school such as a laptop, iPad, personal Chromebook or any other personal device.

Consequences for Violation of Chromebook Rules:

Students are expected to abide by the rules and behavioral expectations of the Student Internet Safety and Technology Use Policy and Chromebook rules of use both at home and at school. Consequences for violation of these rules or policies will be imposed as per student handbook/district policies. By signing the User Agreement, you commit to the student expectations and understand the consequences for any violation.

LIBRARY MEDIA CENTER (LMC)

The Library Media Center exists to provide access to information for all children and staff, to support the curriculum, to provide an open friendly atmosphere for learning and to promote lifelong learning. Children visit the LMC weekly for instruction on how to use the LMC along with working on curriculum based grade level units. During this time children are also encouraged to check out books and materials. We appreciate your cooperation with the care of the LMC books and materials and greatly appreciate returns in a timely manner.

LOST AND FOUND

If your child has misplaced an article, he/she should check the front hall "Lost and Found" rack. Encourage your child to check often since it takes several days for items to show up. If articles are not claimed by the end of the school year, they are donated to a local charity.

LUNCH PROGRAM

The District's food service program is intended to provide nutritious, appetizing meals to students. It is operated in conjunction with federal and state school nutrition programs, including the National School Lunch Program and the School Breakfast Program.

The district policy reads:

Student meals shall be prepaid by the families. Notices are sent home at minimum bi-monthly. If a family meal account is in arrears by \$25.00 or more, students should bring a cold lunch. Students (4K-12) are offered a peanut butter/jelly sandwich and milk at current cost (\$1.30) until their meal account is brought current. A la carte items will be cash only when a family account is negative in any amount.

2021-2022 School Year Prices

Student Breakfast	\$1.60	Adult Breakfast	\$2.50
4K-6th Grade Lunch	\$2.80		
7th-12th Grade Lunch	\$3.05	Adult Lunch	\$4.35
White Milk	\$0.30	Chocolate Milk	\$0.35

One milk is included with the meal. Additional milks or milk break purchases must be paid in advance. **Afternoon milk breaks and additional milk purchases are not covered under the Federal Free and Reduced meal program.**

Lunch Account Payments using online RevTrak system

The Florence County School District's Web Store provides a streamlined way to collect online payments with your Skyward Family Access login by saving you time, trips to the district office, and the need to pay by cash or check. You can use your login to make food service payments for all your students on one page within the Web Store! Make a quick payment in the evening or during your lunch hour with just a few clicks!

Please Note: A Service Fee of 3.61% will be added to your shopping cart at checkout.

Online Payment Instructions

Please Note: A Service Fee of 3.61% will be added to your shopping cart at checkout.

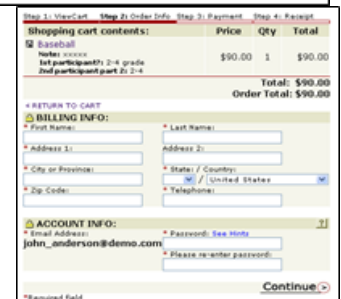
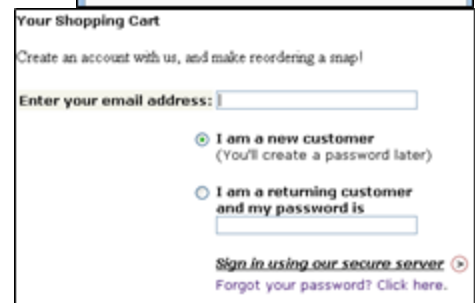
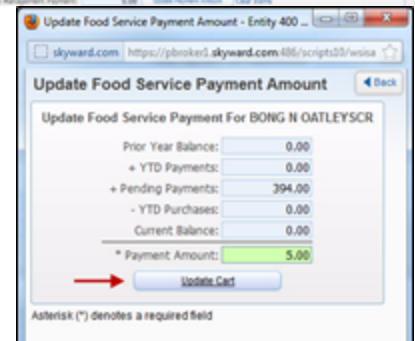
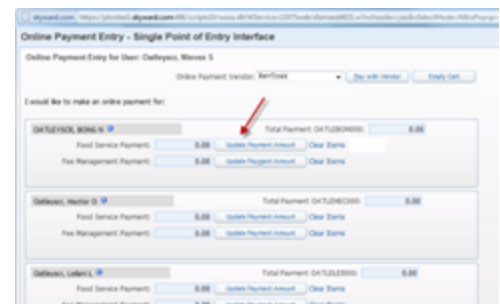
Our Web Store accepts debit or credit cards from Discover, MasterCard, and Visa

- Visit our district website at **www.myflorence.org**
- Click Skyward **Family & Staff Access**. Enter your Login ID and Password.
- Click on the **Food Service** button
- Update **Payment Amount** for multiple students
- Update **Cart**
- Follow prompts
- Select **Pay with Vendor** (you will be redirected to your shopping cart in the Web Store)
- Double check fees in cart, and click **Go to Checkout** if all fees are correct
- **PLEASE NOTE: If adjustments need to be made to your payment in Family Access:**
- Please Empty your shopping cart
- Sign out of Family Access
- Sign back in to Family Access to start over

DO NOT USE BACK BUTTON TO MAKE ADJUSTMENTS

- When all fees are in shopping cart, click **Go to Checkout**
- If you are a **new customer**, select *I am a new customer*. Enter your email address and "Sign In." If you are a **returning customer**, select *I am a returning customer*. Enter your email address, password, and select Sign In.
- **Enter your billing and payment information. Create a password** if required.
- Verify information for accuracy and select **Complete Order**.
- **Payment will be processed** and Receipt can be viewed and printed. A copy of your receipt will also be sent to the email address provided during account set up.

Logout (A logout link can be found under **My Account**)



Or by sending Food Service Payments to:

Florence School District - Food Service
Attention: Holly Krueger
P.O. Box 440
Florence, WI 54121

Payments can also be made at each building's Administrative Office.

Free and Reduced Lunch Eligibility

New application forms for free or reduced price school lunches will be mailed to families in the Florence School District prior to the first day of school. If you did not receive one, they are available in the elementary or high school offices. We encourage you to complete the application and return it to your child's school. The information you provide is strictly confidential. Even if your child does not choose to eat our school lunch, we would appreciate you completing the form because, should you qualify or not for the free or reduced breakfast and lunch, or even if you and your child chooses not to participate in the breakfast/lunch program, any federally funded Title monies given to our district are based on the number of free or reduced lunches. (For the elementary, Title I Reading and AGR (Achievement Gap Reduction) funding is based on this number.) If your income level changes at any time during the year, you may apply at that time. Questions about the program can be directed to Holly Krueger, at the Elementary office (715-528-3262, Option 3).

MEDICATION

If it is necessary for your child to take medication at school, parents must complete a Medication Control Form and submit it to the office. All medication will be kept in and dispensed from the principal's office by designated district personnel. Wisconsin State Law requires written permission from parents/guardians and doctor to dispense medication. Parent's must provide the medication in the original properly labeled container to their child's principal's office with the name of the drug, dosage to be given, and the name of the physician. Children will be excused from class at the proper time to come to the office for medication. Medication can only be administered to a child by ingestion unless directed by the principal. Designated district personnel will administer the medication in compliance with the regulations that follow:

1. Written instructions signed by parent and physician will be required and will include:
 - a. Child's name
 - b. Name of medication
 - c. Time to be administered
 - d. Dosage
 - e. Possible side effects
 - f. Termination date for administering the medication
2. Non-prescription medication, such as aspirin, will only be administered by designated personnel following instructions on the non-prescription medication consent form. Self-administration of medication is not allowed unless specifically requested in writing by a physician and in accordance with district policies and procedures.
3. The district personnel will:
 - a. keep a record of the administration of medication
 - b. keep medication in a secure place
 - c. return unused medication to the parent/guardian only
4. The parents of the child must assume responsibility for informing the district personnel of any change in the child's health or change in medication.
5. The school district retains the discretion to reject requests for administration of medicine.

NEWSPAPERS

On occasion, schools may have reason to publish in our local newspapers, names and/or pictures of students. Pictures of their accomplishments or pictures of their participation in district programs may also be included. If you agree to have your child's picture, name, and/or project included in these publications, please initial it on the Compliance and Release Form included in your child's "Back To School" packet.

OFFICE HOURS

The school office hours are 7:45 A.M. to 4:00 P.M. Our school telephone is equipped with a voice mail system; please feel free to leave a message in the general mailbox on the answering machine any time of the day or night. 715-528-3262, Option 3.

PARENT TEACHER ORGANIZATION (P.T.O.)

We know that parental involvement in their children's education leads to greater success. That is part of the reason the Parent Teacher Organization was created in Florence. The Florence P.T.O. has provided many opportunities that our students would not get if not for the financial support from the P.T.O. Some of these have been Florence Elementary Playground Equipment, Field Trip Transportation, Classroom Weekly Readers, Snacks during Testing, Evening Programs, Laminating Materials, and much more! We want to continue this financial support for our students. We are always looking for people to participate!

PERSONAL POSSESSIONS

Label your child's possessions so that lost items may be returned. Cell phones, iPods or video games are not permitted during instructional time. At the start of the school day the item should be left in their backpack or with their teacher until the end of the school day. The school is not responsible for lost or damaged items.

Cell Phones and Electronic Communication Devices

Because of the fast development of technology and the possible negative uses of these devices, use of such devices is prohibited from the time a student enters the building or boards the bus until the end of the school day. The device must be left in the student's locker or given to their teacher.

1. First Offense – Item will be confiscated until the end of the school day and the student will receive a detention.
2. Second Offense – Item will be confiscated for the remainder of the school day and the next full day (If a Friday or holiday, the device will remain at school until the next school day, unless the parent picks up the device) and the student will receive a detention and/or other disciplinary action at the discretion of the principal.
3. Third Offense – Item will be confiscated until the parent/guardian and student meet with the building principal.
4. Subsequent Offense – will result in possible suspension or expulsion, dependent upon the student's use of the device.

PHYSICAL EDUCATION

Physical fitness is vital to a genuinely happy and healthy life. In addition to learning healthy habits, the social values of sportsmanship, cooperation, and teamwork are developed in physical education. Each student is required to have a pair of non-marking sole gym shoes for physical education class. These shoes should be left at school and labeled with the child's name. Street shoes are not permitted on gym floors. Our students have physical education two - three times per week. Units are taught in physical education just as they are in any other class, thus it is important to have good attendance. If your child must miss physical education for an extended period of days, a doctor's excuse must be obtained.

REPORT CARDS

Report cards are available to view on Skyward at the end of each nine-week grading period (quarterly). Teachers may call parents to inform them of their child's progress and/or send written notice if necessary between grading periods. Parents are welcome to contact the teacher directly at any time to set an appointment to discuss their child's progress.

SCHOOL COUNSELING

Our district's elementary school counseling program is set up to assist children in the areas of educational, emotional and personal/social needs. Through instruction, group interaction and individual counseling the school counselor stresses prevention of problems by providing children with skills and information age appropriate. The school counseling program is most effective as a cooperative effort between the child, his/her parents, teachers, school administration and community. Communication between home and school is very important in meeting the needs of each child. However, because of confidentiality, parents may not always be informed that their child has seen the school counselor. If you would like to request notification prior to your child meeting with the school counselor, please contact the school counselor by phone, letter or email. If you have any concerns about your child throughout the school year, please feel free to contact the school counselor.

SPECIAL EDUCATION

Our school offers services to children identified with a disability. Children can be referred for services by any teacher and/or parent. If you need more information, contact the Director of Pupil Services or your student's teacher.

TESTING

Wisconsin Student Assessment System: In accordance with state mandates, all students in 4K through grade 12 are tested at least yearly. Statewide assessments given at each grade level are as follows:

- 4K-2nd grades (Fall, Spring): Phonological Awareness Literacy Screening (PALS)
- 3rd-8th grades (Spring): Wisconsin Forward Exam*

- Students who are English Language Learners will take the ACCESS for ELLs annually
 - *Students who use the Common Core Essential Elements standards will instead take the statewide alternate assessment, Dynamic Learning Maps (DLM).
- Parents will be notified of the results when they become available. More information about the Wisconsin Student Assessment System is available at http://oea.dpi.wi.gov/oea_parents

TITLE I

What is Title I? "Title 1, Part A of the Elementary and Secondary Education Act of 1965, Reauthorized by the No Child Left Behind Act of 2001." It's a federal program to help students in our nation's schools. There are two types of Title Schools. First, there is a Targeted Program that targets intervention for the lowest achieving children, typically known as a "Pull Out Program" and School-wide-Program that offers opportunities and services to all students, Florence Elementary School has a School Wide Program.

VISITORS

If you plan to visit school, you must stop in the school office to sign in and check with office staff before proceeding to a classroom. According to board policy all visitors will be asked to sign in and wear a Visitor's Badge. Students are not permitted to have a guest at school without prior approval of the teacher and principal.

VOLUNTEERS

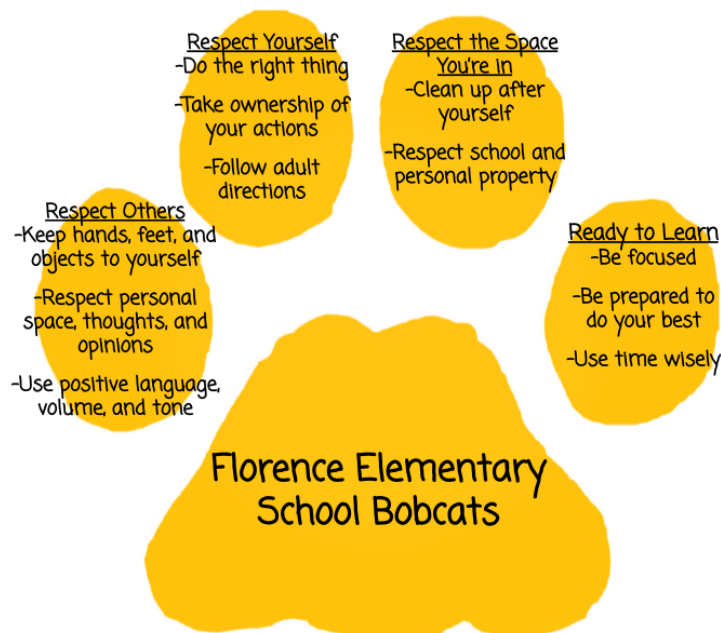
There are many volunteer opportunities at the Florence Elementary School for parents, grandparents, mentors, senior citizens, etc. If you would like to volunteer at any point throughout the year (working in your child's room, shelving books in the library, reading with students, or chaperoning field trips, etc.) please pick up a **Volunteer Background Disclosures Form** in the office.

WEBSITE & SOCIAL MEDIA

The School District of Florence County is currently using our website, Facebook, Twitter and Instagram pages to communicate information to our community. We update all these sites periodically to provide timely and accurate information. You can find our website at www.myflorence.org. Please like us on Facebook at <https://www.facebook.com/florencecountyschooldistrict/>. You can also find us on Twitter at <https://twitter.com/FlorenceSchools> and on Instagram at <https://www.instagram.com/florencecountyschools/>.

As we use these sites to share information, a parent/guardian must give permission to the School District of Florence County to publish pictures and visual recordings of their child for the purpose of education and information on District's sites. Examples of pictures include classroom pictures, all school activities and various project based pictures. There is a Compliance and Release Form in your "Back To School" packet to initial, giving permission for educational and informational pictures or videos of your child to be placed on the school website, Twitter, Instagram & Facebook Pages.

BEHAVIOR EXPECTATIONS



4K	Amanda Wolf	wolfa@myflorencce.org
5K	Chevonne Merhalski	merhalskic@myflorencce.org
5K	Carmie Schmoll	schmollc@myflorencce.org
1st	Heidi Nault	nault@myflorencce.org
1st	Kim Wille	willek@myflorencce.org
2nd	Tracie Johnson	johnsont@myflorencce.org
2nd	Sara Wood	woods@myflorencce.org
3rd	Ahren Crotty	crottya@myflorencce.org
4th	Jennifer Baciak	baciakj@myflorencce.org
4th	Kent Walstrom	walstromk@myflorencce.org
5th	Stephanie Tomczak	tomczaks@myflorencce.org
5th	Loralee Springer	springerl@myflorencce.org
6th	Kim Cook	cookk@myflorencce.org
6th	Vanessa McLain	mclainv@myflorencce.org
SPED	Elyse Nygard	nygarde@myflorencce.org
Speech	Chelsey Holsworth	holsworthc@myflorencce.org
Tech/Library	Becky Wilcox	wilcoxb@myflorencce.org
Music	Bri Knox	knoxb@myflorencce.org
Gym	Brad Perry Kris Johnson	perryb@myflorencce.org johnsonk@myflorencce.org
Art	Kelli Ellis	ellisk@myflorencce.org
Title 1	Sandra Darrell	darrells@myflorencce.org
Guidance	Zach Wedge	wedgez@myflorencce.org