

Athens Elementary School
209 North Schlegel Street
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Athens, WI 54411

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Effective: 9/4/18

The Athens School District does not discriminate against pupils on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or disability

Any student, parent, or resident of the district complaining of discrimination based on any of the above, shall report the complaint in writing to the district administrator.

MISSION

The School District of Athens exists to provide the highest quality of education possible in an increasingly complex technological world. We will strive to meet the needs of individual students in a safe and supportive environment through the partnership of school, family, and the community.

MISSION OF ATHENS ELEMENTARY

Our mission at Athens Elementary School is to ensure students learn in a safe and nurturing environment that meets the needs of individual students and actively involves the family in the learning process. It is our mission to foster social-emotional development and to provide students the opportunity to reach their highest potentials, embrace life-long learning and creativity to become productive, successful citizens.

ATTENDANCE

Regular attendance is essential to a child's success in school. Time missed can never be completely made up; the interactive learning of that day will never be repeated. Parents are responsible for requiring their children to attend school in compliance with Wisconsin State Law. According to State Law, a student is considered truant if he/she is absent without an acceptable excuse for all or part of one or more days during which school is held. A student qualifies to be habitually truant when he/she is absent without an acceptable excuse all or part of five or more days in a school semester. §118.16(1)(a) and (c), Stats. Students arriving after **8:00 a.m.** are considered tardy. AES procedures include mailing attendance notifications when a student's absences surpasses five or more days.

PLEASE FOLLOW THIS PROCEDURE if your child is absent for any reason:

- Parents or guardians need to call the elementary school office before 8:00 a.m. to inform the office of the absence. (A message can be left at ext. 511.) If the school has not received a call by 8:30 a.m., the student's absence will be marked as unexcused and reasonable efforts will be made to make parental contact until a satisfactory explanation of the absence has been obtained.
- To support student success, students are responsible for obtaining assignments from their teachers prior to, or following, absences.
- Parents are encouraged to notify the school prior to any planned absences.

ARRIVAL AND DISMISSAL

School hours for students are from 8:00 a.m. to 3:00 p.m. If a child wishes to eat breakfast at school, he/she may report to the AES multi-purpose room (gym) starting at 7:30 a.m. Students need to go directly home at dismissal time, as the playground is not supervised after the departure of the buses.

Building Procedures

All doors, except the main door (Door A), will be locked before, during, and after school hours. The exception to this procedure is Door D. This door will be open from 7:30 a.m. to 7:55 a.m. to accommodate students being dropped off by car or for walkers. Students arriving after 7:55 a.m. must enter through the main office doors. After arriving, students should follow the procedure below.

Upon arrival students will report to the gym to drop off backpacks (eat breakfast) and then report outside for recess. Playground supervision is provided starting at 7:30 a.m. Students should not be dropped off before 7:30 a.m. Following morning recess, students will enter the building at 7:50 a.m. to start the school day. If the weather is too cold or rainy, students will be directed to the gym, library or other designated area. No students will be allowed in the hallways or classrooms before 7:55 a.m. unless directed by school staff. Teachers have morning duties, meetings and/or are preparing for the school day. Please be considerate of teachers' time and schedule times to communicate with them.

Student Appointment Procedures

When a student leaves the school building during school hours (e.g., doctor/dentist appointment) he/she must be signed out of the office by the student's parent or legal guardian. The school must be notified (by phone or written notice) by parent or legal guardian if a designated representative will be picking the student up. Upon returning, student must be signed back into the office by the parent, guardian or designated representative.

Visitor Procedures

Parents or visitors are welcome at Athens Elementary School during school hours to visit, have lunch, or participate in an educational activity. Visitors must enter through the main office door (door A) to sign in and receive a “Visitor” badge. When the parent/visitor leaves the school, he/she will be required to return the “Visitor” badge to the office and sign out of the building. When applicable, for student safety reasons, visitors may be denied access to the building.

Daily Drop-Off/Pick-Up Procedures

- There is no parking on the North side of Maple Street during school hours.
- All students who are dropped off and/or picked up by parents/guardians in automobiles will enter/exit the building under supervision of an AES staff member from doorway D. In the morning, parents/guardians will be asked to pull up to the curb on the North side of Maple Street and drop their student off on the curb side of the street. Parents are then asked to carefully pull away from the curb and circle around the school parking lot and exit on Maple Street.
- At the end of the day, drivers need to park in the parking lot or on the south side of Maple Street. Students who are car riders will be released to parents/guardians at Door D after the 3:00 p.m. bell. Students must be escorted by a parent or guardian as they will not be allowed to cross the street or go to the parking lot alone.
- Walkers and car riders will enter the building through door D beginning at 7:30 a.m.
- Walkers will be released from Doors A & B after the buses have departed.
- If you are a parent who does not normally pick-up your student at school, but wish to do so for a special occasion, please call the Main Office (257-7571) so a message can be given to your child’s teacher.

SCHOOL CLOSING

Inclement weather or other emergency notifications will be made through the Infinite Campus system. Notifications will also be made on the following radio and television stations:

Marshfield: WDLB – 1450 AM, 106.6 FM; WOSQ – 92.3 FM
Medford: WIGM – 1490 AM, 99.3 FM
Wausau: WDEZ – 101.9 FM; WRIG – 1390 AM; WSAU – 55 AM;
WIFC – 95.5 FM; WOFM – 94.7 FM; WAOW/TV9; WSAW/TV7

Important If early dismissal is necessary, students will be sent home on their regular route unless notified by a parent.

STUDENT INSURANCE

The School District of Athens does not provide any type of health or accident insurance for injuries incurred by your child at school. However, if needed, insurance coverage can be purchased. If there are questions regarding this, please contact the district office at 257-7511 ext. 100.

LUNCH PROGRAM

Hot lunches are served every day. Free or reduced priced lunch is available to families who qualify. Forms are sent out at the beginning of the year in the district newsletter or may be obtained in the main office. The hot lunch program is based on a prepaid, positive balance in family lunch accounts. **Lunch and breakfast money needs to be paid in advance by sending a check to the office payable to School District of Athens and/or making a payment online using a credit or debit card through the Infinite Campus portal.**

BREAKFAST PROGRAM

The breakfast program will run from 7:30 a.m. to 7:50 a.m. in the AES multi-purpose room. Free and reduced rates for breakfast meals will apply for families who qualify. The cost of the meal will be deducted from the family lunch account in the same manner as lunches.

SCHOOL DRESS CODE

We take pride in the appearance of our students. Students' dress reflects the quality of the school and pride in conduct. All students are expected to dress and groom themselves neatly in laundered clothes that are suitable for school activities and do not disrupt the learning environment. Clothes with alcohol, drug or tobacco labels are considered inappropriate at Athens Schools. School staff will determine the appropriateness of clothing. Wearing hats or caps is not allowed inside the school building unless designated for an activity. If necessary, students may be offered a change of clothing or parents may be contacted to remedy the clothing situation.

SEASONAL DRESS

During winter months students are expected to bring and wear appropriate winter clothing (warm hats, mittens, boots, snow pants, jacket, ect.) for outdoor activities. These items need to function properly (i.e., the zipper works). Students need dry shoes to wear inside school. During warmer weather months, students are expected to wear appropriate clothing which may include tank tops (minimum strap width of two fingers/one inch), shorts or skirts (minimum mid thigh length), and sandals with back straps (for safety, flip-flops are not appropriate). If students do not have appropriate clothing they may be offered clothing or parents may be contacted to remedy the clothing situation.

PERSONAL ITEMS IN SCHOOL

The only time students should bring personal items to school is when their teacher gives permission to do so. Personal items such as electronics (cell phone, tablets, computers, etc.) and trading cards are advised to be left at home. If a child would like to bring a pet to school, please make arrangements with the child's teacher in advance. The District shall not be responsible for the safety or security of any personal belongings students choose to bring to school.

STUDENT PLACEMENT

The primary responsibility for the placement of students in classrooms is that of the school principal. Information regarding the child's social, emotional, and academic development can be extremely useful in placing the child and should be directed to the principal. Factors considered by the principal in educational placement include multiple-ability groupings, gender equity, learning styles, programming for children with special needs, allowing for social-emotional needs, and balancing class size. Parents' written input regarding the placement of their child will be considered, but preferential placement will not be guaranteed.

ENSURING THE HEALTH AND SAFETY OF ATHENS STUDENTS

Medication at School

Per school policy, medication will be given at school only when the student's health requires this during school hours.

- **PRESCRIPTION MEDICATION:** A new form must be filled out each year with directions and signature by parent and physician.
- **NONPRESCRIPTION MEDICATION:** A new form must be filled out each year with directions and signature of the parent.
- Medication is stored in a locked cabinet in the nurse's office and given under the supervision of the school nurse or trained staff member.

Illnesses/Injuries

The School District of Athens has a health aide and school nurse on staff. Please contact either of them for any health concerns. Students who become ill at school are assessed by the health aide. If a student has a temperature over 100° F, is vomiting or has diarrhea, has an undiagnosed rash, or is too sick to be in school, a parent will be contacted to take the student home. Please provide the school with adequate information to assist in these situations.

When a student is injured while participating in any school activity, he/she should notify the instructor/supervisor immediately. First aid and emergency care will be given. If needed, parents will be contacted in regard to further medical treatment. If an injury is severe, 911 will be called.

Allergy and Nut Free Environment

For the health and safety of students with life-threatening, severe nut allergies, no nuts of any kind are allowed into school for any reason. Food sent in for snacks, lunch, class, or after school events, need to be carefully checked to ensure they are nut-free. While AES cannot guarantee that a student will never experience an allergy-related event while at school, AES is committed to student safety and have implemented these actions to reduce the risk that children with allergies will have an allergy-related event.

Snack/ Shared Food Items

All classroom shared snacks (ex. birthdays, teacher-directed snack days, special group events, etc.) must be prepackaged in a factory sealed bag or container or must come from a licensed bakery. The nutrition label must accompany the snack item. Students are allowed to bring homemade, nut-free items for their personal snack or lunch.

Playground Participation

All students shall play outdoors during supervised play periods unless excused for health reasons by a doctor. Parent notes requesting students to stay in are discouraged. If a student is well enough to be in school, they are assumed to be well enough to go outside for recess. In general, students will be kept indoors when there is excessive rain, snow, or a chill factor below 0° F.

Enrollment/Emergency Card

It is important for school to be able to contact parents throughout the year. It is critical that student information such as, phone numbers, addresses and emergency contacts, is updated regularly in the Campus student information system.

SCHOOL WIDE DISCIPLINE (PBIS)

All students are expected to follow the school's behavior expectations of being safe, respectful and responsible in all areas (ex. hallways, bathrooms cafeteria, playground, bus, etc.). AES will not tolerate behaviors that prevent learning. In addition to whole school behavior expectations and rewards, each classroom establishes rules, rewards, and consequences.

Repeated major or minor disruptive classroom incidents, assault, vandalism, and other severe violations will be handled by the principal and appropriate consequences will be determined. Parents will be contacted according to the school's behavior procedures.

Playground Safety

Students are expected to demonstrate safe, respectful and responsible playground behaviors. Students are expected to report any accidents or problems to the supervisor in charge at the time of the occurrence. This is especially important when an injury may require prompt medical attention.

DISTRICT PROVIDED TRANSPORTATION

The legal responsibility of the district in transporting students to and from school is limited to providing services to their legal residence. Refer to district policy #751 for further information regarding transportation to an alternative site (ex. babysitter).

Emergency Bus Pass

In emergency situations, the district may issue a one-time bus pass to provide transportation services to an alternative site when the following criteria is met:

1. parent request must be submitted in writing or via direct phone contact to the school secretary
2. there shall be no additional cost to the district
3. there shall be no modification or change in any bus route
4. there shall be seating available on the bus being requested

BUS DISCIPLINE

Safety on the bus is the prime consideration for all students. Students are expected to follow the rules for safe, respectful, responsible behavior on the bus. Fischer Transportation, Inc. (715-352-2169) or the school should be notified immediately regarding bus concerns. Inappropriate bus behaviors can result in loss of bus privileges.

WEAPONS

No one shall possess or use a dangerous weapon or look-alike weapon in school buildings, on school grounds, in school vehicles or buses, or on school sponsored activities except when otherwise specifically provided/permitted. This includes firearms, operable or inoperable, loaded or unloaded, BB, spud and pellet guns, explosive devices, ammunition, knife, razor, martial arts equipment, metal buckles, chains, etc. Disciplinary measures will be the responsibility of the building principal and can include suspension, referral to law enforcement, and referral for expulsion.

Additional Policy Information

Reference the Athens School District August 2018 Newsletter or the district website at www.athens1.org for additional policy and procedure information.