

BANGOR ELEMENTARY SCHOOL

PARENT/STUDENT HANDBOOK

19/20

BANGOR ELEMENTARY SCHOOL
701 14th Avenue South
Bangor, Wisconsin 54614
Elem. Office 486-5205
Fax 608-486-4045

District Office 608-486-2331
www.bangor.k12.wi.us

Introduction

This handbook will acquaint you with school policies, the calendar, and staff for the school year. The various sections of this handbook are intended to comply with local, state, and federal laws. If any section of this document is found to be contrary to law or constitutional rights, it shall be revised.

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August 2019

Dear Parents,

Welcome to the 2019-20 school year!

Please come to Open House on Wednesday, August 28th from 5:30 pm - 6:30 pm. This is a great time to meet the teachers and drop off supplies.

Enclosed in this handbook is a lot of important information about our school. Please take the time to read it and share the information with your child(ren). To stress the importance of this information, you will be asked to sign a form saying that you have read it and shared the rules with your child(ren).

Please welcome Mrs. Langrehr, kindergarten, Matthew Jacobson, guidance counselor, Matt Elsen, afternoon/evening custodian.

Library and playground small but significant changes to keep our school looking great!

I am looking forward to working with all of you and keeping Bangor Elementary School a great place to learn. Feel free to contact me if you have questions or concerns.

Sincerely,

Michael Johnson
Elementary Principal

608-486-5206
mjohnson@bangorsd.net

SCHOOL DIRECTORY

District Administrator:	David Laehn
Elementary Principal:	Michael Johnson
School Psychologist/ Special Ed. Services:	Josh Chaplin
Elementary Secretary:	Joyce Schaller
School Nurse:	
Guidance Counselor:	Matthew Jacobson
Maintenance:	Matt Elsen, Tim Gamroth, Mike Stange, (Supervisor)
4-Year Kdg.:	Michelle Lorenz, Lisa Waldenberger
4K & 5K Special Ed.	Tara Jambois
Kindergarten:	Missy Briggs, Sarah Langrehr, Bridget Powers
First Grade:	Jaimi Lamprich, Katie Huffman
Second Grade:	Lindsey Peyton, TBD
Third Grade:	Dawn Paisley, Julie Regan
Fourth Grade:	Kristin Gonia-Larkin, Amy Meyer
Fifth Grade:	Debra Gerke, Nick Meacham, Andrea Rundahl
Reading Specialist:	Diane Weisse
Special Education:	Jeanette Anderson, Anna Dubanowich
Speech/Language:	Karri Bjornstad
Title I:	Diane Weisse, Sheryl Laehn
Art:	Johnnyray Wildt, Dustin Schilling
Media Center:	Kate Olson
Music:	Gwynne Mishler
Physical Education:	Jacob Pederson
Teacher Assistants:	Jeanette Carlson, Joy Crenshaw, Erin Holm, Kathy Koltermann, Laura Nicolai, Rhonda Pickering, Stephanie Steiner
Fifth Grade Band:	Elissa Kinstler - 4th qtr.
Bus Drivers:	Joe Bushmaker, Jeanette Carlson, Ron Copher, Mark Hansen, John Hundt, Rodney Nicolai, Dennis Piper, Diane Rasmussen, Ray Schulz
PTO Officers:	TBD - President, TBD - V.P. TBD - Treasurer, TBD - Sec.
Board of Education:	Julie Meyers - Pres., Paul Wuensch - V.P., Lori Horstman -Treas., Shelly Piske – Clerk, Doug Servais - Dir., Tina Mathison - Dir., Joanne Wilcox - Dir.

SCHOOL HOURS

The school day begins at 8:04 and ends at 3:10. Office hours are Monday-Thursday 7:30-3:30 and Friday 7:45-3:15. Breakfast is served at 7:40.

School Phone 486-5205

School Fax 486-4045

District Phone 486-2331

		<u>Extension</u>
Joyce Schaller	Secretary	205
Michael Johnson	Principal	206
Josh Chaplin	School Psychologist	207 (Elem.) 255 (MS/HS)
David Laehn	District Admin.	202
TBD	School Nurse	208 (Elem.) 250 (MS/HS)

Ext.

Jeanette Anderson	211	Nick Meacham	270
Karri Bjornstad	213	Amy Meyer	266
Missy Briggs	268	Gwynne Mishler	277
Jeanette Carlson	287	Laurie Nicolai	296
Joy Crenshaw	299	Kate Olson	210
Anna Dubanowich	299	Dawn Paisley	272
Michelle Evenson	214	Jacob Pederson	282
Debra Gerke	275	Lindsey Peyton	263
Kristin Gonia-Larkin	286	Rhonda Pickering	211
Katie Huffman	269	Bridget Powers	269
Matthew Jacobson	212	Julie Regan	273
Tara Jambois	296	Andrea Rundahl	271
Jan Kastenschmidt	214	Dustin Schilling	215
Kathy Koltermann	279	Stephanie Steiner	302
Sheryl Laehn	283	Lisa Waldenberger	296
Jaimi Lamprich	264	Diane Weisse	284
Sarah Langrehr	285	Johnnyray Wildt	215
Michelle Lorenz	274		

*Note: Listen for the message and dial the extension of your choice.

E-Mail Addresses

Jeanette Anderson	jsmith@bangorsd.net
Karri Bjornstad	kbjornstad@bangorsd.net
Missy Briggs	mbriggs@bangorsd.net
Jeanette Carlson	jcarlson@bangorsd.net
Josh Chaplin	jchaplin@bangorsd.net
Joy Crenshaw	jcrenshaw@bangorsd.net
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Katie Huffman	kmashak@bangorsd.net
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Michael Johnson	mjohnson@bangorsd.net
Jan Kastenschmidt	jkastenschmidt@bangorsd.net
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Jaimi Lamprich	jlamprich@bangorsd.net
Sarah Langrehr	slangrehr@bangorsd.net
Michelle Lorenz	mlorenz@bangorsd.net
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Nick Meacham	nmeacham@bangorsd.net
Amy Meyer	ameyer@bangorsd.net
Gwynne Mishler	gmishler@bangorsd.net
Kate Olson	kolson@bangor.k12.wi.us
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Julie Regan	jregan@bangorsd.net
Andrea Rundahl	arundahl@bangorsd.net
Joyce Schaller	jschaller@bangorsd.net
Dustin Schilling	dschilling@bangorsd.net
Stephanie Steiner	ssteiner@bangorsd.net
Lisa Waldenberger	lwaldenberger@bangorsd.net
Diane Weisse	dweisse@bangorsd.net
Johnnyray Wildt	jwildt@bangorsd.net

Our Mission:

*Bangor Pride—A Small
School Building Big Futures*

Our Vision:

*An innovative, small school
creating excellence through
personalized learning and
relationships for all*

Do our BEST and be our BEST Every Day!

Visitor Policy

We welcome visitors but we need them to sign in and out at the office during the school day. Visitors should enter entrance A and report to the office. There they will obtain a visitor's pass or badge prior to entering classrooms. This pass should be returned to the office upon checkout. The other entrances are locked during the day.

Traffic Around School

We need assistance in the morning (and afternoon) for the safety of our children. We ask vehicles not to cut in front of buses. Students transported by bus will be dropped off in the loop on the north side of school. Students transported by family should be using the main entrance A on 14th Ave. So. Proceed to the end of 14th Ave. So., turn left onto the drive and pull up to the curb. Use extra precaution for the safety of everyone! Drive slowly and watch for the safety of students. Please do not drop your children off before school in the north parking loop. This should be for buses only.

Arrival and Dismissal

Children may arrive at school at 7:45 a.m. or for breakfast at 7:40 a.m. Anyone arriving earlier may be sent home. There is no playground supervision before this time.

Students that ride the bus are walked directly to the bus by their homeroom teacher. If something comes up or plans change, you must send a note or call the school. We want everyone to arrive at their destination safely, so we cannot rely on the children telling us they will be picked up at the end of the day.

Students that walk or are being picked up line up in the multi-purpose room and are dismissed as soon as the buses leave the elementary school area. Should you wish to pick your child up at 3:10, go directly to the multipurpose room. Do not wait in the hallway by their classroom. You do not need to sign children out at 3:10.

Please remind your children in the morning where you want them to go at the end of the day. Send a note or call the office if your daily routine changes. We do not provide supervision after dismissal at 3:10 pm. Students may remain at school for special programs, work in the classroom, or discipline only if prior arrangements have been made with the child's teacher or other school personnel. Your child's teacher should be informed of the routine you wish your child to follow after school, whether it be to ride a bus, walk, wait to be picked up, attend scouts, 4-H activities, or YMCA child care. Teachers are instructed to send children home according to the routine parents have established unless we receive a note or phone call from the parent stating different plans.

For students to change bus plans parents must phone 486-5205 or send a note to the classroom teacher. We ask you to call prior to 2:45 to insure your child/teacher receive the message.

Kindergarten & 4K Entrance Requirements

Children may enter kindergarten if they have reached their fifth birthday before September 1 and 4-year-old kindergarten if they have reached their fourth birthday before September 1. All children must have immunization records on file which conform with state statutes. A physical is required and a birth certificate needs to be brought to school for verification.

Responsibility for Materials and School Property

Students are responsible for all textbooks, library materials, technology instruments, and other equipment issued to them during the school year. All lost or damaged materials must be paid for.

There is a \$5.00 fee for K-5 students and \$2.00 fee for 4K students due by September 1. This is to help pay for products used during the year. One check may be written for your entire family. Please write checks to Bangor School District.

Attendance Regulations

Regular attendance is a critical factor in academic success. Frequent absences of students from school disrupt the continuity of the instructional process. Please be reminded that if your child is running a fever it is recommended they do not return to school at least 24 hours after it is over. They get little out of a school day with a fever and may cause other students to get sick.

Parents need to call the elementary school office 486-5205 to report your child's absence. If your child will be gone and you know prior to that day, in order for it to be excused you must put it in writing and send it to the office, not just the homeroom teacher. If you need to call before the office is open you may call extension 4 and leave a message. Parents who haven't called in their child's absence will be called at home or at work. This is done as a safety measure.

By state statute a parent or guardian may excuse a child from school up to ten days in a year for any reason. However, the parent must **excuse** the child **in writing prior to the absence**. Please write a note or send an email to the office or Michael Johnson at mjohnson@bangorsd.net.

Every child is expected to attend school punctually. Tardiness interrupts your child's instructional time. It is the responsibility of students/parents to arrive on time. If your child is late, send a note with him/her. Students arriving in class after 8:10 will be marked tardy. Students need consistent attendance in school, so parents are encouraged to schedule vacations and appointments around the school calendar. The homework policy will need to be followed for missed school days.

Truancy is defined as being absent without permission or without an acceptable excuse. Truancy is a serious offense and is subject to municipal and state law.

Truancy tickets may be issued through municipal court and a referral for “habitual truancy” (truant for all or part of 5 or more days in a semester) may be made to the La Crosse County District Attorney. After an excessive number of excused absences during a semester the principal may require a doctor’s excuse for further absences.

Homework requests can be made by calling the teacher or elementary office. If a student is absent, he/she will have two days per day absent to make up missed assignments.

Food Service Program

The elementary school offers lunch and breakfast to students. Milk is available during meals and at nutrition break. Payment for meals and milk may be made at school. Please send the money or check in an envelope labeled lunch or milk money and include your name and name of student.

A computerized lunch accounting system is used. Each child enters a four-digit meal code onto the computer and is charged for lunch or milk. Parents are required to pay in advance for the meals children eat. All payments are put in a district family account. Therefore, one check covers all meals eaten at the elementary, M.S. and H.S. Checks may be sent to either school. The quarterly charge for milk break will be deducted from the family account if your child participates in the program. Milk break will be \$15.75 per quarter of the school year (K-5 grade) and \$6.30 (4K). The milk charge will be deducted from your account Sept. 3, Nov. 1, Jan. 21, and March 30. Students may purchase a separate carton of milk for 50 cents at mealtime, although a carton is served with hot lunch and breakfast.

Online Payment

Parents can now pay school fees or add money to their child’s food service account online through our new Bangor School District’s Web Store. Parents can make payments online while on their home or work computer, anytime of the day.

It takes just a few minutes to make an online payment using VISA, Mastercard, or Discover credit or debit cards. Payments will be processed on a secure site, powered by RevTrak. A link for more detailed instructions on making your online payment will be added to our website, www.bangor.k12.wi.us, once the online payment option setup is complete.

A computer and swipe card will be available in the office during registration. Visit www.RevTrak.com to learn more about our new online payment processor.

To help you keep track of lunch/breakfast costs we have a monthly plan you may want to follow.

Lunch Costs \$2.75

Sept.	20 meals x \$2.75 = \$55.00	Feb.	17 meals x \$2.75 = \$46.75
Oct.	22 meals x 2.75 = 60.50	Mar.	20 meals x 2.75 = 55.00
Nov.	15 meals x 2.75 = 41.25	April	20 meals x 2.75 = 55.00
Dec.	14 meals x 2.75 = 38.75	May	19 meals x 2.75 = 52.25
Jan.	21 meals x 2.75 = 57.75	June	3 meals x 2.75 = 8.25

Breakfast Costs \$1.50

Sept.	20 meals x \$1.50 = \$30.00	Feb.	17 meals x \$1.50 = \$27.00
Oct.	22 meals x 1.50 = 33.00	Mar.	20 meals x 1.50 = 25.50
Nov.	15 meals x 1.50 = 22.50	April	20 meals x 1.50 = 25.50
Dec.	14 meals x 1.50 = 21.00	May	19 meals x 1.50 = 28.50
Jan.	21 meals x 1.50 = 31.50	June	3 meals x 1.50 = 4.50

Adult lunch = \$4.25 Adult breakfast = \$2.75 Feel free to join us!

When your child has a low balance \$5.50 (enough for two meals) his or her hand may be stamped with a lunch smile. This indicates a reminder to send money.

Families that may qualify for free/reduced lunches may contact the school for a form to fill out. If your financial status changes throughout the year, a form can be filled out at that time. The Bangor School Board asks that you please fill out an application for free or reduced lunches and breakfasts if you qualify. Some federal and state funds are based upon the number of residents who qualify for free and reduced meals. These funds assist our school district as well as your family. We have a computerized system; therefore information is confidential and children are not identified. If you qualify it would help your family and the School District of Bangor in regard to state and federal aids.

You need to reapply for meal benefits each year.

Should your child bring a cold lunch to school, it should not include soda pop.

Meal menus are sent home in Friday Folders and on the school website.

Parents are invited and encouraged to attend lunch with their children on any given day.

A call to the kitchen (486-5214) will help the cooks know how much food to prepare.

Bangor Elementary School Discipline

It is the belief of the Board of Education of the School District of Bangor that each individual should be accepted into the educational program as he or she is. It is also the belief that the student shall be provided with a stimulating environment and optimum opportunities for learning so that each student can realize his or her maximum mental, physical, emotional, and social development.

The Board also believes that the primary obligation for developing self discipline, responsibility, and respect for other people rests with the home and parents. Children who have developed these qualities usually progress well in school. The school is also concerned with the development of attitudes, habits, and behavior and must provide a proper climate for learning. Therefore, it strives to work cooperatively with parents in the pupil's development. Teachers want all students to learn, but their efforts can be thwarted by disruptive students. When students do not follow the rules of proper conduct, the school has a responsibility to take action in the interest of those students and the other students and staff in the school. In order to meet this shared responsibility for the maintenance of good behavior....read on;

Bangor Elementary School is a P.B.I.S. (Positive Behavior Interventions and Support) school. Information about that will be given to each family via Friday folders in September 2019.

Parents/Guardians should strive to....

*have my child come to school ready to learn

- with adequate sleep
- with adequate nutrition
- with adequate medical care
- with adequate clothing
- with my sensitivity to his/her emotional needs

*promote learning

- by creating a positive learning and study environment at home
 - *quiet place to study
 - *minimal television and video games
- by modeling lifelong learning
- by providing reading and educational materials
- by having high expectations for my child

*communicate with school staff

- by attending conferences
- by reading ALL materials sent home
- by taking initiative to contact staff if need arises
- by following the grievance procedure if I have a problem

*support the school and staff

- by supporting school discipline policy
- by not disparaging staff and school in front of my/other children

Students should strive to....

- *attend all classes daily and on time
- *be prepared with appropriate working material
- *be well groomed and clean
- *follow the rules and regulations of the school and bus

Educators should strive to....

- *provide clear classroom rules
- *vary techniques, materials, and pace of instruction to meet students' needs
- *communicate regularly with parents
- *teach the curriculum specified for each grade level
- *involve the community in school activities
- *promote high standards for learning
- *equalize opportunities for students
- *participate in staff and curriculum development
- *use adequate materials and supplies
- *provide a safe environment
- *develop community relations

Community members should strive to....

- *respect, encourage, and support students, families, and teachers
- *be an active, contributing partner with the schools
- *make Bangor a safe and exciting place for students, families, and teachers
- *support learning regardless of where it occurs
- *provide jobs and post-high school opportunities

The Bangor Elementary School staff believes that in the spirit of cooperation with parents, we can maintain an atmosphere conducive to learning. We believe we have the right to expect appropriate behavior from all students.

Bangor Elementary School Rules

Be Respectful
Be Responsible
Be Productive
Be Safe

The development of responsible behavior and self discipline among students occurs at two levels within a school. First, the classroom teacher must assume the primary responsibility for gaining respect and maintaining cooperation. Each teacher must apply a carefully thought out approach to classroom discipline and administer it with a sense of fairness and consistency.

At other times, disciplinary problems occur which are beyond the scope of the classroom teacher's area of responsibility (i.e., before and after school) or are of serious enough nature to require further assistance. Through the administration of the school-wide discipline program, the principal sets the tone for acceptable behavior throughout the school and campus. The principal will also insure fair treatment, consistency and due process.

Safety Patrol Program

The Bangor Safety Patrol Program provides safety to young children crossing streets on their way home from school. This program not only promotes school safety but also volunteerism, leadership, problem solving skills, assertiveness and cooperation skills for the students involved. Students in 4th and 5th grade can sign up for this job if they walk or bike home from school.

Report Cards

Parents will be kept informed of their child's progress through report cards and trimester progress reports. Report cards are issued Dec 13, March 19, and June 4.

In coordination with the Wisconsin Student Assessment System, teachers are developing techniques for improved assessment. We utilize portfolios which contain samples of student work and progress. We provide the Smarter Balanced Assessment in Reading and Math in grades 3, 4, 5. In 4th grade the Wisconsin Forward Exam is given for Social Studies, Language Arts and Writing. Results are returned and reported in the spring. We utilize reading assessments for consistent progress monitoring.

Grading Scale

5th Grade

100-99	A+
94-98	A
92-93	A-
90-91	B+
85-89	B
83-84	B-
81-82	C+
76-80	C
74-75	C-
72-73	D+
67-71	D
65-66	D-
64 & below	F

4th Grade

94% & above	E
92-93%	E-
90-91%	S+
83-89%	S
74-82%	S-/I
73% & below	N

Parent/Teacher Conferences

Communication is an essential part of the educational program. It is very important for parents to keep in close contact with their child's teachers concerning progress. A parent/teacher conference is scheduled for each child twice a year. Parents are urged to make every effort to attend this conference. Individual conferences may be scheduled at other times during the school year when needed. Please contact your child's teacher to meet as you feel necessary.

Parent/teacher conferences are designed to provide the following:

- a. An update of a child's academic and social development.
- b. An opportunity for parents to share concerns about their child.
- c. A mutual discussion of a child's strengths and weaknesses.
- d. A chance to cooperatively develop plans and goals for the child's continued growth.

Emergencies: Snow, Fire, Tornado

If weather becomes threatening prior to the beginning of classes, school may be delayed or canceled. Announcements of school closings will be made on television and the following radio stations and websites by 7:00 a.m. : WCOW, Sparta, 1290 AM or 97.1 FM; Z-93 FM, LaCrosse; WKTY 580 AM LaCrosse. If the weather should deteriorate during the day resulting in early dismissal, an announcement will be made on the radio stations indicated above. **Please do not call the school unless it is an emergency.** If the phone lines are tied up, the school may not receive necessary information.

In the event of an emergency such as fire or tornado, the cooperation of all students is a necessity to ensure the safety of everyone in the building. Emergency plans and drills are used to ensure the safety of all students.

Transportation

Safety is the first consideration in our pupil transportation program. Safe transportation along with efficient and economical transportation are the objectives of our student transportation program.

In order to achieve this three-fold goal the School Board has adopted the following BUS RIDER RULES:

BEFORE LOADING THE BUS:

1. Be on time! Keep the bus on schedule.
2. Wait for the bus at a designated place (loading zone); stay off the streets and highways.
3. Do not move toward the bus at the loading zone until the bus comes to a complete stop.
4. If there are five or more pupils waiting to board a bus, the pupils are to form a single line.
5. Do not push or crowd while entering the bus.
6. Younger students are to be allowed to get on the bus first at all morning loading locations.

ON THE BUS:

1. The school bus is an extension of the classroom. Consequently, the student is answerable to school authorities for conduct during the bus ride to and from school.
2. Students are to be courteous to the driver and to the bus riders and obedient to the driver at all times, recognizing the driver's authority while on the route.
3. The school bus is valuable property, purchased and maintained at considerable expense. No vandalism can be tolerated.
4. Shouting, loud talking, and unnecessary confusion tend to divert the attention of the driver and thus increase the chance of an accident. Activities that unnecessarily divert the attention of the driver are prohibited.
5. Do not extend arms or head through window openings.
6. Remain seated while the bus is in motion, except when departing or entering.
7. Remain in the bus in case of a road emergency unless directed by the driver to do otherwise.
8. Help keep the bus clean, orderly, reasonably quiet, and above all, help prevent accidents.

AFTER LEAVING THE BUS

1. Do not leave the bus at places other than the regular stop unless permission has been given in advance by parents and school officials.
2. Very Important: Cross the highway in front of the bus, at least ten feet ahead of the bus, and only after the proper signal from the driver. (Crossing the highway after leaving the bus is the most hazardous portion of your bus route).
3. Very Important for all students: Do not pick up crayons, pencils, or anything that may have fallen in front of the bus or that lies underneath the bus. The driver cannot see students in these positions and a very serious accident might occur.
4. Above all, do what you can to help prevent accidents. Our safety record to date is excellent. We can maintain our excellent record if all of us keep working for safe transportation.

ON EXTRA-CURRICULAR TRIPS

1. The above rules apply to all school sponsored trips.
2. Roll call will be taken before departure and at each and every bus stop where riders are permitted to get off the bus.
3. Riders who commence the trip on a school bus must return on the same bus unless previous arrangements have been made with chaperones and administrators.
4. Chaperones may adopt additional rules for riders on extra-curricular trips.
5. Chaperones may not bring other family members with them as their responsibility is to the group they chaperone.

Please review the above bus safety rules with your child even if he/she walks. Field trips requiring buses are scheduled; therefore, students need to know the rules. The drivers or supervisors may make written referrals to the principal if a child is a continued threat to the safety of other children. Each referral will be addressed by the principal. Questions about referrals should be asked of the bus driver first, before contacting the principal.

Riding the bus is a privilege, not a right.

Violations of the bus rules may result in the following disciplinary action:

- 1st offense Child meets with principal and parent receives a copy of referral
- 2nd offense Parents contacted and parent receives a copy of referral
- 3rd offense Parents contacted, expelled from the bus one day
- 4th offense Parents contacted, expelled from the bus three days
- 5th offense Parents contacted, expelled from the bus two weeks
- 6th offense Parents contacted, expelled from the bus - rest of semester

If a child is having a friend over after school and wishes transportation on the bus a note is also required.

Health - School Nurse

The school nurse serves the two school buildings in the Bangor School District. In addition to promoting wellness and safety, the nurse supervises the care of ill and injured students, supervises the distribution of medication, reviews immunization records, and conducts hearing and vision screenings.

At the beginning of the school year, you will be asked to complete a confidential health information form and an emergency information card. Please fill this out carefully noting on the back of the card the health information section. Note any health conditions, allergies, medications or concerns that you have in regards to your child's health. The nurse at the beginning of each school year reviews these cards. **If your child is diagnosed with a new health condition or if there is a change in your child's condition during the year please notify the nurse at that time.**

Allergy Awareness

Due to the number of staff and students with food allergies, all treats/snacks brought to the elementary school will require a list of ingredients. In addition, scented lotions and sprays are discouraged during class and school sponsored activities.

Medications

Designated, trained school staff will administer medication to students that must be given at exact times during school hours. The school district requests that students who need medication three times a day, for example, take it before school, after school, and at bedtime, when possible.

There must be a completed medication administration form on file before any medication, prescription or over-the-counter, will be administered. This includes cough drops, Tylenol Jr., and Ibuprofen Jr., etc. The medication administration form is available to print from the Bangor School District website www.bangor.k12.wi.us on the Health Services tab and in each school's main office.

All medications (prescriptions, over the counter, cough drops) must be provided in the original container with the child's name, medication name or list of ingredients, instructions for administration, and expiration date clearly visible. A practitioner's signature is required for all prescription medications and for all over-the-counter medicines when a dosage exceeds the manufacturer's therapeutic dose. All practitioner's offices have the medication administration form. Your child's practitioner can fax the form with their signature to the elementary school at 608-486-4045 or the high/middle school at 608-486-4587.

The nurse's office has some over the counter medications available for children. If necessary, we may ask you to supply an over the counter medication depending on your child's needs.

Illness

Parents are urged to take care of minor injuries and illness, which occur at home. Please make sure students have a good breakfast and investigate their complaints if they are feeling ill in the morning. Per School District Policy your child needs to stay home from school if:

- 1.) They had a fever of over 100.0 degrees in the past 24 hrs.
- 2.) They have had vomiting or diarrhea in the last 24 hours.
- 3.) They have been diagnosed with pinkeye or strep throat; they need to be on the appropriate prescribed medication for 24 hours before they return to school.
- 4.) If they have a rash that is open and draining.
- 5.) If they have any rash and a fever.
- 6.) If they have a cough that is harsh and frequent it is recommended that the student stay home a day or two to rest. A student who is coughing frequently is unable to pay attention to their lessons and will likely get other students ill as well.

When you call into the school office to notify them that your child will be absent provide the specifics of the illness. We are required to do weekly reporting to the County Health Department about illness statistics, the number of cases of influenza, strep throat, etc. Your cooperation will help us give accurate information. We also need parents to notify the school office if your child has a communicable disease like chickenpox, head lice, scabies, impetigo and pinkeye. We can watch for similar symptoms in classmates and possibly prevent an epidemic.

If your child becomes ill at school, we will notify you. If we cannot reach you, we will use the emergency contact information you have provided. Please remember, we cannot keep seriously ill children at school.

It is the responsibility of parents to give us current phone numbers for emergency purposes. Let us know when home, work or cell phone numbers are changed or have been disconnected. The same applies to emergency contact numbers.

Please also note that if the child comes to school, they will go out for recess. Exercise and fresh air are part of their daily schedule.

Each year children in kindergarten and first grade are screened for possible hearing problems. Children in kindergarten and first grade who have not had a vision exam in 6 months, are screened for possible vision problems. Parents are notified by letter when a further examination is necessary.

Accidents

If your child is injured at school, we will make him/her comfortable and then call you if a serious injury has occurred. If you cannot be reached, we will attempt to contact the emergency number you have provided.

All students, K-12 are included under Student Assurance Service Inc. at no direct cost to the parents. This is a supplemental insurance for students. No medical examination is required of the pupils for the coverage. It is important to note that eye glasses are excluded from coverage. Pupil accidents that occur on the school premises during school hours are covered by our pupil accident plan.

Accidents should be reported to the proper indoor and outdoor supervisor.

Student Immunization Law Age/Grade Requirements

2014 and Beyond School Requirements

The following are the minimum required immunizations for each age/grade level. It is not a recommended immunization schedule for infants and preschoolers. For that schedule, contact your doctor or local health department.

Age/Grade	Number of Doses				
PreK (2yrs. through 4 yrs.) Var	4 DTP/DTaP/DT	3 Polio	3 Hep B	1 MMR	1
Grades K-5	4 DTP/DTaP/DT/Td	4 Polio	3 Hep B	2 MMR	2 Var

The Bangor School District requires Student Immunization Records for **4 year old Kindergarten, 5 year old Kindergarten, and new students entering the district** per Wisconsin State law 252.04 and 120.12(16). If your child receives any new immunizations during 1st-5th grades, please submit an updated Student Immunization Record to the school nurse.

Cold Weather Policy

Students should dress appropriately for cold weather. **Unless weather is extreme, all children will be expected to remain outside during recesses, unless they have an excuse from the doctor. If the temperature is below zero or the wind chill is below zero students will not go outside.** Hats, scarves, coats, snow-pants, boots, and mittens are necessary items for Wisconsin winters. Children will be expected to have all of the above items each day from the first snowfall. It is the parent's job to provide the clothing. It is the child's responsibility to wear the clothing. The parents of any child who frequently dresses inappropriately for the weather will be contacted by the child's classroom teacher or principal. In the event that you are unable to provide caps, mittens, boots, etc. for your children, please contact the principal or your child's teacher. We may be able to assist you as donations of gently used clothing are available. Periodically checking our lost and found can help you locate missing articles of clothing. The lost and found is across from the school psychologist's office. COME PREPARED TO BE OUTSIDE EVERYDAY. ONLY EXTREME WEATHER FACTORS WILL KEEP YOUR CHILD INSIDE FOR RECESS ALL DAY.

Dress Code

The community takes pride in the appearance of it's youth. The staff feels there is a high correlation between dress and attitudes. Students who are proud of their appearance usually take pride in their behavior as well. Students are encouraged to be clean and dress comfortably. (Parents should be aware of their children's attire and make sure clothing is appropriate for school.) The appearance and clothing of the student should not cause interference or disruption of the learning atmosphere of school. Safety is our #1 concern. The school reserves the right to ask a child to change.

1. Shirts with designs or writing on them should not be offensive (for example, profanity or alcohol and tobacco promotions).
2. Caps, hats, and scarves must be removed from the head upon entering. (unless medical or religious reasons apply).
3. Slip on shoes and clogs are discouraged during recess and physical education classes. Pre-K -1st grade flip flops are strongly discouraged. Safety is our #1 concern and we recommend athletic shoes for recess and they are required for P.E. class. Heelies are not allowed.
4. Tennis shoes (non-platform) are required for physical education classes. Students are encouraged to leave tennis shoes at school labeled with their name.
5. All students will be expected to wear boots when snow is on the ground.
6. When the weather is warm students are allowed to wear shorts as long as they fit properly. We try to go outdoors for recess each day.
7. Perfume/Cologne, hair color, and body spray are not appropriate for elementary school and are strongly discouraged.
8. All rooms are air conditioned. Students may want to have a sweater or sweatshirt available.

Personal Items

Students should leave personal items at home unless requested by a teacher for show and tell or a special project.

Responsibility

Students often take school materials home for homework. We strive to teach students to be accountable for their work and materials.

Media Center

Student check out policy: Students may check out books during library classes or during other times there is supervision in the library. Books may be checked out for a two-week period. Books may be renewed as long as there are no holds on the item. A list of items checked out will be sent home frequently in Friday Folders.

- **4K** – 1 book checked out per library visit (maximum 2 out at a time)
- **K** – First ½ of the year – 1 book checked per library visit (maximum 2)
 - Second ½ of the year – 2 books checked out per library visit
 (maximum 3 out at a time)
- **Grades 1-5** – 2 books checked out per library visit (maximum 5 out at a time)

When a student reaches the maximum limit or there is an overdue or lost book, students can still check out during library class, but the book will remain in his/her classroom rather than going home with the student. This will continue until other books are returned. A book bag will be given to the classroom teacher to store these books, and a red bookmark will indicate the book needs to stay at school.

School Volunteers

There are many times when the school staff welcomes volunteer help. During the school year, for example, we need help for both hearing and vision screening. In many cases, special events and programs could not take place without volunteers. If you are interested in volunteering, please contact your child's teacher, principal and complete the volunteer survey. Please request a copy of our volunteer policy. Any volunteers also have to have signed the volunteer service form available from the office.

Pets

Children are encouraged not to bring pets or other animals to school unless prior arrangements have been made with the classroom teacher.

If a pet or other animal is brought to school for a special presentation, a parent is expected to bring the pet for the presentation and take it home. Wild animals are strictly forbidden. The La Crosse County Health Department finds it a public health threat to bring wild animals into the classrooms because they are potential carriers of disease.

Field Trips

Your child's teacher may arrange field trips during the school year to enhance classroom learning. Students must have written permission from a parent or guardian to attend field trips other than walking field trips. Good behavior on the bus is expected. Students who are not given permission to go on a field trip will be provided with work to do at school. Chaperones are often requested by teachers to supervise students during the trip. Parents/guardians will be the chaperones (no siblings) which may be chosen by a drawing if we have more parents interested than needed.

Use of the Telephone

Students may bring cell phones to school but they must be turned off during the school day. If parents need to contact their child during the day they should call the office.

The telephones in the school are for school business. Students should not ask to use the phone except in cases of emergencies. Students who are going to another student's home or staying after school for an activity must make arrangements before coming to school. Students staying after school for an activity must bring a note from home or contact the office.

When it is necessary to ask for the use of the phone, the specific reason for the request should be made. When parents call, it is best if they do not ask to speak directly to their children. We do not want to interrupt instruction. Please leave a message with the school secretary, and it will be relayed to your child.

Boxtops, Pop Tabs

Please continue saving Box Tops for Education and Pop Tabs. Thank you for your time and help.

PTO

Parents are encouraged to join our parent teacher organization. Meetings are held at 7:00 pm the third Monday of each month. You will find it rewarding to plan activities for the children, staff and families. In order for success all parents are urged to volunteer or help out when needed. Your student benefits by your involvement and knowledge of school events.

PARTY INVITATIONS

Parents are asked not to send party invitations or come in to distribute them. We do not promote the hurt feelings that are caused by students not receiving invitations and students not having a party for their birthday. Please find other means like the postal system to distribute them. Being excluded from social gatherings can be painful for children, especially if such information is commonly known.

NONDISCRIMINATION POLICY

It is the policy of the Bangor School District that no person shall, on the basis of race, color, national origin, sex, age, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity, or in employment.

All vocational education programs follow the district's policies of nondiscrimination on the basis of race, color, national origin, sex, age, or handicap. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation.

Any questions concerning Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, or Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to:

Dave Laehn, Superintendent
District Office
700 10th Ave. South
Bangor, WI 54614

Phone: (608)486-2331 Ext. 202

Complaint Procedure

When a parent/guardian or citizen has a concern about a school-related matter, he/she should follow these procedures when filing a complaint:

1. If the concern is with a teacher and/or classroom service:
 - a. A conference with the teacher should be scheduled at a mutually convenient time. The matter should be discussed openly and frankly.
 - b. If the complaint is not resolved in a conference with the teacher, the matter should be discussed with the building principal. In certain cases, a letter may be requested by the building principal.
2. If the concern does not involve a teacher or classroom service (e.g. food services, transportation services), the complaint should be referred to the administrator and/or employee responsible for the area.
3. Most concerns can be resolved at the school level. However, if further steps are necessary, a parent/guardian or citizen may contact the district administrator. The building principal may be included in any discussion with the complainant.
4. If the complainant is not satisfied with the decision and/or action by the district administrator, he/she will be given an opportunity to appear before the board. Requests to appear

before the board should be made to the district administrator.

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INTERNET POLICY

The internet links thousands of computer networks around the world, giving Bangor Elementary School students access to a wide variety of computer and information resources.

Although children will be introduced to and use the internet in a classroom setting, she or he may also have individual access to materials under the direction of staff in a supervised setting. Since students may have access to materials which is beyond the school district's control, a parent or guardian must sign the Parent/Guardian Internet Individual Access Consent Form, requesting that his or her child have or not have individual access to the Internet.

Some sites accessible via the internet may contain material inappropriate or inaccurate for educational use in a PK-12 setting. The School District of Bangor does not condone the use of such materials and does not permit usage of such materials in a school environment.

All students accessing the internet will have discussed the Code of Conduct including the School District of Bangor Telecommunications Acceptable Use Guidelines. Internet access is a privilege and not a right.

Students use iPads at school. Parents sign the "Student Computer/Internet Access Consent Form" that includes information about iPads and Internet use at school.

Search of School Building or School Property

By School Administrators

The school administration maintains some control over desks and equipment loaned to students. The principal may search a desk if he/she has reasonable and/or probable cause to believe that missing school materials or items that would endanger the health or safety of the school population may be present.

Weapons on School Premises

It is the policy of the School District of Bangor, Wisconsin to provide a safe and healthy environment for all persons on its premises or attending any of its activities or functions. To aid in reaching that goal the district shall strictly enforce a policy that no person shall possess, use or store a weapon on school property, school buses or at any school-related event.

This prohibition does not apply to:

- a. Law enforcement officers discharging their official duties.
- b. Military personnel who are armed in the line of duty.

- c. Weapons properly registered and handled during community use of school facilities, i.e. Hunter Safety course instruction or a starter pistol for sporting events.

A dangerous weapon is defined in state law as any object that by its design and/or use can cause bodily injury or property damage. This includes but is not limited to guns, including BB and pellet firing guns, knives, razors, karate sticks, nunchaku, metal knuckles, chains and similar items. A weapon is defined as any facsimile firearm such as a toy, starter pistol or other object that can't be perceived as an actual firearm.

Any student violating this policy will be subject to penalties outlined in state law and suspended and/or expelled from school. Parents/guardians and law enforcement officials will be notified. Weapons will be confiscated by the district. Students with EEN will be included under PL 11.13(4) and (5).

Any other person violating this policy shall be referred to law enforcement officials for prosecution.

Class Assignment Policy

The final decision on classroom assignments is the responsibility of the building principal. The procedures that help in that decision making process involve the consideration of a number of factors:

1. The need to balance as nearly as possible the number of students in each classroom.
2. The need to balance as nearly as possible the number of boys and girls in each classroom.
3. The need to balance a variety of student abilities.
4. The distribution of special needs students between classrooms in order to maximize instructional time.
5. The separation of students who do not work well together either for academic or behavioral reasons.
6. The separation of students from the same family.
7. The matching of specific learning needs and teaching styles.

Occasionally parents may wish to make a request based upon the needs of their child as they perceive them. Such requests must be made in writing to the principal no later than April 15 of the preceding school year. A form is available in the office. The information provided will be used by the staff along with the above considerations, in the placement decision, but is not a guarantee. Classroom assignments will be published no later than 2 business days prior to the first day of school. Once published, assignments are not subject to change by parental request.

