

Athens Elementary School Student Handbook 2019-20



Athens Elementary School
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DISTRICT 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.

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.

ATTENDANCE/TRUANCY

Regular attendance is essential to a child's success in school. 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 surpass five or more days, subsequent attendance notifications, and/or principal communications.

Steps for reporting an absence:

- 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. (Contact may be made by Campus Messenger.)
- To support student success, students are responsible for obtaining assignments prior to, or following, absences.
- Parents are encouraged to notify the school prior to any planned absences. Please refer to the school calendar to schedule family vacations or appointments to avoid student absences.

ARRIVAL AND DISMISSAL

School hours for students are from 8:00 a.m. to 3:00 p.m. Please refer to the district calendar for no school dates and/or early release dates and times. 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. Students arriving after 7:55 a.m. must enter through the main office doors.

If there is a change in a student's regular arrival or dismissal routine, contact the Main Office (257-7571) in a timely manner so proper communication can be given to teachers, bus company, supervisors, etc. If a student needs to leave during school hours, he/she must be signed out of the office by a parent/guardian. Notification must be made via phone or written notice by parent/guardian if a student is to be released to a designated guardian. Students must be signed into the office by the parent/guardian or designated guardian if arriving after 8:00 a.m.

Daily Arrival Procedures

- There is no parking on the North side of Maple Street during school hours.
- Only students will be allowed entrance at door D during arrival times. All other parents/visitors must enter through door A and follow visitor procedures.
- All student walkers will enter the building between 7:30-7:55 a.m. through door D or door G (gym door) under the supervision of an AES staff member.
- All students dropped off between 7:30 -7:55 a.m. by parents/guardians will enter the building under the supervision of an AES staff member at doorway D.
- For the safety of all, drivers need to pull up to the curb on the North side of Maple Street and have students exit the vehicle on the curb side. Drivers must carefully pull away from the curb and circle around the school parking lot and exit on Maple Street.

Daily Dismissal Procedures

- There is no parking on the North side of Maple Street during school hours.
- Dismissal at door D is for students only. All other parents/visitors must enter through door A and follow visitor procedures.
- All student walkers will be supervised by door B and will be released from doors A or B after buses have departed
- Students picked up at the 3:00 p.m. dismissal time (12:25 p.m on early release days) will exit the building at door D under the supervision of an AES staff member.
- For the safety of all, drivers must park in the parking lot or on the south side of Maple Street. Students transported in vehicles 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.

Important If early dismissal is necessary due to inclement weather, students will be sent home via their daily routine unless school is notified by a parent regarding alternate arrangements.

Morning Routine Expectation

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. In inclement weather, students will be directed to another designated area. No students will be allowed in the hallways or classrooms before 7:55 a.m. unless directed by school staff. Staff have morning duties, meetings and/or are preparing for the school day. Please be considerate and schedule other times to communicate with staff.

VISITOR PROCEDURES

Parents or visitors are welcome at Athens Elementary School during school hours to visit, have occasional lunch, or participate in educational activities. Visitors must enter through the main office door (door A) to sign in and receive a "Visitor" badge. When a 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.

SCHOOL CLOSING

Inclement weather or other emergency notifications will be made through the Infinite Campus system. (Electronic notification options can be customized through Campus Parent Portal.) 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 due to inclement weather, students will be sent home via their daily routine unless school is notified by a parent regarding alternate arrangements.

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.

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 Campus Parent 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

Pride is taken in the appearance of AES students. All students are expected to come to school appropriately dressed and groomed. Clothing must be laundered and suitable for school activities and may not disrupt the learning environment. Clothing with alcohol, drug/tobacco labels, or inappropriate wording/symbols are considered inappropriate at AES. 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 (hats, mittens, boots, snow pants, jacket, ect.) for outdoor activities. These items need to function properly. 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 phones, tablets, computers, etc.) and trading cards are advised to be left at home. If a child would like to bring a pet to school, arrangements must be made in advance with the child's teacher. The District shall not be responsible for the safety or security of any personal belongings students 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.

HEALTH AND SAFETY EXPECTATIONS

The School District of Athens has a health aide and school nurse on staff who can be contacted for any student health concerns. Students who become ill at school will be assessed. For the health and safety of all, a parent/guardian will be contacted to take a student home if the student's temperature is over 100°F, vomiting, has diarrhea, has an undiagnosed rash, or is considered too sick to be in school. It is the parent/guardian's responsibility to ensure the school has adequate updated emergency contact information.

If 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. 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.

Medication at School

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

- **Prescription Medication:** An updated medication consent form must be completed each year and must include signatures by parent and physician.
- **Nonprescription Medication:** An updated form must be filled out each year with directions and signature of the parent.
- **Tylenol/Benadryl/Tums Medication:** Parent permission must be granted (via yearly health enrollment form or written or verbal directive) to dispense to students.

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 has 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. birthday treats) must be prepackaged in a factory sealed bag or container or must come from a licensed bakery (ex. homemade cupcakes/cookies are not acceptable). The nutrition label must accompany the snack item. Students are allowed to bring homemade, nut-free items for their personal snack or lunch.

Recess Participation

All students are expected to participate during supervised outdoor play periods unless excused for health reasons by a doctor. Parent notes requesting students to stay indoors are discouraged. If a student is well enough to be in school, they are assumed to be well enough to participate outdoors for recess. In general, students will be kept indoors during inclement weather and when the chill factor is below 0° F.

SCHOOL WIDE DISCIPLINE (PBIS)

*Refer to the Athens Elementary School Behavior Handbook for more details.

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.). Students are expected to report any accidents or concerns to an adult supervisor at the time of the occurrence (teacher, staff, bus driver, etc.). This is especially important when an incident may require prompt medical attention.

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. (bodily impersonation of weapons - ex. using fingers in a gun formation). Disciplinary measures will be the responsibility of the building principal and can include suspension, referral to law enforcement, and/or referral for expulsion.

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.

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.

ADDITIONAL POLICY INFORMATION

Reference the Athens School District August 2019 Newsletter or the district website at www.athens1.org for additional policy and procedure information.