WUSD ELEMENTARY SCHOOL HANDBOOK

Douglas Elementary School	1101 Prospect St.	920-262-1495	Mrs. Emily Lessner, Principal
LEAP Elementary School	W4712 Cty Trk Hwy O	920-925-3712	Mrs. Kayla Wendt, Principal
Lincoln Elementary STEM	210 N. Montgomery St.	920-262-1465	Mrs. Kayla Wendt, Principal
Schurz Elementary School	1508 Neenah St.	920-262-1485	Mrs. Casey Rusch-Weiland, Principal
Webster Elementary School	634 S. Twelfth St.	920-262-1490	Mr. Brad Clark, Principal

SCHOOL HOURS

4K – Grade 5
Monday, Tuesday, Thursday, Friday: 7:55 AM.-3:00 PM
Wednesday: 7:55 AM-2:00 PM

OFFICE HOURS 7:30 A.M. - 4:00 P.M.
(Hours may vary from building to building)

NON-DISCRIMINATION

It is the policy of the Watertown Unified School District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, career and technical education, co-curricular, student services, recreational, or other programs or activities because of the student's sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by S.118.13, Wis. Stats. If you have questions about procedures or wish to file a grievance, please contact the Director of Student Services and Special Education.
WUSD Board Policy #5360 and 5360.1

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ELECTRONIC SURVEILLANCE

Video surveillance equipment is installed and running both inside and outside of the WUSD elementary schools. The purpose of having this equipment is to protect the school building and to enhance safety for students, staff, faculty, and visitors. The following guidelines exist for the use of such equipment:

- Camera placement and use allows the recording of students, staff, faculty, authorized visitors, and other persons present on school grounds.
- School administrators may, in accordance with state and federal law, use video images to investigate student behavior and support student discipline, including suspension and expulsion proceedings. If appropriate, video images may be disclosed to law enforcement representatives in connection with the investigation and/or prosecution of suspected criminal activity. Disclosure of video images in a civil action or administrative proceeding shall not occur absent service of a valid subpoena.

WUSD Board Policy #3516

STUDENT RESPONSIBILITIES (CONDUCT and HOMEWORK)

Students at Watertown elementary schools are expected to conduct themselves in an orderly fashion that does not interfere with the education or safety of fellow students.

Our school staff members teach, model, and reinforce expected, school-appropriate behavior continuously throughout the school year. Our goal is for all students to demonstrate behaviors that will result in a positive learning environment for everyone and that will not interfere with the rights or property of others. This applies during all school hours and activities as well as the trip to and from school.

Each elementary school has a set of rules and procedures for student conduct that it distributes to students and their parents/guardians at the beginning of the school year. We ask that parents/guardians review this information with their children.

Homework is assigned to help students become more self-reliant, to improve skills taught, to learn to work independently and to complete assigned projects. Students will be allowed to make up work missed during an absence. Arrangements for make-up work must be made with the teacher. It is recommended that students and parents/guardians assume the responsibility to arrange for make-up work in advance, whenever possible.

WUSD Board Policies #5309, #5309.1, #5309.2

ARRIVALS

The elementary school day begins at 7:55 AM; students head to their classrooms between 7:50-7:55 AM. Please do not have your children arrive at the elementary building before 7:45 AM, unless they are having school breakfast (*students having breakfast may arrive at 7:35 AM*). Adult supervision begins at 7:45 AM at designated entrances, and adhering to arrival times will help to ensure the safety of our students.

DEPARTURES

Once students are in attendance for the day, they are excused to leave school only upon the request of a parent or legal guardian. Students leaving school prior to the regular dismissal time must be signed out in the main office.

School ends at 3:00 PM. Transportation arrangements home should be made so students leave no later than 3:15 PM. We do NOT have after-school supervision on campus. To avoid confusion and stress for students, we ask that parents/guardians maintain regular pick-up routines as often as possible. If a change needs to be made to a child's after-school plan, please notify the school office via phone call no later than 2:00 PM on the day of the change.

On Wednesday afternoons, all students will be dismissed at 2:00 PM. Transportation arrangements should be made so students are picked up no later than 2:15 PM.

ATTENDANCE and REPORTING ABSENCES

It is the responsibility of the parent or guardian to report all student absences to the office by 8:15 AM on the day of the absence. Reports of absences may be called in or emailed to school office staff. Messages may be left on the school voicemail If absences are known in advance, parents are encouraged to contact the school office prior to the date(s) of absence. If we do not receive a call reporting the absence, the school office will attempt to call the parent or guardian to verify the child's whereabouts.

Watertown Unified School District recognizes personal illness, severe illness or a death in the family, religious observances, extreme weather conditions, required court appearances, and health appointments as reasons for excused absences. To ensure that medical absences and appointments are considered "excused", please provide a doctor's note for any appointments or medical situation requiring an absence.

Students are considered tardy if they arrive at school after 8:00 AM. After 9:00 AM, students are considered absent. If students return to school before 11:30 or do not leave until after 11:30, we consider the students absent one-half day. It will also be noted on a student's attendance record if leaving after 2:00 PM (before 3:00 PM). Frequent tardiness to school may be treated as truancy when a pattern becomes habitual or excessive.

Students are considered truant if they are absent without an excuse from the list above, if a parent does not notify the school on/before the day of the absence, or if a child has exceeded their allotted 10 days of absence per state statute. We prefer that the parent notify us by phone on the day of the absence (or in advance), so that we may know that the student is safely under the supervision of the family.

Truancy by a student, as well as contributing to truancy by a parent, is a violation of both State and City Law. If there will be a scheduled absence, a note should be sent to school before the absence. A doctor's note should be provided to the office whenever possible for a medically-related absence. After 10 absences a doctor's excuse may be required to have the absence excused.

Parents/Guardians will be notified by the school office when students reach a total of six (6) and ten (10) absences, tardies, and/or truancy.

WUSD Board Policy #5130 and State of Wisconsin Statutes, Sections 118.15 & 16

TRUANCY ABATEMENT PROGRAM

The Watertown Unified School District, in partnership with the City Attorney and the Watertown Police Dept., participates in the Truancy Abatement Program. School attendance teams will notify the Truancy Abatement Program if a child develops a truancy record. The Truancy Abatement Officer works with elementary and middle school students and their parents to effectively deal with their truancy issues in an effort to help them avoid entering the legal system. Unexcused late arrivals to school may be treated as truancy when a pattern becomes habitual or excessive. Regular school attendance is a key to school success!

BICYCLES

Students who ride their bike to school must walk their bikes while on school property. Bicycle racks are provided. It is suggested that all bikes be licensed and locked. The school is not responsible for loss or damage.

TOYS

Children should leave their toys and other personal belongings at home to avoid any number of problems that occur when they are brought to school. Children should never bring electronic games, or other valuable items or electronics to school to protect personal property.

At times, students wish to bring "fidgets" from home. Some students do benefit from fidgets in order to help focus their attention. If fidgets from home are used as a toy or are distracting a student or other students from learning, we may ask that this fidget remains at home. Classroom teachers have access to a wide variety of fidgets for use in the school setting.

REPORT CARDS

Standards-based report cards are compiled for all elementary students at the end of each semester. The report card is a tool utilized to communicate student progress with parents/guardians. When requested, please sign and acknowledge receipt of the report card to your child's teacher as soon as possible. Report cards are also available in the Portfolio section of Skyward Family Access.

STUDENT RECORDS and CONFIDENTIALITY OF INFORMATION

Student records are kept to help the school provide appropriate learning experiences to each student from kindergarten through the twelfth grade. All records are confidential. However, parents and legal guardians may review student cumulative records by making a request to the building principal.

Academic work and report cards, achievement scores, behavior, attendance and health records are added to each student's permanent record.

"Directory data" are those pupil records which include the pupil's name, address, telephone listing, date and place of birth, field of study, participation in officially recognized activities and sports, dates of attendance, photographs, degrees and awards received and the name of the school most recently previously attended. The notice for school directory data is included with annual school registration.

Student records are confidential. If a parent and/or guardian elects to share confidential student information with a third party (counseling services, county support, non-immediate family member, etc.) a signed Release of Information must be on file with the school before information will be released.

WUSD Board Policies #5260, #5260.1

STUDENT WITHDRAWAL FROM SCHOOL

Parents should contact the school office in writing as soon as they know their child will be moving out of the district. Records will be transferred to a new district upon receipt of a request for records. Students are considered absent until the school office receives notification from a new school/district that your child has enrolled in school through a request for records.

WUSD Board Policy #5260.1

CELL PHONE USE

Students are permitted to have cell phones at school provided that they are powered off during the school day and stored in a safe location. Students may not use cell phones during the school day. If an emergency arises and you need to contact your child during the school day, please call the school office. If the cell phone becomes a distraction or is used in an unauthorized manner, the cell phone may be taken away from the child. The family will be contacted on how the cell phone can be returned. The school is not responsible for lost or damaged electronics. If you would like further information, you can refer to the Watertown Unified School District policy on the District website.

WUSD Board Policy #5315

Office Phone Use

The office phone is for emergency and school-related business only. Students should plan their after-school activities by making arrangements at home (e.g., pick-up from practice, visiting a friend, etc.). Students are asked not to call home to request forgotten items. We encourage students to be responsible and to understand the natural consequences of their actions.

Messages from parents to students will be conveyed before dismissal at the end of the school day. Class time will only be interrupted for emergency messages.

LOST AND FOUND

There is a lost and found area in each school. Students and families may look through the lost and found area and/or ask in the school office about any lost belongings. Unclaimed items will periodically be given to local charities.

FEES

All elementary students will pay school fees as set by the Board of Education. The fees will be collected at the beginning of the school year during the registration process. Checks are to be made payable to Watertown Unified School District, and payment may also be made online. If you would like to set up a payment plan, please contact your school office.

WUSD Board Policy #3250

FIELD TRIPS

Field trips add enhancements and experiences to the curriculum which may not be possible through classroom activities. Parents/guardians will be notified of field trips in advance, and liability forms will be completed annually during the school registration process.

WUSD Board Policy #6320

NUTRITION SERVICES PROGRAM

The Watertown Unified School District serves nutritious breakfasts, lunches, and milk every day. Applications for free or reduced price lunch are online and are also available at registration and at each school office. Families are encouraged to complete the application. A new meal application must be filled out and turned in each school year.

Payment into the lunch account should be made at each school or online via Skyward. Families are encouraged to deposit enough money to cover the lunch/milk account for the week or even the month. When writing a check, please make it payable to Watertown Unified School District (WUSD). Funds may also be deposited in the school office or online via credit card. Families are encouraged to check lunch account

balances regularly via Skyward. Due to ease of access and up-to-date information available on Skyward, paper reminders will no longer be sent home with students.

If a student does not have enough money in their account to cover lunch, the Board of Education has established the following policy:

First occasion: Child is allowed to take a meal.

Second occasion: Child receives a mini meal consisting of vegetable, sandwich and white milk. (No child will go without eating lunch.)

Breakfast: If your child has a negative balance in the morning, he or she will not be served breakfast.

Unused funds will be carried over to the next school year.

MEDICAL POLICIES

•If your child has a specific health problem, school personnel should be informed. If your child has an allergy, both the child's teacher and principal need to be told of the steps that should be followed in the event of a reaction. An emergency health plan may be developed per the discretion of the district nurse. Parents may utilize the online registration process to inform school personnel of student health problems at the start of each year.

•Should your child become ill at school, an effort will be made to contact parents/guardians. Please keep emergency contacts up to date to ensure a trusted adult can be contacted in case parents/guardians cannot be reached. We suggest tell your child of this arrangement.

•In the event of an injury which may require a doctor's attention, every effort will be made to contact parents/guardians. In case of extreme emergency, the school will notify the physician listed in the child's file and follow the instructions accordingly. 911 may be called.

•Only minor first aid services will be provided by school personnel.

•Please be sure the school has accurate contact information for parents/guardians and emergency contacts.

Board Policies #5410, #5410.1

MEDICATION ADMINISTRATION

The Approval to Administer Medication form filled out by the parent or guardian must accompany all medication. In the case of a prescription medication, a physician must also complete this form. The information requested includes:

1. Student's name
2. Date
3. Number of days to be given
4. Name of medication
5. Amount and time medication is to be given
6. Permission for the school to give the medication with a signature of parent or guardian
7. Your doctor's signature.

••Before a school employee can give students any type of medication, this signed permission form must be received from home. Please do not ask the school to take care of medication except when the health problem is serious.

MEDICATION MAY ONLY BE GIVEN IF IT COMES IN A PHARMACY CONTAINER WITH THE CURRENT PHARMACY LABEL. MEDICATION MUST BE DELIVERED TO THE SCHOOL OFFICE BY PARENTS OR GUARDIANS.

Board Policy #5412

HEAD LICE – LYNN GILBERT

Per Wisconsin DPI and CDC guidelines, we are in the process of reviewing and updating our policies and procedures regarding head lice. For more information regarding our head lice policies and procedures, you will be able to refer to board policy on the district website upon adoption.

WUSD Board Policy #5415

For additional information regarding medical policies and procedures, contact WUSD District Nurse or School Office.

DRESS CODE - WUSD Board Policy

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools. This policy and any additional school or activity rules established related to student dress shall be published annually in student and staff handbooks.

The Board generally prohibits student dress or grooming practices that [consider reasonably anticipated or forecasted to]:

A. present or be interpreted to present a threat to the health or safety of the student or to others in the school, including but not limited to threats of harm or depictions of harmful conduct directed at others;
B. interfere with school work, create disorder, disrupt the educational environment, or promote a hostile environment, including but not limited to invading the rights of others;
C. cause excessive wear or damage to school property; and/or
D. prevent the student from achieving their own educational objectives because of blocked vision or restricted movement.

Specifically, students must comply with the following guidelines and expectations:

A. There can be no gap between a shirt and bottoms;
B. All private body parts and undergarments must be covered;
C. No spaghetti straps, strapless tops or a-shirts are allowed;
D. Hats and hoods are not allowed to be worn during school hours. Headwear may be worn only for religious purposes, health or safety, or for sensory sensitivity;
E. Anything that covers the face is not allowed (including sunglasses, with the exception of transition lenses), unless worn for religious or reasons determined necessary by a student's 504 or IEP team to address disability related needs;
F. Apparel that is see-through or includes excessive rips or tears can be worn so long as there is an additional layer of clothing underneath;
G. Apparel that has words or pictures on it is allowed so long as the words and pictures are not obscene, lewd, vulgar, indecent, or plainly offensive or can be plausibly interpreted as promoting or depicting illegal activity, including but not limited to illegal drug use or underage alcohol consumption, or inciting violence; and
H. Bottoms should be at least finger tip length.

These guidelines shall also apply to the dress requirements for members of the athletic teams, bands and other school groups when representing the WUSD at a public event. Where appropriate, a uniform or specific dress requirement shall be used for students when representing the WUSD as described.

Any exceptions or modifications to these rules shall be communicated by the building principal or designee for special events such as prom, homecoming, spirit day, field trips, etc.

If a school staff member believes that a student failed to comply with the dress code, the staff member may ask the student to modify or change to comply. If the student remains noncompliant, the staff member shall report the suspected noncompliance to the building principal. The principal or designee will determine if the student violated the dress code. If the student violated the dress code, the principal or designee will ask the student again to modify or change what the student is wearing. If the student does not have anything to modify or change what the student is wearing, the parent will be contacted to bring a change of clothes. If the parent is unable to bring a change of clothes, the principal or designee will request the student return home for the remainder of the school day.

The WUSD will implement this policy consistent with the First Amendment of the U.S. Constitution, the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act and all other state and federal laws. Nothing in this policy prevents the WUSD from taking additional disciplinary action related to a student for noncompliance, consistent with state and federal law.

WUSD Board Policy #5511

RECESS

Recess is a key time when students learn and practice social skills, as well as engage in physical activity. Outdoor play during the lunch hour and scheduled recesses is expected of all students except when extreme weather necessitates remaining indoors (*Rain, Temperatures below 0*).

Please send a note from a physician whenever it is necessary for your child to refrain from recess activity. If a student is excused from PE due to an injury or illness, they may also be limited to only certain activities at recess. However, going outside to get fresh air and interact with classmates will be expected.

PHYSICAL EDUCATION

All students must have a pair of tennis shoes to wear to physical education class. Please label all tennis shoes if the shoes are going to be left at the school. On days of physical education, students should wear comfortable and appropriate clothing (i.e., shorts or pants). A child may be excused for one day from physical education instruction with a parent note. A need to be excused longer than a single day should be documented with a medical note.

PTO

Each elementary school in the Watertown Unified School District has a Parent Teacher Organization. The purpose of the Parent-Teacher Organization (PTO) is to foster a strong partnership between parents, teachers, and school staff to support and enhance the educational experience of all students. The PTO works to promote open communication, encourage family involvement, and provide resources that enrich the school community. Through fundraising efforts, volunteer opportunities, and school-wide events, the PTO helps create a positive and engaging learning environment where students can thrive. Meeting dates and times vary at each school and will be announced. Please consider becoming an active member of your school's PTO!

SAFETY PATROL and JUNIOR COACH PROGRAM

Students in grades four and five provide multiple services to the students in the school by being safety patrol members and junior coaches. These are responsibilities and privileges that the school and students take seriously. Safety Patrollers help school staff to provide a safe school environment for all students, and Junior Coaches provide leadership and positive modeling for younger students during lunch recess. Please encourage your children to be respectful of the Safety Patrollers and Junior Coaches.

At some very busy corners, crossing guards are placed by the city police. To promote safety, encourage your child to cross the street at corners where safety patrol members or crossing guards are placed.

SPECIAL PROGRAMS

Instructional support services in the elementary schools include reading teachers, school psychologists, school counselors, speech/language therapists, social workers, multilingual education teachers, special education teachers, and advanced learning staff. The purpose of these instructional services is to provide support to classroom teachers in identifying unique learning needs and in developing methods to provide an appropriate educational program for the students identified.

The elementary student services program also offers activities for all students. These include information which will help students understand themselves better, make good decisions and solve problems.

Any parent/guardian suspecting their child may have a disability requiring special education, Advanced Learning programming or other support services may make a referral to the principal or classroom teacher.

VISITORS

We encourage parents/guardians to visit school. Classroom visitation, eating lunch with your child and volunteering for events provide you with an opportunity to interact with your child at school, as well as giving you a glimpse into their day as a learner. In order for instruction to continue undisturbed, and for the safety of students and staff, visitor guidelines have been developed and approved by the Board of Education.

Visitor Guidelines (Abbreviated):

- Appointments **MUST** be made ahead of time with the teacher for classroom visits. Parents/guardians wanting to meet with a teacher must call ahead and make an appointment.
- Students are not allowed to bring other children to school as guests.
- Signs requesting that all visitors, including parents, register at the office have been posted on the doors of the schools. Between the hours of 7:30 AM and 3:15 PM, all visitors are required to sign in to our visitor check-in system and wear the correct visitor badge.
- At the end of the school day, please plan to pick up your child outside of the school building in your designated pick-up spot, rather than at the classroom door.

Thank you for your support of our secure entrance protocols. For additional information regarding visitors to school, please refer to the board policies related to visitors to the school.

WUSD Policy #1240

WEATHER

Please ensure that your children are suitably dressed for cold weather as they are expected to go outdoors for a short period each day, weather permitting. Whenever we have rain or extreme cold weather (below zero wind chill) children are permitted to stay inside. If there is a medical reason why a child should not go outside, a physician's statement will be necessary, otherwise, a child well enough to be in school is considered well enough to go outside. The decision for indoor or outdoor recess is at the discretion of the principal or designee.

Announcements about the closing or delay of school because of bad weather will be made over various area radio, television stations and district messaging system.

The district administration will make every effort to have this information to the radio and television stations by 6:00 AM. Please do not call the school office directly. Unless such an announcement is made, school will begin at the usual time!

Announcements will be made over the same stations if school must be dismissed due to severe weather before the end of the school day. Parents/Guardians should make arrangements ahead of time for the care of their children in the event school is dismissed before the normal end of the day. During a weather emergency, a phone call to the office would be sufficient. Fire drills will be held on a regular basis throughout the year. Tornado drills will be held during active tornado months.

HOME READING

Parents are vital partners in the academic development of a child. Reading is truly "fundamental". It is a lifelong skill that affords a child not only the ability to learn new information but also promotes imagination, creativity, and just plain fun!

The WUSD has developed the following minimum home reading recommendations for the children in our district.

Kindergarten – 50 min/week (10 min/day)

Grade 1 & 2 – 75 min/week (15 min/day)

Grade 3, 4, 5 – 100 min/week (20 min/day)