

Lien Elementary School  
2019-2020

# Family Handbook



***Today isn't just another day . . .  
today we'll create something beautiful!***

Mrs. Cheryl Meyer, Principal  
meyerc@amerysd.k12.wi.us                      715-268-9771 ext. 266  
www.amerysd.k12.wi.us



Dear Family,

On behalf of the staff of Lien Elementary School, I would like to welcome you to the 2019-20 school year.

Many new and exciting adventures and experiences await you here. Because we share a common goal, the education of our children, it is important that we support each other's efforts on behalf of our students. We truly see you as partners with us and encourage your involvement, communication, and presence at Lien Elementary School.

I am happy to present this handbook to our families. It has been prepared to help you become better acquainted with our school's facilities and policies, as well as some general information. Please keep it available for your reference throughout the school year.

I would also encourage you to take some time to sit down with your child and read through it. If you have any questions regarding any of the information presented in the handbook, please feel free to call me at Lien Elementary School.

I am looking forward to working with you and your child throughout the coming year.

Sincerely,

*Cheryl Meyer*

Cheryl Meyer, Principal  
Lien Elementary School

# TABLE OF CONTENTS

Administration	5	Parent Teacher Conferences	15
Attendance	10-11	Physical Education	21
Bicycles	18	Picking Up a Student	12
Birthdays	22	Playground	21
Board of Education	5	Positive Discipline	20
Cell Phones and Games	18	Problem-Solving Procedures	20-21
Clubhouse	22	Recess	21
Connect With Us	7	Report Cards	14
Dropping Students Off	11	School Bus Information	16-17
Field Trips	21	School Calendar	4
Fire & Tornado Drills	22	School Closing	11
First Aid	15	School Pictures	10
Health Related Emergency Procedures	15	School Policies	23
Illness	15	Staff	5-6
Immunization Law & Requirements	14-15	Student Dress	15
Lost & Found	22	Supplies	8-9
Lunch Program	18-19	Telephone Usage	18
Map	13	Testing	14
Medications	14-15	Tobacco Usage	23
Milk Break	19	Visitors & Volunteering	12, 24
Mission	3	Weapons	24-25
Notice of Discrimination Policy	25		
Parents as Partners	7		

## Our Mission

### “Why We Exist”

The mission of the School District of Amery is to foster academic excellence, life-long learning, and citizenship.

### **Amery School Video**

Check out our school promotional video!

## 2019-2020 School Calendar

August 26	School starts for Grades K-2
August 29	School starts for 4K
September 2	NO SCHOOL - Labor Day
September 6	1st Grade Ice Cream Social & Star Spangled Banner at Football
September 12-15	Amery Fall Festival
September 23	NO SCHOOL—Teacher Inservice
September 25	Elementary School Pictures
September 26	Family Math Night, 6:00—7:15 p.m.
October 3-17	Hansen Fundraiser
October 7-10	Elementary Scholastic Book Fair
October 7	Parent Teacher Conferences (4-8 p.m.)
October 10	NO SCHOOL—Teacher Inservice & P/T Conferences (1-8 p.m.)
October 11	NO SCHOOL
October 25	NO SCHOOL—Teacher Inservice
October 31	Halloween Parade, 2:15 p.m.
November 14	Hansen Fundraiser PICK UP DAY 3:00—5:30 pm
November 19	1st Term Ends
November 27, 28, 29	NO SCHOOL — Thanksgiving Vacation
December 5	Holiday Family Fun Night, 5:30—7:00 p.m.
December 13	1st Grade Fieldtrip to Sea Life at Mall of America
December 23—31	NO SCHOOL — Christmas Vacation
January 1	NO SCHOOL — Happy New Year!
January 2	School resumes
January 13	Reading Incentive Program, 6:00—7:15 p.m.
January 20	NO SCHOOL—Teacher Inservice
January 27	1st Grade Ocean Dive, 6:00—7:00 p.m.
February 14	2nd Term Ends
February 17	NO SCHOOL—Teacher Inservice & P/T Conferences (1-8 p.m.)
February 20	Parent Teacher Conferences (4-8 p.m.)
February 21	NO SCHOOL
February 27	2nd Grade Concert, 6:30 p.m. HS Auditorium
March 6	Elementary Spring Carnival 5:00-7:00 p.m.
March 19, 20	NO SCHOOL—Teacher Inservice
April 2	ES/IS Art Fair
April 9	1st Grade Concert, 6:30 p.m. HS Auditorium
April 10	NO SCHOOL—Good Friday
April 13	NO SCHOOL—Easter Vacation
April 16	4K/K Montessori “Show & Share” Night 4:00-7:00 p.m.
May 7	1st Grade Fieldtrip to the MN Children’s Museum
May 15	No School for 4K & 4K/K Montessori ONLY, 4K Orientation Day
May 25	NO SCHOOL — Memorial Day
May 26	Elementary Track Meet
May 27	Elementary Track Meet Rain Date
June 2	Last day of school (unless makeup days are needed)

### School Hours

**8:00 a.m. — 3:15 p.m.** Students **should not** be at school before 8:00 a.m.

**Teacher’s Hours:** Employment hours are 8:00 a.m.—3:50 p.m. on Monday through Thursday. On Friday and days before a holiday, dismissal is 3:30 p.m.

## **Board of Education**

Chelsea Whitley, President

Keith Anderson, Vice President

Dale Johnson, Clerk

Char Glenna, Treasurer

Erin Hosking, Director

## **District Administration**

Shawn Doerfler, District Superintendent

Becky Schmidt, District Admin. Assistant

Twila Sikkink, Bookkeeper

Stacy Sigsworth, District Finance

Andrew Dyb, Business Manager

## **Building Principal**

Cheryl Meyer

## **Lien Staff**

### **Early Childhood Program:**

Teresa Haines

### **4K Program:**

Travis Bauermeister

Julia Eisenmann

Lisa Hill (Montessori 4K & K)

Alexandria Lilienthal

Trish Meyers

Gwyn Otto (Montessori 4K & K)

### **Kindergarten Teachers:**

Jenny Benysek

Amy Eastep

Stacia Koerper

Andrea McNutt

Grant Miller

### **1st Grade Teachers:**

Amanda Aizpurua

Brenda Cronk (Montessori 1—3)

Jessica D'Ambrosio

Heather Hahn (Montessori 1—3)

Jennifer Kennedy (PBL)

Kathy Peters (Montessori 1—3)

Beth Schradle

### **2nd Grade Teachers:**

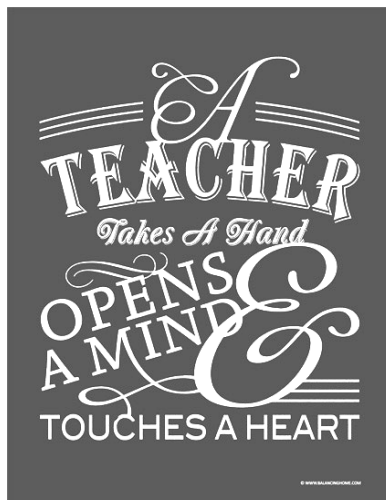
Clare Halverson

Jennifer Komanec

Jennifer Melberg

Brittney Miller

Lynnette Wentz



**Specialists:**

Renee Anderson, Art  
Lisa Bensen, Guidance  
Annie Braaten, Media Center  
Shanin Henningsgard, Music  
Janice Jensen, Special Education  
Jana Kastanek, Title I  
John Cochran, EEN Speech  
Danielle Peterson, Phy. Ed.  
Rebecca Radle, Guidance  
Carrie Schuh, Title I  
Linnae Seaman, School Nurse  
Becky Swanson, EEN

**Custodians:**

Bonnie Gehrman  
Elizabeth O’Connell-Bengtson  
Greg Tilton

**Food Service:**

Lisa Christen  
Amy Corbett  
Liz Waltzer

**Secretaries:**

Katie Elmer  
Jill Jackson

**Clubhouse:**

Janice Berry, Clubhouse Food Service  
Nina Hutton, Director  
Anjanette Osero



**Paraprofessionals:**

Sue Baukol	Michelle Wojchik
Heidi Bloomer	Sue Spurrell
Patti Johnson	Sheila Wagner
Ashley Hanson	Tammy Wassberg
Kari Kulzer	Tammy Winchell
Jana Oman	Misty Wishard
Louann Pechacek	Mary Ziegler

**Staff email** - Access staff emails via the school website [www.amerysd.k12.wi.us](http://www.amerysd.k12.wi.us) or the school app

**Phone: 715-268-9771** - Access staff phone extensions via the school website and the school app

\* Elementary x263, Intermediate x277, Middle x303, High x233, District Office x272

## Parents as Partners

Cheryl Meyer, Parents As Partners	(715) 268-9771 ext. 266
April Boe, Busy Bee Room	(715) 410-8765
Courtney Doerfler, Holiday Family Fun Night	(715) 554-3980
Erin Hosking, Media Center Friends/Book Fair	(715) 554-4797
Renee Anderson, Art Fair	(715) 268-9771 ext. 227
Katie Schanon, Elementary Carnival	(715) 529-2154
Crystal Siebenaler, Staff Appreciation Day	(651) 470-3371
Anna Melberg, Ashley Emerson, Chastity Justice, Hearing Screening	(715) 222-4098
Anna Melberg, General Mills Box Tops	(715) 222-4098
Erin Hosking, Loaves 4 Learning	(715) 554-4797
Sarah Enslin, Ronald McDonald House Pop Tabs	(612) 723-2714

## Connect With Us

The School District of Amery strongly supports parent-school and community-school communication. Please take advantage of the various modes of communication available so you can stay in touch with your child's school:



### Website

[www.amerysd.k12.wi.us](http://www.amerysd.k12.wi.us)



### PowerSchool Online

[ps.amerysd.k12.wi.us/public/](http://ps.amerysd.k12.wi.us/public/)

- Student grades, attendance, schedules, lunch account balance, and



### PowerSchool Mobile app

Free from the Apple APP Store or Google Play

### Follow these instructions:

1. Create an account through PowerSchool Online - enter your PowerSchool login information from your child's school office.
2. Within the Amery School APP, tap on the PowerSchool icon.
3. Install the PowerSchool APP from the APP Store or Google Play
4. Code RNXF



### Facebook

School District of Amery



### Instagram

[ameryschools](https://www.instagram.com/ameryschools)



### You Tube

[Amery Schools](https://www.youtube.com/AmerySchools)



### School app

Free from the Apple APP Store or Google Play

- Events Calendar, Lunch Menus, Athletics, Family Folders, PowerSchool, Staff Directory, and MORE!



### Family Folders for Grades 4K - 5

Access online through the school website and the school app

## #likeawarriorasd

If you post school-related photos or information on social media, use our hashtag!

## Staff email

Access staff emails via the school website and the school app

## Phone - 715.268.9771

Access staff phone extensions via the school website and the school app

- Elementary x263
- Middle x303
- Intermediate x277
- High x233



### Amery School Video

Check out our school





# School District of Amery

## LIEN ELEMENTARY SCHOOL SUPPLIES



2019—2020 \*\* PLEASE LABEL ALL PERSONAL SUPPLIES \*\*

### 4K PROGRAM

- \* Elmers Glue Sticks (4 to start the year)
- \* 1 Spiral notebook (wide ruled)
- \* 1 regular size boxes of Kleenex
- \* 1 bottle of Elmer's glue
- \* A **Large** backpack with first & last name on it
- \* **Extra set of clothes — labeled**
- \* Pencil box (non zippered, 8 1/2 x 5 1/2 x 2 3/8)
- \* Locker stand
- \* 1 pair of tennis shoes for Physical Education. (Velcro is preferred for 4K age.)
- \* 1 Standard No. 2 pencil
- \* Adult sized t-shirt for painting
- \* A **regular** size folding rest mat (please no over-sized rest mats)
- \* Fiskars For Kids scissors w/ name printed on it
- \* 1" 3 ring binder
- \* Box of 24 Crayola crayons—regular size

### KINDERGARTEN

- \* A sturdy tote bag or backpack
- \* 10-12 #2 pencils (best: DIXON TICONDEROGA)
- \* Plastic box for supplies
  - \* 1 large box of Kleenex
- \* 8 **Large** glue sticks
- \* Fiskars For Kids scissors
- \* Extra set of clothes (labeled)
- \* Set of headphones (no earbuds please)
- \* 4 boxes of 24 crayons (will go through 4 a year)
- \* 2 pink erasers
- \* A **regular** size folding rest mat
  - \* Adult sized t-shirt for painting
- \* Spiral notebook (wide lined)
- \* Two, 2-pocket folders
- \* 4 **Black** Fine Point Dry Erase Markers
- \* 1 Box of Crackers/Cookies

### FIRST GRADE

- \* 2 Wide Lined Spiral Notebook
- \* 2 Boxes of 24 crayons
- \* 1 medium bottle of Elmer's white glue
- \* 24 #2 pencils (pre-sharpened)
- \* Pencil case/box
- \* 3 large erasers
- \* 1 pocket folder
- \* 4 **Black** Expo Dry Erase Markers
- \* Set of headphones (no earbuds please)
- \* 3 Highlighters
- \* 1 paint shirt
- \* Fiskars scissors
- \* 10 **Large** glue sticks
- \* Tote bag or backpack
- \* 2 boxes of Kleenex
- \* 1 package pencil cap erasers
- \* 1 3-prong binder
- \* Colored pencils
- \* Washable Markers
- \* 2 boxes of snack crackers (teachers will request more as needed throughout the year)

### SECOND GRADE

- \* 4 **Large** glue sticks
- \* 1 liquid Elmer's Glue
- \* Pencil case/box
- \* 1 Package of Pencil Top Erasers
- \* Tote bag or backpack
- \* 40 #2 **sharpened** pencils (best: DIXON TICONDEROGA)
- \* 1 Spiral Notebook (wide lined)
- \* 4 **Black** Expo Dry Erase Markers
- \* 1 box of Kleenex
- \* 2 sets of headphones (no earbuds please)
- \* 2 boxes of Crayons (24 or less)
- \* Colored pencils
- \* 2 Pink erasers
- \* 1 Yellow Highlighter
- \* Fiskars scissors
- \* 2 Personal pencil sharpeners
- \* 1 Pocket Folders
- \* Headphones (no earbuds please)
- \* 1 Three Ring Binder (1 inch)

**GRADES K-2** — *Soft soled shoes are necessary for Physical Education class. It is recommended to wear "tie" shoes and not "velcro", if possible. These are also the best shoes for daily wear in our school setting.*

# School District of Amery

## LIEN ELEMENTARY SCHOOL SUPPLIES Montessori & Project Based Learning

### 2019-2020


#### 4K/K Montessori

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>* 1 <b>Large</b> back pack with zippered pockets</li> <li>* 1 <b>Fiskar's</b> scissors labeled</li> <li>* 1 spiral notebook wide-ruled</li> <li>* 1 clipboard (Dollar Tree has them for \$1)</li> <li>* 1 pair of tennis shoes for Phy. Ed.</li> <li>* Optional: Crocs or Slippers (house shoes)<br/>To wear in the classroom</li> </ul> | <ul style="list-style-type: none"> <li>* Adult sized t-shirt for painting</li> <li>* 1 plastic hard pencil box</li> <li>* 2 plastic 2-pocket folders</li> <li>* Extra set of labeled clothes (include underwear, socks, pants &amp; shirt)</li> <li>* 1 regular sized folding rest mat labeled<br/><i>(oversized do not fit in our lockers)</i></li> </ul> |
|---|--|

#### **Supplies to share & NOT label**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>* 3 box of 24 <b>Crayola</b> crayons</li> <li>* 8 <b>Elmer's</b> glue sticks</li> <li>* 2 pink erasers</li> </ul> | <ul style="list-style-type: none"> <li>* 4-5 pencils (best: DIXON TICONDEROGA)<br/><i>#2 Soft (not oversized)</i></li> <li>* 1 box of colored washable markers</li> </ul> |
|--|---|

#### Project Based Learning Classroom (PBL) Grade 1

- |  |  |   |
|--|--|---|
| <ul style="list-style-type: none"> <li>* Backpack</li> <li>* 2 Composition notebooks</li> <li>* 3 Spiral notebooks (wide rule only)</li> <li>* 1 Pair Fiskars scissors (pointed)</li> <li>* Set of headphones or earbuds</li> <li>* 1 Yellow highlighter</li> <li>* 2 Boxes colored pencils (12 count, sharpened, please label box)</li> </ul> |  | <ul style="list-style-type: none"> <li>* 1 Supply box (6"x4")</li> <li>* 2 Boxes of markers (1 thin, 1 reg.)</li> <li>* 3 2-pocket folders (3 different colors)</li> <li>* 2 3-Ring binders (1 inch or smaller)</li> <li>* Box of watercolor paints (Prang or Crayola)</li> <li>* 2 Boxes crayons (24 crayons per box)</li> </ul> |
|--|--|---|

#### **Supplies to share & NOT label**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>* 2 Boxes of sharpened pencils (Ticonderoga request)</li> <li>* 3 Pink erasers</li> <li>* 2 Boxes of Kleenex (regular size)</li> <li>* 4+ packs of Post-its (various sizes welcomed)</li> </ul> | <ul style="list-style-type: none"> <li>* 1 4oz. size of Elmer's glue</li> <li>* 8 LARGE glue sticks</li> <li>* 1 Box of Kleenex labeled "Music"</li> <li>* 4 Black EXPO dry erase markers</li> </ul> |
|--|--|

#### Lower Elementary Montessori Classroom (Grades 1, 2, 3) 2019-20 School Year

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>* 1 <b>Large</b> back pack with zippered pockets</li> <li>* 2 Boxes of 24 <b>Crayola</b> crayons</li> <li>* 2 Box of 24 sharpened pencils (request: Ticonderoga)</li> <li>* 6 Large glue sticks (Elmer's recommended)</li> <li>* 1 Large box of Kleenex</li> <li>* 1 Supply box (6"x4")</li> <li>* 3 Two-pocket folders - different colors</li> <li>* 2 Spiral notebooks, 70 count / wide ruled / red &amp; green colors (Rd/LA, Math)</li> </ul> | <ul style="list-style-type: none"> <li>* Adult t-shirt as a paint shirt</li> <li>* 1 Box of 12 sharpened colored pencils</li> <li>* 4 Black Expo dry erase markers</li> <li>* 1 <b>Fiskars</b> scissors (pointed) labeled</li> <li>* 1 Yellow highlighter</li> <li>* 2 Pink erasers</li> <li>* 1 Set of headphones (make sure they fit your child)</li> </ul> |
|--|---|

## School Pictures

This fall arrangements have been made with Cahill Studios to provide individual student pictures on a prepaid basis. This service is provided on a **voluntary** basis to the students.

Each parent has the option of ordering the package of their choice from the options listed. If a parent is not fully satisfied with the pictures, he/she may contact the school to have the pictures retaken.

School pictures for Lien Elementary School students are scheduled for **September 25th**. Additional information will be sent home prior to this date.

## Attendance

The Board of Education recognizes the positive relationship between regular school attendance and success in school and employment.

In accordance with state law, the Polk County Truancy Ordinance and the Amery Municipal Truancy Ordinance, all children between five (5) and eighteen (18) years of age must attend school full time until the end of the term, quarter, or semester in which they become eighteen (18) years of age, unless they have a legal excuse, fall under one of the exceptions outlined in Wisconsin Stats. 118.15, or have graduated from high school.

Procedures have been developed to enhance the full attendance requirement. These procedures are in accordance with state law, Polk County Ordinances and the Amery Truancy Ordinance.

The student attendance and truancy policy and procedures shall be enforced.

Certificates of Perfect Attendance will be issued at the end of the school year as a reinforcement for conscientious attendance.

### **Half Day Absences**

Students will be marked absent for a half day if:

- They arrive at school after 9 a.m. or
- They leave school prior to 2 p.m.

### **Tardy**

Students are considered tardy if they arrive at school after 8:15 a.m. If your child(ren) arrives at school after 8:15 a.m., he/she should report to the elementary office **prior** to going to his/her classroom. They will be admitted by the office personnel and given a 'pass' to give to their teacher.

If your child is late in coming to school, please send a note stating the reason why. If we do not receive a note, the tardy will be coded "unexcused."

## Student Absent - Call School

If your child is going to be absent from school for any reason, we ask that parents notify the elementary office by 8:30 a.m. by calling **715-268-9771 ext. 263**. Students will be coded excused (EXC) for a doctor's appointment (with a doctor, dentist, or chiropractor's note); students will be coded parent excused (PAR) for illness (including if they are sent home sick), family vacation, etc., however, you must notify the office by leaving a message or sending a note to school with your child so proper coding may occur.

State law allows a parent or guardian to excuse a child for up to 10 days in a school year provided that the following measures are taken:

1. Note what day or days he/she is or was absent
2. Provide a reason why, and
3. Submit in writing or call the school within 48 hours of the absence that your child was absent from school.

If correct procedures are not followed, your child will be marked "unexcused" absent. Five unexcused absences constitute truancy and by law, must be reported to the District Attorney's office.

For your convenience, voicemail messages (**715-268-9771 ext. 263**) may be left anytime, so please leave a message as soon as you know your child is not going to be in school.

If you do not notify the school concerning your child's absence, school personnel will contact you at home or work. The purpose of this procedure is to help maintain the safety of our elementary students.

For a complete copy of the attendance policy and procedures, please contact the elementary office.

## School Closing

The School District of Amery will notify families of school delays or cancellations due to inclement weather by using our notification system. You will receive a text and/or telephone call to the primary phone number that we have on record. Information is also posted on our school website [www.amerysd.k12.wi.us](http://www.amerysd.k12.wi.us) and is on our school app under the microphone picture labeled Warrior Notifications. Please be sure to "like" the School District of Amery on Facebook to receive notifications there as well.

Please **DO NOT** call the school to inquire about closings. This may overload the school phones so that important messages cannot be conveyed.

Emergency bus forms will be sent home to be filled out by you and should be returned to school stating where your child is to go on emergency early dismissal days.

## Dropping Off A Student At School

Students should **not** arrive at school prior to 8:00 a.m. If you drive your child to school, please follow one of the following procedures:

- ◆ **Walking in:** Enter the school parking lot from the south end. Park your vehicle in one of the visitor's parking spaces available on the north side of the west parking lot. Walk your child to the crosswalk and into the center doors of the building.
- ◆ **Kiss & Go:** Enter the school parking lot from the south end. Use the "kiss and go" located on the west side of the school. **Pull up to the curb** and have your child exit your car **directly** on the sidewalk. The "kiss and go" is meant for drop off purposes only. Do not park your car along the curb and walk your child into the building. **(Please respect our paraeducators and children using the crosswalk.)**

## Picking Up a Student After School

If you are picking up your child at the end of the school day, you **must** send a note to school with him/her or call the elementary office at **715-268-9771 ext. 263 by 2:30 p.m.** indicating this. Your child should give the note to his/her teacher. Please **DO NOT** email the teacher with this information. **(Without written or verbal permission to the office, your child will be placed on his/her regular school bus.)**

Our school day ends at 3:15 p.m. Unless it is necessary, please do not pick your child up prior to this time. Park in the designated visitor's parking spaces in the front parking lot or pull up to the curb. Please avoid parking on the crosswalk and directly in front of the building where the bus/van for our handicap students park. Enter the center front door of the school.

**(Please see the illustration on the next page for the Drop Off Map.)**

## Picking Up a Student During School

If you are picking up your child before the end of the day, you must send a note with your child or call 715-268-9771 ext. 263 to indicate the time you would like him/her picked up. **You must come into the building to the office to sign out & pick up your child.**

## Building Safety & Visiting

For the safety and security of your child, the elementary school has a system for entering the building during school hours. Our front doors are open throughout the day according to the following schedule:

**7:45 AM – 8:10 AM**

**3:15 PM – 5:00 PM**

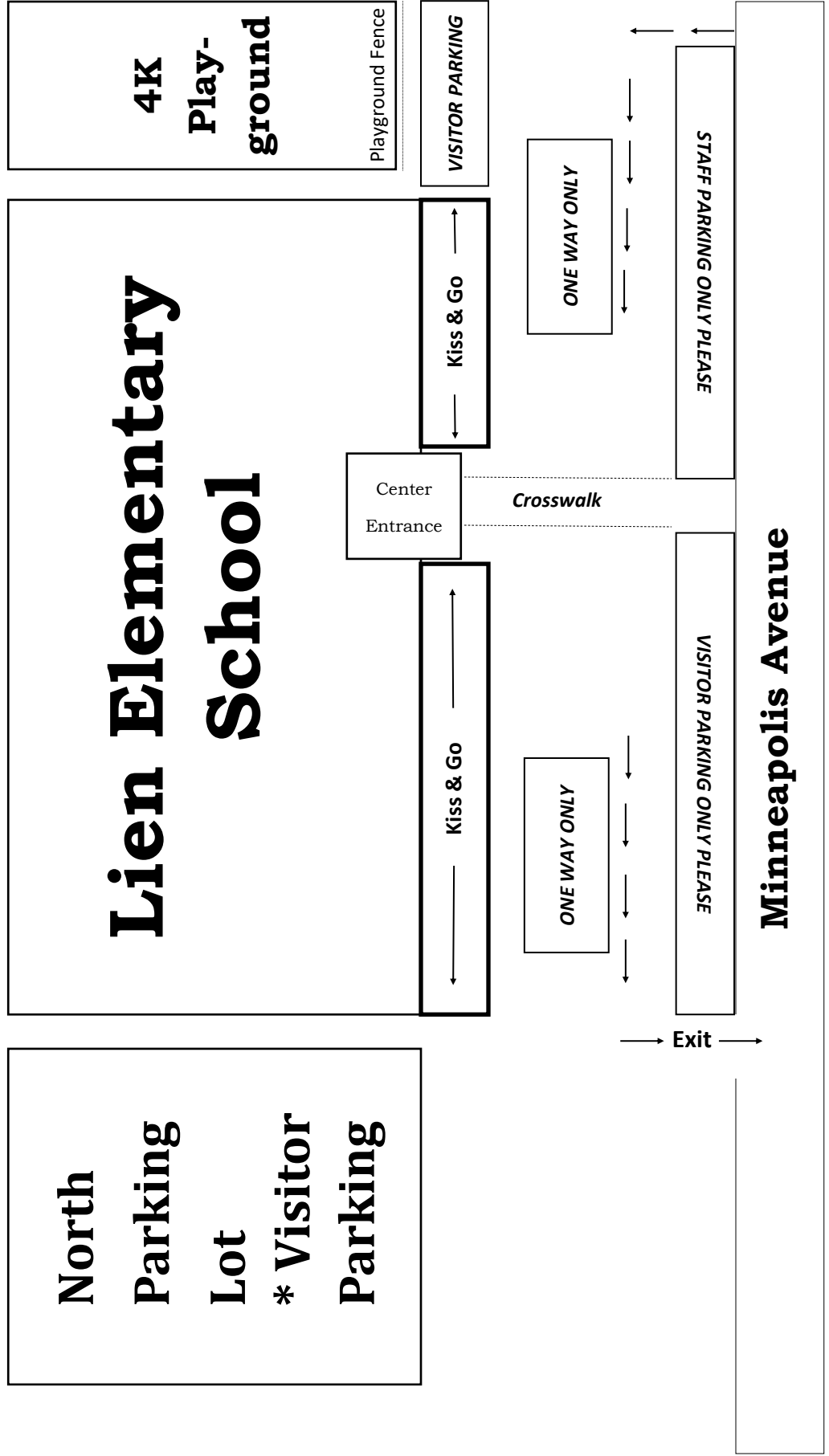
If you should visit our school at another time of day, please push the **“silver call button”** for assistance. After pushing the button, please wait for a response from the office. You need to face the camera and provide the following information:

- \* Your name(s).
- \* Name of the student/person your visit concerns.
- \* The nature of your visit.
- \* Once admitted into the building you **MUST** stop at the office to sign in and receive a visitor's badge.
  - \* **Please do not** hold the door open for other people. Your child's safety is our top priority.
  - \* Direct people behind you to push the button and follow the same directions listed above.

## Home Address & Contact Information

It is important to keep the school informed of current phone numbers, present places of employment, and all temporary care persons. Valuable time may be saved in an emergency.

# Lien Elementary School's Drop Off and Pick Up Procedures



# Testing

## Assessment of Reading Readiness

As part of the Wisconsin Student Assessment System, all children enrolled in 4K through 2<sup>nd</sup> grade must be assessed on reading readiness. The assessment of reading readiness must be administered at least annually, evaluate whether a child possesses phonemic awareness and letter sound knowledge, be an appropriate, valid and reliable assessment of reading fundamentals and include students enrolled in special education programs.

To meet the assessment requirement for the school year, staff will administer aimswebPlus. AimswebPlus is a brief and valid assessment system for screening and monitoring reading and math skills. The resulting scores and reports inform instruction and help improve student performance, and the early literacy and early numeracy measures provide valid and developmentally appropriate information about foundational reading and math abilities.

In addition, Lien Elementary School administers a variety of formative assessments throughout the school year that are developmentally appropriate and are used to make curriculum changes and direct individual student instruction. All assessments are developmentally appropriate and are used to make curriculum changes and to direct instruction at each child's ability level.

It is important to keep in mind that no test is perfect and children react very differently to certain test situations; therefore, no single test should be taken as an absolute measure of a child's aptitude or achievement.

We encourage you to talk with your child's teacher or school principal if you have any questions or concerns.

## Access to Student Files & Report Cards

Occasionally, it is helpful to have additional information about a child's aptitude or achievement. This can be obtained by having our specialists give the child an individual test or tests. Written consent from parents is required for this. If you as a parent wish to see your child's cumulative file, you may do so by contacting your child's classroom teacher or the building principal.

**Report cards** are issued each trimester during the school year. The grading system is explained on the report card.

## Immunizations & Medications

The School District of Amery complies with the Student Immunization Law of the Wisconsin Department of Health and Social Services which requires the following immunizations for each grade level. **Note:** Because of law changes over the years, the requirements are not the same for all children.

Current Gr.	Cumulative Number of Doses		
2-4 years	4 DPT/DT	3 Polio	1 MMR
	3 Hep B and 1 Var (Chickenpox)		
K—3 Gr.	4 DPT/DT	4 Polio	2 MMR
	3 Hep B and 2 Var (Chickenpox)		

1 DPT/DT vaccine dosage for children entering kindergarten must have been received after their 4th birthday.

Immunizations can be obtained at your doctor's office or if your child is uninsured or on BadgerCare, you may contact the Polk County Health Department. Please call 715-485-8500 for an appointment.

Students that need to take any type of medication during the school day **must** bring a completed parent permission form with their medication to the nurse's office. Physician forms are required for prescription medications.

The medication must be in its original bottle or container.

Taking the dosage shall be supervised by the school nurse or other designated school personnel at a time conforming with the physician's or parent's indicated dosage schedule.

Any nonprescription medications must be in the original container. The parent permission form must be brought to the nurse's office along with the medication.

## **Illness & First Aid**

Students are not to come to school ill. Any student complaining of illness may be sent home at the discretion of the nurse or other appropriate school personnel.

**LICE** - Students found to have lice will be sent home for appropriate treatment.

**Pink Eye** - Students with pink eye are to stay home until they have been on medication for 24 hours.

Students are not to be sent home unless they are accompanied by an adult. A parent or someone designated by the parent is expected to pick up an ill child when called. On certain occasions, when circumstances warrant, the nurse may take an ill child home to the parent.

### **Health Related Emergency Procedures**

1. The school will attempt to contact the home immediately in the event of an emergency, such as an illness or accident.
2. Parent or guardian will be called at his/her place of employment if no one is at home.
3. The name(s) listed on the emergency form will be called if we are unable to reach a parent or guardian.
4. The school will call for emergency services if it is impossible to reach someone in a reasonable length of time or if the accident/illness is severe enough to warrant such services.

## **Student Dress**

It is the parent's responsibility to clothe each child properly for weather conditions and outdoor recess. Also, parental direction should be provided for the way children are groomed. "Mohawk" haircuts are **strongly** discouraged as they are disruptive to the classroom. Cooperation with the school in maintaining high standards of dress and grooming is expected and appreciated.

Modesty and good taste should characterize the appearance of every child together with cleanliness and neatness. It makes a difference to the total school environment if parents direct and assist young people to use good judgment regarding their appearance.

## **Parent Teacher Conferences**

Elementary conferences are scheduled in the fall on October 7th from 4—8 p.m. and on October 10th from 1—8 p.m. In the spring, they will be held on February 17th from 1—8 p.m. and on February 20th from 4—8 p.m. This provides an opportunity for discussing the educational progress of your child. Teachers will notify parents whenever a student is having difficulty with school work or his/her behavior has changed.

Parents are encouraged to discuss their questions and concerns with the child's teacher(s).

# School Bus Information

## Bus Discipline Policy

The students are responsible for their behavior on the bus and their behavior could affect the safe operation of the bus. Misbehavior could result in the bus driver being distracted. Such distractions could endanger the lives of all students being transported. Therefore, behavior infractions must be reported and disciplinary action will be taken in accordance with these guidelines.

## Behavior Guidelines and Consequences

The following behavior will not be permitted on the bus. The behaviors are grouped according to the seriousness of the offense. More serious misbehaviors will result in moving to Major Infractions — first offense, second offense or third offense. The behavior consequences will escalate if the student insists on repeating the unacceptable behavior.

## Bus Rules

1. Follow directions the first time they are given.
2. Sit in assigned seat, facing forward and feet on the floor
3. No swearing or loud obnoxious behavior.
4. No eating or drinking on the bus. Students are only allowed to eat or drink on the bus for select out-of-town events and are expected to clean up any messes that may occur.
5. Do not litter, write on or damage the bus or anyone else's property in any way.
6. Boom boxes are not allowed on the bus at any time.
7. Students are not allowed to get off any place other than home without written permission from parent or guardian along with the principal's signature.

## Minor Infractions

Failing to follow rules 1-7 will result in the following consequences.

**Minor — First Offense:** Driver conferences with the student, identifies the infraction, writes the bus conduct report with copies to the parent/parents and building principal and also calls the parent/parents.

**Minor — Second Offense:** Driver conferences with the student, identifies the infraction, writes the bus conduct report with copies to the parent/parents and building principal and also calls the parent/parents.

**Minor — Third Offense:** Driver conferences with the student, identifies the infraction, writes the bus conduct report with copies to the parent/parents and building principal. The building principal will contact the parent/parents, review the student's behavior record and suspend the riding privileges for one to five days. All succeeding offenses in the minor category will be treated as a Major Infraction—first offense, second offense, and then third offense.

## Major Infractions

Major misconduct includes:

- a) Hanging out of window.
- b) Throwing or shooting of any object.
- c) Physical aggression against any person.
- d) Possession or use of tobacco, alcohol or any controlled substance.
- e) Vandalism to bus. Student will be expected to make restitution.
- f) Lighting matches, firecrackers, or any flammable object or substance.
- g) Holding onto or attempting to hold onto any portion of the exterior of the bus.

- h) Extreme disrespect toward the bus driver.
- i) Others as determined by Transportation Supervisor.

### **Minimum Consequences For Major Infractions**

**Major — First Offense:** Driver conferences with the student, identifies the infraction, and writes the bus conduct report with copies to the parent/parents and building principal. The building principal contacts the parent/parents, reviews the behavior incident, and suspends the student's riding privileges for five days. The parent/parents and student must attend a conference with the building principal and the driver before riding privileges are reinstated.

**Major — Second Offense:** The same procedure will be followed as outlined in the first offense. However, the riding privileges will be suspended for ten days.

**Major — Third Offense:** The same procedure will be followed as outlined in the first offense. However, the riding privileges will be suspended for fifteen days. Any succeeding offenses will result in immediate suspension of riding privileges and the case will be presented to the school board with a request for action by the school board.

These are the minimum consequences. Depending on the severity of the offense the consequences could be more severe. All these guidelines and consequences are in accordance with state and federal laws.

### **Transportation To & From School**

The school district provides bus transportation for all students. If parents wish to have their children ride a different bus or get off at a different point, arrangements must be made with the bus supervisor or by sending a note to the bus driver or the school office.

### **Parents must arrange transportation to religious classes, scouts, birthday parties and other group activities.**

Parents who pick up their child during the school day must do so at the elementary office. The office will contact the child's teacher and he/she will be sent to the office. Parents who pick up their child at the end of the day must park on the east side of Minneapolis Ave. and use the front crosswalk. They must pick up their child in the cafeteria.

**If the school bus driver or school personnel have not been informed of any change, the child will go home on their regular bus.**

Children who walk or ride bicycles to school must wait to be released by the school aide. It is the responsibility of the parents for the safety of these children beyond the school property line.

If your child is not going home as he/she usually does, whether that be walking, getting a ride, biking, or riding the bus, notify the office **in writing or by calling 715-268-9771 ext. 263** detailing the change of arrangements. The school must receive a note or call from a parent or guardian that gives permission for a student to leave school in a way different than usual. **IF A CALL OR NOTE IS NOT RECEIVED, THE CHILD MUST GO HOME AS THEY USUALLY DO.** This rule is for the safety of your child.

Encourage your child to return directly home after school without stopping to play until he/she has reported his/her whereabouts to you.

Children are not permitted to participate in after school activities without adult supervision and parental permission.

## Bicycles

Children riding bicycles to school are expected to obey all city traffic laws pertaining to bicycles. All bicycles are to be parked in the racks provided. Bicycles should also be locked. Bicycles are NOT to be taken from the racks, except at dismissal time.

## Telephone Usage by Students

Students will be allowed to use the telephone only for reasons deemed necessary by the teacher or principal.

## Cell Phones and Games

According to Wisconsin State Statute Section 118.25 and Amery School Board policy 443.5, students who bring cellular telephones to school are responsible for keeping their telephones turned off and out of sight during the school day, which includes the full period of time between the beginning of the day and the end of the school day, including recess time. Students shall not turn on or use cellular telephones while being transported to and from school or while on school-sponsored activities or trips, unless they receive permission for the supervising teacher or bus driver.

Cell phones are to be stored in the student's backpack or may be left with their teacher or in the office until the end of the day.

Student electronic gaming devices with Wi-Fi capabilities are not to be used to access the school's Wi-Fi for gaming. The school's Wi-Fi is to be used for educational purposes only.

### **Consequences for inappropriate technology use will be:**

First Offense: A parent will be called and the phone or device will be taken away for the remainder of that school day.

Second Offense: A parent will be called and the phone or device, if brought to school, must be left in the office during the school day for two weeks.

Third Offense: A parent will be called and the phone or device, if brought to school, must be left in the office during the school day for the remainder of the school year.

## School Nutrition Program

The School Breakfast program (SBP) and the National School Lunch Program (NSLP) are offered in ALL buildings daily when school is in session.

The School Nutrition Program operates as a pre-paid system so you must have a positive balance in your family lunch account at School meal prices are posted on the school website under School Nutrition.

You can check your family lunch account balance online. Please call the School Nutrition office (715-268-9771 x255) for your family ID number and pin number. Deposits for school lunch accounts can be given to any school office. You can also make payments online using E-Funds. It is very important to keep a positive family lunch account balance at ALL times.

Applications for free/reduced meals are available in every office and are also mailed to everyone before school starts. You are encouraged to fill out an application at any time during the school year if circumstances change for your family, i.e. unemployment, etc.

If you qualify for reduced meals, breakfast is FREE (including milk) and lunch is .40 (including milk).

If you have **milk only** or additional milk at meal times, the cost is .40, even if you qualify for “Free/Reduced” meals. Students may participate in the school lunch program or they may bring their own lunches from home. Menus can be found online on the school district website or on your School District of Amery App.

If you have any questions, please call the School Nutrition Office at (715) 268-9771 ext. 255 or ext. 359.

For bookkeeping purposes, we strongly encourage you to deposit larger amounts in your family account. By making larger deposits, you will help reduce the amount of data entry and bookkeeping on our part.

Only one check for lunch money needs to be sent to the school district. Please specify the payment for the school lunch program and **please do not include any other school fees/payments with your lunch payment.**

### **Hot Lunch Program Rates:**

Our rates for the 2019-2020 school year are as follows:

#### **Grades 4K-2:**

Student Breakfast	\$1.50/meal
Reduced Student Breakfast	FREE
Adult Breakfast	\$2.05/meal
Student Lunch	\$2.70/meal
Reduced Student Lunch	.40/meal
Adult Lunch	\$4.00/meal
Milk	.40/carton

#### **The following times are when your child eats lunch:**

11:00—11:25 a.m.	Montessori
11:30—12:00 p.m.	1st Grade
12:00—12:30 p.m.	2nd Grade
12:15—12:45 p.m.	4K
12:30— 1:00 p.m.	Kindergarten

#### **Milk Break:**

Students at all grade levels are given a milk break daily. Students may decide whether or not they wish to have milk. If they decide to have milk break, they are charged .40 a carton. This charge is deducted from the student’s lunch account.

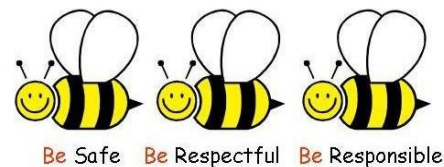
# Positive Discipline

In an effort to make Lien Elementary School a healthy, safe and caring environment for all students, we have developed a positive behavior plan called "The Warrior Way."

We believe that students must take responsibility for themselves and their actions and that by doing so they will take pride in themselves and their school. We have categorized behaviors in "The Warrior Way" as appropriate, inappropriate, and unacceptable:

## **Expected Behaviors:**

*Be safe, Be respectful, Be Responsible*



## **Inappropriate Behaviors:**

Abusive Language

Disruption

Defiance

Fighting/physical contact

Stealing

Property Damage

Lying

Bullying

Children are expected to demonstrate appropriate behaviors. If a child makes an inappropriate choice, an intervention will be used to help the child learn the expected behavior. These interventions may include one of the following:

- time in office,
- loss of privilege,
- conference with student,
- fix it plan,
- peacemaking,
- re-teach expectation,
- break/calming center,
- in-school suspension,
- out of school suspension, or other.

Communication with parents is a school priority. A telephone call, email, note or Parent Communication Notice may be used to inform parents of the incident.

## **Communication is the key**

The following is suggested for that occasion when a problem arises and you, as a parent, are unsure of what procedure to follow:

- \* It is best first to contact the teacher or person directly involved and discuss the problem. Most problems are resolved through contact and discussion.
- \* For that occasion when there is no resolution and you wish to pursue the problem further, you are urged to contact the building principal. Knowing the building, district rules, regulations and curriculum, the principal is knowledgeable and helpful.

- \* However, if the problem is still unresolved at this level, you are urged to contact the Superintendent of Schools.
- \* The final resource, if there is still no resolution to the problem, is the Board of Education. Information on the membership of the board is mentioned in the beginning of this book.

## Physical Education

If a student is well enough to go out for recess, they are well enough to participate in physical education. Written requests from a doctor or an occasional note from a parent will be honored to excuse a student from physical education. Please do not encourage your child to find excuses not to participate in physical education. It is a very important part of his/her educational experience.

Soft soled shoes are necessary for physical education classes.

***It is very important that students come to school dressed appropriately for physical education and to be outside during recess.***

## Playground

Playground supervision is provided only during the school day, not before or after school.

Students are not permitted to stay indoors, except at the teacher's request, during recess time without a written request from a physician or a written request from the parent on the day after a prolonged illness. Exceptions may be allowed upon consultation with the principal.

## Recess

**Please do not request that your child be excused from recess or physical education except in emergencies.**

Ordinarily, a child who is well enough to be in school is well enough to play at recess and engage in physical education activities. Each grade has regularly scheduled recesses each day. A written request/excuse from a physician is required for excuse from recesses and physical education classes. It is the parent's responsibility to clothe children properly for weather conditions coming to and from school and outdoor recesses. Cooperation with the school in maintaining appropriate standards of dress and grooming is expected and appreciated. A child that is well enough to be in school should be well enough to go outside.

**COLD WEATHER POLICY:** Students have the opportunity to play outside for recess. Our cold weather policy is: if the wind chill or the temperature is above 0 degrees, the children will go outside for recess.

### **Recesses will be at the following times:**

10:00—10:20 a.m.	Kindergarten	12:00—12:30 noon	1st Grade
10:00—10:20 a.m.	1st & 2nd Grade	12:30—1:00 p.m.	2nd Grade
11:30—12:00 p.m.	Montessori/PBL	1:00—1:30 p.m.	Kindergarten
11:30—12:00 p.m.	4K	2:50—3:10 p.m.	Montessori/PBL
2:30— 3:00 p.m.	4K		

## Field Trips

The school administration recognizes the educational value of certain field trips and, therefore, teachers become involved from time to time in such an activity. When a specific trip is planned, parents will be informed as to costs and arrangements. A permission slip will be sent home for the parent to sign. Rules and regulations regarding behavior and bus safety apply to any trip under school sponsorship. Directions of teacher, chaperone, and bus driver must be respected.

## Lost & Found

Any lost and found items should be hung on the clothesline or placed on the table in the cafeteria. Children and parents are encouraged to check the Lost and Found at any time. Be sure to check for lost items at conference times and at the end of the school year.

**To help avoid losses, put names on all clothing, shoes, and school supplies.**

Unclaimed items are donated to clothing collection agencies at the end of each quarter.

## Fire & Tornado Drills

We are required by law to hold fire drills unless prevented by inclement weather. Fire drills are held on those days when the weather is least likely to be a problem.

In the event of a real fire, during inclement weather, the children would be taken to the High School gym.

A Disaster Emergency Procedure Plan has been established at Lien Elementary School for the purpose of protecting the health and safety of every student as well as the school staff. Since tornadoes are the kind of disaster which generally do not permit time to send children home, all children and staff will move to the designated areas in the school. Practices are held each year with the students to make sure everyone knows what to do in case of such an emergency.

## Birthdays

Your child's birthday is a special day that is remembered at Lien Elementary School. Your child will be recognized by having his/her name read over the announcements that morning. He/she will also receive a happy birthday pencil from the principal. If you would like to send a birthday treat with your child, **purchased treats are preferred. If your child is having a birthday party, please send invitations through the mail.** Parents must arrange transportation to birthday parties. Do not assume there is room enough on your child's school bus.

## The Clubhouse

The Clubhouse is a quality care program designated to provide a safe, supervised, fun, and enriching environment before and after school for children in 4K through grade 5. The Clubhouse is open when school is in session from 6:00 a.m. until school starts and after school until 6:00 p.m. at the elementary and intermediate schools. The Clubhouse is also open on non-school days and during the summer months. For more information go to the Clubhouse pages on the school website or call the Clubhouse 715-268-9771 x434.

## Clubhouse Childcare

### Clubhouse Childcare

The Amery School District Clubhouse Childcare program is designed to provide a safe, nurturing, and educational environment for children ages 6 weeks to 4 years. In partnership with parents, we will offer children the opportunity to increase their social/emotional, physical, and ethical growth at a pace, and in a style, that best suits each individual child. Clubhouse Childcare is open from 6:00 a.m. until 6:00 p.m. year round. For more information go to the Clubhouse pages on the school website website or call the Clubhouse 715-268-9771 x434.

# Use of Tobacco Products on School Premises

All Wisconsin schools are tobacco free. Under Board policy, the use of tobacco products shall be prohibited at all times on school premises. "School Premises" includes all property owned, rented by, or under control of the Amery School District.

## School Policies

The Board of Education encourages parents and citizens of the school district to visit our schools in accordance with reasonable procedures to control such visits as established by the administration. The intent of those procedures shall be to make the programs of the district open to the public, **while at the same time minimizing the disturbance and disruption of the educational process.**

Whereas the School District of Amery is charged with the responsibility of providing a safe environment for all students, and whereas **the School District of Amery is also charged with providing a learning environment that ensures the confidentiality of all students,** the following procedures shall apply:

- A. Persons who are in the building at the specific invitation of the district and are working with a district employee.
- B. Parents or citizens who have been invited to visit the school as part of a scheduled open house or special day.
- C. Individuals who are attending a scheduled performance by a school class, team, or group.

**The building principal shall have the authority to exclude from the building premises any person or persons he or she has reason to believe would be, or is, disrupting the educational program of the school. Engaging in any action which interferes with the learning process shall result in the revocation of the visitor's pass.**

School personnel encountering any non-employee not wearing a visitor badge shall ask them to report to the office for registration. If a person refuses, the employee shall notify the building principal, or his or her designee, who may then call the police for assistance.

### **Interviews with Staff by Media Personnel**

All interviews with staff members by media personnel which occur within the scope of the staff members employment with the District shall be with the knowledge and consent of the staff member. There shall be no video or audio taping of such interviews with the full knowledge and consent of the affected staff members. This shall not preclude the filming or taping of open session board meetings or board appointed committee meetings pursuant to Section 19.90, Wisconsin statutes. Violations of this provision shall be reported to the District Administrator.

### **Interviews with Students**

**A non-employee may not interview, film, or photograph a student without the prior approval of the building principal or his/her designee at any time when such student is under the school's supervision.** When interviews are authorized, such interviews shall be with the full knowledge and consent of the student. **Further, there shall be no video or audio taping of such interviews without the full knowledge and consent of the student, his or her parents or guardians, and the building principal or his or her designee.**

This provision shall not apply to interviews of students participating in co-curricular activities.

Violators will be reported to the District Administrator.

## Visitors & Volunteering

For the safety and security of your child, the elementary school has a system for entering the building during school hours. Our front doors are open throughout the day according to the following schedule:

- **7:45 AM – 8:10 AM**
- **3:15 PM – 5:00 PM**

If you should visit/volunteer at our school at another time of day, please push the **“silver call button”** for assistance. After pushing the button, please wait for a response from the office. You need to face the camera and provide the following information:

- Your name(s).
- Name of the student/person your visit concerns.
- The nature of your visit.
- **Please do not** hold the door open for other people. Your child’s safety is our top priority.
- Direct people behind you to push the button and follow the same directions listed above.
- Once admitted into the building you **MUST** stop at the office to sign in and receive a visitor/volunteer badge. (If you volunteer on a regular basis, we would encourage you to ask to have your picture taken for your very own personalized identification badge.)
- Exchange your keys or driver’s license for a visitor/volunteer badge. (These items will be returned to you when you sign out.)

In an effort to maintain a safe environment, we are asking our visitors and volunteers to complete a background check form (these forms are available in the office). **If we do not have a background check on file, we will ask you to complete one at the time you would like to volunteer/visit.**

**The following are exception to the above rules: the Halloween parade day or a special day in your child’s classroom when the whole classroom of parents are invited to attend.**

## Weapons on School Premises

No person shall possess, use or store a weapon on school property, on school buses, or at any school related event. This prohibition does not apply to law enforcement officers discharging their official duties or military personnel who are armed in the line of duty.

A weapon is any object that by its design and/or use can cause bodily injury or property damage. This includes (but is not limited to) guns, knives, razors, karate sticks, nunchaku, metal knuckles, chains, and similar items.

Any student violating this policy shall be subject to penalties outlined in state law and suspended and/or expelled from school. Parents/guardians and law enforcement officials will be notified in all cases. Weapons will be confiscated by the school district.

Employees violating this policy shall be disciplined in accordance with employee policies and agreements and referred to law enforcement officials for prosecution.

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

Law enforcement officers will be summoned to the schools in a situation involving a weapon which presents an immediate threat to safety. If the situation does not allow an opportunity to contact law enforcement officials immediately, school staff and administration shall attempt to diffuse and control the situation until law enforcement officials can be summoned.

The building principal may allow weapons in the building for purposes of demonstration or educational presentations. This approval must be in writing and granted prior to the weapon being brought to the school. The weapon shall be maintained in the possession of the principal except during the actual demonstration or presentation.

## **Notice of Discrimination Policy**

The School District of Amery shall not discriminate against students on the basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disability.

Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, or handicap.

The Wisconsin Fair Employment Law also prohibits discrimination in employment on the basis of creed, marital status, ancestry, arrest or conviction record, or sexual orientation.