

Lien Elementary School

Shine Like a Warrior

Student/Family Handbook



Lien Elementary School

469 Minneapolis Ave

Amery, WI 54001

<https://www.amerysd.k12.wi.us/>

WELCOME Warriors

It is with great excitement and gratitude that I welcome you to another school year at Lien Elementary School. As I begin my second year as principal, I continue to feel honored to be part of this incredible learning community. I look forward to building on the relationships we've established and partnering with our students, families, and staff for another year of learning, growth, and success together.

At Lien Elementary School, we have a philosophy of building for tomorrow. We believe children are individuals and every child is unique. We believe our primary program strives to accommodate the broad range of children's needs, their learning rates and styles, their knowledge, experiences and interests to facilitate continuous learning. We believe continuous learning is best achieved through an integrated curriculum incorporating a variety of instructional models, strategies and resources. We believe by creating a nurturing, child-centered environment, a child's learning and self-esteem will flourish.

We believe the school, family and community must be **partners** in the education of children. We believe children should live in a healthy, stimulating, safe and caring environment. **Together** we can enhance a child's respect for self, others, and learning. **Together** we can create a climate for success and joy necessary for lifelong learning.

It is my pleasure to welcome you and your students to the 2026-2027 school year. I am looking forward to an exciting year filled with partnering in your students' adventure in learning.

Ms. Megan Challoner

Shawn Doerfler	District Administrator	268-9771 x 237
Megan Challoner	Elementary Principal	268-9771 x 266
Abbie Bohatta	Director of Special Education	268-9771 x 370
Josh Grams	Elementary School Counselor	268-9771 x 421
Michaela Gilles	Elementary School Counselor	268-9771 x 264
Gina Arntz	Elementary Office Secretary	268-9771 x 262

EQUAL EDUCATION OPPORTUNITIES

The School District of Amery is committed to providing equal educational opportunities for all students in the district. Therefore, no person, on the basis of sex, race, color, national origin, ancestry, creed, religion, economic status, pregnancy, marital, familial or parental status, sexual orientation, genetic information, handicap or physical, mental, emotional or learning disability may be denied admission to any district school or be denied the benefits of, or be discriminated against in any curricular, extracurricular, student services, recreational or other program or activity.

NON-DISCRIMINATION NOTIFICATION

The School District of Amery encourages informal resolution of complaints concerning alleged discrimination. If any person believes that the School District of Amery or any part of the school organization has failed to follow the law and rules of §118.13, Wis. Stats., the Americans with Disabilities Act, Title IX, Title VI, or Section 504 or in some way discriminates against students on the basis of sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, gender identity, or physical, mental, emotional or learning disability he/she can bring or send a complaint to Director of Student Services, 543 Minneapolis Avenue, Amery, Wisconsin 54001. The Director of Student Services, Abbie Bohatta can be contacted by telephone at (715) 268-9771 ext. 370.

DISTRICT MISSION

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

SCHOOL MISSION

Shine like a Warrior

TABLE OF CONTENTS

Principal's Welcome.....	2
Equal Education Opportunities.....	3
Nondiscrimination Notification.....	3
District Mission & School Mission.....	3
Table of Contents.....	4
School Report Cards, Grading, & Homework.....	5-6
Explanation of Grading Scale.....	5-6
Parent Teacher Communication.....	6-7
Homework	7
Behavior Approach & Matrix.....	7-
10	
Attendance.....	10
-12	
Food Service.....	12
Drop off/Pick up.....	13-
14	
Bus Loading & Procedures.....	15-
17	
Birthdays.....	18
Care of Books.....	18
Cell Phone or Other Electronic Devices.....	18
Clubhouse.....	18
Computer Network/Internet.....	18
Home Address/Contact Information.....	18
Health.....	18-
22	
Library Guidelines.....	22
Lockers & Cubbies.....	22
Lost & Found.....	22
Pets.....	22
PowerSchool.....	22
Recess.....	22
Playground.....	23
Respect for School Property.....	23
Safety Drills.....	23
School Pictures.....	23
School Closing or Late Starts.....	23
School Counselor.....	23-
24	
School Hours.....	24
Snacks.....	24
Search and Seizure.....	24

Sexual Harassment Policy.....	24-
25	
Student Harassment/Bullying.....	25
Student Dress.....	25
Students Leaving During School Hours.....	25
Student Records.....	25
Testing.....	25-
26	
Toys.....	26
Use of Alcoholic Beverages/Drugs/Tobacco.....	26
Visitors/Volunteers.....	26

LIEN ELEMENTARY SCHOOL REPORT CARDS, GRADING, AND HOMEWORK

PHILOSOPHY

Each student is a unique individual. When considering the development of each student’s learning path, grades, and assessments, attention will be given to all aspects of the student’s development in order to promote the achievement of the student’s full potential. Lien Elementary School does not use a “one size fits all” approach, but rather a thoughtful, personalized approach for each student.

INSTRUCTIONAL SUPPORTS

All students have access to a variety of supports when appropriate. These include: 1. Response to Intervention (RTI), referred to as WINN (What Individuals Need Now), which is a time when students receive support in targeted areas in order to help them grow to their fullest potential. 2. Differentiated instructional practices in each classroom. Teachers personalize learning for all students during instruction and re-teaching opportunities. For a more detailed look at our RTI plan, as the front office for details.

Students that have additional needs may also qualify through an Individualized Education Plan (IEP) or other plans such as a 504 plan. These plans help to take advantage of more support through specialized instruction, accommodation, and modification to their learning and other areas. Contact your student’s teacher, school administration, or our Special Education Director if you feel your child needs additional support.

REPORTED AREAS FOR GRADES

Grades are reported in a *Standards Based Grading* format. This means that under each subject area, such as Mathematics, students will not receive a traditional ‘Letter Grade’ such as an A or a B. Rather, students receive a score indicating mastery of various state academic standards under that subject area. In Math, for example, there may be 8 standards during a reporting period and a student will receive a score indicating which are mastered, and which are not yet mastered. This

format allows for greater personalized focus on specific standards a student needs growth in to attain mastery.

Behavior is not reported as a part of a student's grades; rather, in a separate area on the report card. Student behavior is not an indicator of academic learning. All students can demonstrate mastery of subjects, regardless of a struggle in a specific area of behavior.

EXPLANATION OF GRADING SCALE

Academic Performance Level for Elementary Grading	
NAME	SCORE
Meeting grade level standard	3
Progressing toward grade level standard	2
Not meeting grade level standard	1

SELECTION OF GRADING SCALE SCORE

Each score (1,2,3) is based on the student's performance on grade level common formative assessments and common summative assessments. These are short in-class quizzes, assignments, and unit tests/projects that are given during and after each unit of instruction. All teachers score these assessments the same within the same grade level, according to grade level developed rubrics and standards. Please see your student's teacher if you have questions in regards to the rubrics and how your student's level of mastery was computed for a particular assignment or standards. We also take teacher observation of student classwork into consideration. For example, if a student does not master their letter sounds on their common summative assessment, yet later in the week through teacher re-teach of the standard, demonstrates to the teacher that they have learned the skill, the teacher will raise their score to show mastery of the standards. This practice aligns with our philosophy of having a personalized approach to each student's learning and reported mastery of skills.

REPORT CARD DISTRIBUTION

Report cards indicating student progress are distributed following the end of each trimester. These will be sent home in Thursday folders or mailed home.

MAKEUP WORK, LATE WORK, CHEATING, PLAGIARISM

Students shall be expected to complete all work after absences, and to make up all work that is late for any reason. This work shall be graded at full credit towards reporting mastery of the academic standard in which it is applied.

Any late work due to behavioral items, or any student caught cheating or plagiarizing, shall be reflected in the student's behavioral area on the report card only. Students caught cheating or plagiarizing will be required to complete the academic task again to determine mastery of the learning standard. School consequences and discipline may still apply.

PARENT-TEACHER COMMUNICATION & THURSDAY FOLDERS

Regular and open communication between families and teachers is a key component of student success. We are committed to keeping families informed about student progress in all areas of school through consistent updates and a variety of communication tools.

One primary method of communication is our **Thursday Folder** system. Every Thursday, students bring home a folder containing completed student work, important school information, teacher notes, and other relevant updates. Many teachers also include a classroom newsletter with additional news and upcoming events. We strongly encourage families to check the Thursday Folder each week and review its contents together with their child.

In addition to the Thursday Folder, teachers make use of phone calls, emails, and online communication tools to stay connected with families throughout the school year.

Parent-teacher conferences are also a vital part of our communication efforts. These meetings are strongly encouraged as they provide an opportunity to discuss student progress, celebrate successes, and collaboratively address any areas of concern. Elementary conferences are scheduled in the fall (October) and spring (February).

Our goal is to ensure that student grades on report cards are never a surprise. By maintaining regular communication, we aim to provide families and students with the information and support they need to address challenges early and work together with teachers to develop strategies for success.

HOMEWORK

Research has shown that traditional homework does not increase student achievement at the elementary age; rather, a childhood filled with books, stories and other literacy activities makes the most difference and is strongly encouraged at home. Additionally, strong family relationships, supportive environments, time spent playing with your student(s), and celebrating and supporting their achievements in and out of the classroom are vital for success..

1. Teachers encourage families to read 20 minutes daily with their student(s). Teachers may provide various resources for reading. These items are not required or graded.
2. The only graded homework sent home are those items which a student and family have sufficient explanation on what to accomplish, how to accomplish it, and which provide adequate time to complete the homework.

3. Families may request and teachers may suggest additional skill work and practice for individual students. Families may decline this work, or accept it if they are able to help and feel it may be beneficial. This work will be provided, and feedback given, but will not be graded.
4. Homework MAY be assigned due to absences, late work, missing work, cheating, or plagiarism if not enough time is available to complete or continue the work in the classroom.

LIEN ELEMENTARY SCHOOL BEHAVIORAL APPROACH

WARRIOR WAY (PBIS)

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:

PBIS PILLARS

1. Students will be Safe.
2. Students will be Respectful.
3. Students will be Responsible.

SECOND STEP CURRICULUM

In an effort to be proactive about positive behavior, all students Pk-2 have weekly lessons from our Second Step Curriculum which focuses on Social Emotional Learning. Our lessons are co-taught by our school counselor. We also run small groups to help solidify student Social Emotional Learning.

All students will be held accountable for their actions and will be required to observe the following regulations and rules as established by the State of Wisconsin and School District of Amery.

CHARACTER EXPECTATIONS

- A. Learning to Listen
- B. Focusing Attention
- C. Following Directions
- D. Identifying Feelings
- E. Showing Empathy
- F.. Managing Feelings
- G. Problem Solving Skills

DISCIPLINE POLICIES AND PROCEDURES

The following behavior will be reported to the office and result in a discussion with the principal, could be a call home to parents from the child and principal, and a reflection given by the supervisor/teacher. The student could also be sent home for the day or suspended.

Bullying
Physical violence
Insubordination/Defiance
Throwing objects
Use of profanity
Sexual Harassment

Harassment
Vandalism
Physical Aggression
Lying/Stealing
Disruptive behavior
Safety Violations

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. The interventions may include one of the following:

Green Zone/break	Restorative Practices
Loss of privilege	Alternative Placement
Conference with student	Individualized Instruction
Working Lunch/Reflection	In-School Suspension
Out of school suspension	Bus suspension

The following are different levels of severity of behaviors. The administration has the discretion to decide which level the student is on based upon various factors. Our expectations grow as a student's maturity develops.

BEHAVIOR LEVEL 1 – CLASSROOM

The classroom teacher has primary responsibility for gaining the respect and cooperation of the students to maintain an effective learning environment. Students are responsible for following class rules. Classroom rules will be displayed in the classroom. Teachers will document behavioral concerns in a daily planner or on school behavior documentation documents. This behavior record will be used and shared with parents when needed. General rules apply in all areas of the school. All staff members have the authority to enforce them.

BEHAVIOR LEVEL 2 – CLASSROOM AND OFFICE

Students referred to the Principal's Office

When corrective actions taken by the classroom teacher have failed or the rule infraction is of a severe nature, the incident shall be referred to the principal for investigation and appropriate action. The severity of consequences applied by the principal depends on two factors.

- The seriousness of the offense.
- The previous disciplinary record of the student.

It should be understood that students who are referred to the principal would be subject to appropriate disciplinary measures, (reflection time, loss of privileges, trip, assembly, etc... removal from class or suspension)

The administration reserves the right to impose more severe consequences during any disciplinary procedure for serious infractions. Any disciplinary referrals made to the principal will result in a parent contact.

Any student referred to the office, or reported to the classroom teacher by a substitute teacher will have severe consequences for his/her inappropriate behaviors.

BEHAVIOR LEVEL 3 – SUSPENSION

If ordinary discipline measures are not successful, it may be necessary to take further action through suspension (in or out of school). Suspension from school is a temporary exclusion of a student from class attendance and participation in school functions as a response to misconduct or violation of district rules and regulations. Suspended students will meet with the principal.

Parents will be contacted by a phone call or email informing them of their child's behavior and the appropriate discipline. Consultations with parent(s) may be required prior to reinstatement. An administrator may suspend a student up to 5 days if it is determined that he/she is guilty of non-compliance with school rules.

Prior to the suspension, the student must be advised of the reason for the proposed suspension and given an opportunity to explain or refute the charge (due process).

BEHAVIOR LEVEL 4 – EXPULSION

The School Board may expel a student from school whenever it finds the student guilty of refusal or neglect to obey the rules or endangering the property, health or safety of any person or school property regardless of whether the student's conduct takes place on or off the School District of Amery Campus.

PBIS BEHAVIORAL MATRIX

	Hallways	Arrival & Dismissal	Bathrooms	Lunchroom	Playground	Bus
Be Respectful	-I use a level 1 voice -I keep my hands and feet to myself	-I use a level 2 voice -I will use friendly greetings and goodbyes -I keep my hands and feet to myself	-I use a level 1 voice -I give others privacy	-I use my manners -I use a level 2 voice -I use floor stickers to help me stay in single file when getting food	-I will invite others to play -I can share and take turns -I will listen to the adults outside -I can follow game rules	-I use a level 1 voice -I will listen to the bus driver -I am kind to others
Be Responsible	-I will use my time wisely -I can keep my belongings organized	-I will use time wisely -I can keep my belongings organized -I will get breakfast if I need to and return to class in a timely fashion	-I use only what I need -I wash my hands -I put dirty towels in the garbage -I flush the toilet	-I keep my food on my tray -I stay seated until excused by my teacher -I clean up my items -I put silverware in the container -I dump and stack my dirty tray	-I will clean up my toys when I'm finished -I am a problem solver -I line up when the bell rings	-I take all belongings with me -I take care of the bus property and keep it clean
	-I will walk -I can stay with the group -I look	-I will walk to and from my locker -I will wait calmly and	-I keep my hands to myself -I keep water in the	-I dress for the weather -I use equipment properly		-I stay seated and face forward -I keep my hands, feet,

Be Safe	forward and follow the person in front of me	quietly with my designated group	sink at all times -I go potty in the toilet or urinal	-I tell an adult when someone is hurt		and objects to myself -I will report unsafe behavior to the bus driver
---------	--	----------------------------------	--	---------------------------------------	--	---

ATTENDANCE

The Board of Education emphasizes the importance of regular school attendance for student academic success and achievement. Consistent attendance is crucial for students to reach the goal of high school graduation. When students are not attending school regularly, their performance may suffer, leading to disinterest and falling behind. It is essential for both the home and the school to work together in promoting good habits of attendance among young people.

The success of students, both socially and academically, is influenced by their attendance. In accordance with Wisconsin state law, it is expected that students attend school every official school day unless there is a valid reason that is excused by the principal. Excused reasons are as follows.

1. Illness of the student.
2. Family emergency.
3. Pre-approved trips with parents or guardians.
4. Medical, dental, or necessary appointments not able to be scheduled outside of school hours.
5. Recognized religious services.
6. Necessary work at home for which arrangements have been made in advance.
7. Other reasons as deemed excusable by the principal.

Absence or Tardy. Our school requires that families notify the office of any student absences. This notification can be provided via email, phone call, signed letter upon the student's return, or use **PickUp Patrol**.

**** A tardy is recorded if a student arrives at class AFTER 8:05am.**

**** An unexcused absence caller will go out to families AFTER 9:00 am.**

**** Attendance for students is recorded whenever they are absent from the school premises.**

**** If no communication is made an unexcused absence will be recorded.**

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** or use **PickUp Patrol**. For your convenience, voicemail messages may be left anytime, so please leave a message as soon as you know your child is not going to be in school.

ABSENCE LIMITS & NOTIFICATIONS

Wisconsin Act 239 allows a student to be excused by the parent/guardian for *not more than 10 days* in the school year. Wisconsin State Statute 118.15 defines “*habitually truant*” as a student who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester. 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.

AUTOMATED ATTENDANCE NOTIFICATIONS

In compliance with state law and district policy, schools will send automated notices to families at the following milestones:

Attendance Notifications

Attendance Concert	Parent/Guardian Notification
5 Days Absent Overall	Correspondence from school listing all absences
10 Days of Parent Excused Absences	Letter informing that parent excused days have been depleted
15 Days Absent Overall	Parent meeting required
20 Days Absent Overall	All additional absences require a doctor's note
Chronic Absenteeism	School administration will contact the parent/guardian

*Unexcused absences may be subject to further review and potential legal or school-based interventions as outlined in state law. These notifications are part of the district's effort to promote regular school attendance and ensure families are informed of their child's status.

BREAKFAST/LUNCH

Breakfast and/or lunch are available: all meals meet USDA and DPI requirements. Families must prepay, as our food service program is a debit account system, not a credit system.

A deposit to your child's account can be made at either the elementary office or online within your PowerSchool Parent Portal The PowerSchool Parent Portal, along with the link to e-funds

for Schools, is available on the District's website at www.amerysd.k12.wi.us. When any account is in the negative low balance automated calls and emails will go out to families.

Prices per meal this year is:

PK-5 Breakfast	\$1.60
PK-5 Lunch	\$2.80
Adult Breakfast	\$2.50
Adult Lunch	\$4.50
Milk Break/Milk	\$.45 (bag lunch or extra milk with a meal also)

Breakfast starts at 7:50 a.m. and runs until - 8:10am. Breakfast meals include a variety of breakfast menu options.

- Free breakfast and lunch: All families are asked to apply for free and reduced meals – free and reduced help families and help our school, and it is confidential.
- Food service information has been mailed to each district household. If you have questions or would like assistance in completing the lunch form please call, School Nutrition Office 715-268-9771 x255.

MORNING DROP OFF

Due to our new school look the front door at Lien Elementary has changed to the southeast corner of the building. Which is accessible via the parking lot drop off lane on the southeast side of the building. This procedure will look like the previous drop off/pick up procedure at door E.

- Our school doors open at 7:50 AM and students should **not** arrive at school before this time. There is no supervision for students prior to this time.
- Drop off times are 7:50 AM – 8:05 AM
- Enter the school at the southeast entrance from our campus center roadway and proceed through the drop off lane towards door E (indicated on the map). There will be signage along the way.
- There will be yellow vested staff members visible for traffic flow, PLEASE follow directions given by these staff members.
- Pull forward to the stop sign to drop off your child at the school entrance (door E). A school staff member will be there to assist your child. You will also notice them in a yellow vest.
- Proceed forward and turn right onto the district center street to exit. Then turn right to exit the school campus onto Minneapolis Ave. As a reminder, the stop sign leading to Minneapolis Avenue is a right turn only intersection at drop
- If you drop off your child after 8:05 AM PLEASE park in the visitor space at the front of the building (southeast parking lot) and check into the office.

Please Remember

As you approach door E (indicated on the map) PLEASE be mindful of staff member directions, enter the drop off area, drop off your child, then proceed to exit the parking lot by turning right.

- BUS TRAFFIC and STAFF PARKING ONLY on the west side of the building.
- Lien Elementary has a new front entrance access on the southeast side of the building.

END OF THE DAY PICK UP

Lien's school day ends at **3:15 PM**. The pick-up procedure will begin at **3:17 PM**. Unless it is necessary, please do not pick your child up prior to this time.

PickUp Patrol

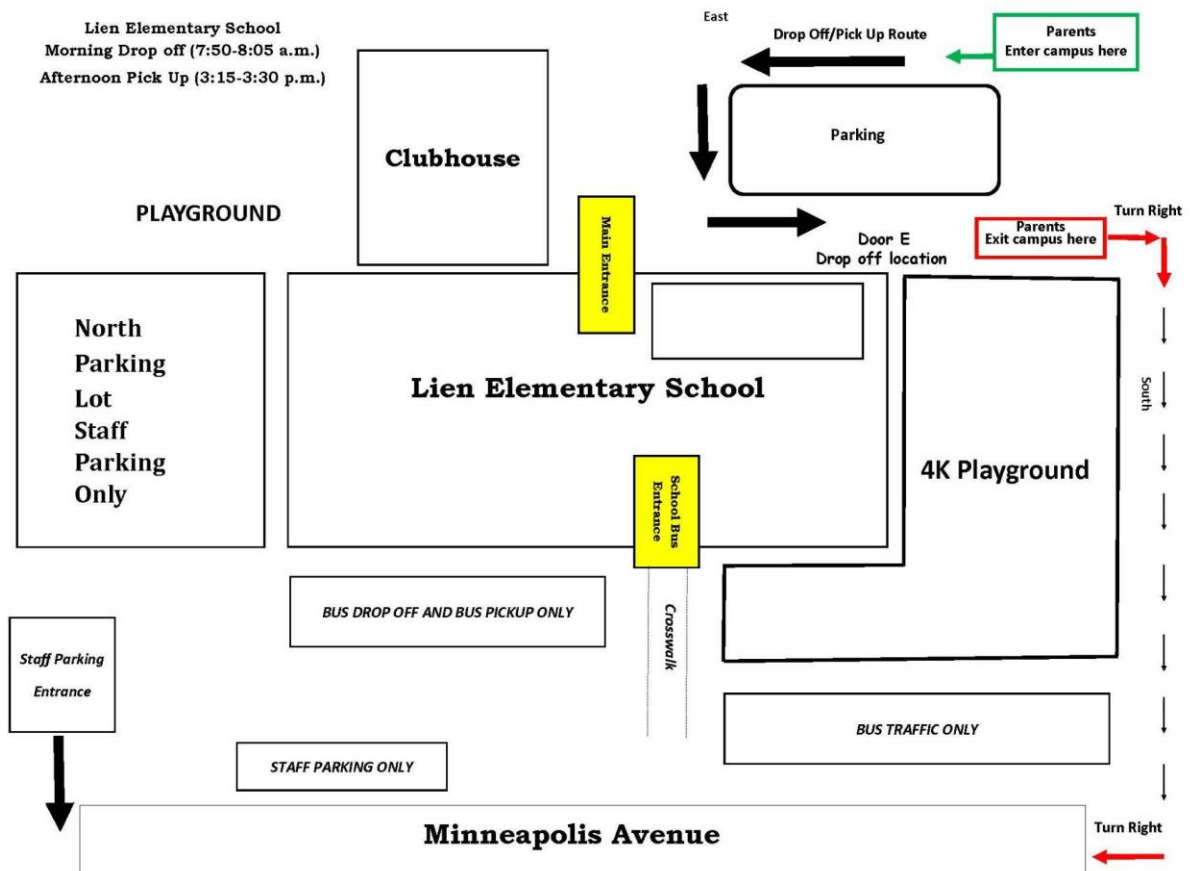
Starting this school year, we will be using a system called PickUp Patrol to help us track dismissals. PickUp Patrol provides you with a convenient way to make changes to your child's dismissal plans and helps ensure that students are accurately dismissed each day.

How it works: Your child's regular dismissal plan will be entered into the system. This is called their Default Plan. Whenever your child is doing something other than their Default Plan, you submit a Plan Change via PickUp Patrol. You should have received previous information on this and a link to set up your PickUp Patrol. **If you chose to call you must do this by 2:15 PM at 715-268-9771 ext. 263** for this request to be honored. If we do not receive your change on Pickup Patrol or phone call, your child will go home according to their regular transportation schedule.

- Enter the southeast parking lot in the same fashion as morning drop off. Pickup will begin at the southeast entrance door E.
- There will be yellow vested staff members visible for traffic flow, PLEASE follow directions given by the staff members.
- Pull forward to the stop sign to pick up your child at the school entrance (door E). School staff members will be there to assist your child. You will also notice them in yellow vests.
- Students will be ready as you pull ahead for pick up. Please follow the directions given as to where and when to stop for students to enter your car.
- PLEASE REMEMBER you will be responsible for making sure your child is properly buckled into your vehicle, so please be prepared to exit your car to secure your child into your vehicle if needed.
- Once you have your child/children secured, please proceed out of the parking lot turning right onto Warrior Way and turning right again onto Minneapolis Avenue.

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, call 715-268-9771 ext. 263 to indicate the time you would like him/her picked up or us PickUp Patrol.



BUS COMPANY PROCEDURES

The School District of Amery's Transportation Department provides services to the Amery Student. They will develop and drive the bus routes. The safety of our students is our first concern and families are reminded that the bus is an extension of the school day. Therefore, students are expected to act in a respectful, responsible, and safe manner. In order to assist with a smooth transportation experience, we ask families to call the Transportation Supervisor at 715-268-9771 ext. 231.

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 the assigned seat, facing forward and feet on the floor.
3. No 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. External speakers 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

Failure to follow directions
Eating-Drinking-Littering
Not in assigned seat
Unacceptable language-Noise-Gestures

Minor — First Offense: Driver conferences with the student, writes the bus conduct report, calls parents

Minor — Second Offense: Same as above, conference with driver and principal calls parents

Minor — Third Offense: Driver conferences with the student, parents, and principal. Students are suspended from the bus for 1-5 days. The next bus report would be Major-First.

Major Infractions

Throwing or shooting of any object
Physical aggression

Possession or tobacco, alcohol
Vandalism
Weapon on bus
Lighting matches or lighter

Other: Hanging out of the window, holding onto or attempting to hold onto any portion of the exterior of the bus, extreme disrespect toward the bus driver, others as determined by the transportation supervisor.

Major — First Offense: Driver conferences with students, writes bus conduct report, principal calls parents. Student suspended off bus for five days.

Major — Second Offense: Same as above. The student was suspended off the bus for ten days.

Major — Third Offense: Same as above. Student suspended off bus for fifteen days. Any succeeding offenses will result in immediate suspension and referral to district administration.

Administration may suspend a student from bus transportation immediately and indefinitely for any offense which is dangerous to students who ride the bus.

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. We are committed to getting your students to and from their destinations safely. To do this effectively, each driver must know their riders' consistent drop off and pick up points. They must also have enough space on their bus for all students assigned to their route. For these reasons, the transportation department can no longer accommodate single-day or short-term/weekly bus change requests. This includes:

- Student rides a different bus one day to go home with a friend **NO**
- Student rides a different bus to be dropped off at a weekly after school activity **NO**
- Student rides one bus M, W, F and rides a different bus T, Th **NO**
- Student is picked up/dropped off at mom's house one week, dad's the next, alternating weeks **NO**

This policy is consistent with other districts, and we believe the change is necessary to provide safe transportation for all students. Please plan for any adjustments that need to be made to your students' drop off and pick up plans this school year. In the event of an emergency, you may contact the transportation director at (715) 268-9771 ext. 231 to request an exception.

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.

BIRTHDAYS

Your child's birthday is a special day that is recognized at the Lien Elementary School. If you would like to send a birthday treat with your child, you may do so, however no homemade treats will be allowed. Treats for birthdays can also be ordered through School Nutrition. Please reach out to your child's teacher or the office if you need more information.

CARE OF BOOKS

Students are provided textbooks and workbooks by the school district. Students are also able to check books out from the school library. They are expected to take good care of all materials. If a book is lost or damaged, the student's family must pay to replace it. Families will be notified of any charges, which will appear in the *Fees* section of PowerSchool.

CELL PHONES OR OTHER ELECTRONIC DEVICES

Personal cell phones, ipads, smart watches, laser lights or other electronic devices must be turned off and out of sight for the *entire school day*. Failure to comply with this will result in the device being taken away for the remainder of the day. The student may pick it up in the office. If this happens more than once, it will be held in the office until a parent comes in to get it. The use of these items will not be permitted anytime during the school day so it is best to keep them at home.

CLUBHOUSE

The Clubhouse is an option for parents before and after school and for parents who need daycare for their children. Parents will need to register with Clubhouse for this service. The hours of operation are 6:00 a.m. to 6:00 p.m. Please contact the director at 715-268-9771 x434 for more information.

COMPUTER NETWORK/INTERNET

Students will be using a school laptop computer for educational use during the school year. Students must sign and follow all computer expectations outlined in the policy. Students must

also sign and follow the Acceptable Use Policy Consent Form at the time of enrollment in the district. Laptop insurance is available and cost is \$50/student per building.

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.

ILLNESS - WHEN TO KEEP YOUR CHILD HOME

Many parents are frequently concerned about when to keep children home or send them to school. The following information is intended to help with this decision.

THERE ARE 3 REASONS TO KEEP SICK CHILDREN AT HOME:

1. The child does not feel well enough to participate comfortably in usual activities.
2. The child requires more care than school staff is able to provide, without affecting the health and safety of other children.
3. The illness is on the list of symptoms or illnesses for which temporary exclusion is recommended.

* If your child is ill and will not be coming to school, please call the office by 9:00 A.M. *

ILLNESS or SYMPTOM(s)		SHOULD MY CHILD STAY HOME?
CHICKENPOX * Light fever, general feeling of illness, and a rash, with fluid-filled blister after 3-4 days. Scabs appear later.		YES Blisters must be dried and crusted (usually 6 days). If blistering occurs after the chickenpox vaccination, refer to the Health Department for return to school guidelines.
COLD SORES Sore blisters, usually on lips, but can occur anywhere on the skin or in mucous membranes		NO. Unless blisters are oozing and cannot be kept covered, or the child is drooling.
CONJUNCTIVITIS (Pink eye) * Pink color of the eye AND thick yellow/green discharge (eyelids could be stuck closed in the morning).		YES Students may return 24 hours after the start of a prescribed medication.
COUGHING Severe, uncontrolled coughing, wheezing, rapid breathing, or difficulty breathing.		YES Medical attention is necessary! NOTE: Children with asthma may be cared for in school with a written healthcare plan and authorization for medication and treatment from their Medical Provider.
DIARRHEA Frequent, loose, or watery stools compared to the child's normal pattern. (not caused by diet or medication)		YES Students that look or act ill; have diarrhea with a fever; have diarrhea with vomiting, or diarrhea that is not contained in the toilet, (i.e., diapers, pads) must remain home.
FEVER Fever 100.4° and above, or a fever with behavior changes and/or illness.		YES Students must be fever-free for 24 hours (without the use of antipyretic "fever-reducing" medication)
FLU SYMPTOMS * Fever over 100.4° with a cough, sore throat, other symptoms can include fatigue, body aches, vomiting and diarrhea		YES Students must be <u>fever-free/ vomit-free/ diarrhea-free</u> for 24 hours before returning to school (without the use of medications)

ILLNESS or SYMPTOM(s)		SHOULD MY CHILD STAY HOME?
HAND, FOOT, AND MOUTH DISEASE * Fever, poor appetite, general feeling of illness, painful sores in the back of the mouth, skin rash after 1-2 days.		NO Unless blisters are oozing and cannot be kept covered, the child is drooling or is unable to participate in usual activities.
HEAD LICE * Infestation of the head with live lice		NO Exclusion is not necessary. A Parent/guardian of a student with live head lice will be called to pick up their student at the end of the school day. - You will receive a letter from the OFFICE when you pick up your child with information on how to remove head lice. - Use the recommended treatment at home. - The student must be accompanied by a parent/guardian to the Office for a head check <u>before</u> returning to classes. - The student is not permitted to ride the bus until the Office has done a head check. - You must show proof of treatment <u>before</u> when bringing your student to the Office. (Bring the used box with you to school).
IMPETIGO * Itching blisters filled with honey-colored fluid, oozing and crusting over.		YES Students may return 24 hours after the start of prescribed medication has been started.
RASH with fever NOTE: body rash without fever or behavior changes usually does not require exclusion from school		YES Medical attention is required. Any rash that spreads quickly, has open, weeping wounds, and/or is not healing must be evaluated by a medical provider.
RESPIRATORY OR COLD SYMPTOMS (Mild) Stuffy nose with clear drainage, sneezing, mild cough		NO A student may attend if able to participate in school activities. Teach a child to cover cough and perform frequent hand washing. If this is not possible, your student will be sent home.
RINGWORM * Itchy, red, raised, scaly patches that may blister and ooze		YES Student may return once a prescribed medication has been started. Lesions must remain covered.
RSV (Respiratory Syncytial Virus) * A very common virus that leads to mild, cold-like symptoms		NO Medical attention is required. Spread of illness is rapid, but exclusion is not always necessary.
STREP THROAT Fever, sore throat, headache, nausea, vomiting, possibly a fine rash		YES Students may return 24 hours after the start of prescribed medication.
VACCINE-PREVENTABLE DISEASES * Measles, Mumps, Rubella, Pertussis (Whooping Cough)		YES Student may return to school once deemed “not infectious” per a Medical Provider. A note from your Medical Provider is required for re-admission to school (before riding a school bus or coming to school)
VOMITING Any episode(s) of vomiting within the past 24 hours		YES. Students may return once they are vomit-free for 24 hours without anti-emetic(nausea) medication, or a Medical Provider decides they are not contagious. Observe for other signs of illness, and for dehydration.

1. If you have any questions regarding this information or your child's illness, please call your school nurse or your family healthcare provider.
2. Illnesses marked with an "*" must be reported to the school as soon as you are aware because of their potential to spread. A note from a Medical Provider is required for these illnesses.
3. The principal may require medical verification if a pattern of excessive absences develops.

HEAD LICE

1. If a student is noted to be experiencing excess scratching or complaints of scalp itching, he/she will be sent to the office staff for assessment.
2. When a case of live head lice is identified, the student will not be segregated from others, but all efforts should be made to prevent the affected student from sharing clothing or making close physical contact with other individuals. The parent to the affected student will be contacted by phone by the elementary office. The parent may choose to pick up the child and treat during the school day, or the student may remain at school and complete treatment at home after school. The school will provide information for treatment.
3. The office staff may screen other children who have had close head to head contact with a student with an active infestation, such as family members, but classroom wide or school wide screening will not be done.
4. Students identified with live lice may return to school after completing treatment and changing into clean clothes. The affected students' head will be rechecked in one week.
5. Children found to have nits will not be excluded from school, but may be rescreened at a later time to monitor for signs of re-infestation.
6. To protect student privacy as well as the families' right to confidentiality, classroom letters will not be sent home unless a pattern of live infestation develops in a classroom or grade.

IMMUNIZATIONS

The Board of Education requires that all students be properly immunized pursuant to the provisions of the State Health Department regulations. All students shall be required to provide records establishing that they meet the State Health Department's immunization requirements or request a waiver of those requirements not later than the 30th school day from the beginning of the school year or initial enrollment in the District, for students transferring into the District.

MEDICATIONS

All medications—including over-the-counter (OTC) pain relievers and allergy medications—must be registered and stored in the nurse's office. Students are not permitted to carry or self-administer any medications during the school day. Medications must be brought directly to the office by a parent or guardian. **Students may not transport medication to school.** Staff will not administer OTC medications without a completed parent permission form. Prescription medications require a current medical order from a physician and must be provided

in the original, labeled container. Labels must include the student's name, dosage, administration times, and dates for the current school year. Any unused or additional medication will be sent home after the registered end date or at the end of the school year.

LIBRARY GUIDELINES

Library classes are held every four days for each grade level. We strongly encourage students to check out library books on a regular basis. Please talk with your student at home about the books they are reading and encourage them to return the items on time. Families are financially responsible for all materials not returned to the library.

LOCKERS/CUBBIES

Lockers are provided for convenience and are not the property of the student. Students are individually responsible for their own assigned locker and can be held liable for unnecessary damage. The District is not liable for any lost or stolen items stored in lockers. Anything displayed inside of the locker must be appropriate and easily removable. Lockers are to be completely cleaned out prior to the last day of school. Any items left inside a locker after that time will be discarded or donated to charity.

- If at any time, the administration has reasonable suspicion that an item is being kept in a locker in violation of school rules, the administration will reserve the right to search it.

LOST AND FOUND

Items found in the school are placed outside the front of the office. Check this area for your children's missing things. To help with missing items, please write your child's name on all articles including backpacks or bags. If items have been lost and found for an extended period of time, they may be donated to a local donation center.

PETS

No animals are allowed in the school building unless prior permission is given by administration.

POWERSCHOOL

PowerSchool is our student information system. It allows us to manage information such as grades, attendance, schedules, daily announcements, assignments/homework, lunch account balance, demographics, etc. Since Powerschool is web-based, some of this information can easily, but safely be shared with parents and students. The Parent Portal allows parents and guardians to access their student's information through the internet. For more information see our school website.

RECESS

4K-2 students have at least two recesses daily. They will be outside during these periods so please dress students according to weather conditions. Students will remain indoors during

recess periods on inclement weather days or if playgrounds are extremely wet. Inclement weather is defined as rain, heavy or wet snow, strong wind, a temperature which gets below 0 degrees F. Students are required to go outside for 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.

RESPECT FOR SCHOOL PROPERTY

All students have a shared responsibility in helping to keep our school building neat and clean. There should be no writing on walls or defacing any school property. Vandalism must always be reported to the office and communication will be made with families. Students will be charged for any damage done intentionally to school property.

SAFETY DRILLS

Periodic safety drills such as fire, tornado, and lock-down drills are held. Parents can assist in these matters by discussing the importance of how their children are expected to follow directions.

SCHOOL PICTURES

Cahill Studios provides 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. If a parent is not fully satisfied with the pictures, he/she may contact Cahill to have the pictures retaken. Additional information will be sent home prior to the dates.

SCHOOL CLOSING

During inclement weather in the event of a school closing, you will receive a phone call to your primary number from our information system. Information will also be posted on the school district's social media pages. You may also listen to WXCE 1260AM, WCCO 830AM, or WIXK 107.1FM, or tune in to Twin Cities or Eau Claire television stations for school closings.

KARE	Minneapolis	Channel 11 TV
KSTP	Minneapolis	Channel 5 TV
WCCO	Minneapolis	Channel 4 TV
FOX 9	Minneapolis	Channel 9 TV

SCHOOL COUNSELOR

The objective of the school counselor is to enhance the social, emotional, and intellectual learning of all students. As a component of the developmental guidance program, the school counselor presents relevant guidance programs to the 4K-2 classes during the school year. Counselors are available to provide individual and group counseling to students in times of personal crisis or on an ongoing basis to assist students in dealing with concerns having a direct or indirect impact upon their learning. Parents may request that their child be scheduled for counseling by contacting the school counselor.

SCHOOL HOURS

Teachers are on duty from 7:45 a.m. to 3:45 p.m. each day

- The student school day is 8:05 a.m. to 3:15 p.m.
- *Students should not arrive at school before 7:50 a.m.*
- School doors do not officially open until 7:50 a.m. each day.

SNACKS

Each day, your student has a milk/snack break. We ask that the snacks you send to school with your student be of a healthier variety (i.e. granola bars, crackers, pretzels, etc.) versus those with more sugar.

SEARCH AND SEIZURE

School authorities have the responsibility of safeguarding the safety and well-being of the students in their care. School authorities may search school property, such as lockers used by students, and the person or property. Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a particular law or school rule, or which endangers the safety or health of any person will be seized. Seized items will be returned to the owner if the items may be lawfully possessed by the owner. Seized items that may not lawfully be possessed by the owner will be turned over to law enforcement.

SEXUAL HARASSMENT POLICY

- Sexual harassment is defined as but not limited to: teasing, name-calling, spreading rumors, unwelcome touch, the pulling of clothing or undergarments, sexual jokes, comments, or questioning about another's body or sexuality.
- Any pupil whose conduct, whether intentional or unintentional, results in harassment of another pupil, will be subject to proper discipline including possible suspension or expulsion proceedings per Section 120.12(1), Wis. Stat.

STUDENT HARASSMENT POLICY

The bullying and harassment of students will not be tolerated at the School District of Amery.

The Board of Education considers these actions detrimental to the health and safety of students and their education.

- Students have the right to attend school without the fear of physical threat or harm, or verbal abuse.
- Students have the responsibility to refrain from conduct that does not respect the rights, dignity, and safety of all individuals.
- Students have the responsibility to express their thoughts and feelings in a manner that does not offend, slander, or ridicule others. (Wisconsin Statutes 940, 941, 942, 947)

STUDENT BULLYING AND/OR HARASSMENT IS IDENTIFIED BUT NOT LIMITED TO:

- Verbal, written or graphic abuse and/or name-calling of a demeaning, derogatory or threatening nature, referencing mental capacity, physical attributes, appearance, grooming, hygiene, clothing, race, religion, sex, family, or national origin
- Defacing of school property with written or graphic materials
- Theft, damage or destruction of another's physical property
- Physical assault or threats toward another pupil
- Creating an atmosphere which tends to establish a hostile environment for another pupil
- Any other conduct which results in bullying and/or harassment as defined above

STUDENT DRESS

It is the parent's responsibility to clothe each child properly for weather conditions and outdoor recess.

The following types of clothing are not school appropriate and may not be worn during the school day or other school sponsored activities:

- *Clothing that implies or promotes violence.
- *Clothing with printing that is suggestive or obscene.
- *Clothing that depicts something that is illegal for the minor themselves.
- *Clothing that implies harassment, intimidation, or discrimination.

It makes a difference to the total school environment if parents assist their child to use good judgement regarding their appearance. Cooperation with the school in maintaining high standards of dress and grooming is expected and appreciated.

STUDENTS LEAVING DURING SCHOOL HOURS

Students are not allowed to leave the district grounds without communication from their parents or guardians. For emergency situations contact the school office.

STUDENT RECORDS

The Board of Education recognizes the need for and importance of confidentiality of student records. Therefore, the District shall maintain the confidentiality of student records at collection, storage, disclosure and destruction. Student records shall be available for inspection or release

only with prior approval of the student's parent/guardian or the adult student, except in situations where applicable laws require or permit the release of records without such prior approval.

TESTING

Assessment of Reading Readiness. As part of the Wisconsin Student Assessment System, all children enrolled in 4K through 2nd 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 FastBridge to students K-2. FastBridge 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.

4K students are assessed using Teaching Strategies Gold, an authentic part of daily instruction. 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.

TOYS

The school will not be responsible for any toys or items a child brings from home. If it is broken, lost or given to someone else it is your child's responsibility. We strongly encourage you NOT to let your child bring valuables/toys from home.

USE OF ALCOHOLIC BEVERAGES/DRUGS/TOBACCO

Wisconsin Statutes, and the School Board of Amery School Board has determined that the Lien Elementary School along with the properties school buildings are located on will be alcohol, tobacco, and drug free. Violations of this policy will result in disciplinary action. Copies of this policy may be viewed in the elementary office.

VISITORS

All visitors must receive permission from the principal in order to obtain a visitors badge.

Visitors going beyond the office area are required to wear a visitor's badge. Visitors are to return the badge and sign-out on the log when leaving the school building/premises.

VOLUNTEERS

We continually ask for the help of volunteers. All volunteers must have a background check to be able to volunteer. They additionally need to have administration approval for volunteering. With your continued help and support we are able to provide more services and activities to our students. Please contact your child's teacher or the elementary office at 268-9771 ext 262 if you are interested in learning more.