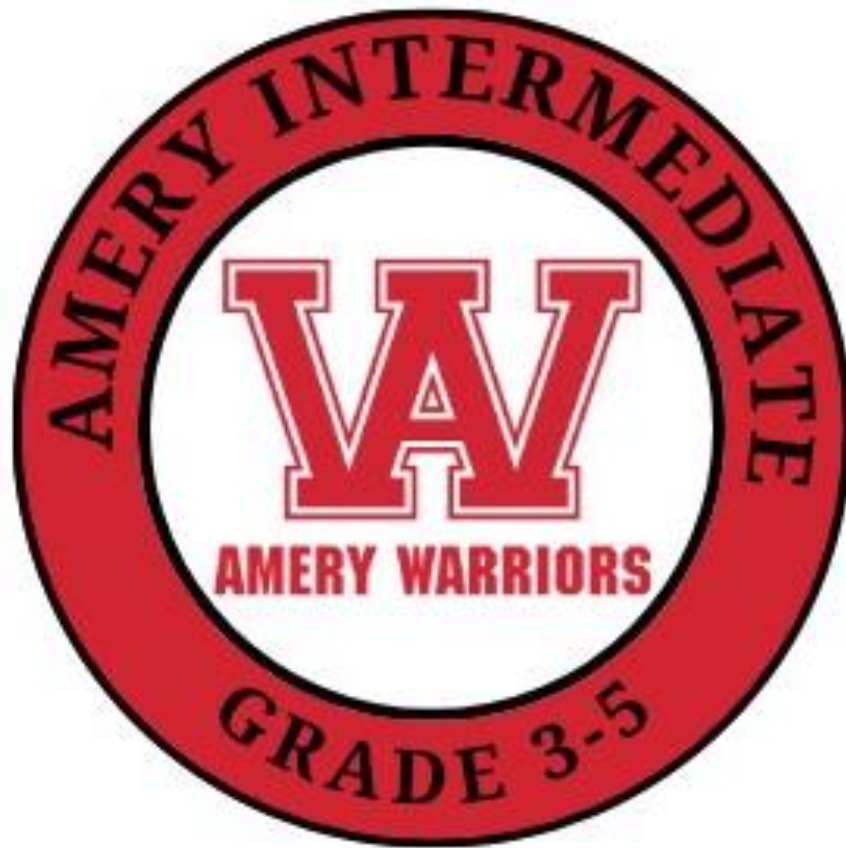


# **Amery Intermediate School 2025-2026 Student and Family Handbook**



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





## Amery Intermediate School Contact Information

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Tanya Julson	ext. 267
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### 4<sup>th</sup> Grade Teachers:

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Lindsay Bruder	ext. 442
Caleb Fremling	ext. 457
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### 5<sup>th</sup> Grade Teachers:

Sonja Heldt	ext. 362
Olivia Pettersen	ext. 371
Michael Simonson	ext. 343
Michelle Yeske	ext. 348

### Montessori Teachers:

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### Case Managers:

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Kimberly Heltne	ext. 512
Nate White	ext. 250

### District Staff:

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Abbie Bohatta, Pupil Services	ext. 370
Kelsey Sisko, School Psych	ext. 369
Michelle Moore, Nutrition	ext. 255
Ryan Pease, Transportation	ext. 231





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## **SECTION 1: CAMPUS INFORMATION**

### **SCHOOL HOURS: 8:05-3:10**

Our school day begins at 8:05 a.m. and ends at 3:10 p.m. At 7:45 a.m. when students arrive at school, students should enter the building through the main entrance front doors and should report directly to their neighborhood. **STUDENTS ARE NOT TO ARRIVE AT SCHOOL BEFORE 7:45 A.M. AS THERE IS NO ONE HERE TO SUPERVISE THEM PRIOR TO THAT TIME.** The office will contact parents/guardians of students who arrive consistently too early.

As stated above, school begins at 8:05 am. If students are not in their homeroom at 8:05 a.m., they will be considered tardy. Also, if they arrive **after 8:05 a.m.** or leave **prior to 2:35 p.m.**, they will be considered absent for at least part of the day. Until **Friday, 9/19/25**, parents are allowed to walk their students to the classroom but are not allowed in our other common spaces for safety reasons. Adults must be out of the building by 8:05 a.m. After this date, you will not be allowed to enter the building for security reasons.

We feel very strongly that it is very important for students to be here at 8:05 a.m. to hear the announcements for the day and other instructions from the office and their teacher. It helps to establish a mindset for learning and allows them a calm start to their day.

### **ADDRESS AND PHONE CHANGES**

If your family moves, either to another location within the district or out of the district, please notify the school office immediately. It is imperative that we have the current addresses for all of our students and also, it is necessary for the bus garage to have accurate records to transport your children to the proper location. If your home phone, work phone or cell phone numbers change, please let the office know. We want to be able to contact you immediately should a health emergency arise.

The School District of Amery will maintain strict neutrality between parents who are involved in a legal action affecting the family, unless otherwise directed by court order. **It is the responsibility of the parents to notify the school of any such court order.** The non-custodial parent may participate in all activities, including conferences. However, we only offer 1 conference per student unless there is a no-contact court order in place between the parents. If you are a non-custodial parent and want family folder items sent to you, please communicate with your child's teacher or the school office to make those arrangements.

### **LOCKERS/CUBBIES**

Lockers and/or Cubbies are provided to individual students but remain the property of the school district. Items stored in Lockers and/or Cubbies can be searched at any time. Any unauthorized items can be removed and/or confiscated. Students are responsible for their own locker and/or cubbie and can be held liable for any intentional damages. The school district is not liable for any lost or stolen items



## LOST AND FOUND

Items found in the school are placed in the main hallway. Items of more value are kept in the school office. Check these areas 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 in the Lost and Found for an extended period of time, they may be donated to a local donation center.

## BIRTHDAYS

Your child's birthday is a special day that is recognized at the Amery Intermediate School. Your child's name will be read over the morning announcements as well as receiving a book from the principal. (If your child has a birthday during the months of June, July, and August, please note that we celebrate their half-birthday and they will get announced in December, January and February.) 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.

## 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.

## SCHOOL SECURITY/VISITORS

The safety of our students and staff is of utmost importance. In an attempt to maintain building security, all doors of the Intermediate School will be locked during the school day. **ALL** persons entering the building must face the camera by the front door, buzz and identify yourself, state who you are there to see and the nature of your visit. Upon entering the building, you must sign in with the Intermediate Office. Upon your first visit to the school, you will need to provide your driver's license or State ID to be entered into our Raptor Management system. (Once you have had your ID scanned, you will not need to provide it again, only your first and last name.) You will then receive a badge to wear while in the building. When you leave the building, you will need to stop in the office and be signed out of the Raptor system.

Please do not go to your child's classroom during the school day unless you have made an appointment with the teacher. If you need to talk to your child or pick him/her up for an appointment, etc., we will call your child's classroom. Students and staff members are instructed to immediately notify the office if adults are in the building without a visitor's badge, which is issued at the office. Your cooperation and understanding will create a safer environment for all.

Children may **not** bring visitors to school. The school's liability insurance covers only those children enrolled in our school district, and such visitors place an extra burden on school personnel.

## SURVEILLANCE CAMERA USE

To better provide a safe and healthy environment, surveillance cameras and recording devices are used in all district buildings and transportation vehicles.

## **PETS**

Due to health and safety concerns, please do not bring your family pets to school. Permission for individual classroom visits for pets **must** be done at least 24 hours in advance with the classroom teacher and a form completed and approved by the principal in accordance with the school district's policy. Pet permission forms can be picked up in the office. Proof of vaccinations is also required.

## **PHOTOS/VIDEOS**

The school may take pictures or videos of students without parental permission if it is used solely for school purposes. Pictures may be published on the district website, district newsletter, social media and/or in various district print publications. Families that wish to OPT OUT of student photo use can contact the office or note that request in the enrollment paperwork. Students may not post pictures publicly, share, or send pictures of other students or staff without their expressed or implied permission.

## **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.

## **FOOD SERVICE**

The School District of Amery is happy to provide both breakfast and lunch to all students. We participate in the National School Breakfast and Lunch programs, which allows us to provide healthy, nutritionally balanced, low-cost meals to all students! These programs also allow us to provide free or reduced cost meals to those families that qualify; an annual application is required to extend meal benefits if not prequalified through the State Direct Certification.

Each student is issued an identification number to be used each time a meal or milk break is purchased. Deductions will be made to your students account. We operate our program on a pre-paid basis, like a debit card, not a credit card. This means you need to ensure funds are available in your student's meal account before they eat breakfast or lunch each day. Each child will have their own individual account; however, you can still send one check for all meal accounts. Please indicate how much you would like to go to each student so we do not miss any family members. If no indication is made, we will do our best to distribute evenly. It is your responsibility to maintain a positive balance in your students meal account.

You will be able to view your student's meal purchases and deposits made to his or her meal account by using the same PowerSchool Parent Portal you use now to see their grades, etc. 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](http://www.amerysd.k12.wi.us). If you are in need of additional assistance, contact the School Nutrition Office at 715-268-9771, ext. 255.



## FOOD SERVICE (continued)

Fifth grade students will go to lunch at approximately 11:20. Fourth grade students will go to lunch at approximately 11:50 and third grade students will follow at 12:20.

The School Nutrition department welcomes all parents and family members to come and eat lunch with their students! If eating school lunch, please purchase a visitor's lunch ticket in the office and then meet your student at the cafeteria. The cost of a visitor lunch is \$4.50. **We request that you have correct change as the office does not maintain a cash box.** Remember, whenever you visit the school, you **MUST** go to the office to sign in and get a visitor's badge. **PLEASE NOTE: To ensure the safety of all of our students, parents or other student visitors are not allowed on the playground during recess time.**

## TRANSPORTATION

All students will be required to ride their assigned bus each day unless you send a note, email or call the school office at ext. 408 indicating other arrangements. If your child has your permission to walk or ride bike whenever he or she so chooses, you may send a note to your child's teacher giving that permission. Please notify the office prior to 2:30 of any pick up or bus changes. All students who are walking or riding their bikes will stay in their neighborhood when the dismissal bell rings at 3:10 p.m. After the buses have left the building, they will be dismissed. Parent pickup will begin after the buses leave.

- **Morning Drop Off:**

If you give your student a ride to school and they are dropped off in the mornings, please enter the parking lot marked "Student Pickup/Drop Off", proceed to the sidewalk and pull up to the stop sign before dropping off your student. For the safety of your student, do not drop them off prior to the sidewalk. Loop through the parking lot to the exit. Remember, students are not to arrive before 7:45 am. Our school day begins at 8:05 a.m.

- **Student Walkers/Bike Riders:**

Students who will be walking or biking to/from school are expected to follow the Safe Routes to School, following the sidewalks and not crossing the grassy areas or the parking lots. Student walkers and bikers need a note signed by a parent/guardian giving them permission to do so. These students must stay in their designated area until they are dismissed when the shuttle buses have left the parking lot. Students are not to remain on school property unless involved in a supervised after-school activity. Students who ride their bikes to/from school are not to be riding around in the school parking lot. Violation of this policy will result in the student's parent/guardian being called and in a two-week loss of biking privileges.



- **Clubhouse**

IS students who are enrolled in The Clubhouse before and after school learning center will be located at Lien in the morning and will ride the bus over to the IS. In the afternoon, they will ride bus #22 to Lien. If you have a change in plans from the normal routine, please notify the Intermediate School office either by note, email or a phone call prior to 2:30 pm, giving permission for this change.

During the school day if you plan to pick up your student, you will need to come to the front door, face the camera, buzz and identify yourself, stating you are here to pick up your student. If we have enough notice, your student will be waiting and we will send them out to you. If you have not given us advance notice, the office personnel will call your student to the office and we will send them out to you.

**All parent pickup must take place in the pickup line.** If you are picking up your student, please line up behind the buses (once all buses have arrived). After the buses leave, the paras will assist with the loading of students.

## **SECTION 2: ACADEMICS**

### **RESPONSE TO INTERVENTION (RTI)**

A “Target Time” has been scheduled daily for each grade to isolate small instructional groups for direct skills instruction in Reading and Mathematics. This targeted support time allows teachers to either extend grade level skills or provide intervention strategies for lagging or developing skills. Students receiving targeted interventions are progress monitored weekly to closely identify growth and grade level achievement.

- |             |   |
|-------------|---|
| • EXTENSION | Extending or Advancing Grade Level Skills                             |
| • TIER I    | Grade Level Skills Practice   |
| • TIER II   | Lagging or Developing Skills Practice                                 |
| • TIER III  | Below Grade Level Instruction (25 <sup>th</sup> Percentile and below) |

### **TITLE I PROGRAMS**

Title I is federal grant funding for Reading and Math support. Title I dollars in Amery directly support intervention resources and staff. Title I requires families to sign a “*Partners in Learning Plan*” as a “*Compact*”. If your child is receiving Tier II or Tier III intervention support in Reading and/or Math, an individual Partners in Learning Plan will be developed for your child and require a parent/guardian signature.



## ACT 20

The School District of Amery is committed to ensuring our students have the skills, tools and knowledge to become effective readers and writers. Wisconsin legislation, known as Act 20, requires that certain training, curricular practices, assessments, procedures and interventions be in place to support early literacy development in grades 4K-3.

### **Assessments:**

- **5K-3 Assessment**

There are at least 3 universal screenings during the school year. The first screening must be before the 45<sup>th</sup> day of the school year, the second in the middle of the school year and the third by 45 days left in the school year. Universal screenings must include phonemic awareness, decoding, alphabet knowledge, letter sound knowledge and oral vocabulary.

A diagnostic assessment must be used when a universal assessment indicates a pupil is at-risk (below 25<sup>th</sup> percentile). This occurs no later than the second Friday of November for the Fall assessment or within 10 days after the 2<sup>nd</sup> universal screening. Diagnostic assessments must also be given within 20 days when a teacher or parent suspects a student has characteristics of dyslexia and submits a request.

The School District of Amery uses a combination of aimswebPLUS and Fastbridge for all K-3 students who indicate they are at-risk and fall below the 25<sup>th</sup> percentile on the Early Literacy assessment.

## GRADES AND REPORT CARDS

Student progress is reported in the district's student information system, PowerSchool, using a "Standards Based Grading" model. Essential state standards have been identified for students to reach mastery at each grade level. Traditional A-F grades are not utilized as the Standards Based Report Card focuses on current growth and achievement. Progress reports will be sent home in Family Folders the end of each Trimester.

<b>Academic Standard Key</b>	
3	Meeting grade level standard: Student consistently demonstrates mastery of the knowledge and skills expected at this grade level.
2	Approaching grade level standard: Student is adequately progressing toward mastery of the knowledge and skills expected at this grade level.
1	Developing grade level standard: Student is not yet demonstrating an understanding of the knowledge and skills expected at this grade level and requires differentiated instruction.

Parent Teacher Conferences are held in October and February as great opportunities to discuss your child's progress with their classroom teachers.



## **PARENT COMMUNICATION**

We will continue to use the weekly “Family Folders”, in an attempt to enable students to more easily and efficiently take home school reports, newsletters and information from school. Please make the time to read the materials provided for you in the Family Folder which will be sent home every Thursday or the last day of school on shortened weeks. On the outside of the envelope is a form for parents to acknowledge that they received the contents of the envelope. The folders should be returned on Friday of each week or the following Monday.

A school calendar is handed out during the first week of school. There is a great deal of information in the calendar regarding school policies, events, etc. Please take a few minutes to review that information. Additional calendars are available at all school offices. Check out the school web site at [www.amerysd.k12.wi.us](http://www.amerysd.k12.wi.us) for up-to-date information.

Facebook: Please like the School District of Amery’s Facebook page and visit it often. We post reminders of upcoming events, pictures, and other information.

Students will be allowed to use the telephone in the office if we feel they have a valid reason for calling home. We strive to teach the students responsibility, and therefore discourage students from calling home about forgotten lunches, homework, etc. Telephone calls home will not be allowed to arrange play dates. Please make those arrangements from home. Please make a special effort to teach your child organizational skills so they will remember the things they need for school each day.



## **PHYSICAL EDUCATION**

Physical Education is a regular part of our curriculum as is math, science, etc., and students are required to participate. If a child has an illness or injury that does not permit him/her to participate in regular physical education classes, we will allow that student to be excused for a period of three (3) days with a parent note. After that time, we require a written statement from a physician indicating why the student will not be able to participate.

Students are to have tennis shoes at school daily and they are required to wear them for phy ed. It is a requirement per the school supply list that all students have tennis shoes at school. The gym floor is very slippery and we do not want students to get injured from slipping or falling. Classes quite often go into the school forest. Tennis shoes are a good choice for walking in the forest.

## **4th GRADE PROMOTION POLICY**

"In accordance with Act 20 from the Wisconsin Department of Public Instruction, starting July 1, 2025, the School District of Amery has established a policy regarding promotion to 4th grade, effective September 1, 2027. If a student has not met the requirements of their personal reading plan by the end of 3rd grade, the school will conduct a review to decide whether to promote the student to 4th grade. This review will carefully consider all factors related to the student's progress with their reading plan and explore alternatives to grade retention aimed at helping the student achieve reading proficiency. More details about this review process can be found in the School District of Amery's Board Policies (policy number 345.45)."

## **SECTION 3: ATTENDANCE**

### **SCHOOL ATTENDANCE POLICY**

Students are required to be in school each and every day unless they are home ill. If your child is not going to be at school by 8:00 a.m., please notify us by calling our voice mail system at 268-9771, ext. 408 prior to 8:00 a.m. Please tell us your child's name, teacher, and the reason for the absence such as illness, parent day, etc. Voicemails may be left at any time, day or night.

If you do not call and let us know about your child's absence, an automated call will go out to you asking you to call to let us know why your child is not in school. We realize that sometimes parents/guardians leave for work or have other obligations before the students leave for school, and we feel this ensures the safety and well-being of all students.

If your child is ill, they need to remain home until they are fever-free, vomit-free and diarrhea-free for 24 hours without medication. For example, if your child is sent home from school because they threw up at noon, they could return to school the next day at noon if they did not throw up again at home or exhibit any other symptoms. Also, if your child is put on an antibiotic, they need to be on that antibiotic for at least 24 hours before they return to school. This will help stop the spread of illnesses.

In accordance with Polk County ordinances and state law, all children between six (6) 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 118.15, Wisconsin Statutes or have graduated from high school.

Procedures shall be developed by the administration to enhance the full attendance requirement and to determine appropriate action to serve as a deterrent to truancy. These procedures shall be in accordance with Polk County ordinances and state law, and shall be approved by the Board. The School District of Amery shall not deny student credit in a course or subject solely because of a student's unexcused absences.

Enforcement of student attendance policies and truancy procedures shall be a shared responsibility between the schools, social service agencies, law enforcement officials, students, parents, and the community at large.

*LEGAL REF: Section 118.15, Wisconsin Statutes - 118.153, 118.16, 118.162, 118.165*  
*Truancy Ordinance*

*Amery Municipal*

## **SECTION 4: CONDUCT/DISCIPLINE**

### **CELL PHONES, ELECTRONICS AND TOYS**

Toys, electronic devices and cell phones should not be brought to school. Items brought to school may be confiscated and kept in the office for parents/guardians to pick up. The school district is not liable for any lost or stolen personal items.

### **DRESS CODE**

All students are asked to comply with a dress policy at Amery Intermediate School. Coats, jackets and hats are to be stored in a student's locker during the school day and not worn to class. For safety reasons, students may not wear ties, scarves, chains or loose-fitting clothing.

Proper dress is the responsibility of students and their parents. The school also has a responsibility to establish dress standards that promote a positive and proper learning environment. Rules pertaining to appropriate student dress/attire are necessary in order to maintain good decorum and a favorable academic atmosphere.

Students are not permitted to wear clothes that are distracting, cause classroom disruptions, or are inappropriate for the school setting. Not all clothes are appropriate for school. Short shorts, muscle shirts, spaghetti strap tops and midriff shirts are not appropriate. If the student has their arm at their side and the shorts/dress is shorter than the tip of their fingers, it is too short to wear to school. Excessively baggy pants or shirts in which contraband items could be held or which could cause a student to trip and fall will not be allowed. Clothing that displays profanity, is sexually suggestive, promotes gang activity, violence, weapons, alcohol, tobacco, or promotes drug usage are not permitted. Good judgment should be used as to the proper fit of clothing, the proper use of makeup and the proper grooming of hair.

If such clothing is worn to school, students will be required to change, adjust or cover said clothing, or they will be sent home to do so. Refusal to change, adjust or cover said clothing will result in the student not being allowed to attend class until they have complied. Parents will be contacted as needed. Students may also be subject to a major infraction in accordance with the school's discipline policies.



- **Winter Weather Protocol for Recess**

Our winter months vary from year to year, but we want to have a general standard to use here at school. Once the feels like temperature is 20 degrees or less, or snow starts falling, we are going to require our students to wear the “full meal deal”. That includes boots, snow pants, jackets, hats and mittens. They will be required to wear those until we have warmer temperatures (20 degrees and above) or the snow is all gone and it is dry enough for shoes.

Each neighborhood has designated lockers with items in them to borrow in case your students do not have any for the school day.

- **Spring Weather Protocol**

Once spring gets here, we are ready to shed all of our winter clothes and enjoy the warmth! We also want to have a general standard as well when it comes to warmer weather. When the snow is gone and the ground is dry, snow pants will no longer be required. Once we have warm weather, feels like temperature is 40 degrees or above, your students may take their jacket/coat off for their recess. Please make sure to provide a jacket for your child every day or until it is above 40 degrees during the mornings. Boots may vary due to our rainy days and whether they can go in the grass or not.

Each neighborhood has designated lockers with items in them to borrow in case your students do not have any for the school day.

## **WATER BOTTLES**

Students are encouraged and allowed to have water in the classroom with the following considerations:

- The container must contain water and water only. No juice, soda, energy drinks, etc.
- The container cannot be made of glass.
- The container must have a closeable lid of some sort; this will be a screw on lid or a push top.
- Bottles are not to be in close proximity to any technology (computers, interactive TVs, iPad, cameras, etc.) Water will not be allowed in the keyboarding lab or makerspace area.

Only water is allowed because we cannot monitor what students are drinking. Also, when beverages spill, they can lead to sticky surfaces, stains, or attracting of pests such as bees or ants. This would require additional cleaning and maintenance. We focus on hydration with water to promote healthy choices in life.





## **SKATEBOARDS, IN-LINE SKATES, SCOOTERS AND BIKES**

Skateboards and in-line skates (Rollerblades) must be stored in the office during the school day. They are not to be ridden on school property. Bikes and scooters must be stored on the bike rack between the Middle and Intermediate School. Please use safety when traveling on campus.

## **PEER MEDIATION**

We will be continuing the use of student “peer mediators” this year at Amery Intermediate. These students have received training on understanding conflict, and methods to help students resolve their conflicts through discussion without the help of teachers or educational assistants. We are very excited about this program that helps students involved in conflicts with their peers to come to a better understanding of their feelings. It is our goal to teach them that conflicts can be resolved without anger and violence. Of course, the peer mediators will not be expected to handle all situations and will seek adult supervision whenever necessary. Our school counselor oversees this program.

## **RESPONSIBILITY FOR DAMAGES**

Students who cause damage to property at school or on the bus, either deliberately or because they disobey school rules; shall be required to pay for repair or replacement costs. Textbooks, library books and laptops that are lost or carelessly damaged will be billed to parents at replacement cost.

## **SUSPENSION PLAN**

Amery Intermediate School uses a school-wide discipline plan (PBIS) as outlined in this Student-Parent Handbook. However, when a student commits a major infraction, he/she will be dealt with as outlined in the suspension plan, which is described below.

If a student commits a major infraction that requires suspension, we will attempt to call you. But, if we are unable to reach you, your child will be placed on in-school suspension.

### MAJOR INFRACTIONS

1. Fighting
2. Vandalism or destruction of public property.
3. Extremely inappropriate behavior (examples of, but not limited to swearing, obscene gestures, physical, verbal or written threats, etc.)
4. Stealing
5. Weapons (as listed in District Policy in Student-Parent Handbook.)
6. Chemical possession/use
7. Inappropriate use of technology



## CONSEQUENCES

Breaking of these rules results in major infraction consequences as listed. The student will receive an ODR.

First infraction: Suspended for the rest of the day; or, if after 12:00 noon, for the following day as well. A conference with the parent(s)/guardian(s), student and principal must be held before the student is allowed to return.

Second infraction: Suspended for the rest of the day, and for two (2) additional days. A conference with the parent(s)/guardian(s), student and principal must be held before the student is allowed to return.

Third infraction: Suspended for three (3) days. A conference with the parent(s)/guardian(s), student and principal must be held before the student is allowed to return.

## **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.

Parents are requested to explain the importance of proper behavior on the school bus. They are also expected to help their child change his/her behavior.

The primary responsibility of the driver is to safely transport the students to and from school. While transporting the students, the driver also has the responsibility of maintaining discipline on the bus. Therefore, the driver will report behavior infractions to the proper authority.

### **Behavior Guidelines And Consequences**

The following behaviors 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 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. Students are not allowed to get off any place other than home without written permission from parent or guardian along with principal's signature.

## **Minor Infractions**

Failing to follow rules 1-6 will result in the following consequences.

Minor-First Offense: Driver conferences with student, writes bus conduct report, calls parents.

Minor-Second Offense: Driver conferences with student, writes bus conduct report, calls parents.

Minor-Third Offense: Driver conferences with student, parents and principal. Student is suspended from the bus for 1-5 days. Next bus report would be Major-First.

## **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. Extreme disrespect toward the bus driver.
- h. Having a weapon on the bus
- i. Others as determined by Transportation Supervisor.



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

Major-First Offense: Driver conferences with student, writes bus conduct report, principal calls parents. Student suspended off bus for 5 days.

Major-Second Offense: Driver conferences with student, writes bus conduct report, principal calls parents. Student suspended off bus for 10 days.

Major-Third Offense: Driver conferences with student, writes bus conduct report, principal calls parents. Student suspended off bus for 15 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.

## **SECTION 5: TECHNOLOGY**

### **CELL PHONES**

According to Wisconsin State Statute Section 118.258 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 from 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. Students are not to use their cell phones during the day to call home. If a phone call home is needed, they should talk to their teacher.

Consequences for inappropriate cell phone use will be:

#### First Infraction:

- The cellphone will be confiscated from the student.
- It will be returned at the end of the school day.



### Second Infraction:

- The cellphone will be confiscated from the student and placed in the principal's office.
- The student must meet with the principal before the end of the day.
- The cellphone will be returned at the end of the day after the meeting with the principal.

### Third Infraction:

- The cellphone will be confiscated from the student and placed in the principal's office.
- A parent meeting must be scheduled to discuss the infraction and to return the cellphone to the student.

### Subsequent Infractions:

- Any further infractions will result in a mandatory parent meeting in order for the device to be returned to the student.

## **SMART WATCHES**

To maintain a focused and secure learning environment, smart watches are not permitted on school grounds. The first infraction will be handled by asking the student to store it in their locker. Subsequent infractions will require parents to pick up the device from the Intermediate School Office during school hours.

## **COMPUTER GUIDELINES**

Each student 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.

Students have no expectation of confidentiality or privacy with respect to any usage of a laptop computer, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The school district may, without prior notice or consent, log, supervise, access, view, monitor and record use of student laptop computers at any time for any reason related to the operation of the school district. By using a laptop computer, students agree to such access, monitoring and recording of their use.

Access to the School District of Amery technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the responsible use of technology agreement.

Any attempt to alter data, the configuration of a laptop computer or the files of another user, without the consent of the individual, building administrator or technology administrator, will be considered an act of vandalism and subject to disciplinary action.



Students and parents/guardians understand that the School District of Amery does not have control over information found on the internet. Every attempt is made to block access from inappropriate material while the student is at school. Students found with inappropriate material on their laptops will be disciplined accordingly.

Students are responsible for the appropriate use of accounts and equipment issued to them. Non-compliance with the responsible use of technology will result in disciplinary action. The district will cooperate fully with local, state and federal officials in any investigation concerning or relating to violations of computer crime laws.

When a student is using their computer inappropriately for unapproved purposes (gaming, social media, non-school You Tube, etc.) teachers will:

- Remove the computer from the student's possession
- Complete a reteach of technology use expectations
- Write a major referral checking "technology violation usage", record the intervention.

First Occurrence After the Re-Teach:

- Student loses the use of the computer for the rest of the school day and the following day.

Second Occurrence After the Re-Teach:

- Student loses the use of the computer for 3 school days.

Third Occurrence After the Re-Teach:

- Student loses the use of the computer for 4 school days – student meets with the principal, sign a review contract of the technology use agreement and parents are notified by the office.

Fourth Occurrence (and additional):

- Meeting with the principal, major discipline slip assigned – extensive loss of computer usage. Computer will be returned to the Media Center.



## **ELECTRONIC DEVICES**

Electronic devices are not allowed during school hours. Students must leave these items in their backpack during school hours. Any student in possession of such a device will have it confiscated.

Student electronic gaming devices with Wi-Fi capabilities are not to be used to access the school's Wi-Fi for gaming or pictures. 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 electronic device will be taken away for the remainder of that school day.
- Second Offense: A parent will be called and the electronic 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 electronic device, if brought to school, must be left in the office during the school day for the remainder of the school year.

Any infraction of a serious nature, one which causes harm to another student, school computer equipment, or facilities, will be handled on a student by student basis. Consequences for such computer misuse may include, but are not exclusive to, indefinite suspension of school computer use privileges, referrals to the police, and school consequences such as detention and suspension. Infractions of a serious nature take precedent over the steps of discipline noted above (i.e. – the student will be immediately removed from all school computer use).

## **SECTION 6: HEALTH AND SAFETY**

### **IMMUNIZATIONS**

Each student must have the immunizations required by the Wisconsin Department of Health Services or must have an authorized waiver. If a student does not have the necessary vaccinations or waivers, the student may be excluded from school as permitted by law. This is for the safety of all students and staff. Any questions about immunizations or waivers should be directed to the office or school nurse.

### **MEDICATIONS**

If you are choosing to have over the counter (OTC) medication available for your child at school, bring it to the school nurse or school office. Each child is required to have their own bottle/package. OTC medication must be in the manufacturer's original package with the active ingredients and recommended therapeutic dose on the package. Parents/guardians will need to sign an OTC consent form for each child to have on file at the school. This consent form is only valid until the end of the current school-year. This form is available in the school office or on the school's website under the "Parents" tab, below "Family Folders". A new OTC consent is required each school year. A student's OTC



## MEDICATIONS (CONTINUED)

medication will be discarded at the end of each school year unless the parent wishes to pick it up from the school nurse or have it sent home with the student.

If your child has an epinephrine auto-injector or asthma inhaler or takes prescription medication at school, please be sure that you bring those to the office prior to the first day of school. All medication taken at school must be brought to the school office in the original container with specific instructions as to dosage, etc. Students are not allowed to keep medication of any kind in their desk or locker.

A nurse's aide provides first aid, and the school nurse is notified immediately in case of severe illness and/or injury.








## ILLNESS-WHEN TO KEEP YOUR CHILD HOME:

Parents are often concerned about when to keep their children home or send them to school. THERE ARE 3 MAIN REASONS TO KEEP YOUR CHILD AT HOME:











1. Your child does not feel well enough to participate comfortably in usual activities.
2. Your child requires more care than school staff is able to provide, without affecting the health and safety of other children.
3. Your child is demonstrating identified symptoms or illnesses for which temporary exclusion is recommended. Please see the provided list below. **\* If your child will not be attending school, please call the office by 9:00am each day.**





ILLNESS or SYMPTOM(s)	SHOULD MY CHILD STAY HOME?	
<b>CHICKENPOX *</b> Light fever, general feeling of illness, and a rash, with fluid-filled blister after 3-4 days. Scabs appear later.		<b>YES</b> 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.
<b>COLD SORES</b> Sore blisters, usually on lips, but can occur anywhere on the skin or in mucous membranes		<b>NO.</b> Unless blisters are oozing and cannot be kept covered, or the child is drooling.
<b>CONJUNCTIVITIS (Pink eye) *</b> Pink color of the eye <u>AND</u> thick yellow/green discharge (eyelids could be stuck closed in the morning).		<b>YES</b> Students may return 24 hours after the start of a prescribed medication.
<b>COUGHING</b> Severe, uncontrolled coughing, wheezing, rapid breathing, or difficulty breathing.		<b>YES</b> Medical attention is necessary! <u>NOTE:</u> Children with asthma may be cared for in school with a written healthcare plan and authorization for medication and treatment from their Medical Provider.
<b>DIARRHEA</b> Frequent, loose, or watery stools compared to the child's normal pattern. (not caused by diet or medication)		<b>YES</b> 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.
<b>FEVER</b> Fever 100.4° and above, or a fever with behavior changes and/or illness.		<b>YES</b> Students must be fever-free for 24 hours (without the use of antipyretic "fever-reducing" medication)
<b>FLU SYMPTOMS *</b> Fever over 100.4° with a cough, sore throat, other symptoms can include fatigue, body aches, vomiting and diarrhea		<b>YES</b> 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?	
<b>HAND, FOOT, AND MOUTH DISEASE *</b> 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.
<b>HEAD LICE *</b> 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. <ul style="list-style-type: none"> <li>You will receive a letter from the OFFICE when you pick up your child with information on how to remove head lice.</li> <li>Use the recommended treatment at home.</li> <li>The student must be accompanied by a parent/guardian to the Office for a head check <u>before</u> returning to classes.</li> <li>The student is not permitted to ride the bus until the Office has done a head check.</li> <li>You must show proof of treatment <u>before</u> when bringing your student to the Office. (Bring the used box with you to school).</li> </ul>
<b>IMPETIGO *</b> 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.
<b>RASH with fever</b> <b>NOTE:</b> 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.
<b>RESPIRATORY OR COLD SYMPTOMS (Mild)</b> 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.
<b>RINGWORM *</b> 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.
<b>RSV (Respiratory Syncytial Virus) *</b> 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.
<b>STREP THROAT</b> Fever, sore throat, headache, nausea, vomiting, possibly a fine rash		YES Students may return 24 hours after the start of prescribed medication.
<b>VACCINE-PREVENTABLE DISEASES *</b> 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)
<b>VOMITING</b> 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.

## **SCHOOL CLOSING ANNOUNCEMENTS**

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.

## **SAFETY DRILLS**

Periodic safety drills such as fire, inclement weather, and/or intruder drills are conducted at school each month.

## **SECTION 7: WARRIOR WAY/PBIS**

### **WHAT IS THE WARRIOR WAY**

The Warrior Way (PBIS – Positive Behavioral Interventions and Supports) is a framework to promote positive behavior in our school. This model is consistent throughout all grades in all environments (lunchroom, classroom, hallways, etc.). Our goal is to teach students the expected behavior, which is based on being Respectful, Responsible and Safe.

What is the Warrior Way? The Warrior Way is the term used to describe the desired behavior of students at the Amery Intermediate School. The Warrior Way is based on being:

- Respectful: Is your behavior showing respect for yourself and others? Are you treating the building and items in the building with respect?
- Responsible: Are you taking responsibility for your actions? Are you prepared for the day?
- Safe: Is your behavior safe? Are you doing something that could hurt yourself or others?

### **Behavior Redirection**

Minor Incident:

- Restate and/or reteach expectation or teacher chooses an appropriate intervention
- Notification may or may not be sent home

Amery Intermediate School tracks all minor behavior incidents to determine how and when to provide students with more support.



Major Incident:

- Parents will be contacted by phone (email if unable to be reached by phone)
- Student will meet with the principal or counselor to talk about what happened
- Administrator and/or teacher decides on the appropriate discipline

Amery Intermediate School tracks all major behavior incidents to determine how and when to provide students with more support

Positive Reinforcement: When students are “caught” being Responsible, Respectful or Safe, they will earn a Warrior Way ticket. These tickets will then be used for drawings and special events (i.e. extra recess, extra gym time, etc). Students can earn prizes for their positive attitude and behavior.

By following the “Warrior Way”, students will earn celebrations. These celebrations could include: snacks, movies, extra recesses, etc. ALL students will be able to participate in these celebrations.

At the back of this handbook is a copy of the Warrior Way Behavior Contract which will be sent home with every student. This contract will need to be signed by a parent and the student and returned to school for the student’s teacher signature.



### **Warrior Way Behavior Agreement**

The following is a list of school-wide expectations for **ALL** students, teachers, and home environments in grades 3-5. You will also find the supporting procedures for students who do not meet schoolwide expectations. It is your child's responsibility to meet the student expectations at school and our job to meet the teacher expectations in school to ensure a safe and organized learning environment for **ALL** students. It is essential that the parents/guardians meet the home expectations listed below so that students have the greatest opportunities for success. We appreciate your cooperation and commitment to your child's education here at Amery Intermediate School. If you have any questions, please feel free to contact your child's teacher, Mr. Mlynarczyk, Ms. Haines or Mrs. D'Ambrosio.

~Amery Intermediate School Staff

<b>Student Expectations</b>	<b>Teacher Expectations</b>	<b>Home Expectations</b>
<ul style="list-style-type: none"> <li>• Follow "The Warrior Way"               <ul style="list-style-type: none"> <li>○ Respectful</li> <li>○ Responsible</li> <li>○ Safe</li> </ul> </li> <li>• Enjoy school &amp; make the best out of it!</li> </ul>	<ul style="list-style-type: none"> <li>• Keep parents informed as needed</li> <li>• Support students academically, behaviorally, socially and emotionally</li> <li>• Give each student the opportunity to reach his/her greatest potential</li> <li>• Teach &amp; follow through with school initiatives</li> <li>• Be diligent with documentation</li> <li>• Be a role model: Follow "The Warrior Way"</li> </ul>	<ul style="list-style-type: none"> <li>• Ask your child about their day</li> <li>• Stay informed about what's happening at school &amp; communicate regularly</li> <li>• Help your child eat a balanced diet &amp; get an ample amount of sleep daily</li> <li>• Help your child with homework &amp; reinforce concepts learned at school</li> <li>• Be sure your child is dressed for the weather</li> </ul>

#### **Behavior Redirection:**

##### **Minor Incident:**

- ✓ Restate and/or reteach expectation or teacher chooses an appropriate intervention
- ✓ Notification may or may not be sent home
- ✓ Amery Intermediate school tracks all minor behavior incidents to determine how and when to provide students with more support.

##### **Major Incident:**

- ✓ Parents will be contacted by phone (email if unable to be reached by phone)
- ✓ Student will meet with the principal or counselor to talk about what happened
- ✓ Administrator and/or teacher decide on the appropriate discipline
- ✓ Amery Intermediate school tracks all major behavior incidents to determine how and when to provide students with more support.