




Holmen Public Preschool Family Handbook

*This handbook is updated throughout the year as needed, as procedures and policies change.

	<p><u>Holmen Public Preschool includes:</u> Early Childhood Special Education Services (for three-year-old children who meet criteria) & Four-Year-Old Kindergarten (4K)</p>	<p><i>MISSION:</i> <i>Play, Learn, & Grow Together</i></p> <p><i>VISION:</i> Holmen Public Preschool collaborates with families & the community to build a foundation of success for all children. We balance social-emotional growth and academic skills within a play-based, creative, & nurturing environment.</p>
<p>Early Childhood Special Education Services</p> <p>Children 3 years of age or older could potentially qualify to receive services in childcare centers, in homes, and/or at school based upon individual needs.</p> <p>4K Classes are located within Viking Elementary School</p>	 <p>VIKING ELEMENTARY 500 East Wall St Holmen, WI 54636-9573</p>	 <p>Ms. Sue Eitland, EC/4K Principal eitsue@holmen.k12.wi.us</p>



I. ABOUT OUR PROGRAM

EC/4K HOURS:

AM Session

8:15 a.m. - 11:00 a.m.

PM Session

11:45 a.m. - 2:30 p.m.

Holmen Public Preschool does not have school on District Early Release Days (the second Wednesday of each month beginning in October); however, we do offer a Family Outreach activity for a portion of those days. We welcome and encourage families and/or our students' childcare providers to participate!

PUBLIC PRESCHOOL CONTACT INFORMATION:

The Holmen Public Preschool Office is located within the Main Office at Viking Elementary

Phone: 608-526-1381

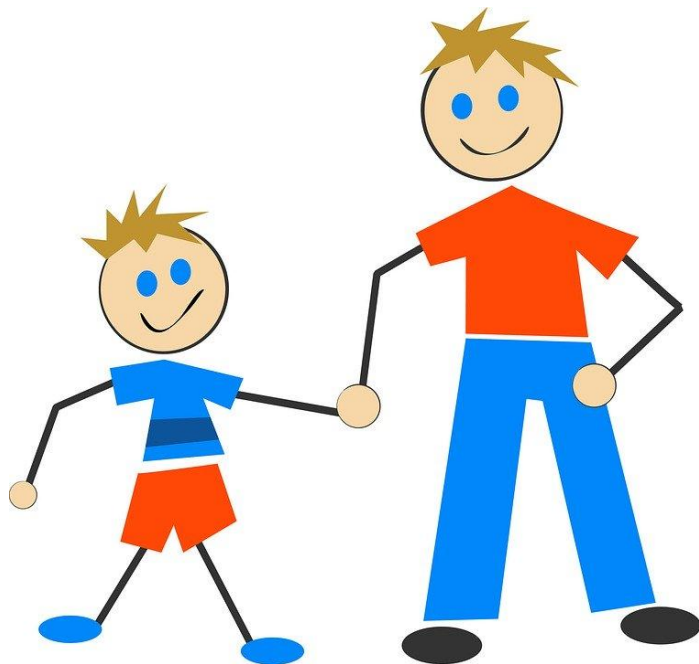


We kindly ask that you refrain from calling the Viking Elementary School phone number with inquiries pertaining to Early Childhood and 4K.

STUDENT RELEASE PROCEDURES:

Students will be released to a parent, legal guardian, or an emergency contact listed in Infinite Campus. If a question arises, confirmation with the parent or legal guardian will be requested in writing.

Legal custody arrangements or restraining orders must be current and on file.



TEACHING AND LEARNING:

We believe in accepting each child from where they are and bringing them as far as they can grow. Teachers use Creative Curriculum and Teaching Strategies Gold in 4K. This allows for children to explore and learn through play in our various interest areas. The focus is on physical (fine and gross motor); cognitive; social-emotional; and pre-academic development (literacy, language, mathematics, etc.).

We also utilize the Second Step Curriculum for social-emotional development, which supplements our PBIS initiative - Pyramid Model/Courteous Critters.

Teachers continually monitor student progress through observation, as well as additional assessments. This helps determine instructional strategies that will best match each individual child. We also analyze student progress data regularly to gauge if further researched based interventions or enrichments need to be implemented. Progress is reported to parents three times each year.

The School District of Holmen believes strongly in collaboration. Our staff members work together to best meet the needs of all children. Your child may work with various teachers throughout the school year. Communication regarding your child's progress may come from any of the professionals working with your child. Please know that we all care deeply about your child's success and will do what it takes to help them on their path to excellence!

II. SCHOOL ATTENDANCE

ATTENDANCE PROCEDURES

Regular school attendance is a critical factor in student achievement. When children have frequent absences, it reduces their opportunities to learn.

- Families are discouraged from taking vacations while school is in session. We understand that there may be extraordinary circumstances that arise allowing your family to take a once in a lifetime vacation causing your child to miss school. However, absences are not in the best educational interest of student learning.
- Please schedule medical appointments, whenever possible, when school is not in session. If missing school for medical reasons, provide a doctor or dentist note upon return to school.
- A school administrator or designee may contact parents/guardians of students who have missed 11 or more days of school.

Absence Policy (*4K Applicable Portions taken from District School Board Policy 430*)

The State of Wisconsin requires that records of attendance be kept for each student. The Public Preschool Office and classroom teachers keep records of attendance. The parent/guardian of a student is responsible for reporting an absence and the reason for the absence to the Public Preschool Office by 8:15 AM. If we are not notified of a student absence, we will contact the family of each absentee.

Absence from school for any reason other than medical, bereavement, religious holidays, mandatory legal proceedings, or emergency is strongly discouraged by the board, administration and faculty.

For necessary absences known in advance, parents should contact the Public Preschool Office a minimum of one week prior to the planned absence to fill out a Special Absence Request Form.

A complete copy of the K-12 Student Attendance Policy and Procedures can be found at: www.holmen.k12.wi.us
(District School Board Policies 430)

III. CHARACTER AND COMMUNITY

ANTI-BULLYING:

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age, race, creed, color, disability, pregnancy, marital or parental status, religion, sex, citizenship, national origin, ancestry, socioeconomic status, sexual orientation, gender identity, gender expression, or gender nonconformity

Bullying behavior is prohibited in all schools, buildings, property, and educational environments, including any property or vehicle owned, leased, or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision. Those who engage in bullying behavior in violation of this policy or in retaliation against an individual for reporting bullying behavior shall be subject to school disciplinary measures consistent with the District's policies.

Procedure for Reporting/Retaliation

1. School district employees who observe or become aware of acts of bullying are required to report to the building principal or his/her designee.
2. A student that is a victim, a bystander or a student exhibiting bullying behaviors are encouraged to report to a school district employee.
3. A school employee that receives a report of alleged bullying is required to notify the building principal and/or his or her designee that has been designated to investigate alleged bullying as soon as possible.
4. Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.
5. Retaliation against persons making reports or assisting with an investigation is prohibited and persons engaging in retaliation are subject to disciplinary action. (District School Board Policy 443.7)

STUDENT CODE OF CONDUCT

Students participating in educational programs in classrooms, related school settings, activities or transportation are expected to demonstrate safe, respectful, and responsible behaviors. Any student who does not adhere to our code of conduct may be subject to disciplinary action in accordance with established board policies and school rules.

CELL PHONES

If a student brings a cell phone to school, it needs to be turned off during the school day and remain in his/her backpack.

NUISANCE ITEMS/TOYS

Nuisance item(s) include anything that is found to be distracting to the classroom or school atmosphere. These items should be left at home unless a request is made by the teacher to have them brought to school. Such nuisance items include, but are not limited to the following: electronic games/equipment, trading cards, collectibles and "make up."

IV. STUDENT SAFETY

SCHOOL VISITORS

All visitors (parents, high school TA's, community members, sales people, etc.) MUST REPORT TO THE OFFICE, sign in and receive a "visitor" badge to wear while they are in the building. Before leaving the building, visitors must sign out and return the badge to the office. All volunteers must obtain a background check online before working with students and/or chaperoning field trips.

SECURITY CAMERAS

Security cameras are located throughout the interior of some school buildings and also in certain exterior locations. The cameras will be used to help reduce vandalism, inappropriate behaviors, and other types of student misconduct. Students may be given consequences for inappropriate behaviors observed on video.

SAFETY DRILLS

Routines for fire drills, tornado warnings, disaster drills, emergency drills, security lock down, A.L.I.C.E. etc., are established at each school. Drills are practiced regularly. Any adult who is in the school during a safety drill is expected to comply with safety procedures. Emergency plans are available for review in each elementary school office. If you have any questions about the specifics of these drills, please contact Student Services at 526-6610, ext. 1308.

V. STUDENT HEALTH

HEALTH

Our main concern is the health and welfare of students. After assessing a student's condition, we may find it more appropriate for him/her to rest at home and/or to seek further medical attention. Please have a plan in place for picking up your ill child. Parents/guardians will be contacted and asked to pick up their child for the following health-related reasons:

- Suspected and/or confirmed contagious diseases (The district follows CDC guidelines.)
- Skin eruptions or confirmed suspicious rash
- Vomiting/diarrhea
- Elevated temperature/100 and above
- Other health-related reasons in which the school is unable to provide appropriate care

IMMUNIZATIONS

The Wisconsin Student Immunization Law requires schools and day care providers to keep records of each child's immunization history. A parent/guardian may waive any immunization due to health, religious or personal conviction reasons by signing the proper form (A copy of this waiver can be obtained online or from your child's school).

MEDICATION

- A "School Medication/Procedure Form" must be completed annually before medication can be given at school. If the medication is prescribed, the health care practitioner must sign the form as well.
- Medication must be in the original pharmacy-labeled container, which must list the student's name, medication, dosage, and schedule. A new form must be completed if there is a change in dosage.
- Parents/guardians should pick up the medication at the end of the school year; medications are disposed of three weeks after school is dismissed for the summer
- Students may carry their inhalers and epi-pens with them, providing there is a medication form signed by a physician and parent stating so in the Health Office

FLOWERS AND BALLOONS

Parents/guardians are discouraged from sending flowers and balloons to students at school. If these items do arrive, they will be delivered to students at the end of the day. Balloons and glass flower vases are not allowed to be transported on Holmen School District buses or vans. Because of health concerns, latex balloon bouquets will not be accepted in any Holmen School. Please see Latex Safe Policy information included in this handbook. (District School Board Policy 523.7)

STUDENT INSURANCE

The school carries no insurance for accidents or injury to students while at school. If you do not have insurance or wish to have additional coverage, you may wish to purchase student insurance.

VI. SCHOOL COMMUNICATION

COLD WEATHER GUIDELINES

During cold weather, please make certain that your child leaves home with boots, mittens, hats, scarves and an appropriate jacket, snow pants, etc. The following guidelines will be adhered to whenever students are on school grounds:

- Students will go outside when the temperature is +1 degrees or above
- Students will stay indoors when the temperature is 0 degrees or below and/or when the wind chill is 0 degrees or below.

REPORTING PUPIL PROGRESS:

Pupil progress can be broadly defined to encompass all of the methods and techniques utilized to communicate pupil performance to parents. The following list would represent the most widely used avenues:

1. Report Cards/Progress Reports
2. Parent-Teacher Conferences
3. Notes, phone calls, emails and/or text messages

INCLEMENT WEATHER DAYS AND EARLY DISMISSAL NOTIFICATION

A decision on the opening and/or closing of school will be made by the District Administrator or his/her designee. If school is to be closed, families will be notified via local radio and media outlets, our district website, text messages, and/or e-blasts. If the District has a late start, there will be no AM Early Childhood/4K classes. If there would be an early dismissal due to weather, there would be no PM Early Childhood/4K classes. Please make sure to keep your contact information current in Infinite Campus to make sure that you receive these important messages. (District School Board Policy 723.3)

VIRTUAL BACKPACK

Virtual Backpack is an electronic management system used to distribute approved flyers directly to families and post to the school website automatically. The School District of Holmen utilizes this system to inform families as needed about non-school information and events.

SCHOOL DISTRICT OF HOLMEN BOARD POLICIES

All School District of Holmen board policies can be found on the School District's website. To access this website, go to: www.holmen.k12.wi.us, click on District - School Board of Education - Policies and Administrative Rules. You may also request a copy of any policy from your child's school office.

VII. SUPPORT SERVICES

STUDENT UNIVERSAL NUTRITION (S.U.N.) PROGRAM

Milk Break

The 4K milk program is optional. Families wishing for their children to receive milk during the day are asked to pay the required fee during the first week of school. Semester milk (\$20.00) is payable in September and January. Semester milk money is kept separate from your family account, so a separate payment for semester milk is required.

An application for Free/Reduced Meals & Milk must be submitted each year. Submit only one application per family listing all family members, including your child's grade and school. A letter of eligibility will be mailed within five days of receiving your application only if your application is mailed directly to the Food Service Office. Free/Reduced lunch forms are available at any time throughout the school year. Free and reduced status is completely confidential. We encourage all families that are facing economic hardships to apply at any time.

Payment Procedures

The School District of Holmen's Student Universal Nutrition Program currently uses a computerized system, which gives each family a FAMILY ID NUMBER. You make one deposit into your family account and all children debit from your family account. Deposits can be made online through the parent portal via the school district website or by sending a check or cash with your child to school. PLEASE make sure to identify all payments by your FAMILY ID NUMBER. If you have questions, feel free to contact the Nutrition Services Office at 608-526-1324 or 526-1325.

TRANSPORTATION

The 4K program has Educational Assistants ride on most buses to pick-up and drop-off students. We insist on a hand-to-hand policy meaning an adult needs to place the child on the bus to go to school and go out to meet the bus to get the child off the bus upon return. If this causes a hardship for in-home childcare providers or others, please contact the Public Preschool Office at 608-526-1381.

Safety on the school bus is the most important goal of transportation services. The use of school transportation includes your agreement with school procedures allowing for the use of video and audio recording devices to promote safety.

If you have a need for a change in transportation on a regular basis (i.e. child care), please contact the Transportation Services Office at 608-526-4752 or transps@holmen.k12.wi.us. **Keep in mind: If you need to change pick-up and drop-off location during the school year, this may result in a change of site and session.**

BUS STOP LOCATIONS

Caregivers are encouraged to bring young children to bus stops. Students are asked to be at bus stops five (5) minutes before scheduled pick-up time. Bus pickup and drop off times may change throughout the year as students come and go and after school activities take place. The times given are approximate only.

PUPIL NONDISCRIMINATION STATEMENT

English:

The right of the student to be admitted to school and to participate fully in curricular, extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's age, race, creed, color, disability, pregnancy, marital or parental status, religion, sex, citizenship, national origin, ancestry, socioeconomic status, sexual orientation, gender identity, gender expression, or gender nonconformity.

Spanish:

El derecho del estudiante para ser admitido en la escuela y participar plenamente en el currículo, extracurriculo, servicios estudiantiles, recreativos u otros programas o actividades que no se podrán coartar o menoscabado debido a su

edad, raza, credo, color, discapacidad, embarazo de una estudiante, el estado civil o paternal, religión, sexo, nacionalidad, origen nacional, ascendencia, estado socioeconómico, orientación sexual, identidad de género, expresión de género, o la no conformidad de género.

Hmong:

Txoj cai muab rau tus menyuam thaum tuaj kawm ntawv thiab thaum mus ua si ncaws pob, hu nkauj, los yog ua yeeb yam pem tsev kawm ntawv yuav tsis pauv. Txawm tus menyuam lub hnuv yug loj los me, nws yog haiv neeg twg, nws txoj kev ntseeg yog li cas, nws muaj kev tsis taus, nws lub cev xeeb tub, muaj txij nkawm li cas, yog poj niam los txiv neej, yog pej xeeb los tsis yog, tuaj lub tej chaws twg tuaj, poj koob yawm txwv yog li cas, los yog tham li cas, txoj cai yuav nyob li qub.

STUDENT COMPLAINT PROCEDURE

If any person believes that the School District of Holmen or any part of the school organization has failed to follow the law and rules of s. 118.13, Wis. Stats., and PI 9, Wis. Admin. Code, or in some way discriminates against pupils on the basis listed above, he/she may bring or send a written complaint to the following address: School District of Holmen, 1019 McHugh Road; P.O. Box 580; Holmen, WI 54636-0580. The telephone number is (608) 526-6610.