

# K-5 Elementary Family Handbook

\*This handbook is updated throughout the year as procedures and policies change. In addition, there may be changes due to the COVID-19 pandemic to ensure safety and well-being for all.

		<p><b>MISSION:</b> <i>Educate all children in a safe, caring, and challenging environment</i></p> <p><b>VISION:</b> Work in partnership with families and community to maximize every child's social-emotional and academic potential.</p>
		<p><b>MISSION:</b> <i>Dream Big, Work Hard, Play Nice, Stay Kind</i></p> <p><b>VISION:</b> Prairie View Elementary is preparing our students for the future.</p>
		<p><b>MISSION:</b> <i>Instilling a love of learning in ALL students to be responsible and productive global citizens</i></p> <p><b>VISION:</b> Dedicated to Excellence!</p>
		<p><b>MISSION:</b> <i>Learning and growing together to make the world a better place</i></p> <p><b>VISION:</b> A school of excellence where all children and adults learn and grow together to make the world a better place.</p>

Mrs. Rachel Fawver,  
Principal

EVERGREEN ELEMENTARY  
510 Long Coulee Rd • Holmen WI 54636-6603

Dr. Nicholas Weber,  
Principal

PRAIRIE VIEW ELEMENTARY  
1201 Newport Ln • Holmen WI 54636-8635

Mrs. Natalie Morgan,  
Principal

SAND LAKE ELEMENTARY  
3600 Sand Lake Rd • Holmen WI 54636-8125

Ms. Bonnie Striegel,  
Principal

VIKING ELEMENTARY  
500 East Wall St • Holmen WI 54636-9573

## I. ABOUT OUR SCHOOLS

### ELEMENTARY SCHOOL HOURS:

**Evergreen Elementary**  
8:30-3:30

**Prairie View Elementary**  
8:40-3:40

**Sand Lake Elementary**  
8:40-3:40

**Viking Elementary**  
8:30-3:30

Supervision is provided on the playground each morning  
30 minutes before the start of the school day.

\*Please follow schedules sent to you for virtual learning.  
School day hours are listed here, not virtual learning  
schedules.

### ELEMENTARY CONTACT INFORMATION:

**Evergreen Elementary**  
608-526-9080

**Prairie View Elementary**  
608-526-1600

**Sand Lake Elementary**  
608-781-0974

**Viking Elementary**  
608-526-3316



### 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 taking each child from where they are and bringing them as far as they can grow. We use a variety of formal and informal assessments to help determine the best instructional strategies to match each individual child. We monitor progress regularly to gauge if further researched based interventions or enrichments need to be implemented.

The School District of Holmen believes strongly in collaboration. Our staff members collaborate on our curriculum and 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 required material.

- 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. In such circumstances, state law allows parents to excuse their children for up to 10 days in any given school year. The law requires that parents provide a written excuse to the school office before the absence occurs, which indicates the dates and reasons for the absence. While the state law allows these absences, we believe that 10 days of 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.
- Attendance letters will be sent home for any child who misses 5 or more days of school for parent/guardian excused reasons. A school administrator or designee will contact parents/guardians of students who have missed 11 or more days of school.

### Absence Policy

The State of Wisconsin requires that records of attendance be kept for each student. The elementary school 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 school office by 8:30 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. Wisconsin state law defines the conditions of the policy relative to absence.

- Parent/Guardian Excused Absence: The law allows parents to excuse students from school attendance for causes defined under "Excused Absence" for up to ten days per school year. For necessary absences known in advance, parents should make arrangements in writing first with the principal, then with the classroom teachers. Parents should contact the school a minimum of one week prior to the planned absence. For planned absences, where a student will be out of school for a long period of time, a written letter to the Superintendent is strongly suggested.
- Excused Absence: The law considers absence due to medically verified illness/medical, bereavement, religious holidays, mandatory legal proceedings, or emergency to be excused. The school may require a doctor's statement for an absence of three days or more, or proof of situation at its discretion.
- Unexcused Absence: An unexcused is any absence beyond the "Parental/Guardian Excused Absence" or for cause other than defined under "Excused Absence".
- Truancies: Students are truant from school, class, or other assigned and scheduled situation when they are absent without legal reason. They are also considered truant when they have 5 unexcused absences.
- Tardy: Students are tardy when they come to school late or are late reporting to class. The teacher shall refer cases of chronic tardiness by an elementary school pupil to the principal for investigation. Students are considered tardy when they arrive after the start of the school day.

A complete copy of the Student Attendance Policy and Procedures can be found at: [www.holmen.k12.wi.us](http://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, programs, 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 before working with students and/or chaperone field trips. Background check forms are available in the office and may take several weeks to process.

## **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 called 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 Transportation 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
2. Parent-Teacher Conferences
3. Notes, phone calls, and/or emails

### **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. Please make sure to keep your contact information current in Infinite Campus to make sure that your receive these important messages. (District School Board Policy 723.3)

### **VIRTUAL BACKPACK**

Virtual Backpack is an eflyer management system used to distribute approved flyers directly to families and post to the school website automatically. SDH utilizes this system to inform families 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 web site, go to: [www.holmen.k12.wi.us](http://www.holmen.k12.wi.us), click on School District - School Board - Policies. 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 – ELEMENTARY PROCEDURE**

The School District of Holmen's Student Universal Nutrition Program currently uses a computerized system, which gives each family a FAMILY ID NUMBER and each student a STUDENT LUNCH NUMBER. You make one deposit into your family account and all children debit from your family account. PLEASE make sure to identify all payments by your FAMILY ID NUMBER. We offer three nutritious lunch entrees daily in a safe and fun environment. Breakfast is served daily in each building ½ hour before school begins.

Meal Prices for the 2019-2020 School Year:

- |                                 |                           |                        |
|---------------------------------|---------------------------|------------------------|
| • Breakfast                     | \$1.50/Students per meal  | \$1.90/Adults per meal |
| • Lunch                         | \$2.65/Students per meal  | \$3.65/Adults per meal |
| • A carton of milk is \$ .50    |                           |                        |
| • <i>Reduced Ticket Prices:</i> | \$ .30/Breakfast per meal | \$.40/Lunch per meal   |

Parents/guardians are encouraged to have lunch at school with their child/ren. (Adults are required to pay the full adult price even if your child is eligible for free or reduced priced meals).

An application for Free/Reduced Meals 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.

## **TRANSPORTATION**

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

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If you have a need for a change in transportation on a regular basis (i.e. child care), we ask that you complete a "Transportation Information Form." You can find this on the School District of Holmen website under the Department of Transportation.

**Families** are encouraged to discuss student concerns with their bus driver first. Route concerns and requests for changes in transportation should be directed to the transportation services office at 526-4752.

## **BUS STOP LOCATIONS**

Students will be grouped at bus stops, which are usually at corners, or other identified locations. It is not possible to locate all bus stops within the sight of homes. 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.

## **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.



## 2020-2021 School Calendar-Students School District of Holmen

July 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020 21

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020 21

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020 17

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020 16

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### SEPTEMBER

1st First Day of School  
7th Labor Day (No Students/Staff)

### OCTOBER

9th Non-School Day (No Students/Staff)  
14th Early Release Day

### NOVEMBER

5th 1st Quarter Ends (46 school days)  
6th No Students/Staff Development Day  
11th Early Release Day  
25th-27th Thanksgiving Break (No Students/Staff)

### DECEMBER/JANUARY

9th Early Release Day  
23rd - Jan 1st Winter Break (No Students/Staff)

### JANUARY contd

13th Early Release Day  
21st 2nd Quarter Ends (43 school days)  
22nd No Students/Staff Development Day

### FEBRUARY

10th Early Release Day  
26th Non-School Day (No Students/Staff)

### MARCH

10th Early Release Day  
30th 3rd Quarter Ends (46 school days)  
31st No Students/Staff Development Day

### APRIL

1st-5th Spring Break (No Students/Staff)  
14th Early Release Day

### MAY

12th Early Release Day  
29th Class of 2021 Graduation Ceremony  
31st Memorial Day (No Students/Staff)

### JUNE

4th 4th Quarter Ends (43 school days)  
Last Day of School/Early Release Day

178 Total Student Contact Days

### School

#### Start & End Times:

- ◆ Elem VI, EV 8:30 - 3:30
- PV, SL 8:40 - 3:40
- ◆ HMS 7:35 - 2:40
- ◆ HHS 7:40 - 2:45

January 2021 19

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

February 2021 19

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021 22

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021 19

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 2021 20

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021 4

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### CALENDAR KEY

- First and Last Days
- Early Release
- End of Quarter
- Staff Dev. (No Students)
- Non-Work Day (No Students)

## **VIII: Virtual Instruction**

### **Student Attendance**

Different than last spring, attendance will be compulsory in the 2020-21 school year regardless of learning mode. In the blended instructional model, attendance will be a combination of face-to-face presence in classrooms and progress with work completion during remote learning days. Attendance in virtual/remote learning will require a daily check in for all courses/times for which students are scheduled each day as well as other required sessions as assigned to students.

### **Face Masks/Coverings**

Masks are required for staff, students, and visitors. Students who do not have their own mask will be provided one by the District at school and while using District transportation. It has been recommended by health agencies and our District medical advisor that cloth face coverings be worn by any child over the age of 2 that can remove a mask themselves, therefore all students will be required to wear masks. Cloth face coverings can help prevent the wearer from spreading disease if they are asymptomatic, pre-symptomatic, or do not realize they are sick.

If a student refuses to wear a mask or indicates it is a personal choice, staff will use coaching and education through Positive Behavior Intervention Supports. If the student continues to refuse, they will be isolated and the guardian will be contacted. A plan will then be developed between the student, guardian, and administration around appropriate environments for learning, which may include virtual instruction.

Exceptions to mask wearing are rare but could include those who are not able to wear a mask because of a medical, sensory, or behavior concern. The District will work through these considerations on a case-by-case basis and work to provide additional mitigation measures. Students and staff will be provided training on how to properly wear a mask:



#### **Wear Your Mask Correctly**

- Wash your hands before putting on your mask
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- CDC does not recommend use of masks for cloth masks for source control if they have an exhalation valve or vent.

*Source: CDC*

Parents play a crucial role in preparing their children for wearing face masks on the bus and in the school buildings. Educational materials will be made available to parents as a resource for preparing their children for

wearing face masks. Education on the proper use of face masks will be provided in school at the beginning of in person instruction and reinforced as needed throughout the time that they are required.

Specialized equipment for those providing direct care or supporting daily living tasks is available. Staff members will be provided additional Personal Protective Equipment if they are working with a student in close proximity or on a skill that requires removal of a mask.

### **COVID-19**

Throughout the school year, the SDH will be working with guidance from the Wisconsin Department of Health Services, Wisconsin Department of Public Instruction, local health experts, our community, teachers, and families to create the best educational experience possible for our students while working to keep them safe and healthy. Due to possible changes and guidelines, the format we use for instruction and the guidance for how to do this safely may change throughout the year. For the latest updates and details related to COVID-19 and its impacts on the 2020-21 school year, please refer to the School District of Holmen website. All changes may not be reflected in the student handbook, but when these changes take place we will work to communicate with our students, staff and families so that we can work together to educate our students.

Assumption of Risk (Please check this box for each child.)

- ☐ Even with the mitigation steps taken by the SDH and my compliance with this student handbook, I acknowledge that the SDH cannot prevent the risks of exposure to COVID-19 that may result from attending school or participating in school activities.