



# ***Erin School District***

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Hartford, WI 53027  
262-63-3720  
Fax 262-673-2659  
[www.erinschool.org](http://www.erinschool.org)

## ***STUDENT/PARENT HANDBOOK***

***Growing***

***Habits***

## **FOREWORD**

This handbook contains information for both students and parents of Erin School. The information has been included to help answer many commonly asked questions and to acquaint parents and students with the various policies and procedures of the district.

### **VISION**

Erin is an exceptional educational institution engaging students in diverse challenging and relevant learning experiences. Together students, staff, families and the community collaborate and support each other to tailor an education that meets the multidimensional needs of each learner. All students will graduate Erin School District with the confidence and skills necessary to successfully complete high school, demonstrate positive life skills, and reach their full potential.

### **MISSION**

The Future Begins Here - one learner at a time.

### **CORE BELIEFS**

Erin School District believes...

- a K-8 education is the foundation for educational success.
- in a diverse curriculum that includes a strong academic base enhanced by fine arts, technology, and physical education.
- education is a collaborative process and a shared responsibility among students, staff, families, high school, and community.
- positive relationships impact learning.
- in an educational environment that exceeds learner expectations and helps them reach their unique potential.
- investment in our employees will develop the highest quality staff.
- in fostering the physical, emotional, social, and academic needs of each learner in a safe environment.
- respect, responsibility, integrity, honesty, and kindness are integral components of education.
- in preparing students to be successful in life skills.

### **STRATEGIC DIRECTION**

Continuous Quality Improvement – The district will develop innovative ways to continually improve learning and support systems, processes, and resources that enhance organizational effectiveness.

Organizational Development – The district will encourage and support professional growth throughout the organization.

Fiscal Strength – The district will prudently manage and strengthen its financial resources in order to thrive in a complex and changing environment.

**Joannie Kalina**  
**District Administrator**  
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**Nick Frank**  
**Principal**  
**262-673-3720 ext. 5500**  
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**Board of Education**

President ..... Terry Klubertanz  
 Vice President..... Steve Yoder  
 Clerk ..... Bill Holz  
 Treasurer ..... Bridget Hubing  
 Member ..... Frank Alvarez

**P.T.C. Activities**

Erin School is fortunate to have an outstanding Parent Teacher Club. The P.T.C is actively involved and committed to enhance the student experience at Erin School. They help sponsor several fundraisers including the Fun Run at Erin Hills and the Fun Fair. Their efforts have helped purchase playground equipment, supplies, holiday gifts, and much more! Together parents and teachers, through the P.T.C, have enabled the district to do many things for the students. Any parent who wants to get involved in their child's education can be a part of the P.T.C. We are open to new ideas and opportunities to continue to enhance our student's time at Erin School, please consider partnering with us this school year. For more information check out our page on the school website.

**MIDDLE SCHOOL SCHEDULE**

**ACADEMIC HOURS**

Students may enter the Building.....	7:30 a.m.	1	7:55 - 8:38
School begins 4K-5 <sup>th</sup> Grade.....	8:00 a.m.*	2	8:40 - 9:22
Lunch/Recess .....	10:50-11:45 Gr. 5K-2 <sup>nd</sup>	3	9:24 - 10:06
	11:40-12:35 Gr. 3 <sup>rd</sup> -5 <sup>th</sup>	4	10:08 - 10:50
	12:20-1:02 Gr. 6 <sup>th</sup> -8 <sup>th</sup>	5	10:52 - 11:34
School dismissed .....	3:15 P.M.	6	11:36 - 12:18
Buses leave .....	3:20 P.M.	Lunch/Recess	12:20 - 1:02
		7	1:07 - 1:49
		8	1:51 - 2:33
		Resource	2:37 - 3:15

\*Students are expected to be in their seats learning at 8:00 a.m. (7:55 for middle school students). Those not in their classroom at 8:00 will be marked tardy. Please be to school on time.

**ACADEMIC INTEGRITY POLICY**

Students at Erin School District are expected to **demonstrate honesty and integrity**. Each student is expected to do his or her own work. All work submitted by students should be a true reflection of their best effort and ability. This includes, but is not limited to, tests, homework, computer work, class assignments, essays, compositions, projects, reports, and research. The following are considered unacceptable:

- Plagiarizing by using the ideas of another as one's own work without properly citing the source in written, oral, or other creative work, electronically or otherwise.
- Submitting work that is not original: Copying, "borrowing" from another source and giving it as one's own work, or resubmitting work from another person/ another class.

- Giving or receiving unauthorized assistance on quizzes, tests, and/or exams.
- Altering grades or other academic records, giving false information, or forgery.
- Submitting identical work in more than one course or previous work without the prior approval of the instructor.
- Providing access to materials so that credit may be dishonestly claimed by others.
- Use of artificial intelligence to create work

The first time a student is caught for violating the academic integrity guidelines:

First, the teacher will contact the parents by phone or via email, describing the incident.

1. The Principal will then contact the parents by phone, and an incident will be placed into Skyward along with an automated email being sent home.
2. The student will be required to complete all work to be reassessed on the academic event that was plagiarized.
3. No penalty to your academic grade will be enforced; however, this may affect your life skills grade.

Any additional violations of the academic integrity guidelines will result in:

1. A meeting scheduled with the student, parents/guardians, teachers, and/or the Principal.
2. The student will be required to complete all work to be reassessed on the academic event that was plagiarized.
3. No penalty to your academic grade will be enforced; however, this may affect your life skills grade.
4. Consequences may be a minimum of a one day suspension from school and possibly include a parent intervention meeting before the District Administrator.

## **ACADEMIC REPORTING TO PARENTS**

### **GRADE REPORTS**

**4** = The student consistently exceeds expectations

**3** = The student consistently performs and applies their understanding of the content and skills assessed correctly, independently, and efficiently.

**2** = The student is progressing in the knowledge and basic understanding of the content and/or skills assessed. Errors are still present.

**1** = The student demonstrates little or no understanding of the content and/or skills assessed. Errors are prevalent.

Halfway through a trimester, mid-trimester progress grades will be accessible to parents and students through the Skyward web interface.

Formal parent/teacher conferences are scheduled in October and February.

In addition to these scheduled conferences we urge you to contact your child's teacher whenever you have a question or concern arises. Teachers can be readily contacted through voice or email.

## **AFTER SCHOOL ROOM**

After School Room or 4K Extended Day is a perfect way to help out our students and parents. Students needing care after 3:15 p.m. will be escorted to the After School Room, which will have 4-K to 8<sup>th</sup> grade students enrolled. This room is staffed by school employees. The number of supervisors depends on the total enrollment of students. Here students will be monitored while they complete homework, read, work

on computers, play board games, and enjoy a snack. Other activities, if conditions warrant it, could be a visit to the gym, outside playground, or some extra time in the library.

Any child who is not picked up by 3:40 p.m. must: 1) Be in a teacher's classroom with teacher's permission, 2) Be in the Homework Club, 3) Be in the After School Room, or 4) Be with an adult at all times.

Unlike high school, we cannot permit students to hang around the building and roam freely. This will also pertain to the students who want to stay after school so they can attend basketball or volleyball games. Students wishing to stay after for such events must report to the After School Room or be accompanied by an adult. They will be dismissed to the gym at 4:00 p.m. at which time they will be under the supervision of the game supervisor while in the building.

The cost for the After School Room is \$3.50 per hour. Time is based on 15 minute intervals and will be billed monthly. Payment is required to be made within five days of receiving the invoice. The afterschool room is scheduled to be staffed until 6:00 p.m. Any child not picked up by 6:00 p.m. will be charged \$1.00 per minute per child. This additional fee is needed to help offset the overtime pay for the staff member.

If you are interested in using this service anytime thought out year, please complete the form (found on the Erin School Website and in the front office) and return it to the front office. The form must be on hand for any child to attend.

\*\*Please note, you will also need to send a note to your child's teacher letting them know when your child is to go to the after school room.

### ATTENDANCE

Section 118.15 of the Wisconsin Statutes: (1)(a) "Unless the child has a legal excuse or has graduated from high school, any person having under his control a child who is between the ages of 7 to 16 years shall cause such child to attend school regularly during the full period and hours, religious holidays excepted, that the public or private school in which such child should be enrolled is in session until the end of the school term, quarter, or semester of the school year in which he becomes 16 years of age."

Regular attendance is important for school success. In case of sickness, serious illness or death in the family, pupils will be absent. Such reasons for absence are considered justified, and the work may be made up. Repeated tardiness results in lost learning time for the child so please make every effort to be in compliance with our school start time. Instruction begins promptly at 7:55 for middle school students and 8:00 a.m. for elementary. Students are expected to arrive on time.

### **STEPS TO FOLLOW FOR ANTICIPATED ABSENCES**

If a student knows that he/she will be absent from school for two (2) or more days, students need to pick up an "anticipated absence" form at least two (2) days in advance of the anticipated absence and return it to the office upon completion. It is the responsibility of the child to get the homework he/she will miss. At the discretion of the teacher, homework will be assigned at the time of the absence and students should be prepared to hand it in upon returning to school.

Please call the school at 673-3720 between 7:30 and 8:15 a.m. if your child is ill or will be absent for any other reason. Parents may leave voice mail messages prior to 7:30 a.m. We will then know that you are aware of his/her not being in school. At 8:30 a.m. the school secretary will contact parents/guardians if they have not heard from them. Homework will not be sent home unless it is requested. **Please report**

**all absences to the school office. If your child will be arriving late to school, please notify the office if hot lunch will be needed and which menu choice.**

Parents are requested to notify the school if a child is to be released from class early. Parents are to indicate if someone other than the parent will be providing transportation for the child, the time they will be leaving and, if appropriate, when they will return to school. Whenever possible please try to make appointments after school hours. **Children leaving school prior to the regular dismissal time must check out in the office.** Students should call home from the office vs texting or calling from their cell phone. A child will be considered absent for a half day if they arrive after 10:25 a.m. or leaves before 12:50 p.m.

### **BEFORE SCHOOL ROOM**

Students may be dropped off as early as 6:30 a.m. Students should be dropped off at door #6 (cafeteria doors) and report directly to the Multi-Purpose room where they will be supervised until dismissed to their classrooms at 7:50 a.m. The cost for Before School Care is \$3.50 per hour billed in 15 minute intervals from 6:30-7:30. **ANYONE ARRIVING PRIOR TO 7:30 a.m. WILL BE BILLED based on 15 minute intervals.** Students may bring breakfast with them; milk can be purchased for \$.25, which will be billed to your lunch account.

### **BUS TRANSPORTATION INFORMATION**

The Riteway Bus Service, Inc. serves our district for all transportation needs. Their phone number is 262-644-5016. Students will not be allowed to ride a different bus or alter their transportation in any way without a signed note from their parent or guardian. The note must be given to the student's teacher at the beginning of the day. Please notify both the school office and the bus company if your child(ren) will not be transported by the bus.

### **BUS DRIVER NOTIFICATION OF FAMILY VACATION**

We request that families notify the bus driver when they will be on vacation for a week or longer. The bus will not stop at the home during these vacation periods, which will facilitate transportation.

### **BUS RULES**

Courtesy and safety are of primary concern. Driving a school bus is an awesome responsibility. These drivers deserve our full cooperation and respect while on the bus. The school district will expect full compliance to the following safety rules:

1. Wait for the bus to come to a complete stop before entering or exiting,
2. Keep hands and head inside the bus at all times,
3. Remember that loud noises or any disturbance diverts the driver's attention and may result in a serious accident,
4. Treat bus equipment with respect. The offenders will pay for damage to bus equipment,
5. Students will be seated at all times while the bus is moving. Changing from seat to seat or standing up while the bus is in motion is unacceptable,
6. Bus riders must line up in single file when waiting to board the school bus,
7. Check your possessions before leaving the bus,
8. Do not throw anything in or out of the bus,
9. In case of emergency, children are to remain on the bus, unless otherwise instructed,
10. Wait for the bus driver's signal to cross the road. Cross in a group at least ten feet in front of the bus,
11. All of the above rules apply to field trips and extra-curricular activities.

## CONSEQUENCES FOR INAPPROPRIATE BUS BEHAVIOR

**FIRST OFFENSE:** The administrator will meet with the student to discuss the incident. The student will be warned that a second offense will result in suspension for riding the bus for 3 to 5 days. The administrator will send a copy of the complaint home to the parent/guardian. In some cases, the administrator may suspend the student from riding the bus on the first complaint.

**SECOND OFFENSE:** The student will meet with the Administrator and will be suspended from riding the bus for 3 to 5 days after which the student's parents will be called to inform them that their child will be removed from the bus. The parent(s)/guardian(s) must arrange transportation.

Continued offenses will result in longer bus suspension time. \*The nature of the offense may warrant consequences different from those listed. Final consequences shall be determined by the Administrator and may be appealed to the Board of Education.

### BICYCLES

Students are allowed to ride their bicycles to Erin School. However, since Erin School is located on County Highway O and near Highway 83, **students should wear a helmet** and understand basic rules of the road for bicycles. Bicyclists wearing helmets involved in crashes stand a 90 percent chance of survival or reduced injury compared to those not wearing helmets. **We stress that students lock their bicycles while at school.** Erin School is not responsible for stolen bicycles. Bike riders may not leave the school until the buses have left the school property. All bikes must be parked in the bike rack at the front office area.

### CHILD FIND

The District is required to locate, and evaluate all children with disabilities, including any children with disabilities attending private schools within the school district and homeless children. The process of locating, identifying and evaluating children with disabilities is known as Child Find. Erin School conducts a drop in day for the purpose of child find.

### CODE OF CONDUCT

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

The Erin Board recognizes a responsibility to facilitate and attempt to maintain an orderly and safe classroom environment that is conducive to teaching and learning. All students and staff of the Erin School District are required to cooperate in this mission. Parents should be aware of their children's activities, performance and behavior in school, and are expected to cooperate with the school to prevent and address problems. Those relatively few students who create unnecessary and unwarranted distractions and disruptions in the classroom are often depriving their classmates of the opportunity to learn. The District's Student Discipline Policy exists to provide the means to ensure an orderly and safe learning environment. The intention of this policy is to permit the administration to create and manage a Code that will identify the reasons for which a student may be removed from class (either temporarily or permanently) and the procedures to be followed after the student has been removed.

Copies of the Code shall be included in any Student and Parent Handbooks distributed by Erin School. The District Administrator shall meet with the licensed staff of the district prior to every school year to provide each with a copy of the Code and to familiarize them with its provisions.

#### **BASIC RULES**

The following school rules shall be enforced:

1. Students are to show respect for everyone, including themselves.
2. Students are to respect the authority of the adults who are responsible for them.
3. Students are to behave in a manner which does not interfere with a positive learning environment.
4. Students are to perform all activities in a safe manner.
5. Students are to treat school property and the possessions of others with respect; damage and theft are unacceptable.
6. Students are to avoid using words, gestures, and drawings that are generally considered offensive or inappropriate in the school environment.
7. Students are to be at their classes on time. Students must be given teacher permission to be out of their assigned classroom.

\*Separate school policies exist dealing with weapons, illegal drugs, alcohol, student-to-student harassment, plagiarism, suspension, and expulsion.

#### **DIRECTORY DATA**

As per State Statute #118.125(2)(j), certain personally identifiable information contained in a student's record is directory data and may be disclosed without prior written consent. Directory data includes: student's name, parent(s) name(s), address, telephone number, student's date of birth, grade, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, name of school previously attended, student's dates of attendance, and student's photograph. As per local procedure, parents' names, addresses and phone numbers may be disclosed in addition to the above list, with the major intent of this addition to enable the continuation of the annual Erin School Directory.

Please note: From the date of notifying parents of the policy, parents have 14 days to inform the school that all, or any part of the directory data listed above, may not be release without their prior consent. Parent requests to withhold directory data must be in writing. At the end of the 14 day period, each student's records will be appropriately marked to indicate the items which the District Administrator will not release based on parent/guardian requests in writing. The designation will remain in effect until it is modified by the written direction of the student's parent or legal guardian. A parent must inform the district at the beginning of each school year of this request.

The Erin School District Directory is typically available to families by mid-October.

#### **DISCIPLINE POLICY**

The Board believes that when students violate school rules and regulations, they should be disciplined for their actions. In the middle school, discipline may come in the form of school detentions. In the elementary grades, it comes in the form of an intervention.

1. Students are to show respect for everyone, including himself or herself.
2. Students are to respect the authority of their teachers and the principal.



3. Students are to behave in a manner, which does not interfere with the good learning environment necessary to make education possible.
4. Students are to perform all activities in a safe manner, in order to avoid injury to themselves and others.
5. Students are to treat school property and the possessions of others carefully. Damage and theft are not acceptable behaviors.
6. Students are to avoid using words, gestures, and drawings that are generally considered offensive or inappropriate in a school environment.
7. Students are to be at their classes on time. Students must be given teacher permission to be out of their assigned classroom.

Student intervention (K-5<sup>th</sup>)/Detention (6<sup>th</sup>-8<sup>th</sup>): If a student is referred to an administrator, the administrator will evaluate each incident on its merit and will decide what course of action is to be taken. The student may get one or more of the following: a warning, loss of recess, written assignment, detention, in-school suspension, or out of school suspension depending on the severity and recurrence of violations. This list is not all-inclusive.

\*Separate school policies exist dealing with weapons, illegal drugs, alcohol, and student-to-student harassment.

1. **Suspension.** In cases of serious violation of school rules, the administrator shall have the power to suspend the student for **up to 5 school days** in accordance with the following **Suspension Policy**.
2. **Expulsion.** The Board of Education shall have the power to expel any student in accordance with the **Expulsion Policy**.

#### **LUNCH DETENTION**

A lunch detention may be given to any student violating a school rule at the discretion of any faculty member. The student may contact the principal to dispute the lunch detention. Lunch detentions earned prior to lunch will be served the same day. Lunch detentions earned after lunch will be served on the next consecutive school day. Students who fail to serve their lunch detention on the specified day will face additional consequences. A written record of lunch detentions is recorded in the student's behavioral record on Skyward.

#### **AFTER SCHOOL DETENTION**

Any student who receives two or more lunch detentions on a given day will serve an afterschool detention. An afterschool detention may also be issued, at the discretion of the principal/designee, for student behavior that is repeated or more severe. A written notice of the detention shall be promptly sent to the parent/guardian of the student with a possible phone call. If the after school detention is not served within one week of the receipt of the notice, the students shall be barred from participation in extracurricular activities until the detention is served. If the detention cannot be served in a timely fashion due to exceptional circumstances, the parent/guardian of the student must make special arrangements with the principal. Failure to serve the detention in a timely fashion may result in an in-school suspension. A written record of the detention shall be recorded in the student's behavioral record on Skyward.

#### **IN-SCHOOL-SUSPENSION**

In accordance with the district's policy, the District Administrator/designee shall have the power to assign any student up to 5 school days in-school suspension for violating school rules.

#### **OUT-OF-SCHOOL SUSPENSION**

In accordance with the district's suspension policy, the District Administrator/designee shall have the power to suspend any students for up to 5 school days for the serious or repeated violation of school rules.

## **EXPULSION**

In accordance with the district's expulsion policy, the Board of Education shall have the power to expel any student.

## **RECESS/LUNCH ROOM RULES AND CONSEQUENCES**

Our goal at Erin School is to create a safe, healthy, and happy environment that is conducive to learning. Therefore, we do not condone bullying behavior at our school. Bullying behavior is when one or more students intentionally do something mean or hurtful to another student. When a person feels targeted he or she may feel very scared, very hurt, or not feel well at school.

Despite our best intentions, problems can and do arise in school. We will try to teach your child to solve their problems in a positive way. To encourage our students to learn problem solving skills, rather than to rely on others to solve their problem, we have a "Help Yourself First" Plan. When possible and appropriate, children will be asked to:

1. Try to solve the problem independently (Help yourself first).
2. Ask a peer or friend for help.
3. Ask an adult for help.

## **PLAYGROUND RULES**

1. Use equipment properly
  - a. Go down the slide, not up and always feet first while sitting on your bottom.
  - b. Clear the bottom of poles and slides to avoid being hit by next person.
  - c. Walk while using the equipment, no playing tag, ball tag or chasing around, on, or near the equipment.
  - d. Keep hands feet and all other objects to yourself.
  - e. Climb and swing from the bars, but do not sit on top of them or any of the equipment not made for sitting on. No swinging dismounts.
  - f. Climb on the web netting and do not bounce or shake the others off. Enter and exit from the bottom. No climbing, hanging, or sitting on the bars of the web. All loose strings must be tied or tucked away to avoid choking.
  - g. Use the jump ropes for jumping.
  - h. Up to 2 people on the spinner and hanging on to be spun in not allowed.
2. Play respectfully and use the "Help Yourself First" plan
  - a. Do not tackle or play rough, apologize to someone you might have hurt.
  - b. Work out disagreement without arguing. The more you argue, the less you play.
  - c. Include all who ask to play. Excluding others/making fun of others is not nice.
  - d. When playing football/soccer, play with the group you can compete. Age groups are a good start but if you are a 3<sup>rd</sup> grader playing with 5<sup>th</sup> grade, do not complain if they out play you.
3. Throw only equipment meant to be thrown such as balls. Never throw woodchips, snowballs, or ice.
4. Be careful around swings. Never twist, swing sideways, stand while swinging, or jump from them. Only one person per swing sitting on your bottom. Stay off swing frame.
5. Return all equipment you bring out such as balls and jump ropes.
6. Respect the designated spaces such as soccer fields and four squares.
7. Wear the correct clothing for playing outside. This includes footwear.

The playground and recess is not a right; it is a privilege. Any student who is not able to follow the above rules will be spoken with, written up, and/or may have their recess activities limited or restricted. Our

goal for recess is for all students to play in a safe environment free from physical and verbal harm. Any student caught repeatedly breaking the rules, will be subject to said consequences.

Teasing, making fun, hurting feeling, forcing others to do something against their will, threatening, telling lies about another, stealing other's property or breaking it, and physically hurting others is strictly prohibited.

When repeated over times, the following behaviors are considered Bullying Behavior at Erin School (even when done electronically):

- Saying things that hurt feelings
- Teasing or making fun of someone
- Laughing at someone in a disrespectful way
- Trying to force someone to do something she or he does not want to do
- Sending mean notes
- Telling or making up stories about someone (verbal or written)
- Threatening to hurt someone
- Breaking or taking something that belongs to someone else
- Physically hurting others

## **CAFETERIA RULES**

### **Use good manners at all times**

1. Remember to say "please" and "thank you".
2. When the lights are off it will be totally quiet.
3. Walk to the cafeteria and form a straight line.
4. No talking in the hallways.
5. Go to the bathroom before lunch or after lunch-unless extreme emergency.
6. Remain seated unless given permission by supervisor.
7. Inform the cooks if you are getting a second milk.
8. Do not play with your food.
9. No throwing food.
10. Talk quietly.
11. Keep table and floor clean.
12. Students/tables will be excused by quietness and cooperativeness.

### **Recess Consequences-4K through 2<sup>nd</sup> grade**

Based on the severity of the infraction (i.e. Fighting) there is a possibility that the fourth level consequence could be administered at the first infraction. Infractions of the 3<sup>rd</sup> level or above will be entered into Skyward for parents and students to see.

#### **1<sup>st</sup> Infraction**

Warning

#### **2<sup>nd</sup> Infraction**

Time out wall

#### **3<sup>rd</sup> Infraction**

Write up, may result in multi-day loss of recess

### **Lunchroom Consequences-4K through 2<sup>nd</sup> grade**

#### **1<sup>st</sup> Infraction**

Warning

#### **2<sup>nd</sup> Infraction**

Assigned location

#### **3<sup>rd</sup> Infraction**

Write up, may result in multi-day loss eating in lunchroom

**Recess Consequences-3rd through 5th grade**

Based on the severity of the infraction (i.e. Fighting) there is a possibility that the fourth level consequence could be administered at the first infraction.

<b><u>1<sup>st</sup> Infraction</u></b>	<b><u>2<sup>nd</sup> Infraction</u></b>	<b><u>3<sup>rd</sup> Infraction</u></b>	<b><u>4<sup>th</sup> Infraction</u></b>
Warning	Time out wall	Parent contact Loss of Recess for 2 days	Parent contact Loss of recess for 3 days

**Lunchroom Consequences-3rd through 5th grade**

<b><u>1<sup>st</sup> Infraction</u></b>	<b><u>2<sup>nd</sup> Infraction</u></b>	<b><u>3<sup>rd</sup> Infraction</u></b>	<b><u>4<sup>th</sup> Infraction</u></b>
Warning	Assigned location	Parent contact Eat lunch in office for 2 days	Parent contact Eat lunch in office for 3 days

**MIDDLE SCHOOL DANCES and ENTERTAINMENT NIGHTS**

Student Council hosts dances and entertainment nights throughout the school year. Entertainment nights include student-council selected activities. These events are posted in the middle school hallway, and noted in Friday Folder. Students in grades 6, 7 and 8 may attend the dances and entertainment nights. Special permission for visitors may be granted by contacting the principal at least one day in advance.

**RULES FOR DANCES/ENTERTAINMENT NIGHTS**

1. Dances and Entertainment Nights are typically scheduled from 3:30 - 6:00 p.m. Depending on student input, an evening dance from 6:00 - 8:00 p.m. could be scheduled during the year. Please be prompt in picking up your child at the end time of an event.
2. Students arriving after the first 15 minutes of the dance or arriving late to the Entertainment Night should be brought in by a parent/guardian.
3. Students may not leave before the activity is over unless the parent/guardian comes in to pick the student up.
4. Students who were absent the day of the dance/Entertainment Night may not attend.
5. Gum, soda, food, etc. are not allowed in the gym.
6. The student dress code will be strictly enforced. Shoes must be worn at all times. If the dance has a theme, guidelines will be shared with students.
7. Students are to stay in the gym, cafeteria and other assigned spots.
8. Students are not allowed to take pictures on devices during dances or Entertainment Nights.
9. No close dancing or showing of affection.
10. No inappropriate or unsafe dancing is allowed.
11. Students who behave inappropriately or violate the rules will be required to leave the dance/Entertainment Night and their parents/guardians will be notified.

**STUDENT DRESS CODE**

District policy requires student’s style of dress be appropriate for school and subject to administrative approval. Teachers will remind students of the dress code and will notify administration of any dress code concerns. (There are t-shirts and sweat pants available in the office if a student does not have an alternative piece of clothing to substitute or cover the inappropriate item.)

Students at Erin School are expected to dress for the “business of education.” Clothing should be modest in nature and not be distracting or disruptive to the educational environment. The following is a list of rules that will be enforced, but it may not be all-inclusive as new styles and fashions occur.

1. Mid-sections must be covered at all times (belly, sides, and back).
2. Undergarments shall be covered at all times.
3. If tank tops are too baggy under the armpits, a t-shirt should also be worn under the tank top.
4. Clothes may not display images with tobacco, drugs, alcohol, vulgar language/pictures, and may not advocate violations of school rules or the law.
5. Shorts, skirts and dresses must be long enough that they reach the same point on the thigh as the bottom of a student's closed fist when the arm is extended and resting on the thigh. It is recommended that spandex be worn under athletic shorts. Also, no sheer fabrics are allowed as bottom wear.
6. Clothing that is torn and/or "mutilated" above the closed fist length is not allowed (even if purchased torn).
7. Footwear – students must wear shoes at all times. No bedtime slippers are allowed unless approved by the administration.
8. No waist chains (wallet chains, clip chains, etc...) exposed.
9. No headwear of any type may be worn inside the school building (i.e.: hats, scarves, skull-caps, bandanas, sweat bands, hoods, visors, sunglasses, etc...). Only headbands used to keep hair up are allowed. (Note: Religious and medical reasons for headwear are excluded from the dress code.)
10. No spiked accessories.
11. Other dress items not mentioned herein, but that are found to be disruptive to the learning environment or that pose a safety concern will be addressed by school administration and staff.

These rules (items #1-12) will be enforced during school hours, field trips, and school-sponsored extra-curricular events at school – including those school activities that occur outside of regular school hours.

#### CONSEQUENCES

First offense: Parent contact, warning issued (temporary clothes issued by school if needed)

Second offense: Parent contact and issuance of temporary clothing by school, or student may have parent bring in change of clothes. Lunch detention issued as well.

Third offense: Parent contact, clothing issued by school/brought by parent, and afterschool detention issued

#### ELECTRONIC DEVICES

No electronic devices (Cell Phones, Smart devices/watches, Ipods, and/or video games) are allowed to be on and out of backpacks/lockers during the school day without expressed permission from staff or administration. All staff are appointed as authorized designees to enforce the electronic devices rules. If designees see or hear an electronic device on school property by a student, the student may be required to surrender it to the designee.

- The first offense, it will be returned to the student at the end of the school day.
- The second offense will result in the item being returned to the parent.
- The third offense, it will be returned to a parent or student at the end of the school year or subject to a daily check in and check out procedure.
- If student fails to surrender the electronic device, said student will be written up for additional consequences such as but not limited to: suspension, item surrendered, and returned at the end of the year.

School Hours are defined as when students arrive for the start of their school day to when students leave school property at the end of their school day or 4:30 p.m. In special circumstances such as field trips off school property, school hours can also mean, "When under the supervision of a staff member or chaperone."

Any student wishing to use their cell phone during school hours must ask permission prior to making the call and do so in front of the staff member.

Receiving and sending text messages also fall under these rules. Students who bring these items to school do so at their own risk.

Also, no laser pens or shock pens are allowed in the school, on the bus, or at school functions.

Please see Policy 443.5 and 443.5(F) Student Use of Electronic Devices

### **ELIGIBILITY FOR EXTRA CURRICULAR SPORT/ACTIVITIES**

To be eligible to participate in extra-curricular sports or activities, students must earn at least a 2 in all areas with no “I’s” (Incomplete) as seen on the most recent report card grade or mid-trimester. In addition, students must be current with their assignments in each class. Teachers will communicate with coaches and parents if eligibility is a concern. The Athletic Director and Principal make the final determination if full games are missed. Please refer to the Athletics and Activities Handbook.

### **EMERGENCY INFORMATION**

It is very important that the school has a complete and up-to-date record of the family telephone number, physician, parents’ place of employment, and people to call if parents cannot be reached. If any of the numbers should change during the course of the year, please inform the school of the change so that records may be kept current.

### **EXTENDED DAY**

The 4-K Extended Day is an extension of the 4-K program offered by the Erin School District when needed. The 4-K students will have story time, centers, recess and other activities. The students will also eat lunch and have a rest time to relax and catch a quick nap. At 3:15 p.m., the students can take the bus home, be picked up, or be taken to the After School Room. There is a cost associated with both the Extended Day and After School Room. For more information, please contact the front office.

### **EMERGENCY DRILLS**

Fire, tornado, and safety drills will be held at various times during the year. Each room has an exit route posted. Students will be asked to follow posted directions carefully; walking rapidly and quietly in single file to the assigned exit. Emergency routes will be reviewed with students on an annual basis. In the case of a safe school drill the students will be asked to take cover in the classroom.

### **END OF DAY DISMISSAL**

Students are supervised by a staff member until 3:40 p.m. A written note is required from a parent if a student’s “pick-up” is different from their “regular” schedule, i.e. walking/biking to a friends vs riding their regularly scheduled bus.

No students are allowed on school grounds unsupervised. Students wishing to stay after for an afterschool athletic event should report to the After School Room unless supervised by an adult. They will be released at 4:00 p.m. at which time they are to report to the gym.

**If you need to change the procedure for picking up your child, please contact the front office before 1:00 p.m. The end of the day is especially busy, making it difficult to get messages delivered.**

### **FEES**

Registration and materials fees are as follows:

4 year old kindergarten students .....	\$40.00 per year/per student
5K students.....	\$80.00 per year/per student
1 <sup>st</sup> & 2 <sup>nd</sup> Grade .....	\$90.00 per year/per student
3 <sup>rd</sup> Grade.....	\$95.00 per year/per student
4 <sup>th</sup> & 5 <sup>th</sup> Grade.....	\$100.00 per year/per student
6 <sup>th</sup> – 8 <sup>th</sup> grade students (Registration Fee only-purchase supplies on own) .....	\$65.00 per year/per student

**This will cover school supplies and other classroom materials. Partial fee can be waived for children from families whose income is at or below the income scale for the free lunch program with a written request from the parent/guardian.**

An activity fee of \$50.00 per activity will be charged for all students participating in non-athletic after-school activities. There will be an additional \$30.00 bus fee for those students participating in Forensics. Also an athletic fee of \$50.00 per athletic will be charged to all students participating in any athletic activity. Fees are due at registration or one week prior to the activity beginning. Students may not participate until the fee is paid.

**\*Students who have paid the fee and choose not to participate in an athletic/activity must request a refund in writing no later than two weeks after the start of the event.**

**\*Fees are due at Registration, no later than September 15, 2023. If you are unable to pay your fees by this date, please contact Mrs. Kalina.**

### **FIELD TRIPS**

Field trips add a unique learning environment to the curriculum, which is not possible through classroom activities.

#### **IN-DISTRICT FIELD TRIPS**

Student participation in any in-District field trips shall be pre-approved by parents at the beginning of each school year. If the parent/guardian indicates “no” on the pre-approval form, written permission will be required prior to each field trip. All parents shall be notified of any in-District field trip prior to taking the trip. In-district field trips include all those taking place within the boundaries of the Hartford Union High School District. This includes the City of Hartford.

#### **OUT OF DISTRICT FIELD TRIPS**

A parental/guardian permission form will be sent home before each out-of-district field trip. It must be signed by a parent or guardian and returned to school before a student will be permitted to go on the trip. Students will not be allowed to call home on the day of the trip for permission. Field trips are not covered by school fees.

## FUNDRAISERS

From time to time, students are involved with school-sponsored fundraisers and/or charity activities. Students and their parents are financially responsible for any individual obligations associated with the fundraiser.

## GIFTED STUDENTS

Pupils enrolled in the district who give evidence of high performance capability in intellectual or specific academic areas have access to appropriate curriculum and activities. Identification of gifted and talented students involves multiple criteria. The formal identification process usually begins in 3<sup>rd</sup> grade with cognitive testing. Younger students are monitored and may have their educational program modified. Programs for identified students are developed and monitored by school personnel and parents. The goals of this program are to appropriately identify students, provide access to appropriate instructional activities, and to support and encourage parents and teachers in the instruction of students. For additional information see the Gifted and Talented Handbook.

## GOING GREEN

Our goal here at Erin School is to reduce the amount of paper used. Please use our website [www.erinschool.org](http://www.erinschool.org). The site is updated on a daily basis with middle school homework assignments, weekly notes and newsletters from the elementary teachers, and information from the office.

Please provide us with your email address in order to have weekly notes sent to you. If you do not have email but have access to the internet, please use our website to help stay informed of things happening here at school. Thank you for helping us achieve our goal.

## GRADE ADVANCEMENT

The Board enacts this policy for the promotion of all Kindergarten, 4<sup>th</sup> and 8<sup>th</sup> grade students in the Erin School District. A decision that a student is eligible for promotion under the minimum academic criteria specified below does not preclude the District and the student's parent(s) or guardian(s) from reaching a mutually-acceptable decision to voluntarily retain the student.

Wisconsin Statute 118.33(6) requires the following criteria be considered for promotion for 4<sup>th</sup> and 8<sup>th</sup> Grade Students:

1. Student's score on state-required Wisconsin Forward Exam administered under s. 118.30 (1m) (a) or (am) or s. 118.301 (3),-unless student has been excused from exam under s. 118.30 (2) (b).
2. Student's academic performance.
3. Teacher recommendation (which must be solely based on academic performance).

### **Kindergarten to First Grade:**

A student who has satisfied the 5-year-old kindergarten completion requirement while enrolled in the District shall not be involuntarily retained in 5-year-old kindergarten if, during 5-year-old kindergarten, the student has:

- taken the state-mandated assessment of reading readiness and literacy fundamentals; and
- completed any follow-up or alternate assessment of literacy fundamentals that the District has offered to the student.

If the parent or guardian of a student who is age-eligible for 1st grade seeks to enroll the student in 1st grade, but the student has not completed 5-year-old kindergarten or has not met the promotion criteria



specified above, the District will determine the student's enrollment status under the separate criteria that exist for granting an exception to the kindergarten completion requirement.

#### **4<sup>th</sup> Grade Promotion Requirements**

The District requires that students satisfy two (2) of the following criteria in order to earn promotion to 5<sup>th</sup> grade (one of the two criteria must include item 1 unless the student has been excused from taking the examination under Wisconsin Statute 118.30(2)(b)):

1. Score at the "basic" level or above on **all** subtests of the Wisconsin Forward Exam administered to 4<sup>th</sup> grade students (unless student has been excused from the exam).
2. Receive passing grades in at least four of the five core academic subjects (math, science, reading, English and social studies) for the full 4<sup>th</sup> grade year **or** successfully complete the goals and objectives of the student's Individual Education Plan (IEP).
3. Receive a written recommendation for promotion from either their primary 4<sup>th</sup> grade teacher **or** IEP Team (in the case of students with an established IEP). This recommendation shall be solely based on the student's academic performance.

#### **8<sup>th</sup> Grade Promotion Requirements**

The District requires that students satisfy two (2) of the following criteria in order to be promoted from Erin School (one of the two criteria must include item 1 unless the student has been excused from taking the examination under Wisconsin Statute 118.30(2)(b)):

1. Score at the "basic" level or above on **all** subtests of the Wisconsin Forward Exam administered to 8<sup>th</sup> grade students (unless student has been excused from the exam)
2. Receive passing grades in at least four of the five core academic subjects (math, science, literature, English and social studies) **and** achieve a minimum 1.67 grade point average (on a 4-point scale) in the required subject areas for the full 8<sup>th</sup> grade year **or** successfully complete the goals and objectives of the student's Individual Education Plan (IEP).
3. Receive a written recommendation for promotion from at least four of the student's five teachers in the core academic subjects **or** IEP Team (in the case of students with an established IEP). This recommendation shall be solely based on the student's academic performance.

Recommendations must include the rationale used to justify promotion or retention of the student.

A parent/guardian may exercise their right to withhold their child from taking the Wisconsin Forward Exam. However, students who do not take the Wisconsin Forward Exam must satisfy **both** Criteria 2 and 3 in order to achieve promotion.

Wisconsin Statute 118.24(2)(a) requires that the Administration shall have general supervision and management of the promotion of students, under direction of the school board. The Administration shall be responsible for the implementation of this policy and shall also develop programs to both inform students, parent/guardians of the requirements of this policy and keep parent/guardians informed of their child's progress relative to these requirements. Further, as allowed under Section 118.24(3), the Administration shall determine whether a student has satisfied the criteria of this policy and achieved promotion or retention.

Please see Policy 345.41 Promotion of Kindergarten, 4<sup>th</sup> and 8<sup>th</sup> Grade Students

## HEAD LICE

It is advisable to check your child for lice before the school year begins and recheck them periodically during the school year. Parents are responsible for checking their children periodically. Lice are found equally in all levels of society, rich and poor, clean and not so clean. Good hygiene is always important, but it is not protection against lice. Lice are spread by close contact with someone who presently has lice. Sharing pillows, bedclothes, combs, hats, clothing and close living quarters are the ways lice are spread. The most common sign of lice is the persistent itching caused by the saliva injected by the louse during feeding. Lice are most commonly seen on the scalp at the nape of the neck and behind the ears. If you have any questions regarding lice or the treatment of lice, call your physician or the Washington County Community Health Nursing Service (262) 335-4452. If your child/children have a confirmed case of head lice, to be re-admitted to school you must provide evidence of treatment.

## HEALTHY SCHOOL

### LATEX ALLERGY

People with allergies to latex may develop life-threatening reactions when exposed to latex products. These people are, in fact, reacting to the protein found in natural rubber latex. Natural rubber latex can be found in many common products like balloons, rubber bands, adhesive bandages, and latex gloves. Latex balloons and gloves pose a special hazard because when balloons pop or gloves are removed from hands, rubber protein particles are released into the air. This is a very hazardous situation for people with latex allergy. Since we DO have students and staff with latex allergies in the District, no latex balloons should be brought into the buildings. Mylar balloons are a good alternative.

## HEALTHY SNACKS and WATER BOTTLES

In accordance with our School Wellness Policy, Erin School encourages healthy snacks and water for students. We know students think and work best when they are well-nourished and hydrated! Each grade level has an established time frame for snacks. We ask students bring snacks of a healthy nature such as fruit, veggies, frozen yogurt, jerky, healthy muffins/crackers or other snacks that are not high in sugars and fats. We do have children with food allergies. Classroom teachers will inform you if there is a peanut or tree nut snack restriction in your classroom. Only see through water bottles are permitted to be in school for water only. Please no juice, energy drinks, etc. Cans are prohibited.

## HOMEWORK PHILOSOPHY

The Erin School Board believes homework provides an avenue for extending learning beyond the classroom as well as serving as a valid communication tool to parents. The goals of homework in the district will be to assist students in mastering the concepts learned in the classroom, to extend curriculum when desirable and appropriate, and to develop good study habits and responsible attitudes towards learning.

The Erin School Board contends that homework can serve a variety of purposes when used effectively. Specifically, homework:

- Extends learning beyond the regular classroom;
- Facilitates more productive utilization of class time;
- Helps students acquire a deeper and broader understanding of the subject matter;
- Acquaints parents with what their children are learning in school;
- Reinforces school learning by providing necessary practice, integration, and application;
- Assists students in developing good study and work habits and responsibility toward learning;
- Helps students become resourceful and work independently, and;

- Strengthens the school-home, teacher-student-parent relationship and cooperative support for the child’s education.

### IMMUNIZATION

State law requires all public and private school students to present written evidence of immunization against certain diseases within 30 days of admission. These requirements can be waived only if a properly signed health (signed by physician) or a religious/personal conviction (signed by parent) exemption is filed with the school.

The following are the minimum immunizations required by the law for each age/grade level. Additional boosters of some vaccines may be medically recommended.

The following are the minimum required immunizations for each age/grade level. It is not a recommended immunization schedule for infants and preschoolers. For that schedule, contact your doctor or local health department.

Age/Grade	Number of Doses					
Pre K (2 yrs through 4 yrs)	4 DTP/DTaP/DT <sup>2</sup>	3 Polio <sup>4</sup>	3 Hep B	1 MMR <sup>5</sup>	1 Var <sup>6</sup>	
Grades K through 2	4 DTP/DTaP/DT/Td <sup>1</sup>	4 Polio <sup>4</sup>	3 Hep B	2 MMR <sup>5</sup>	2 Var <sup>6</sup>	
Grades 3 through 5	4 DTP/DTaP/DT/Td <sup>2</sup>	4 Polio <sup>4</sup>	3 Hep B	2 MMR <sup>5</sup>	1 Var <sup>6</sup>	
Grades 6 through 8	4 DTP/DTaP/DT/Td <sup>2</sup>	1 Tdap <sup>3</sup>	4 Polio <sup>4</sup>	3 Hep B	2 MMR <sup>5</sup>	2 Var <sup>6</sup>
Grades 9 through 11	4 DTP/DTaP/DT/Td <sup>2</sup>	1 Tdap <sup>3</sup>	4 Polio <sup>4</sup>	3 Hep B	2 MMR <sup>5</sup>	1 Var <sup>6</sup>
Grade 12	4 DTP/DTaP/DT/Td <sup>2</sup>	1 Tdap <sup>3</sup>	4 Polio <sup>4</sup>	3 Hep B	2 MMR <sup>5</sup>	2 Var <sup>6</sup>

1. DTP/DTaP/DT vaccine for children entering Kindergarten: Your child must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th) to be compliant. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
2. DTP/DTaP/DT/Td vaccine for students entering Pre K and grades 1 through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
3. Tdap means adolescent tetanus, diphtheria and acellular pertussis vaccine. If your child received a dose of a tetanus-containing vaccine, such as Td, within 5 years of entering the grade in which Tdap is required, your child is compliant and a dose of Tdap vaccine is not required.
4. Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
5. The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1st birthday is also acceptable).
6. Var means Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.

Other features of the law include: 4K/5K physician/optometrist exam required. It applies to all students in the early childhood program, kindergarten through 12<sup>th</sup> grade, as well as to children attending day care

centers. Each student except those with valid waivers, must have received at least one dose of each vaccine required for his/her grade no later than **30** school days after admission. The student must remain on schedule and complete all required immunizations within one year from admission. Schools are required to notify parents of non-compliant students within **15** school days after admission about the possible legal consequences of non-compliance. Schools are required to notify the District Attorney and the local public health agency about any minor students who fail to comply with the law within **40** school days after admission. Parents are asked to be sure and notify the office of any additional immunizations their child receives. In the event of an outbreak of any vaccine preventable disease, those students who are not completely immunized against that disease may be excluded from school by the Department of Health and Social Services to prevent further spread of the disease. Any student who claims a waiver but who has received at least some vaccine, should list those vaccines on the form so as to avoid exclusion in the event of an outbreak of disease against which the student is immunized. Each fall the school district is required to report to the state, on a form provided by them, the immunization status of all its students. Included will be specific information about the compliance alternative chosen for those students who are not completely immunized and a list of any students referred to the District Attorney.

### **INTERNET**

In each classroom throughout the year, students will be using the Internet for research and as an information tool. The Internet has become an integral part of each classroom and will continue to be a learning and instructional tool. Students will be regularly monitored and each station has Internet blocking filters to assure appropriate use. However, if you would prefer your student not use the Internet, please call the office. Each student is required to sign an Internet Access and Network Use Form at the beginning of each school year.

### **LOCKERS**

School lockers are the property of Erin School District and are provided for the convenience of students. Each student will be assigned a locker the first day of school or at registration. Students are not to share or enter other students' lockers. The school retains the right to conduct both announced and unannounced locker searches. Reasons for locker searches include, but are not limited to, suspicion of concealing alcohol, drugs, materials of a disruptive nature, stolen property, weapons, or other items, which pose a danger to health and/or safety. If a locker is damaged in any way during the school year, the student should report this damage immediately to the office. The user assumes responsibility for damages and the cost of repair. Treat your locker with care.

### **LOCKER/RESTROOM PRIVACY**

The Erin School District shall observe measures intended to protect the privacy rights of individuals using school locker/rest rooms. The following provisions outline the extent to which that protection can and will be provided:

1. Locker/rest rooms are provided for the use of physical education students, athletes and other activity groups and individuals authorized by the Administration or by District policy. No one will be permitted to enter into the locker/rest rooms or remain in the locker/rest rooms to interview or seek information from an individual in the locker/rest rooms at any time. Such interviews may take place outside of the locker/rest rooms consistent with applicable District policies and/or school rules.
2. Cameras, video recorders or other devices capable of recording or transferring images may **NOT** be used in the locker/rest room at any time.

3. Cell phones shall **NOT** be taken in or used in the locker/rest room at any time.

Students and staff violating this policy shall be subject to school disciplinary action and possible legal referral, if applicable. Other persons violating the policy may be subject to penalties outlined in state law. The Administration or his/her designee shall be responsible for enforcing this policy.

### **LOST AND FOUND**

Each year students lose valuable articles and no owner can be found. It is helpful if coats, sweaters, mittens, and boots are labeled. Lost articles are kept in the lost and found where they may be claimed. Twice a year, unclaimed articles will be donated to charity.

### **LUNCH PROGRAM**

The students will have an opportunity to participate in the School Hot Lunch Program. Each student has a lunch account number and all students in a family are able to receive monies from the account. Money may be added at any time to the account. District practice requires that account balance not fall below \$5. Emails are auto-generated for accounts that fall below \$5. If the notice shows a negative balance, money must be added to the account. Students need only sign up on the day they wish to take hot lunch. Sign up will be done by 8:30 a.m. each day. If your child will be late to school, please let the office know their lunch choice prior to 8:30 a.m. Monthly menus will be sent home, e-mailed, posted on our website ([www.erinschool.org](http://www.erinschool.org)), and posted in school. You will be able to look ahead and plan your meal strategy in advance. Checks must be made out to **ERIN SCHOOL FOOD SERVICE and deposited in the green mail box by door 3 or the black mail box near door 7 in the middle school hallway.** Half-pint milk is included with the meal and we will encourage students to take 3 or 2 of the five menu items ordered...this will help students to try new food items and encourage a healthy attitude about nutrition and wise food choices. A half-pint milk is also available at the price of 25¢ to students who bring a bag lunch.

### **MEDICAL ALERT**

It is important that the school is aware of any medical conditions or allergies, etc. that may compromise normal school activities or complicate emergency care. In the event that emergency care is required and you cannot be reached immediately it is imperative that you let the school know of these conditions. Please note such information on the emergency card. Information of this nature is confidential and will be released on a need to know basis.

### **MEDICATION POLICY**

Wisconsin State Law requires a child's parents should administer all medication (prescription and non-prescription). If, under exceptional circumstances, a child is required to take oral medication during school hours and the parent cannot be present to administer it, a written statement must be received or a form must be on file from the parent to authorize and request school personnel to give a specific medication in the exact dosage prescribed by the child's health care provider. This includes all over-the-counter medications. This note should include the name of medication, reason for use, and time medication should be taken. According to State Law, medications must be provided in a properly labeled container from the pharmacy. Scheduled medications will be given only if ordered four times a day or at designated times.

## MENTAL HEALTH

At times teachers or students themselves request a meeting with the school psychologist. These students are generally seen without parental notification for crisis intervention situations or for an initial review of the situation. If the school psychologist sees a student for an extended amount of time, parents will be notified. Please contact Joey Dauer at extension 4107 if you have any concerns with this practice. Parents are encouraged to contact the school if there is a particular concern. Teachers and administrators are all here to help your child. If they are aware of a particular situation, like a death in the family, they can be more supportive, understanding and responsive to children during stressful times.

## OUTDOOR RECESS

Students in grades K-8 participate in recess. All students are expected to participate in the scheduled recesses except when severe weather necessitates that all students remain indoors. The decision for indoor or outdoor recess is at the discretion of the Administrator and faculty. If dressed appropriately, a student healthy enough to be in school should be able to go out for fresh air and exercise. After a prolonged illness with a doctor's request we will excuse a child from recess. **Students in 4K-3<sup>rd</sup> grade must wear snow pants, boots, jacket, mittens, and a hat if they want to play in the snow. Students who do not have the proper clothing will be asked to remain on the blacktop so they do not spend the remainder of their school day in wet clothing. Students in 4<sup>th</sup> – 8<sup>th</sup> grade are encouraged to dress for the snow but if they choose not to, and get wet, they may end up wearing damp clothes for the afternoon.**

## PARENTS AND SCHOOL RECORDS

Two types of records are maintained for students - progress and behavioral. Progress records contain identifying information—name, addresses and birth date, academic work and grades, attendance and participation in extra-curricular activities. Behavioral records include psychological evaluations, IEP Team records, health forms, records of pertinent communications, evaluations of achievement, ability and any other student records not defined as progress records.

Parents have the following rights regarding records:

- Inspection of all records
- Copies of records (a reasonable fee can be charged)
- The opportunity to request an amendment and/or correction of the records.
- The right to a hearing if the school does not agree to amend and /or correct.

## PARENT/SCHOOL COMMUNICATION

The Erin School District understands it takes a united team effort to educate a child. We are committed to open communication between school and home and welcome your input. We believe we are partners in education; neither parents nor teachers can do it alone. Halfway through a trimester, mid-trimester progress grades will be accessible to parents and students through the Skyward web interface. Report cards will be uploaded to Skyward at the end of each trimester for students and parents to review. Formal parent/teacher conferences are scheduled in November and February. In addition to these scheduled conferences we urge you to contact your child's teacher whenever you have a question or concern arises. Teachers can be contacted through voice or email. Formal complaint forms are available in the school office should you wish to submit your concern in writing. Teachers will also frequently contact parents to share issues relating to your child's school performance. When we work together in an atmosphere of mutual trust and respect the child will be the chief beneficiary of this openness.

## PICKING UP/DROPPING OFF CHILDREN

Pickup and drop off parking zones have been designated in front of and alongside the school. Please use the southeast parking area if you plan to leave your vehicle. 4<sup>th</sup> – 8<sup>th</sup> grade students who do not have any siblings in grades 4K-3<sup>rd</sup> can be picked up in the back of the building at Door 7. Those with younger siblings should be picked up in the front of the building. Families with younger children should pick up alongside the building at Door 3. Please do not ask your child(ren) to meet you in the parking lot or at the “end of the line”. This is a safety issue and we appreciate your cooperation.

Students will be allowed in the building at 7:30 a.m. Students arriving prior to 7:50 a.m. must report to the multi-purpose room or have made arrangements to meet with a staff member. **ANYONE ARRIVING PRIOR TO 7:30 a.m. WILL BE BILLED based on 15 minute intervals.**

Students leaving school early are to sign out and wait for parents/guardians at the front entrance to the school. **If you need to change the procedure for picking up your child, please contact the front office before 1:00 p.m. The end of the day is especially busy, making it difficult to get messages delivered.**

All doors will be locked at 8:00 a.m. Anyone arriving at or after 8:00 a.m. will need to use Door #1, where they will be buzzed into the greeting area.

## PHOTOGRAPHING, VIDEO AND AUDIO TAPING

Photographing and/or taping classroom activities or special programs and events have become commonplace in schools. It is possible that at some time during the year your child may participate in one or more activities that will be photographed or taped. Please contact the school office if you do not wish to have your child photographed, videotaped or audiotaped.

## PHYSICAL EDUCATION

A well-balanced education includes the development of a healthy body. Exercises, games, individual and team competition all aid in the overall physical and social development of the students. All children in kindergarten through eighth grade will need a pair of gym shoes. Students are required to have a clean pair of non-marking, no felt bottom, gym shoes to be used only during the physical education class. Classes held outside of the gym will allow students to wear their street shoes provided they are appropriate for physical activity (no sandals, dress shoes, etc.). Students in grades K-5 will store their gym shoes in their classroom. Middle school students will be issued a gym locker and are encouraged to bring a tee shirt and shorts to change into for class.

## SCHOOL PROPERTY

All property including books of the school district is loaned to the students. Students are expected to handle the books, technology and other school equipment with care and respect. Students will be assessed a fine for damage to school property beyond the expected normal wear. Lost books and those damaged beyond repair will be replaced with new books at the expense of the student’s parent or guardian.

## SCHOOL SAFETY

The school has in place several safety items which would be used in the event of an emergency. These items are not toys and shall not be used during non-emergency situations. Any student found to be using the emergency equipment during a non-emergency will be subject to consequences equivalent to pulling a fire alarm.

## STUDENT SUPPORT PROGRAMS

Erin School views each student as an individual and each child is encouraged to reach their full potential. To this end Erin offers a full complement of exceptional educational programs and related services. The district encourages parents to contact the school should concerns arise. Referrals may be made at any time. Screening and evaluation teams are in place for individual student assessments. Today, more than ever, students face many challenges. Difficult decisions regarding peer relationships, drugs and alcohol, vocational choice and other challenges often divert students from doing their best at school. A school psychologist is available to both students and parents to help insure the successful resolution of these issues. Other programs offered by the Erin School District include tutorial sessions, pre-kindergarten screening each spring and the development of individual accommodation plans under Section 504. Please contact us if you would like more information about student support programs for your child.

## VISITORS

For the safety of students and staff, all visitors are required to sign in and complete a visitor's badge at the office. If a parent is waiting for a child, they should wait for the child to exit at the front office, if picking up the child early, or at door #3 if picking up at the normal dismissal time.

Please see Policy 860 and 860(R) School Visitor

## WEATHER RELATED SCHOOL CANCELLATION

In case of cancellation of classes due to bad weather the following radio and television stations will be reporting the closing of school. This announcement will be broadcast under the general title of **HARTFORD AREA SCHOOLS: WTMJ – TV4; WTKM – 1540 AM & FM 104.9, WTMJ – 620 AM & WKTI – 94.5FM** and **www.erinschool.org** It is our hope that this information will be broadcast by 7:00 A.M. on the day school is closed.

We will also be updating families via our SkyAlert announcement system. If school is canceled you will receive an auto-generated phone call/email notifying you. You can select which numbers/email addresses you would like to be contacted at by logging into Skyward Family Access and clicking on the SkyAlert tab.

## WWW.ERINSCHOOL.ORG

Below is a listing of things you can find on the Erin School website.

- School's Mission Statement and Philosophy
- School Board Members
- School Board Policies
- Faculty Names, e-mail addresses, and extension numbers
- Course information – daily assigned homework
- Calendar of important events



- Clubs and Sports Information
- Monthly lunch menu
- Anticipated Absence Forms
- Important school/classroom information that can be downloaded
- Skyward Family Access

### **LEGAL NOTIFICATION**

It is the policy of the Erin School District that no resident person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of or be discriminated against in any curricular, extra-curricular, pupil service, recreational or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap as required by s.118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin) and Section 504 of the Rehabilitation Act of 1973.

The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violation of the policy in the Erin School District. The District will utilize the United States Department of Education Office for Civil Rights Discrimination Complaint Form.

Any questions concerning this policy should be directed to: Nick Frank, Principal, Erin School, 6901 Highway O, Hartford, WI 53027. Telephone: (262) 673-3720. [frank@erinschool.org](mailto:frank@erinschool.org)

It is the policy of Erin School that information such as the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently previously attended by the student should be considered public information and may be released to appropriate persons and media, unless parents or adults students refuse the release, in writing, or their own initiation. (s.118.125(2)(j)Wis.Stats.)

Any questions concerning this policy should be directed to: Joannie Kalina, District Administrator, Erin School, 6901 Highway O, Hartford, WI 53027. Telephone: (262) 673-3720. [kalina@erinschool.org](mailto:kalina@erinschool.org)

The Erin School Board provides a curriculum that is well rounded and consistent with mandates of the State of Wisconsin. The Board recognizes the rights of parents to deny their child's participation in certain curricular activities because of the family's religious beliefs. Therefore, students may be exempt, on a limited basis, from a particular pre-planned classroom activity or from portions of the curriculum because the content would violate the family's religious rights.

The District Administrator shall be responsible for reviewing and acting upon requests for student exemption from classroom and/or curricular activities. All requests must be in writing and signed by the student's parent/guardian. All correspondence will be considered confidential. When an exemption is granted, alternate class work, if feasible, will be assigned.

**NOTICE OF SCHOOL DISTRICT POLICIES ON SEX DISCRIMINATION, THE DISTRICT'S  
TITLE IX COORDINATOR(S), AND PROCEDURES FOR REPORTING OR FILING A  
COMPLAINT  
OF SEX DISCRIMINATION**

***Title IX Nondiscrimination Policy Statement*** – As mandated by the current provisions of Title IX of the Education Amendments of 1972 and under the regulations set forth in Chapter 106 of Title 34 of the Code of Federal Regulations (“the federal Title IX regulations”), the District does not unlawfully discriminate on the basis of sex in any education program or activity that the District operates. Title IX’s requirement not to discriminate in any education program or activity extends to cover, but is not limited to, District students, certain admissions processes, and District employment. Inquiries regarding how Title IX and the federal Title IX regulations apply to the District may be referred to a District Title IX Coordinator (as designated below), to the Assistant Secretary for Civil Rights at the U.S. Department of Education, or to both.

The District’s commitment to nondiscrimination under Title IX and under other state and federal laws is further defined in the policies noted in footer.

***District Title IX Coordinators*** – The District employees who hold each of the positions identified below serve as Title IX Coordinators for the District:

<p>Nick Frank Principal 6901 Hwy O Hartford, WI 53027 262-673-3720 frank@erinschool.org</p>	<p>Joannie Kalina District Administrator 6901 Hwy O Hartford, WI 53027 262-673-3720 kalinat@erinschool.org</p>
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***Reporting Sex Discrimination*** – Any person (including a person who is not claiming to have been personally harmed/victimized by the alleged discrimination) may report a concern or allegation regarding prohibited sex discrimination (including sexual harassment) to the District. Such reports may be submitted as follows:

1. To a District Title IX Coordinator, either in person, by U.S. mail, by telephone, or by electronic mail, using the contact information listed above. In person reports should be made when the Title IX Coordinator is reasonably available during regular working hours. Reports submitted by telephone, mail, or electronic mail may be made at any time.
2. By any other means that results in a Title IX Coordinator actually receiving the person's verbal or written report.

***Filing Formal Complaints of Title IX Sexual Harassment*** – As required by the federal Title IX regulations, the District has established a formal grievance process for investigating and resolving “formal complaints” of “sexual harassment,” as those terms are defined in the regulations.

An individual who is alleged to be the victim of conduct that could constitute sexual harassment under the federal Title IX regulations (i.e., a Title IX “complainant”), or a parent or guardian who has a legal right to act on behalf of such an individual, may file a formal complaint of sexual harassment. No Title IX complainant is obligated to file a formal complaint, but a qualifying formal complaint is necessary for the District to start an investigation using the District’s formal Title IX grievance process.

Complainants are expected to file formal complaints of sexual harassment with a District Title IX Coordinator by submitting a document or electronic submission in person, by U.S. mail, or by electronic mail, using the contact information specified above.

Additional requirements for formal complaints of Title IX sexual harassment, including a description of the required content for a formal complaint, are set forth in Policy 112 within the School Board's policies.

***District Response to Reports and Complaints of Sex Discrimination and to Formal Complaints of Sexual Harassment under Title IX*** – The District has established grievance procedures through which the District structures its response to reports that allege unlawful discrimination on the basis of sex in any education program or activity of the District. Those procedures are set forth in Board Rule 112. The purpose of such procedures is to provide for the prompt and equitable resolution of any report or complaint of alleged sex discrimination, excluding formal complaints of sexual harassment under Title IX (which are subject to a different process).

Any time that the District has actual knowledge of sexual harassment or allegations of sexual harassment that could constitute a violation of Title IX, the District has obligations to respond to such knowledge in a manner that is not deliberately indifferent and in a manner that treats the alleged victim(s) of sexual harassment and the alleged perpetrator(s) of sexual harassment equitably. Such a response includes, but is not limited to, offering supportive measures to a complainant and investigating and resolving any formal complaint that presents allegations of Title IX sexual harassment using the formal grievance process that the District has adopted for such formal complaints. District procedures for responding to alleged sexual harassment under Title IX, including the formal grievance process, are set forth in 112 - Rule, as published on the District's website.