



**FOX POINT-BAYSIDE
SCHOOL DISTRICT HANDBOOK
2018-2019**

General District Information
Stormonth Elementary School Handbook

**FOX POINT-BAYSIDE SCHOOL DISTRICT
7300 North Lombardy Road
Fox Point, WI 53217**

**District Office 414-247-4167
Fax 414-351-7164**

www.foxbay.org



School Board Priorities

As the Fox Point Bayside School Board, we will ...

- 1. Elevate all students by establishing curriculum and practices which have been shown to produce excellence, as measured by academic achievement and character development.*
- 2. Value our teachers and staff, and support their ongoing professional development; they are crucial to the success of our students and to our learning environment.*
- 3. Strive to make sustainable fiscal decisions with regard to the long-term health of our overall budget, facilities, and use of technology.*
- 4. Value a safe and secure learning environment for students and staff.*
- 5. Enhance communication between community members (the Board, school staff, parents, students, and the broader community) for the purpose of encouraging open and constructive discussions.*

Adopted by the Board of Education on 11/20/2017

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FOX POINT-BAYSIDE SCHOOL DISTRICT ADMINISTRATION

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Please refer to the Fox Point-Bayside website or individual school handbooks for a list of teachers and support staff in each building. Visit our website for additional information about our district and schools.

www.foxbay.org

OTHER IMPORTANT CONTACT INFORMATION

Lori Kindred District School Nurse	414-550-3384 lkindred@foxbay.org
Riteway Bus Company	414-226-5481 (press 0)
Taher/North Shore Consortium Food Service	414- 351-6595

2018-2019 SCHOOL BOARD MEMBERS

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If you need further assistance, please contact the School Board Executive Assistant, Kathleen Wiesner, at 414-247-4167 or kwiesner@foxbay.org.



GENERAL DISTRICT INFORMATION,
POLICIES & PROCEDURES
2018-19

FOX POINT-BAYSIDE SCHOOL DISTRICT
7300 North Lombardy Road
Fox Point, WI 53217

District Office 414-247-4167
Fax 414-351-7164

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BUS TRANSPORTATION

ROLES AND RESPONSIBILITIES

I. STUDENTS

A. BOARDING THE BUS

1. Plan to be at bus stop 5 minutes early. The bus cannot wait for you to come out of your house so that it can stay on schedule for other riders.
2. If you are picked up at a stop other than your driveway, walk to your stop on the roadside facing traffic. For safety reasons, never wait in the road.
3. Board the bus only after it has come to a complete stop and the red lights are flashing.
4. Take the first seat on the passenger side when you board. You are free to move to a seat of your choice when the bus comes to a complete stop at the next pick-up point

B. WHILE ON THE BUS

1. Always use good ridership manners:
 - a. Remain in your seat while bus is in motion.
 - b. Keep your head and hands inside the bus.
 - c. Talk with friends using a normal voice so the driver is not distracted.
 - d. Help to keep the bus safe and clean at all times.
2. *In the event of an emergency*, remain on the bus, unless directed to do otherwise by the bus driver.
 - a. Do not try to leave the bus and walk home. There will be a replacement bus coming soon.
 - b. If your bus was involved in an accident and your parents arrive at the scene to pick you up, you may not leave unless a Police Officer, an official from the bus company, or an official from school authorizes your release.
 - c. If your bus breaks down and your parents arrive to pick you up, they must show picture identification in order for the driver to let you go.
3. Check for books, lunches, and other personal items before exiting.

C. ARRIVAL AT SCHOOL AND DROP OFF AT HOME

1. Remain seated until the bus has come to a complete stop.
2. Leave the bus from the front to the back in an orderly manner upon arriving at school.
3. Move away from the bus as soon as you get off and stay out of the *danger zone* until the bus departs. Wait until the bus leaves before visiting with friends or engaging in other activities.
4. If you cross the road to get to your house upon getting off the bus, go out at least 10 feet in front of the bus so you can see the bus driver and he/she can see you. Wait for his/her signal that it is safe to cross the street and check, to be sure no traffic is approaching before crossing the road.

D. WEAPONS POLICY

All students are subject to the District's weapon policy (5772) while riding the bus.

II. TEACHERS/ASSISTANTS

To assure safety, teachers and assistants are responsible for:

- A. supervising pupils while buses are loading and unloading as assigned.
- B. teaching bus safety as part of the curriculum

III. PRINCIPALS

Building Principals hold the following responsibilities:

- A. Maintaining positive school community relations with respect to the transportation program.
- B. Enforcing the specified transportation rules and regulations.
- C. Assisting in coordinating the transportation safety program which includes classroom instruction, school site precautions, bus routing guidelines, bus riding rules and annual bus emergency evacuation drills.
- D. Maintaining student transportation discipline using progressive steps as determined by the seriousness of the incident.

Possible consequences include but are not limited to Counseling and discussion of bus safety by the principal or another school official, a warning about further disciplinary steps, notification of parents, a parent meeting, a 1-5 day suspension from the bus, a school/bus company/parent conference. All incidents will be recorded in the student discipline file by the principal or designee.

Depending upon the severity of the misbehavior, the Fox Point-Bayside School District reserves the right to remove a student from the bus for an unlimited period of time, at any time.

IV. ASSISTANT SUPERINTENDENT OF BUSINESS SERVICES

The Assistant Superintendent of Business Services or designee is responsible for:

- A. Coordinating and monitoring the student transportation and lunch programs.
- B. Implementing safe and efficient routing and scheduling of bus riders and approving all routes.
- C. Periodically reviewing and inspecting all school loading and unloading sites, procedures and rules.
- D. Following up on transportation complaints made by schools and parents with the bus company.
- E. Monitoring the drivers assigned to the District by the bus company, maintaining route sheets with the driver's name, and following up on any concerns with the bus company.
- F. Maintaining other effective pupil transportation practices and policies to ensure safe, adequate, efficient and economical transportation service.
- G. Making periodic reports to the School Board on the status of the student transportation system.

V. SUPERINTENDENT

The Superintendent is ultimately responsible for the overall operation of the student transportation service and in concert with the Director of Business Services will take whatever action(s) are appropriate for the efficient operation of services.

VI. PARENTS

As partners with the Fox Point-Bayside School District and Riteway School Bus Company, parents are asked to review and discuss transportation and safety rules with their child(ren). Please call the school office if you have any concerns regarding your child(ren)'s transportation.

VII. BUS COMPANY

A. Drivers

Bus drivers are responsible for following all state and local vehicle operation rules as well as bus company and school district rules. Drivers are in-serviced by the bus company and given a set of school district rules and expectations at the beginning of the school year. Ridership safety and maintaining positive pupil discipline are areas of emphasis in training sessions.

B. Bus Company Administration

The bus company is required to adhere to all specifics within the contract entered into with the

Nicolet Area Transportation Consortium including but not limited to:

- 1) Practicing an extensive bus driver applicant screening/hiring process that includes, but is not limited to, drug, alcohol, arrest and driving record investigations
- 2) Providing continued in-service training to its employees
- 3) Conducting mandatory random drug and alcohol testing of all employees
- 4) Working closely with the school district and/or parents to resolve any concerns in a prompt and appropriate manner

BUS TRANSPORTATION GUIDELINES

COMMONLY ASKED QUESTIONS ABOUT YELLOW BUS TRANSPORTATION

Question - Is every student eligible to ride the yellow bus?

Stormonth Elementary School - All Resident Students (K4-4th grade) are eligible to receive student transportation.

Bayside Middle School - Not all students (Grade 5-8) are eligible for yellow bus transportation. There is a walk zone of up to 7/10 mile around Bayside Middle School. Students residing within the perimeter of the walk zone are not eligible for yellow bus transportation. The walk zone is bounded by Fairy Chasm Road - **north**; Brown Deer Road - **south**; Regent Road - **west**; and Lake Drive - **east**. Students residing directly on Fairy Chasm Road, Brown Deer Road, Regent Road or Lake Drive do receive bus transportation.

Open enrollment students are **NOT** eligible for yellow bus service.

Question - What do I need to do to get my child(ren) scheduled for the bus?

Students are automatically scheduled for yellow bus service upon enrolling unless:

- a) The parent/guardian notifies the principal in writing that his/her child will not be using the yellow bus service or
- b) The student (grades 5-8) resides within the Bayside Middle School walk perimeter.

Question - Is there a charge for the yellow school bus service?

No. It is provided as part of the school district services and, as such, is included in the district budget.

Question - How do I find out specific information concerning my child(ren)'s route?

You will receive specific pick up time and route number information that is mailed to your home or provided at registration approximately 1-2 weeks before the first day of school.

Question - Can I change the bus route?

All routes are examined continuously for factors such as timing, length, safety and number of riders. Changes will not be made unless a hazardous situation can be demonstrated to exist. Drivers are not permitted to make route changes.

Question - How long are the bus routes?

The average route runs approximately 45 minutes. Every effort is made to keep the route within a 45-minute window for district routes and 60 minutes for students that are a part of the Chapter 220 program. The route time is measured from the first pick up in the a.m. to arrival at school and/or the time the bus leaves school in the p.m. to the last drop-off.

Question - At the end of the day, do the buses run according to scheduled times?

During the first few days of school buses usually run up to 20 minutes late. This is due to extra time used for making sure students are boarding the correct bus. The extra time is **not** considered part of the route time. By the second week of school, the buses will leave the school 7-10 minutes after dismissal time, and drop-off times will be more consistent.

Question - Where is my child picked up/dropped off?

Your child will be picked up and dropped off at your driveway or directly across the street from your house.

Exception: *cul-de-sac service*

A cul-de-sac must be a minimum of 90 feet in width for a bus to turn around in and more than 7/10 mile in length. All cul-de-sacs in the school district have been measured. The **ONLY** cul-de-sacs that meet these requirements are: Boyd Way, Beach Drive, Ravine Bay Road, and the north end of Barnett Lane.

NO OTHER cul-de-sacs or similar roads are serviced door-to-door. Students will be picked up and dropped off at the entrance to the cul-de-sac.

Stormonth School:

K4-4th students exit the bus directly on the sidewalk adjacent to the west side of the building facing Lombardy Road. At dismissal, school buses are parked for boarding in the west parking lot. Personnel are on duty to supervise children during the a.m. and the p.m. events.

Bayside School:

Buses drop-off students in the morning and pick-up students at the end of the day between the two main entrances on the east side of the building. Parking in bus loading area during the school day is prohibited.

Question - Is there pick up/drop-off on both sides of the street?

NO. The only dual-sided service is on main arterials and boulevards. In the Fox Point-Bayside School District, dual sided pick up/drop-off is restricted to all students who live on Brown Deer Road, Lake Drive, Port Washington Road, and Santa Monica Boulevard. In addition, the following roads have dual-sided service for Stormonth students (Early Childhood-4th) only - Bradley Road, Calumet Road, Dean Road, and Green Tree Road.

The school bus will pick up/drop-off students on only one side of all other streets in the villages. The school bus will use flashing red lights and an extended **STOP** sign on the left side of the bus, per Wisconsin Statute, until the student has safely boarded/exited. Safety gates, which require students to move a safe distance away from the bus when making a crossing in front of the bus are, standard equipment.

PARENTS OF K4 STUDENTS:

An adult must be in view of the bus driver to release the student at the drop-off point at mid-day and afternoon. If no adult is present, the driver will complete the route and try one more time. If no adult is present a second time, the student will be returned to school. The parent/guardian or emergency contact person will be called to pick up the student at Stormonth School.

Question - Because of work schedules, I would like my child picked up at home in the a.m. and dropped off at the babysitter's home in the p.m. Is this possible?

Yes - but only if the sitter is located in the Fox Point-Bayside School District. THERE ARE NO TRANSPORTATION SERVICES PROVIDED OUTSIDE OF THE SCHOOL DISTRICT BOUNDARIES. Please take that into consideration when making child care arrangements. If you are engaging a private sitter, that person must be in view of the bus driver to receive a K4 student at mid-day or after school. Refer to section concerning parents of K4 students.

Please note: Any request for alteration of service received after July 20th will not be guaranteed for the opening day of school. Requests for route alteration will take 7-10 days to implement during the first few weeks of school. Parents should notify the school office immediately of any request for alteration of service as soon as plans are firm. **Both school and district offices are open during the summer.**

Question - I only work a couple of days a week. I would like my child taken to the sitter's home some days and other days I would like her/him dropped at home. Is this possible?

You may have one designated pick up point and one designated drop-off point for routing purposes.

While the points do not have to be the same, they must be within the school district boundaries. The pick-up and drop-off points used most frequently (three or more times per week) will be identified as your “designated” point(s). On the days you do NOT want your child to go to her/his designated drop-off point; you must send a note indicating where he/she is to go. Be sure to give the **1) date, 2) name of person receiving your child and 3) complete address and phone number. This must be an address located within district boundary lines.**

Question - Can my child(ren) ride a different bus to go to a friend’s house after school?

Yes - Providing he/she brings a signed and dated note from the parent identifying the friend your child is going to ride with; the permission note is good for one day only. The student must give the note to his/her classroom teacher. The office will verify information and return it to the teacher’s mailbox. Students will receive their approved note back. Student should then hand note to the bus driver when they board their bus at the end of the day. **A student will not be permitted to ride a different route if he/she forgets to bring a parental note or wishes to make a spur of the moment request. PHONE REQUESTS ARE NOT ACCEPTED.**

Question - All yellow buses look the same. How do I know which one is my child’s?

All Stormonth (STOR) and Bayside (BAY) buses will have a route card posted to the left of the entrance door of the bus. In addition, RITEWAY SCHOOL BUS COMPANY will be painted in large, black letters along the side of the bus. Parents and students will need to check the route card to ensure that they are boarding the correct bus.

Question - Who is responsible for supervising students on the bus?

The bus driver has primary responsibility for supervising students while on the bus. The School District and parents share the responsibility to review district guidelines and expectations for safe and appropriate ridership with every student.

Question - Whom do I call if I have a problem?

Late bus (20 minutes or more) Call the bus company directly. They will radio the driver to check in-route location while you wait. 414-226-5481 press 0
Behavior Call the school principal.

Question - Can a student lose his/her bus privilege?

Yes. A complete review of behavior expectations and discipline procedures are outlined in the Bus Transportation roles and Responsibilities section. Please review these guidelines with your child(ren).

CHILD FIND AND SPECIAL EDUCATION REFERRAL PROCESS

It is our commitment to provide a learning environment that recognizes and provides for the learning needs of all students. It is our goal to provide those services in the least restrictive manner possible thereby ensuring that each student reaches their greatest capacity in terms of learning, social skills, and related development. We follow the Wisconsin Department of Public Instruction parameters for identifying children with suspected learning disabilities as outlined below.

A physician, nurse, psychologist, social worker or an administrator of a social agency who reasonably believes that a child brought to him or her for services has a disability shall refer the child to the local educational agency (school district). A licensed employee of a school district, such as a teacher, school psychologist, guidance counselor or principal who reasonably believes that a child is a child with a disability, shall refer the child to the local education agency. Any person, including a parent, who reasonably believes that a child is a child with a disability, may refer the child to the school district. All referrals shall be in writing and shall include the name of a child and the reasons why the person believes that the child is a child with a disability. Before submitting a referral to a local educational agency, the referring person shall inform the child’s parent that he or she is going to submit the referral. Any school

administrator or the special education coordinator will accept a written special education referral. The special education coordinator documents and dates the receipt of each referral, notifies the parents and establishes the IEP Team. The Fox Point-Bayside School District utilizes the model, Wisconsin Department of Public Instruction forms to document the IEP Team process.

Both the Bayside Middle School and Stormonth Elementary School have child student support teams in place that provide for early discussions of pre-referral strategies and monitoring of individual children who are demonstrating difficulties in school. A referral for a special education evaluation may come from that team as well as from the sources listed above. However, these pre-referral intervention teams will not delay the school district's accepting and processing of special education referrals from the above sources. Our procedures do not require a referring person to obtain the permission, approval or agreement of others before submitting a referral.

DISTRICT ALCOHOL AND OTHER DRUG (AOD) VIOLATION PROCEDURES

We strive to provide a safe and healthy environment for all of our students. To this end, we take student use of alcohol and/or other drugs very seriously. The procedures to be used in the event of a student violation of the district's AOD policy that prohibits the use, possession, delivery, transfer, or sale of alcoholic beverages or controlled substances by student while on school property or at school sponsored events, are outlined in the section below.

Violation of Policy

The building administrator or designee will contact parents and law enforcement immediately upon verification of violation. The student(s) who find themselves in this circumstance are subject to the District's Alcohol and Drug Policy #5530. Probable consequences for alcohol and other drug violations are outlined below with the District retaining the right to issue any consequences deemed appropriate based the nature of the violation.

Consequences may include forfeiture of all extracurricular privileges for one year, forfeiture of the right to participate in student social activities and/or field trips which require a level of personal responsibility in addition to the adult supervision provided, or limitations on the student's freedom to participate in events that could put the student at risk for future violations related to alcohol and other drug use.

Loss of privileges may be reduced if the student(s) agrees to follow the recommendation of the administration including the student and family agreeing to a drug and alcohol assessment by a certified drug/alcohol counselor and following his/her recommendation with a copy mailed to the administration.

In the case of evidence of Acute Intoxication (AOD Medical Emergency), the school official or designee will:

- Call 911 (This will bring in both the EMT's and the police)
- Notify parent immediately
- Implement sanctions included in above section

Failure to comply with any Agreements established:

Student to serve remaining length of suspension from extracurricular activities, social events, activities and/or field trips as initially established as a consequence for the violation.

EMERGENCY SCHOOL CLOSING

All school closings due to inclement weather or other emergencies will be broadcast by WTMJ, WISN, Fox 6 and WKTI. School closing announcements will generally not be made until morning-approximately beginning at 5:30 - 6:00 a.m. School closings will also be posted on the web page (www.foxbay.org). We encourage parents not to call the school directly but rather to wait for the notification through the above listed media outlets so that phone lines remain open for emergency calls.

HEALTH OFFICE

We expect children to come to school healthy and ready to learn. However, there are situations where health/medical issues arise that require intervention while the child is in school. The Health Assistant provides basic first aid for injuries and illness that happen during the day. The Health Assistant will consult with the supervising School Nurse when questions or problems occur which are not routine events. The health office is NOT a clinic, and therefore, is not a substitute for the child's own physician or health care provider.

Please follow the standards outlined below in terms of a student returning to school after an illness/injury:

The child may return to school when he/she:

- Has no fever, vomiting or diarrhea for 24 hours
- Has been taking prescribed medication for 24 hours (strep throat, pink eye)
- Provides evidence that treatment has been started for communicable conditions (*head lice, ring worm, pink eye, etc.)
- We maintain a Head Lice - Nit Free policy (hair must be free of all nits) in order to contain any further outbreaks of this communicable condition.

Physical Exam/Dental Exam

While recommended, neither physical nor dental exams are required to enroll in school. Physical exams may be required to participate in sports. Parents are strongly encouraged to provide the Health Assistant with records of physical and dental exams, especially if there are health related problems that might limit the child's ability to participate in any portion of the school program. The more information we have about your child in terms of health conditions, the better we are able to monitor the well-being of our students.

IMMUNIZATIONS

Wisconsin state law requires parents to provide written evidence of immunizations to the school or sign a waiver. This must be done within 30 days of student admission to school. We encourage parents to take care of immunizations prior to the beginning of the school year. The required immunizations are:

Grade	DPT/Dtap/DT*	Polio	MMR	Hepatitis B	Varicella
K4	4 doses	3 doses	1 dose	3 doses	1 **
K5 – 12	4 doses	4 doses	2 doses	3 doses	2 **
6 - 12	1 TDAP				

If your child does not have all of the required shots, you can contact your physician or local health department for information on immunization clinics.

North Shore Health Department	414-371-2980
Milwaukee Health Department	414-286-3521

Medication Policy

If your child must take a prescription drug during the school day, as the parent you are required to secure the following IN ADVANCE using a district-provided form before the school can dispense any medication:

- A signed statement from the physician regarding the need for the medication;
- Written parent authorization for administration of the medication by school or health office personnel.
- Over the counter medication will not be provided by the schools.

The medication must be stored in the original prescription container and give complete dosage and

identifying information. Prescription drug administration release forms may be obtained by calling the school health office.

HEALTH/MEDICAL FILE

Student health/medical files will be housed in the Health Office. The contents may include transfer health records from previous schools attended, local health forms completed by parent, guardian or personal physician or dentist, as well as notations made by the school nurse or health assistant. Parents or guardians in the presence of the school nurse or health assistant may inspect the physical health records. For the safety and well-being of pupils, a summary of significant health problems are to be developed annually under the direction of the school nurse. The reports are forwarded to the principal who will convey the information to the personnel having direct contact with, or responsibility for, pupils with significant health problems. The school nurse or health will maintain a log of parents requesting to view their child's health records assistant.

LUNCH/SCHOOL LUNCH PROGRAM

Children learn better when they have healthy eating patterns. We encourage you to assure your child has a good breakfast before coming to school. In addition, we strive to provide a healthy lunch options for our students in a cost effective manner. The Fox Point-Bayside School District serves a hot school lunch meal each school day. All meals served meet standards established by the U.S. Department of Agriculture.

Please check the school website for current lunch prices at Stormonth Elementary School and Bayside Middle School. Children may also receive meals free or at a reduced price based on family eligibility. A free/reduced lunch application, application instructions, and eligibility criteria are included in the opening school packet or mailed home. Additional applications can be obtained in the school office or by calling the District Office at 414-247-4167 between 8:00 a.m. and 4:00 p.m. Monday through Friday. **An application must be filed annually to be considered for the free or reduced priced meals. No free/reduced lunches will be served without this application on file after the second week of school.**

If children receiving free or reduced lunch or are bringing a bag lunch, milk will need to be purchased at a cost of \$0.40.

If your child has been determined by a doctor to be handicapped and the handicap would prevent the child from eating the regular school meal, the school will make any substitutions as prescribed by the doctor. If a substitution is needed, there will be no extra charge for the meal. If you believe your child needs substitutions because of a diagnosed handicap, please contact your child's principal for further information.

LOOK FOR FREE or REDUCED LUNCH/FEE APPLICATION FORMS IN THE OPENING SCHOOL PACKET

Free and reduced lunch applications are distributed in the opening school packet or mailed home and are available in the schools or District Office. A separate application needs to be filled out for waiver of student fees assessed by the District. A Waiver of School Registration Fee Application is also available at the District Office and in each school office.

MAINTENANCE OF RECORDS

Progress records which have not been released to another institution will be destroyed seven years after the student has last attended our school district. A permanent record card will be kept of all pupils who have attended the District's schools, for future verification of attendance. Progress and behavioral records

will be sent to Nicolet upon graduation, unless the parent or guardian of the pupil specifies in writing that individual progress and behavioral records be sent to another school. No records are maintained at the middle school after eighth grade graduation.

NOTIFICATON OF ANNUAL ASBESTOS

Environmental Management Consulting, Inc. (EMC) has completed a comprehensive asbestos inspection and management plan for the District. This report is available for your inspection during normal business hours at the District Office. Copies are also available to you by contacting the Environmental Management Consulting, Inc. at W7748 Ctw. Hwy V, Lake Mills, WI 53551 at a cost of \$25.00.

Because of the inspection performed by EMC, asbestos-containing building materials (ACBM) were identified and their condition assessed. A long-range plan for handling these materials has been developed and is being followed.

Along with this plan, an on-going operations and maintenance program which includes periodic surveillance of the ACM and re-inspections of the materials by EPA certified personnel has been implemented by the District and will remain in effect until all ACBM has been removed from the District. Please direct any concerns to the Director of Business Services at 414-247-4163.

REPORTING ABSENCES

Parents are to call the Health Office to report their child's absence by 8:30 a.m. If the school does not receive a telephone call by 8:30 a.m., every effort will be made to contact the parent to confirm the absence. This procedure is necessary to verify the child's safe arrival at school. Absence reporting lines are available 24 hours a day. **Call the Stormonth line at 414-247-4119 and the Bayside line at 414-247-4225.**

We encourage parents to plan family trips outside of scheduled school days whenever possible. Parents whose child will accompany them on a family trip are asked to notify the teacher/principal in writing 5 days prior to the child's absence. This helps to plan for the absence and any make-up work that may be required.

RETURN CHECK POLICY

A service charge of \$25.00 plus the original amount of the check will be assessed for any returned check. Payment/coverage of a returned check may be made via one of the following methods: cash, money order, or certified check. The ability to pay for school related fees/services by check will be suspended until coverage of the returned check is made good. A second incident will require that all fees/services are paid via cash, money order, or certified check for the remainder of the school year.

SCHOOL BOARD MEETINGS

The Board of Education of the Fox Point-Bayside School District, comprised of five members elected at-large from the district, meet on a regular basis. Committee of the Whole Meetings are on the first Monday of every month and regular School Board Meetings are on the third Monday of each month. However, you are encouraged to confirm the meeting date and time before attending as meetings on occasion may be scheduled outside of the regular cycle. The general public is welcome to attend regularly scheduled meetings, as well as any special meetings called by the Board. Meeting schedules are available in the school offices or you may call the District Office at 414-247-4167 for information. Board

and Committee of the Whole meeting agendas are posted on Stormonth and Bayside School doors, and posted on the district web site: www.foxbay.org.

SPECIAL EDUCATION SERVICES

Children who are displaying learning needs that may indicate a need for special education services are referred to the building support team and/or to the Pupil Services team. An assessment of the student's needs is made and based on the results of that assessment a variety of services may be provided. A description of services is provided below.

Speech/Language Program

The Speech/Language Program is designed to serve children in preschool through eighth grade. Children included in the program demonstrate difficulty in using and/or understanding speech and language. Intervention may include articulation, voice, fluency and language therapy.

Learning Disabilities Program

The Learning Disabilities program serves students who demonstrate a significant discrepancy between expected and actual academic achievement.

Emotional Disturbance

The program for students with Emotional Disturbance is designed for those who experience significant difficulty with behavior/adjustment in the academic environment and with educational expectations.

Cognitive Disabilities

The Cognitive Disabilities program serves students who experience delays in their adaptive behaviors, cognition and academic performance.

Physical and Occupational Therapy Services

Physical and occupational therapy (PT and OT) are support services provided to students whose physical limitations interfere with their ability to benefit from their educational program. The purpose of PT and OT includes restoring or maintaining function; fostering normal development; recommending adaptive equipment when needed; consultation and staff training; and preventing further disabilities, thus enhancing performance in the school environment. The Physical Therapist evaluates a student in terms of ambulation/quality of movement, gross motor skill level and posture. The Occupational Therapist evaluates a student in terms of fine motor skill (writing, coloring, and scissor skills); posture/positioning, perceptual motor skills; and self-help skills.

PUPIL SERVICES TEAM

The services of a school psychologist, school counselor, and special education coordinator are provided by the district to assure student learning and social needs are being addressed appropriate to each child's needs.

As a member of the Pupil Services Team the psychologist serves the school district in the following ways:

- Provides testing and evaluation services to students on an individual basis as needed. The teacher, parent, counselor, or the student may make referrals to the psychologist. Testing may include evaluations of intelligence, evaluations of personality, and personality and emotional adjustment. Parent permission is obtained in advance of any testing.
- Provides guidance to teachers through interpretation of student evaluations and ongoing periodic conferences to facilitate continuing service to the child.

Pupil Service Team Members are also engaged in the following activities:

- Standardized group testing as required by the state and/or district is coordinated and implemented

under the oversight of the Director of Teaching, Learning, and Special Programs and generally coordinated by the guidance counselors at the building level in cooperation with the administrators and classroom teachers.

- Service to parents on an individual basis is provided as part of the IEP-Team approach. The Pupil Services Team provides service to the families of the district through coordination of district services with medical and agency services.
- Collaborative work with the Director of Teaching, Learning, and Special Programs to inaugurate statistical research procedures directed toward analysis of general levels of student achievement.

The Pupil Services Team represents a collaborative professional approach to understanding and providing help for children who find it difficult to effectively use the resources of the school. These services are organized to help the child with his/her current difficulties and to prevent development of serious breakdowns, which these difficulties may portend.

Members of the Pupil Services Team seek to help children make the best use of their school experience. The unique contribution of this casework service is based upon understanding of human development and behavior, skilled interviewing skills, and the awareness of and ability to use school and community resources.

Children who show signs of social and emotional difficulties, which interfere with their learning, attendance or social adjustment, are referred to the psychologist or school counselor. Referrals are made by teachers and other school personnel who are close to the children and able to observe their difficulties. Frequently, parents and children themselves ask for assistance.

Staffing meetings on individual children are held in order to assure the instructional program provided is individualized to address presenting problems. Staffing meetings generally include teachers, the principal, resource teachers, reading and/or speech specialists, the school counselor and/or psychologist allowing for a complete assessment of learning and/or social difficulties as well as a complete intervention strategy to address these needs.

The school counselor takes the leadership for the district's developmental guidance programs based on the Wisconsin Developmental Guidance Model. These programs are preventative in nature and include classroom-guided activities on a regular basis as well as small group and individual counseling.

STUDENT FEES

A student registration fee of \$90.00 is assessed for each child in Grades K4-8th. This fee is part of the general cost of educating your child. Families may be eligible for a waiver of the general user fee.

A Waiver of General User Fee Application and eligibility guidelines are included in the free lunch packet. Applications may also be obtained by calling the District Office at 414/247-4167 between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday.

SUSPENSION OR EXPULSION OF PUPILS

The School Principal or designee is responsible for managing the school and assuring the safety and well-being of students and staff in that building. To that end, rules are established that are expected to be followed by all students. If a student repeatedly violates rules, violates a rule that puts students or staff at risk, displays behavior that is extremely serious in nature, and/or is acting in ways that endangers the health and well-being of others, that student may be suspended for the behavior.

A district or building administrator may suspend a pupil for not more than 5 days; or if a notice of expulsion

hearing has been sent, for not more than a total of 15 consecutive school days, for noncompliance with school rules, school board rules, or for conduct by the pupil while at school or while under the supervision of a school authority which endangers the property, health, or safety of others. Prior to any suspension, the pupil shall be advised of the reason for the suspension and have the opportunity to respond to the stated reason for the suspension. The pupil may be suspended if it is determined that he/she is guilty of noncompliance with such rule, or of the conduct charged, and that his/her suspension is reasonably justified. The parent or guardian of a suspended pupil shall be given prompt notice of suspension and the reason therefore.

Upon being suspended, the principal, or his/her designee, will attempt to contact the parent to inform and arrange for immediate pick-up of the child from school. If the parent cannot be contacted prior to the end of the school day, the child will be dismissed at the normal time and sent home as usual. In this case, the student may or may not be removed from classes for the remainder of the day dependent on the nature of the issue. The suspended student may return to school at the end of the suspension period assuming a conference has been held by the principal with the parent or guardian and/or student during which behavioral expectations reiterated. This should be scheduled as soon as possible after the commencement of the suspension.

Following the conference with the building administrator the parent or guardian may request a conference with the Superintendent or his/her designee. This should take place, within 5 school days following the commencement of the suspension. If the Superintendent or his/her designee finds that the student was suspended unfairly or unjustly, or that the suspension was inappropriate, given the nature of the alleged offense, or that the pupil suffered undue consequences or penalties as a result of the suspension, reference to the suspension on the pupil's school record shall be expunged. Such finding shall be made within 15 days of the conference. A student suspended under this paragraph shall not be denied the opportunity to take any quarterly, semester or grading period examinations missed during the suspension period.

The school board may expel a pupil from school whenever it finds him/her guilty of repeated refusal or neglect to obey rules, or finds he/she engaged in conduct while at school or while under the supervision of a school authority which endangers the property, health or safety of others, and is satisfied the interest of the school demands his/her expulsion. Prior to such expulsion, the school board shall hold a hearing thereon. Not less than five days prior to the hearing, written notice of the hearing shall be sent to the student and to his/her parent or guardian, specifying the particulars of the alleged refusal, neglect or conduct, stating the time and place of the hearing, and stating that the hearing may result in the pupil's expulsion. The student and his/her parent or guardian may be represented at the hearing by counsel. The school board shall keep written minutes of the hearing. Upon the ordering by the school board of the expulsion of a student, the expelled student or if the pupil is a minor, his/her parent or guardian may appeal the expulsion to the state Superintendent. An appeal from the decision of the state Superintendent may be taken within 30 days of the circuit court of the county in which the school is located. This paragraph shall be printed in full on the face or back of the notice.

Nothing in this policy prohibits the use of a pupil's existing record in connection with the suspension or expulsion of the pupil or the use of such records by a multidisciplinary team under Chapter 115 of state statutes.

Questions and Answers on School Discipline

Question: Who is responsible for maintaining student discipline within the schools?

Answer: 1. In the classroom, school hallways, and/or common areas the classroom teacher is responsible for maintaining order and adheres to school and district policies in regards to discipline of students. If the student behavior is considered to be a severe breach of

- classroom and/or school/district rules the student will be referred to the school principal.
2. In general school-wide matters, the school principal is responsible for discipline and adheres to school and district policies in regards to discipline of students. The principal may receive appeals on discipline actions that have been taken by a member of the teaching staff or support staff member in a supervisory role.
 3. In district-wide matters, the Superintendent may be consulted on school discipline and may receive appeals on discipline actions that have been taken by a school administrator.
 4. Federal privacy laws (FERPA) prohibit/restrict the sharing of individual student information and therefore the outcome of disciplinary incidents cannot be shared with individuals who do not have a legal right to this information.

Question: What is the appropriate “chain of command” in relation to school discipline?

- Answer:
1. Generally the classroom teacher or supervisory personnel are responsible for initial disciplinary intervention and therefore should be the first person contacted if there are questions related to the disciplinary incident. Every attempt should be made to resolve the issue at this level.
 2. Following that, if concerns remain the next level of intervention happens at the building administrator level. If the building administrator or designee is the first individual involved in the disciplinary incident, they should be the first level of contact if there are concerns. Again, there should be a sincere attempt to resolve issues at this level.
 3. If the issue remains unresolved and concerns remain, the Superintendent or designee should be contacted. In this case, the Superintendent has a responsibility to talk with prior individuals involved in the incident before making a determination of the next course of action.

Question: How is the School Board involved in student discipline?

- Answer:
1. The Board has a role in reviewing and setting the policy standards for student discipline.
 2. The Board does not become involved in the specifics of a student discipline issue except in the case of an expulsion hearing at which time the Board acts as the final arbiter in whether or not a student should be expelled.

Question: Why doesn't the School Board know about specific student discipline cases?

- Answer:
1. School discipline *policy* is the purview of the Board. The Board delegates the implementation of the Board's discipline policies to the Superintendent who works with the school administration and staff to ensure that the Board's policies are adhered to.
 2. Since the Board is the final arbiter in an expulsion of a student, the Board does not become involved in the specific disciplining of students unless the student comes to the Board in an expulsion hearing.
 3. Federal privacy laws (FERPA) prohibit/restrict sharing of individual student information.

SUPERVISION BEFORE/AFTER SCHOOL HOURS

School personnel will be available to supervise pupils at bus arrival times (7:30 a.m. at Bayside and 8:30 a.m. at Stormonth) and for 10 minutes after dismissal time (3:10 p.m. at Bayside and 3:40 p.m. at Stormonth). **Special pick up arrangements for your child after school must be completed within 10 minutes after the dismissal times for the respective schools. For safety reasons, students are not permitted on school grounds unsupervised.**

TARDINESS / ABSENCES

Students reporting after the start time will be marked tardy. Excessive tardiness or absenteeism may lead to disciplinary intervention, parent conferencing and/or a referral to the Milwaukee County District attorney.

If you are an open enrolled student at the district, excessive tardiness or absences can result in the loss of your open enrollment seat.

TITLE I and U.S. DEPARTMENT OF EDUCATION REQUIRED NOTIFICATIONS

District Performance Reports

The No Child Left Behind Act requires school districts receiving Title 1 funds to publicly disseminate district and school data and performance results. This data and more detailed district and school information about test results, graduation, attendance, other academic indicators, teacher quality, and much more can be found on the DPI Wisconsin Information Network for Successful Schools (WINSS) website. To find results for the Fox Point-Bayside School District (Fox Point J2), copy and paste the following URL into your browser:

<http://data.dpi.state.wi.us/data/questions.asp?fullkey=01189003ZZZZ&DN=Fox+Point+J2&SN=None+Chosen&TYPECODE=6&CTY=40&ORGLLEVEL=DI>.

To find other data on WINSS, click on the Data Analysis logo on the upper right side of the page. If you do not have Web access and you would like to visit the WINSS Website, please contact the principal in your building. For further information or assistance, contact Kathy Myles, Director of Teaching, Learning, and Assessment at 414-247-4162. For tips on how to use the Data Analysis Section of WINSS go to http://www.dpi.state.wi.us/sig/usetips_data.html.

In addition, some more general information is on the district website, under the District Report Card. There are also links there to the Department of Public Instruction website.

Student Surveys

School districts receiving funds under any U.S. Department of education program must notify parents of their rights to inspect certain student surveys and to opt their children out of those surveys and other activities that collect, disclose, or use personal information with students. In the event that the Fox Point-Bayside Schools is planning on conducting activities that fall under these requirements, the District will inform you and ask you for your permission for your child to participate.

Teacher Information

The No Child Left Behind Act requires school districts receiving Title 1 funds to share with parents the qualifications of teachers within the Fox Point-Bayside School District. There are questions you may ask, including:

- Is my child's teacher licensed to teach the grades or subjects assigned?
- Has the state waived any requirements for my child's teacher?
- What degrees does my child's teacher hold?
- Are there instructional assistants working with my child? If so, what are their qualifications?

If you are interested in receiving information on teaching staff members or instructional assistants that your child is working with, you should contact the principal at the school in which your child attends. If you want to see the state qualification for your child's teacher you can also find it on the Wisconsin Department of Public Instruction website at www.dpi.state.wi.us/dpi/dlsis/tel/lisearch.html.

TRANSFER OF RECORDS

Within five working days, a school district shall transfer to another school or school district all pupil records relating to a specific pupil if: 1) the transferring school district has received written notice from his or her

parent or guardian that the pupil intends to enroll in the other school or school district or 2) written notice from the other school or school district that the pupil has enrolled or 3) from a court notifying that legal custody of the pupil has been transferred to the department of Health and Social Services for placement in a juvenile correctional facility.

VANDALISM

Acts resulting in damage or destruction of school property are a matter of serious concern to the Administration and the School Board, because such acts represent a failure of the school community to instill the principle of respect for the property of others and result in unnecessary expense to restore or replace the damaged property.

When such acts occur, all parties involved in the oversight and education of children including parents, school authorities and police department personnel, should insure that in the investigation, apprehension and eventual resolution of the resultant problems, the welfare of the child or children involved be of primary concern. At all steps, a positive educational experience should result in which the students involved learn to take responsibility for their choices and actions as members of the school community.

It is the considered view of the School Board that obtaining restitution for physical damage done has a positive educational value, both to the child or children who may have been involved in causing the damage and to the remainder of the children of the school system, by a demonstration that such acts are deemed undesirable and unacceptable behavior.

While primary concern must be for the welfare of the students of the School District, the School Board is equally cognizant of its responsibility to the citizenry who should not be expected to bear the expense of restoration of damage caused by the acts of a few individuals. School personnel are expected to cooperate in every way with the police authorities having responsibility for the investigation of incidents, the apprehension of those responsible and eventual resolution of the resultant problems. Once those responsible have been identified, the school administration and/or School Board will take all steps to obtain restitution as are within its authority under Wisconsin statutes.



Stormonth Elementary School
Handbook for Students, Staff, and Families
2018-2019

Peter Stormonth Elementary School

7301 N. Longacre Road
Fox Point, Wisconsin 53217

Telephone: 414-247-4102
Fax: 414-247-8970

Visit us on the web!
www.foxbay.k12.wi.us

Dear Families,

Welcome to Stormonth School! We are excited about beginning a new school year. Making sure that your child has a successful school year is very important to us. This handbook is just one of the tools used to help ensure each student has a productive and positive school year. Our hope is that this handbook will be an invaluable resource for you as it outlines school procedures that may be useful should you have any questions or concerns throughout the school year. Please feel free to contact us at any time if you have any concerns or questions that are not addressed in this booklet.

We believe that education is a joint responsibility between home and school. The communication between us is vital. Together we can make this a positive school year for you and your child.

We look forward to an amazing school year filled with exciting and engaging learning opportunities for your child.

Respectfully,

Karen Grimm-Nilsen
Stormonth Principal

SCHOOL HOURS

Students are able to enter the building at 8:30 a.m. and go directly to their classroom. Class time begins promptly at 8:40 a.m.

All students in grades K5 through fourth	8:40 am to 3:40 pm
Morning K4	8:40 am to 11:40 am
Afternoon K4	12:40 pm to 3:40 pm
School office hours	7:30 am to 4:30 pm

ADMINISTRATIVE & SUPPORT STAFF:

Karen Grimm-Nilsen Principal	414-247-4100	kgrimm@foxbay.org
Carla Mueller Administrative Assistant	414-247-4102	cmueller@foxbay.org
Suzette Broennimann Clerical Assistant	414-247-4103	sbroennimann@foxbay.org
Sara French Guidance Counselor	414-247-4150	sfrench@foxbay.org
Booker Gutter Health and Attendance	414-247-4119	bgutter@foxbay.org

ATTENDANCE

It is the responsibility of families to report all student absences to the attendance office prior to 8:40 am. In addition to the dates of absence, please provide possible reasons and durations for absences. The attendance office will contact families for all unreported absences. **Please call 247-4119 to report an absence.**

Families whose children will be absent for greater than 30 days should contact the principal to discuss the continued education of the child.

While appointments are encouraged to be made outside of the regularly scheduled day, it is also recognized that there are times when children will need to be excused for all or part of the school day. A note from home is required prior to dismissing a child for these essential appointments.

Children who arrive late or leave school early will need to be checked in or out in the school office.

Important to Note:

- Children who arrive after 8:45 a.m and up to 10:30a.m will be marked tardy.
- Children arriving after 10:30 a.m will be marked as a half day morning absence.
- Children leaving before 2:30 p.m will be marked as a half day afternoon absence.
- Children are allowed up to 10 days during the school year as excused absences. Absences beyond the 10 days that are not accompanied with an excuse from a doctor/dentist/therapist will be considered unexcused and will be marked accordingly in Infinite Campus.

ARRIVALS

The school day begins promptly at 8:40 a.m. Students are able to enter the building at 8:30 a.m. Children who arrive after 8:45 a.m. and up to 10:30 a.m. will be marked tardy. Children arriving after 10:30 a.m. will be marked as a half day morning absence.

***Please note there is **no supervision** on the playground before or after school.

Buses

Children who arrive by bus are dropped off near the entrances on the west side of the building off of Lombardy Road.

Cars

Children who arrive by car are to be dropped off on the east side of the building off of Longacre Road. K4 (AM and PM), K5 and 1st grade students will be dropped off in the circle drive where a supervisor will meet them. This entrance will also be used for all students who arrive later than 8:40 am. Students in grades two through four will be dropped off at the southeast driveway which leads directly to the playground.

Bikes

A note is required indicating that your child will be riding his or her bike to or from school. Children who choose to ride bikes to school should park and lock their bikes on the racks near the southeast portion of the playground. For safety, all children should wear bike helmets and should walk bikes on school grounds. Bikes are expected to be licensed and in good running condition. The school and school district are not responsible for any losses or damages incurred to bicycles or other property.

Walking

A note is required indicating that your child will be walking to or from school. All children who walk to school should use the appropriate entrance, including the main entrance if they are late.



Important Drop Off and Pick Up Reminders



School Hours- 8:30-3:40

- Parents dropping off and picking up their children should be doing so in the front of the building. For the safety of our children, we are asking parents (with the exception of the parents dropping off for the before and after school Y program), NOT to drop off their children in the back parking lot where the buses will be.
- Parents of the afternoon K4 students should be dropping off their children in the front circle drive. We will have staff members there to greet you and your students.
- Please remember to call the office during the day or to send a note with your child if their end of the day routine (pick up) will be different than usual.

Thank you for your understanding and cooperation to help keep our children safe.

A Reminder for You



DEPARTURES

Students in morning kindergarten classes are dismissed at 11:35 am. All other grades are dismissed at 3:40 pm. Children who leave school prior to the regular dismissal time need to have a note given to their teacher and also be signed out in the office.

Busing

Buses board on the west side of the building off of Lombardy Road. Adults will be present to supervise buses. Written permission is required for students to ride a bus or to be dismissed to a bus stop other than their own. In an effort to keep all children safe and to allow for ample notification, this permission would be helpful to the teacher and/or office if it is submitted no later than 1:00 pm, but we do understand emergency situations. As teachers may not have access to this technology during the school day, we ask that permission not be left on either voice mail or email. Call the school office at 414-247-4102.

Cars

Students who are picked up from school shall meet families at the main entrance off of Longacre Road. Adult supervision will be provided to ensure that children are picked up safely and by the appropriate designee. As with busing, a note is required if departure plans differ from the norm. In an effort to keep all children safe and to allow for ample notification, this indication must be submitted to the teacher and office no later than 1:00 p.m. As teachers may not have access to this technology during the school day, we ask that this indication not be left on either voice mail or email. Call the school office at 414-247-4102.

Families are invited to park their cars in the north parking lot and meet children at the front of the school, or to drive cars into the circle drive where students will be dismissed as cars approach. All cars should enter the circle drive from the north only. As the circle drive has been designated a no parking area, cars parked in this area and left unattended are subject to ticketing from the Fox Point Police Department.

For families using the circle drive, please remain in the car and pull forward as space allows. Adults will dismiss children and escort them to the correct vehicle. Students will not be dismissed to cars parked on the street.

Bikes

At the end of the school day, students who chose to ride their bikes to school need to show extra caution when leaving as there is no direct adult supervision.

Early Dismissal

For appointments that must be met during the school day, families must provide a written communication indicating that their child will be picked up early. As teachers may not have access to this technology during the school day, we ask that this indication not be left on either voice mail or email. Likewise, substitute teachers will not have access to voice mail or email to ascertain early dismissal plans.

Families who will pick their children up early must wait in the school office until the child arrives. Students must be checked out in the office.

BUS TRANSPORTATION

Transportation by bus is provided to all children who reside in the Fox Point-Bayside School District. Transportation is also provided to students enrolled in the Chapter 220 program through Milwaukee Public Schools. Transportation is not provided for students who attend Fox-Point Bayside Schools through Open Enrollment.

Bus routes are planned by the bus company and are subject to change as the year progresses. Again, written permission is required if busing arrangements differ from the norm.

For problems or concerns about routing, departure or arrival times, families are encouraged to call the bus company directly. Riteway can be reached at 414-226-5481, then press 0 to reach the dispatcher.

For problems or concerns about discipline or behaviors, families are encouraged to call the principal directly. The number for Stormonth School is 414-247-4100.

Late bus procedure

Parents will be notified by email blast (like the Friday Folder) if a bus is running 30 minutes late.

Bus Behaviors and Expectations

School buses are an extension of the school and the classroom. As such, children are expected to behave in a manner consistent with the rules set forth at school. Likewise, bus drivers have the authority

as a classroom teacher to discipline children who are behaving in a manner that is unsafe. Bus drivers will also inform the principal in writing of violation of bus rules. Failure to comply with bus rules may result in assigned seating or a loss of riding privileges. In such a case, transportation to and from school will become the responsibility of families.

To stay safe on the bus, students will:

- Obey the bus driver at all times
- Remain seated
- Keep windows closed unless permission is granted by the driver
- Keep all body parts and objects inside the school bus
- Keep the aisle free
- Refrain from eating or drinking on the bus
- Use inside voices
- Be considerate of the rights and belongings of others
- Refrain from using obscene language or gestures
- Be punctual to the bus stop
- Use caution when approaching the bus

Bus Reports

The first report is considered a warning. Children will speak with the principal or designee and classroom teacher regarding proper bus behaviors and families will be notified of the report. The report will be sent home with the child.

The second report is also a warning. Children will speak with the principal or designee and classroom teacher regarding proper bus behaviors and families will be notified of the report and the offense in writing. Families and children will also be notified of the consequences of a third report. The report will be sent home with the child.

The third report may result in a bus suspension lasting from one to five days. Families will be notified by a telephone call or letter. Transportation to and from school is assumed by the families. The report will be sent home with the families, and a meeting with a bus company representative, the principal or designee and the family may be required.

Additional bus reports may result in the revocation of bus privileges for the remainder of the school year. Students may also be assigned seats on the bus, and may serve suspensions in school or during recess for improper bus behaviors. Depending on the seriousness of the misbehavior, the Fox Point-Bayside School District reserves the right to remove students from the bus for an unlimited period of time.

CARE OF SCHOOL PROPERTY

Students are responsible for keeping textbooks, library books, and other materials issued to them in reasonable condition. Failure to do so will require an assessment determined by the degree of damage done to the item. Families will be responsible for the replacement costs of lost or damaged materials.

CODE OF CONDUCT

Students are expected to show respect and courtesy to one another and to all school staff members. These expectations extend beyond the classroom walls to the hallways, bathrooms, playgrounds, buses or any other area considered school property. The Code of Conduct, in conjunction with Wisconsin State Statute 118.164 and School Board Policy 5500, is in effect while students are participating in school functions, both during and outside of the school day. Students are expected to behave themselves in a manner that allows all students to learn.

All students will:

- Treat all people with kindness and respect
- Treat property of the schools and others with respect
- Demonstrate problem solving skills when confronted with conflict

All children serve as representatives of Stormonth School, whether they are on the playground, in the hallways, on a field trip, out for recess or other activities outside of school. As such, behaviors exhibited in these circumstances should mirror those expected within the walls of our school. Respect and responsibility are highly valued traits that are instilled in our children and are to be adhered to in all situations. In all situations, Stormonth students are expected to be responsible, respectful and safe.

Lunchroom expectations

The lunchroom is an extension of the classroom. As such, the behaviors expected of the children in the lunchroom should mirror those expected of the children during class time. Likewise, lunchroom supervisors, be they Stormonth staff members or volunteers, have the responsibility to reinforce, remind, and redirect all students.

- All children will use good table manners. This includes, but is not limited to:
 - Using appropriate utensils
 - Using utensils appropriately
 - Cleaning up after themselves and others
 - Saying “please” and “thank you” to lunch room supervisors and personnel
- All children will speak in conversational voices.
 - Loud, silly or disruptive behaviors will incur a private reminder
 - A continuation of inappropriate behaviors will result in the remainder of the lunch period being spent at a separate table from their peer group
- All children will refrain from sharing and trading food.

Playground expectations

The playground is an extension of the classroom. As such, the behaviors expected of the children on the playground should mirror those expected of the children during class time. Likewise, playground supervisors, be they Stormonth staff members or volunteers, have the responsibility to reinforce, remind, and redirect all students.

All children will:

1. Play safely on and around the equipment.
2. Respect the property of the school and others.
3. Refrain from fighting or play fighting.
4. Exhibit good sportsmanship.
5. Listen to and follow directions from supervisors.

COMMUNICATION

Effective communication is vital in helping families understand what is happening in their child’s school and classroom. Likewise, effective communication allows families to let teachers and staff members know how to best meet the needs of their child. Communication is the responsibility of families and staff members in helping each child to reach his or her greatest potential.

Teachers and staff members welcome telephone calls and face to face contact whenever possible. While email has become an efficient and easy way to communicate with staff members, we ask that all members of the Stormonth community refrain from using email to communicate confidential or time sensitive information.

Families can expect communication to take the following forms:

- **Friday Folders and email communication:** Each child will have a folder that is sent home on Friday of each week. It will contain grade level and classroom specific information. Friday Folder information will be distributed to families via email blast to the address provided at the beginning of the school year. This information will also be available on the District website.
www.foxbay.k12.wi.us
- **Parent Information Night:** All parents will be invited to a Parent Information Night during the first month of school to get an overview of the grade level program and individual classroom expectations and routines.
- **Teacher communication:** Individual teachers will communicate as needed via the Friday Folder, individual newsletters/folders, blogs, emails, or phone calls to share happenings, explain assignments and projects, and announce upcoming field trips and events.
- **Conferences and Report Cards:** Parent-teacher conferences are scheduled twice a year, but may be requested additionally by either parent or teacher at any time. Progress reports will be given to parents at parent-teacher conferences both in the fall and spring. Report cards will be sent home in January and June.
- **Parent communication:** Parent input and questions are valued and encouraged. Parents may contact teachers via email, phone, or a note with your questions and concerns. Teachers will respond to all parent communication in a timely manner.
- **District Website:** The District website is regularly updated with pertinent information and calendar events for each school. Go to www.foxbay.k12.wi.us for the current events within the District.
- **Outside Communication:** Information from organizations outside of the Fox Point-Bayside School District will not be distributed through Friday folders or the district website, but can be found on a distribution table in the Stormonth office.

DISCIPLINE

The students at Stormonth are taught self-discipline and to monitor their own behaviors. They are also taught that each behavior has consequences, and that these consequences are a direct result of the choices that are made.

Classroom teachers will have individual expectations for in class behavior as well as individual consequences. Teachers will directly contact parents of any in class incidents they feel warrants a phone call home so parents are aware and can talk with their child. In situations outside the classroom, all members of the Stormonth community have the responsibility to reinforce, remind and redirect all students about the Stormonth Way of being responsible, respectful and safe. In many instances, this verbal reminder is enough to help children refocus. In some situation, a child may be issued an ODR (Office Disciplinary Referral) depending on the severity of the behavior.

ODR stands for Office Disciplinary Referral ...an office disciplinary referral is given to a student whose behavior is considered major. Examples of a major behavior may include harassment, physical aggression, fighting, property damage, insubordination and bullying. If an ODR is given, the principal or designee will meet with that child and determine the consequences for that behavior. Parents will be contacted if an ODR is issued, and a copy of the ODR is sent home for parents to view, sign and send back to school the following day. Examples of consequences may be loss of recess, time in office, loss of privilege, and/or restorative reflection/apology. Additional consequences, depending on the severity of the offense may also include in school suspensions or out of school suspensions. If a suspension is determined, a conference involving the teacher, principal or designee and parents will be arranged to develop a plan to support the student in making appropriate and positive choices about his/her behavior.

Parents please know that all incidents are taken seriously. The safety of all our students is always at the

forefront. It's also important to note that the gathering of facts is vital in order to relay the correct information to you.

EMERGENCY DISMISSAL

Parents are asked to make arrangements for the care of their children in the event that school is closed due to an emergency. Parents should instruct their children about arrangements made for them in the event school is closed during the normal school hours. We will make every attempt to notify parents by an email or phone blast if such an event should occur.

EMERGENCY PROCEDURES

It is the primary concern of all staff members to keep children safe to allow them to learn. As such, certain safety precautions will be taken to ensure that every child is accounted for and remains under the care of Stormonth staff members.

Fire Drills

Fire Drills for the entire school will be held on a regular basis. State law requires drills be held monthly. Weather will be taken into account when planning and carrying out fire drills.

Take Cover Procedures

In the event that circumstances dictate a "take shelter" situation, such as a tornado or severe weather, each teacher will escort students to an assigned designated shelter area. Students who are outside the building will be called inside. Tornado drills are held during active tornado months.

Evacuation/Reunification Procedure

If time permits, parents will be notified and students shall be sent home to their normal destination. If there is an immediate need to evacuate the building, students will be escorted to a safe, off-site location. Parents would be notified to pick up their children from that location. It is imperative that each family update the reunification information on the IC parent portal. The contacts on the IC parent portal will be called in case we need to evacuate the building and escorted to an off-site location.

ENTRANCE AGE

Children will be admitted to K4, K5 or Gr. 1 if their fourth, fifth or sixth birthdays, respectively, fall on or before September 1 of the year in which they propose to enter school. Proof of age is required.

Resident and transfer students shall be admitted to the grade level most compatible to their educational progress or to a grade level mutually agreed upon by the principal and the parent(s).

Parents of children who are not age eligible for entrance to Kindergarten, but who wish to have their children tested for Kindergarten readiness and possible early admission, may do so by calling the School Office and submitting a written application for testing.

FORGOTTEN ITEMS

If you need to bring something to school for your child during the school day, please leave the item(s) in the office, and we will make sure that your child receives it as soon as it is convenient for the teacher.

HEALTH

Children in school are very susceptible to colds and the common communicable diseases.

Please keep your child at home if he/she:

- has a fever of 100 degrees or higher (must be fever free for 24 hours without medication)
- is vomiting or has diarrhea (must stay home 24 hours after vomiting or diarrhea has ended)
- has an unexplained rash
- has “red eyes” with “mattering” in the morning (must provide evidence that treatment has been started)
- has a cold/cough with thick discharge of yellow or yellow-green appearance

Reporting Illnesses

Please call the Attendance Office at 247-4119 before 8:30 a.m. and leave the reason your child(ren) will be absent or late.

Health Office

The Health Room Assistant provides basic first aid for injuries and illness which happen during the school day. The assistant will consult with the supervising school nurse when questions or problems occur which are not routine events. The Health Office is not a clinic, and therefore is not a substitute for the student's own physician or health care provider.

Other Information

- If your child has a specific health problem, school personnel must be informed. The teacher, the principal, and the Health Room Assistant need to be told of the steps that are to be followed in case of emergencies.
- Should your child become ill at school, every effort will be made to contact his or her family. Please make arrangements with a relative or neighbor who can be contacted in case you cannot be reached. Please tell your child of this arrangement.
- In the event of an injury which may require a doctor's attention, every effort will be made to contact you. In case of extreme emergency, the school will notify the physician listed on the child's files and follow the instructions accordingly.
- Please be sure that the school has a current emergency number.
- **After 3 days of absence, a physician's note is required.**
- **If a student is excused from recess and physical education, a release letter from a physician will be required to return to these activities.**

Head Lice

Classroom screenings for head lice will not be done routinely. However, all school checks may be done if deemed necessary. If there is a confirmed case of head lice identified in a classroom, all children in the classroom will be screened, and a note will be sent home indicating that a case has been reported. Students with head lice will be sent home from school and will be readmitted when they have been treated. All children must be re-checked by our Health Room Assistant prior to returning to school. We greatly appreciate parents notifying the office if they discover their child has head lice.

MEDICATION

If your child must take a prescription drug during the school day, the parent must secure the appropriate district-provided forms. No medication will be dispensed at school until the following are on file with the Health Office:

- Permission to Administer Medications forms with physician signature.
- Written parental permission authorizing administration of the medication by school or health office personnel.

Prescription and nonprescription drug administration release forms may be obtained by calling the school Health Office or on the school website. Children are not permitted to carry medication to school. Parents must bring medication to the school Health Office.

All medications must be in the original container with a prescription label that also contains proper identifying information. No medication will be given if it is sent to school in unapproved or unauthorized containers. Any medication received in unauthorized containers will not be accepted by the health office

staff. Medication will be administered only if the proper permission forms are signed and on file in the health office.

Over the counter medications, such as Tylenol, cough drops, cold medications, etc. we suggest should be administered at home. A non-prescription medication form will need to be filled out if the medication needs to be administered at school.

HOME AND SCHOOL COMMUNICATIONS

Various groups help us to reach the educational aims of Stormonth School and the Fox Point-Bayside School District:

PTO

The Fox Point-Bayside Parent Teacher Organization (PTO), open to all parents and staff members, functions in an advisory and service role. The PTO provides leadership and assistance in planning and carrying out many activities of benefit to the schools in the district. Information about PTO activities may be found in the school newsletter, PTO newsletter, and various special flyers sent home in Friday Folders or posted on the web site. Annual membership information is sent home early in the school year and is also available in the school office.

Foundation

The Fox Point-Bayside Educational Foundation, Inc. is a non-profit, 501(c)(3) organization dedicated to enhancing the learning environment of students at Stormonth Elementary and Bayside Middle Schools. The Foundation supports capital improvements to school property, equipment for classrooms and buildings, and special projects. Since its inception in 1993, the Foundation has raised more than \$4000,000 for items ranging from mobile computer labs and sound systems to defibrillators and landscaping projects.

HOMEWORK

Homework is an extension of the opportunity for learning experiences beyond the regular classroom period. The amount of time spent in doing homework will vary, as it is directly affected by the child's individual ability and how efficiently the child uses study time at school. Each grade level expects reading to occur each night.

Kindergarten: If students travel on vacation, students are asked to keep a journal of their experiences to share with the class. Reading, either to or with a family member, is expected each night.

First Grade: Children are expected to read for a minimum of 10 minutes per night. Some study of the basic math facts is also expected. Unfinished classroom work will also be sent home for completion. Some long term projects may also be a part of at home expectations.

Second Grade: Children are expected to read for a minimum of 20 minutes each night. Math homework will also be sent consistently. Some project work and spelling may be given. Unfinished classroom work will also be sent home for completion.

Third Grade: Children are expected to read for a minimum of 20 minutes each night. Spelling homework is assigned weekly, including weekly spelling lists. Math homework is assigned consistently and will include work on basic math facts. Unfinished classroom work will also be sent home for completion. Some project work may also be assigned.

Fourth Grade: Children are expected to read for a minimum of 30 minutes each night. Math work is assigned consistently and includes work on their math facts. Long term projects are assigned throughout

the year. Children are also beginning to study for tests and quizzes.

Homework-Parent Requests

As a school, we completely understand sometimes unplanned family events/emergencies occur, or parent vacation time does not match with the time their children have days off of school. If parents make the decision to take their children out of school, outside of scheduled school days off, it is recommended children either be read to or read every night. In addition to daily reading, it is also recommended to keep a travel journal if going on a planned family vacation. Parents should connect with their child's classroom teacher if they are looking to have homework other than daily reading if their child's absence is not a planned vacation. Homework requests will be determined at the discretion of the classroom teacher. Classroom teachers will ensure key instruction occurs upon the students return to school.

IDENTIFICATION

Families are asked to mark all items such as clothing and lunchboxes clearly with their child's name. This will greatly assist the teachers and reduce the possibility of loss or misplacement.

INCLEMENT WEATHER POLICIES

Recess

Recess is a time for socialization and an opportunity for children to get the fresh air their bodies need to thrive and learn. All children will be expected to go outside for recess, weather permitting.

All children are expected to be appropriately dressed for the weather, including boots, snowpants, hats and gloves when the weather reaches below 32 degrees. Snow pants and boots are required for children wishing to play on snowy areas of the playground. With rain or when temperatures or wind chills reach below 10-15 degrees, children will stay inside the building. The decision for indoor or outdoor recess will be made at the discretion of the building principal and staff.

If there is a medical reason why a child should not go outside, a doctor's excuse will be necessary.

SCHOOL CLOSING

As soon as the decision has been made to close school for any emergency or inclement weather, all the local media are notified. Families will hear specifically that Fox Point-Bayside Schools are closed before assuming that we will not be in session on any given day. A blast will be sent by email and/or telephone. This information will also be posted on our district website, <http://www.foxbay.k12.wi.us>.

Announcements will be made over the same stations if school must be dismissed because of weather before the end of the school day. Parents are to make arrangements ahead of time for the care of their children in the event school is dismissed before the end of the day.

INSTRUCTIONAL SUPPORT SERVICES

A variety of special services are provided by the district or cooperatively with other school districts or agencies to supplement the regular instructional program. These include:

- Special education services
- Speech and language services
- Reading
- Math
- Guidance
- Gifted and Talented services
- Health services

The purposes of these instructional support services is to provide support to classroom teachers in identifying unique student learning needs and in developing approaches to address these needs. If you desire additional information about any of the above, please feel free to contact your child's teacher or principal.

LOST AND FOUND

Parents are asked to remind their children to check the school's lost and found collection located in the lobby. Smaller items such as jewelry, keys, etc. will be kept in the school office. Items not claimed by the end of the school year will be donated to a local charity.

SCHOOL LUNCH

Taher, Inc. is the food service provider for the Fox Point-Bayside School District. All questions or concerns regarding school lunch should be addressed to the Food Service Director, who can be reached at 414-351-6595. All students will be issued an identification number, which is linked to their Taher account. All payments should be made to North Shore or NS and sent to the school office. Money will be deposited into the school lunch account on the last day of each school week.

School lunch prices are \$2.55 per day and \$0.45 for milk only. Payments can be made at any time and in any increment. When student lunch accounts are low, a notice will be sent home reminding families to add to their account. Left over funds at the end of the school year will be transferred to the following school year.

PARENT/TEACHER CONFERENCES

Parent-teacher conferences are a vital part of the district's pupil reporting practices. These conferences provide an opportunity for an exchange of information that can lead to better understanding of a child's total development. Equally important, they let children know that their parents and teachers are working together for their benefit.

Scheduled Stormonth parent-teacher conferences are held throughout the year. Please check the school calendar at the beginning of the year for specific dates. Parents will be notified when and how to sign up for specific conference dates and times. Additional conferences may be held during the year as requested by the teacher or the parent.

Before the conference, families can:

- Attend conferences in a timely manner.
- Understand that all parties have the best interests of your child in mind
- Approach the conference with a positive attitude to develop a working relationship with staff members.
- Prepare questions to ask the teacher, such as:
 - How is my child doing (strengths/weaknesses)?
 - Is he/she doing as well as he/she should?
 - Does he/she get along well with other children?
 - How has he/she done on tests?
 - In what ways can I help him/her?
- Planning time so that you are able to discuss those areas that you feel are important within the time limits of the conference.

During the conference, families can:

- Consider using any prior reports from the teacher as a springboard for discussion.

- Ask the questions you prepared for the conference.
- Be open to suggestions from the teacher. They will be offered for joint consideration, and your participation in deciding which to use is essential.
- Please share any information that might help the teacher better understand your child.
- Ask the teacher to recommend some ways in which you can help your child at home.

After the conferences, families can:

- Review the highlights of your meeting, and decide how you can follow up on any suggestions to help your child.
- Discuss the conference with your child. Begin by pointing out his/her strengths. Then talk about the areas that need improvement.
- Remember, conferences need not be limited to those scheduled by the school. Parents and teachers are encouraged to meet whenever the need is felt.

PARTIES

Halloween, Valentine’s Day and the End of The Year have been traditional times for school parties. Birthday treats are permitted when arrangements have been made with the teacher. Celebrations should be simple so as not to interrupt the instructional day or well-practiced routines and procedures. Likewise, care should be taken when sending snacks or drinks that can permanently damage school property.

Families are to refrain from sending invitations to private parties to school. Classroom lists and addresses can be found in the PTO directory. The school is not able to share addresses, email, phone number, etc. Thank you for your cooperation.

PERSONAL COMMUNICATION DEVICES

Students may use Personal Communication Devices (PCDs) before and after school, as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), and at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off and stored out of site. If this rule is violated, the staff member witnessing the violation will confiscate the device and deliver it to the main office. Examples of PCDs are but not limited to; cell phones, smart watches, tablets, etc. **Reference School Board Policy 5136 for complete policy on Personal Communication Devices including Electronic Equipment 5136.01**

Consequences for Personal Communication Device (cell phone) use during the school day are as follows:

First Offense: Device is confiscated and taken to the main office. Parent contact and warning issued.

Student may return to the office at the end of the day to retrieve device.

Second Offense: Device is confiscated and taken to the main office. Parent contact and warning issued.

Student may return to the office at the end of the day to retrieve device.

Third Offense: Device is confiscated and taken to the main office. Parent contact and referral issued with a detention. **Parent** may return to the office at the end of the day to retrieve device.

Fourth Offense: Device is confiscated and taken to the main office. Parent contact and referral issued with a detention(s). **Parent** may return to the office at the end of the day to retrieve device and device may be prohibited from school.

Students refusing to comply with the request of a staff member may be subject to further consequences. Electronic devices not picked up at the conclusion of the school year will be appropriately recycled.

PETS

Because of allergies and for safety, pets are not allowed on the school grounds or in the circle drive.

Individual teachers may make arrangements with families to allow pet visits during certain times of the year, with strict supervision of an adult. Families should contact teachers well in advance so appropriate precautions can be made.

PHYSICAL EDUCATION

All children are expected to participate in physical education and recess periods unless a written excuse from a physician is presented. Students with serious symptoms of cold or sore throat should remain at home until these symptoms subside. Students who are excused from recess and physical education will require a release letter from a physician to return to these activities.

All students must have a pair of tennis shoes to wear to physical education class. For reasons of cleanliness and safety, these tennis shoes should not be worn outside the school building and must be kept in the student's locker or classroom. Please label all tennis shoes. On days of physical education, students should wear comfortable and appropriate clothing.

PLACEMENT PROCEDURES

The Stormonth staff is committed to placing students in the best possible heterogeneous classes. The balanced classes are formed to create a cohesive community based on peer relationships, academic needs, gender and race. Many hours are put in by staff to make sure the groupings are made in the best interest of all of the children. A teacher is assigned to each group of children after the groups are formed. The lists then are reviewed by all staff to make sure each child has an appropriate placement. Please keep in mind that all of our staff wants the best for all of the children. Every attempt will be made to ensure that each child has the most positive learning environment for the following year. If your child has special needs that we are not already aware of, please feel free to notify the principal. We do not accept requests for placement with a specific teacher.

PROGRESS REPORTS/REPORT CARDS

Progress reports will be given to parents at parent-teacher conferences both in the fall and spring. Report cards will be sent home in January and June. Parents are encouraged to contact teachers via telephone, email or request an additional conference in order to discuss the progress of their children if any questions arise.

SCHOOL SUPPLIES

General school supplies are not sold at school during the school year. Supply lists for the following year will be distributed to parents in an end of the year Friday Folder, as well as included in the Opening School Packet and on the website. Parents will be informed during each school year about needed replacement supplies, such as glue, pencils, paper, rulers, crayons, etc.

SPECIAL ACTIVITIES

Assemblies

A number of all-school assemblies are held throughout the school year. Parents are invited to attend.

General Music Concerts

Students have the opportunity to participate in general music concerts during the school year. Information about upcoming concerts will be included in the monthly newsletters.

Musical and Drama Opportunities

Musical and drama opportunities will be provided for students. These may involve particular grade levels depending upon the skill level necessary for the selected performance. Information on these opportunities will be distributed in Friday Folders.

STAR Program (Students Taking Additional Responsibility)

Fourth grade students may volunteer to assist in a variety of leadership opportunities. This program is coordinated by our guidance counselor.

TECHNOLOGY USE AND DIGITAL CITIZENSHIP

The Fox Point-Bayside School District believes that the information, interaction, collaboration and peer social contact available on the Internet and through the use of various technology tools are an important part of each child's educational program. Integrating technology within the classroom engages students in essential 21st century skills and provides learning opportunities that would otherwise not be possible. Teachers may use a variety of technology tools within the classroom to transform and facilitate the learning process.

The classroom integration of digital tools can include online resources that practice skills, automate process, provide instructional media, encourage collaboration, and allow for creativity of the students in ways otherwise difficult to replicate.

Many of these resources are provided free to schools and created for the classroom. The Terms of Service for many of these online resources requires that the educator seek parental permission as students under the age of 13 are protected by COPPA (Children's Online Privacy and Protection Act). The links provided in the Stormonth Web Tools document linked on the district website will provide you with more information regarding the websites integrated into the classroom and to our School Board technology acceptable use policies and notifies parents on potential sites used in the classroom. This list is subject to changes and updates.

Finally, the uses of these resources are intended to be directly related to the educational program. The District does use an Internet filter to protect our students from undesirable sites but the Internet is a fluid environment that may include materials of questionable educational value. ***Reference School Board Policy 7540,7540.01, 7540.02, 7540.03, 7540.05, 7540.06 and 7540.07 for complete policy on Computer Technology Network, and Internet Acceptable Use and Safety***

TELEPHONE

The office and classroom telephones are for emergency use and school related business only. Students will be discouraged from calling home to request forgotten items.

VISITS TO SCHOOL

We encourage parents to visit school. Classroom visitation provides you with an opportunity to observe instruction first hand and to view your child interacting with peers. Please make appointments for visiting the classroom with the teacher. All visitors, including parents must enter the building in the Main School Office and sign in between 8:40 am and 3:40 pm. All doors are locked including the door to the school office. You will need to ring the doorbell and buzzed in to enter the building. We also request that parent volunteers and visitors wear the name badge provided upon checking in at the office. This is a safeguard for all students and all persons at Stormonth. If you are picking up your child for an appointment or at the end of the day, please wait for your child in the school office or lobby.

Students are not allowed to have friends visit the school unless approved by the classroom teacher and the principal.