

PARKVIEW
Primary Learning
Center

2011 - 2012

Student/Parent
Handbook

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Mayville, WI 53050

www.mayvilleschools.com

A NOTE TO PARKVIEW PARENTS

Welcome to the 2011-2012 school year at Parkview! Please save this handbook until the end of the school year. It contains essential information that may answer many of your questions and provide assistance to you in many situations. Take the time to read it carefully and discuss its contents with your child. If your child rides the school bus, please pay particular attention to the sections on Bus Riders and Bus Discipline. If you have any questions regarding any part of this booklet, or school policies or procedures in general, please feel free to phone Parkview Primary Learning Center at 387 7973 x 301.

TABLE OF CONTENTS

I.	Welcome and General Information	3- 6
	Welcome	3
	District Administration	4
	Parkview Primary Learning Center Staff	5
	Parkview Philosophy: Mission Statement	6
II.	The School Day.....	7-12
	School Hours	7
	Attendance Procedures	7
	Report Cards	9
	Homework Policy	9
	Testing	10
	Recess	10
	Field Trips	10
	Library and School Books	10
	Dress and Grooming Code	11
	Hot Lunch Program & Milk for Recess Breaks	11
	Telephone Use	12
	Money and Valuables	12
	Lost and Found	12
III.	Information for Parents.....	13-14
	Communication	13
	Fees	13
	Parent Volunteers	13
	Parent Teacher Association (PTA)	13
	Parent Library	13
	Fund Raising	14
	Student Sales in School	14
	Party Invitations	14
	Visitors	14
	Retention	14

IV.	Arriving & Departing School.....	15-17
	Bicycles	15
	Walking To and From School	15
	Dropping Off and Picking Up Students	15
	Animals on School Property	16
	Bus Riders	16
	Bus Discipline	17
V.	Student Behavior, Health and Safety.....	18-23
	School Wide Behavior Expectations	18
	Suspensions	18
	Closing of School Due to Bad Weather	18
	Fire, Tornado, and Other Emergency Exit Plans	19
	Health	19
	Illness	19
	Injury	19
	Medication in School	19
	Emergency Contacts	19
	Immunization	21
	Communicable Disease	22
	Communicable Disease Chart	22
	Asbestos	23
VI.	Special Education	23-25
	Please refer to policy page on website	
	Four Year Old and Child Find Screening	23
	Kindergarten Orientation	23
	Kindergarten Registration	23
	Special Education Referrals	24
	Parents Right to Know	25
VII.	Consent Form, Applications and PTA Promotions	Appendix
	Please refer to forms on website	
	Parent Student Handbook	
	Supply List	
	Bus Shuttle Consent Form	
	Medical Consent Form	
	Free & Reduced Lunch Application	
	PTA Membership Application	
	PTA Promotions	

I. Welcome and General Information

WELCOME!

Dear Parents and Students,

Welcome to the 2011-2012 school year at Parkview Primary Learning Center. This is an exciting time in your child's education. The primary years are in many ways the most important years for each child, because so many attitudes and habits relating to school start now. At Parkview, we remain committed to making these years positive, productive and a great experience for both you and your child.

As parents, you also play a big part in making these years successful for your child. We invite you to join us on the Parkview team, focused on educating the whole child. Each parent brings unique experiences and knowledge to the team, and we urge you to consider how you can use your time and talents to contribute to Parkview. We offer many volunteer opportunities, from helping in the classroom, playground and lunchroom, to chaperoning field trips, or with our frequent school-wide or grade-wide activities. Take the time to get to know your child's teacher and other school staff, and share your ideas with us.

We are committed to providing you and your child with a wide range of support services to enhance the educational experience and meet your child's individual needs. Every child deserves the opportunity to achieve at their highest potential, and we will continue to work with you as a team to meet this goal. If you have questions or concerns about your child's education, please contact your child's teacher or the principal.

We look forward to traveling through the 2011-2012 school year with you, and wish you all a successful educational experience.

Parkview Primary Learning Center Staff

John Schlender, Principal

DISTRICT ADMINISTRATION

ADMINISTRATION OFFICE

Dr. Patricia Antony, District Administrator 387-7963 x 101

PARKVIEW

John Schlender, Principal 387-7973 x 302

MIDDLE SCHOOL

Robert Clark, Principal 387-7970 x 207

HIGH SCHOOL

Lee Zarnott, Principal 387-7960 x 102

Rebecca LeBouton, Dean of Students 387-7960 x 105

Signe Schecher, Athletic Director 387-7960 x 103

DISTRICT-WIDE SERVICES

Pat Chamberlin, Director of Operations 387-7970 x 274

Richard Dembski, Food Services Director 387-7960 x 160

Maryjane Burdge, Director of Pupil Services 387-7970 x 277

Robert Berry, Transportation Supervisor 387-7969

SCHOOL BOARD

John Westphal, President

Norbert Dornfeldt, Vice President

James Congdon, Treasurer

Barbara Luban Hagedorn, Clerk

David Koch, Member

Richard Fink, Member

Terri Wilkens, Member

PARKVIEW PRIMARY LEARNING CENTER STAFF

Last Name	First Name	Position	E-Mail address	Voice Mail
Schlender	John	Principal	jschlender@mayville.k12.wi.us	302
		Secretary		301
O'Connell	Holly	School Psychologist	hoconnel@mayville.k12.wi.us	303
		Kindergarten Teachers		
Beal	Jackie	Kindergarten Teacher	jbeal@mayville.k12.wi.us	324
Karvala	Jessica	Kindergarten Teacher	jkarvala@mayville.k12.wi.us	321
Storck	Paula	Kindergarten Teacher	pstorck@mayville.k12.wi.us	320
		Grade 1 Teachers		
Beck	Amanda	First Grade Teacher	abeck@mayvillr.k12.wi.us	317
Seiler	Mary	First Grade Teacher	mseiler@mayville.k12.wi.us	309
Schwartz	Karen	First Grade Teacher	schwartz@mayville.k12.wi.us	308
		Grade 2 Teachers		
Carlton	Todd	Second Grade Teacher	tcarlton@mayville.k12.wi.us	314
Halsema	Karen	Second Grade Teacher	khalsema@mayville.k12.wi.us	312
Kranz	Amy	Second Grade Teacher	akranz@mayville.k12.wi.us	311
		Special Education		
Burdge	Maryjane	Special Education Director - District		387-7970 ex. 175
Boschert	Mary Pat	Special Ed. Teacher	mboschert@mayville.k12.wi.us	310
Good	Colleen	Early Childhood	cgood@mayville.k12.wi.us	
Horanoff	Kathy	Special Ed. Teacher	khoranoff@mayville.k12.wi.us	310
Klingenmeyer	Colleen	Speech/Language Pathologist	cklingen@mayville.k12.wi.us	319
Loest	Pat	Speech/Language Pathologist	ploest@mayville.k12.wi.us	307
Pickart	Liz	Physical Therapy - CESA #6		306
Sanchez	Yoli	Occupational Therapist	ysanchez@mayville.k12.wi.us	306
		Academic Support		
Grebel	Ellen	Literacy Support Teacher	egrebel@mayville.k12.wi.us	315
Dale	Tami	Gifted & Talented	tdale@mayville.k12.wi.us	
		Specials Teachers		
Sullivan	Lisa	Art Teacher	lsulliv1@mayville.k12.us	313
Notch	Maria	Music Teacher	mnotch@mayville.k12.wi.us	322
Held	Corey	Physical Education Teacher	cheld@mayville.k12.wi.us	325
		Library		
Uhe	Michelle	District Library/Media Specialist		
Pankow	Mark	District Technology Integrator	mpankow@mayville.k12.wi.us	
Pilling	Marian	Technology Integrator Aide	mpilling@mayville.k12.wi.us	
Berry	Marie	District Nurse	mberry@mayville.k12.wi.us	387-7970 ext. 286
Berry	Bob	Bus Supervisor	rberry@mayvillek12.wi.us	387-7969
Dembski	Richard	Food Service Director	richard@mayville.k12.wi.us	387-7960 ext. 160

PARKVIEW PHILOSOPHY: MISSION STATEMENT

We believe that cooperative interaction among the students, teachers, families and community is vital to the growth, development and education of each individual learner.

We believe that education is a continuous process resulting in a lifelong desire for learning. It is our intent to help children transfer school experiences to aid in their daily living and prepare them to be productive, responsible and sensitive citizens.

These characteristics are inherent in a school that exemplifies this approach to its programs:

- An atmosphere of high expectations of achievement for staff and students.
- A nurturing and safe environment, which allows students to develop positive self concepts while achieving their highest potential.
- An empathetic response toward the individual differences, learning styles, cultural backgrounds, and needs of the developing child.
- The realization and understanding that the total education of the child needs to include intellectual, physical, social, emotional, and aesthetic development.
- An atmosphere, which emphasizes the importance of developing effective reading skills in each child, to enable knowledge acquisition in all, subject areas and promote a lifelong love of reading.
- The realization that the arts are vital to the growth and development of the child.
- The fostering of critical thinking, creativity, problem solving, planning and decision making.
- The enabling of an individual to understand, be sensitive to, and contribute productively to a changing society.

II. THE SCHOOL DAY

SCHOOL HOURS

(The School Schedule is Subject to change. Parents will be informed of schedule changes when they occur)

Grades K, 1 & 2	7:50 AM - 2:50 PM
Early Childhood (Morning)	8:15 AM - 10:45 AM
Early Childhood (Afternoon)	11:30 AM - 2:00 PM

Lunch and Recess

Morning Recess (Kdg)	9:35 AM - 9:50 AM
Morning Recess (Gr. 1 & 2)	10:00AM - 10:15 AM

Lunch – Kindergarten	11:00 AM - 11:25 AM
Lunch Recess – Kindergarten	11:25 AM - 11:45 AM
Lunch – Grade 1	11:30 AM - 11:50 AM
Lunch Recess – Grade 1	11:50 AM - 12:10 PM
Lunch – Grade 2	12:00 PM - 12:20 PM
Lunch Recess – Grade 2	12:20 PM - 12:40 PM

Afternoon Recess - Grades 1 & 2	1:50 PM - 2:05 PM
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Busses arrive at Parkview at 7:45 AM and depart at 2:55 PM. The shuttle bus leaves for Parkview from the Middle School at 7:40 AM and arrives at the Middle School at 3:05 PM.

ATTENDANCE PROCEDURES

The early elementary school years are the most important time for children to form positive school habits and attitudes. Regular school attendance increases the chances for a successful, positive school experience. Please strive to reinforce daily school attendance for your child. It is very important for the school to know when your child will be absent.

The principal or designee reserves the right to refuse any absence as excused. The responsibility for seeing that a student attends school rests with the parents/guardians and the student. **Attending school means the student is in the class during the school day.**

Pre-excused Absences – are excused absences other than illness and unexpected emergencies and must be **preceded** by a written excuse signed by a parent or guardian before the absence occurs. This written excuse must be received at least 24 hours in advance of the absence.

Excused - absences are granted for valid reasons when students are not in attendance. An excused absence includes absence due to student illness, serious illness or death in the family, emergency medical/dental appointments, and unexpected emergencies to be determined by the principal when proper notification and documentation is provided. Parents may excuse their son/daughter for up to 10 days in a school year. These 10 days of absence are for events other than illness and will be excused when the parent/guardian follows school guidelines for reporting absences as outlined above under pre-excused absences. Student absences that are verified with third party verification are recommended when available. Third party verification is a written note from a member of the office or destination the student visited that caused the student to miss school.

Unexcused (School Board Policy 431-Rule) Absences that occur with or without parental knowledge and have not been classified as “excused” by the administration in accordance with School Board Policy are termed unexcused. Unexcused absences will result in further disciplinary action.

Tardiness (to school) – If you are tardy to school, report immediately to the school office for a “Late Arrival Slip” (blue). A note from home will be required by next day. Students will not be allowed in class without the “Late Arrival Slip”.

Tardiness (to class) – Attendance will be taken at the beginning of each day. Students are expected to be in their assigned seat at 7:50. Students who report to class after 7:50 will be sent to the office for a “Late Arrival Slip”. Attendance will be updated by the office. Habitual tardiness may result in further disciplinary action.

Truancy – (School Board Policy 431-Rule) – Daily attendance is required by State Statute (S.118.15). All students are required to attend school regularly until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age. Regular attendance is an important element for success and is the responsibility of both parents/guardians and the students. Students not in attendance are considered to be TRUANT and the incident will be followed up by an administrator.

Consistent or persistent violation of the school attendance policy will result in appropriate disciplinary action and legal referral for Habitual Truancy. In accordance with S.118.16(5), habitual truancy is defined as absent from school without valid excuse for all or part of any five days in one school semester (1997 Wisconsin Act 239)..

In case of a student being truant the school will attempt to call the parent/guardian the day the student is truant. Also, an attendance notification letter will be sent to the parents/guardians. Additionally, a statement quoting the state law governing school attendance will be enclosed.

Truancy violations are both counted and considered for programming over the student’s school career. All offenses of truancy and habitual truancy will be referred to the Local City Police Department at which time a local citation may be issued. Truancy that is not termed habitual will also be dealt with by the principal or designee. An In-School Suspension may be assigned to students who are truant. Parents of students who are truant will be contacted by phone and letter. If necessary, a parent conference will be requested by the building or designee to discuss the following programming options:

- A. Educational counseling
- B. Evaluation of the student for possible learning problems
- C. Evaluation of the student for possible social problems
- D. Home visitation/Home Bound Instruction
- E. Parent input in person or by telephone
- F. School records
- G. Medical reasons

Reporting an Absence

1. Have a parent/guardian notify the attendance office by 8:15AM by calling 387-7973, **Ext. 301**.
2. Leave a message or instruct the secretary as to the reason why the absence should be excused.
3. Bring a note signed by a parent/guardian or third party to the Main Office the day the student returns to school.

This procedure must be followed for each day of excused absence in order for the absence to be recorded as such. Notes must be turned into the office prior to the start of the first class period on the day the student returns to school. If validity of an absence is questioned, parents will be contacted by phone to establish the student's whereabouts on the date(s) in question.

Early Arrival to School

For your child's safety and to respect our teacher's planning and meeting times, please be sure that your child is not on the school grounds before 7:30 AM. The playground equipment is not to be used prior to the start of school.

Supervision of students on school grounds is provided between 7:30AM and 3:00PM.

Leaving School/Permission

Prior to leaving school, students must obtain permission from the Main Office. Permission can be obtained with a written note and phone call from a parent/guardian for the request to be approved. **Each time a student leaves school without signing-out with the Main Office this absence will be considered unexcused.**

REPORT CARDS

The School District of Mayville will report student progress by means of report cards issued four (4) times throughout the school year. The marking periods will each consist of approximately 45 school day's. All report cards are to be issued as soon as possible after each grading period. Each teacher is responsible for the recording of students' grades for their classes, and any specific question on grading should be directed to the teacher.

At the primary grade levels, we use a reporting system that is developmentally appropriate and takes into consideration a child's development, achievement, effort, and ability.

Children with disabilities usually participate in regular education programming, often with the support of special education staff. When the level of special education support is minimal, the regular education teacher will determine student grades. When special education personnel provide extensive assistance, both regular and special education teachers cooperatively determine student grades. Parents of children with disabilities will be notified of progress on their child's IEP goals at least as often as the parents of their regular education peers are informed of progress.

HOMEWORK POLICY

Homework may be given when your child has been absent or when his/her daily work has not been completed in school. The amount of homework should not take so much time that a student does not have time for other activities and development of personal interests. A good guideline for elementary pupils is a maximum of one hour of academic homework per night. If greater amounts of homework are sent, or your child cannot complete the homework in a reasonable amount of time, please contact your child's teacher to discuss the homework in question.

TESTING

Parkview students participate in standardized achievement tests designed to give information on student progress to parents, teachers, administrators, and the community. Standardized tests are one important measure of success, and parents are encouraged to watch for notification of testing dates and make sure students are rested and ready for testing. If you have questions about the school district's testing program, please contact the principal.

RECESS

Recess time allows students to improve social skills and provides opportunity for additional physical activity. Recess is an important part of the school day and all students are expected to attend recess at the scheduled time. Supervision is provided for students on the playground during recess time. Teachers use recess time for planning, parent contacts and team meetings and are not expected to supervise students during this time. If your child is too ill to attend recess, they may be too ill to attend school.

Please dress your child appropriately for weather conditions with the expectation that recess will be outside. In the case of inclement or extremely cold weather, recess will be held indoors in the gym, library or classroom. Students are expected to remain with their class and follow the recess supervisor's directions during indoor recess.

Teachers may choose to use recess time to assist or reinforce academic or behavioral skills with students. These times will be scheduled at the teacher's discretion and parents will be notified if recess is missed on a regular basis.

FIELD TRIPS

Field trips are arranged as learning experiences to enhance the district's curriculum. Because field trips are designed to enhance learning, all students are expected to participate as if it were a normal school day. Parents are notified in writing before each field trip, including information on the destination and any additional costs involved. Teachers will also inform parents about opportunities to chaperone field trips. For more information about field trips, contact your child's teacher.

LIBRARY AND SCHOOL BOOKS

Regular library visits are scheduled weekly for each classroom, and we strongly encourage students to check out library books to increase their interest in reading. Books may be checked out for one week, or longer if needed for a report or other project. Students also must take responsibility for the care of library books. In the event any books are lost or damaged, a charge will be issued to replace the book. Parents can also help us by making sure that Parkview books are returned to the Parkview library, and Public Library books are returned to the Public Library.

DRESS AND GROOMING CODE

Cleanliness and appropriate dress are important not only to the individual student, but also to others sharing the classroom. Student dress and hygiene should be appropriate and should not distract, offend, or jeopardize the safety of students or be disruptive to students, staff, themselves, or others within the school environment (School Board Policy 443.1). Parents will be contacted and a meeting with school staff and the principal may be requested if dress and grooming problems are persistent.

When considering your child's dress, please keep in mind the weather forecast, so your child will be dressed appropriately for recess. Remember that boots and snow pants are required on playground equipment and fields during the winter. Teachers may choose to keep children inside on cold days if they do not have appropriate winter clothing. Students wearing flip flops to school will need to have another pair of shoes to change into prior to recess. Gym shoes are used for inside Physical Education class only.

HOT LUNCH PROGRAM & RECESS MILK

Parkview uses a debit card system for our hot lunch program. Your child will be issued a lunch card, which will be linked to your child's lunch account and can be used just like a debit card. Parents will deposit money into their child's lunch account. If you have more than one child in the Mayville School District, all money will be placed in one family account, although each child will have his/her own lunch card. Therefore, families with students at more than one school in the district only need to make one deposit, at the school of their choosing. Teachers will keep track of the students' cards to decrease problems with lost or misplaced cards. We strongly encourage families to make an initial deposit of \$10 or more into their child's meal account at registration.

How do I add money to my child's lunch account?

Place your check or money in an envelope. On the envelope, clearly mark the following:

Student First & Last Name: _____

Parent or Payor First & Last Name: _____

Date: ____ **Amount:** \$ _____

Mark: Check Cash

Students may deposit the envelope in the mailbox outside the school office.

How will I know the balance on my child's card?

You may review your family's lunch program account through the district's internet website: <http://www.mayvilleschools.com>

You will be notified via an automated telephone system when your child's account falls below \$6.

How much does lunch cost?

Student Lunch \$1.90

Adult Lunch \$2.75

Reduced Lunch \$.40

Many families qualify for free or reduced lunches. An application will be provided along with on-line registration. Contact the school secretary if you have questions or need further information.

Can I join my child for lunch?

If parents choose to join their child for hot lunch, the cost of the parent's meal will also be deducted from the child's lunch card account. However, please call the school on the morning you plan to join us so that you may be added to the lunch count. Upon your arrival, please sign in at the office, pick up a visitors badge and fill out a lunch slip to hand to your child's teacher.

Can my child still buy milk if he/she brings lunch from home?

Yes. This milk will be purchased using the lunch card system. Milk prices are \$0.40 per single half-pint container.

What about recess milk?

The cost for recess milk is \$0.40 per day and will be deducted from the lunch card system. Students who qualify for Free and/or Reduced lunch receive free milk with their lunch but must purchase recess milk. If you **do not** want your child to have recess milk, please notify your child's teacher and the office.

TELEPHONE USE

Telephones are for business use and students are allowed use of the school telephone only in emergency situations. Any messages for students should be limited to those of a serious and urgent nature.

MONEY AND VALUABLES

Students are discouraged from bringing toys, electronics, money or other valuables on the bus or to school. School staff will not be responsible for lost or damaged valuables. If it is necessary for money or valuables to be brought to school, please inform the child's teacher ahead of time and make arrangements for safekeeping.

LOST AND FOUND

Please label your child's coats, hats, jackets, gym shoes, etc. If an item is misplaced, please check your child's classroom, coat peg and the Lost and Found located in the hallway near the school office. Misplaced money, jewelry or other valuables are brought to the office, and may be claimed from the secretary.

III. INFORMATION FOR PARENTS

COMMUNICATION

In an effort to conserve resources and make use of available technology, Parkview Staff will strive to communicate with parents and families through electronic means whenever possible. School, Class, and PTA newsletters will be sent to parent provided email addresses and will be posted on the Parkview website which can be accessed through the Mayville School District website: <http://www.mayvilleschools.com>. Paper copies of communication will be available by request.

FEES

The fees assessed by the district cover some of the costs of books and workbooks, and should be paid before the beginning of the school year. If your financial situation makes fee payment difficult, please contact the principal to discuss a time extension. The fees for the 2011-2012 school year are given below.

4K.....	\$18.00
Early Childhood	\$10.00
Kindergarten and Grades 1 & 2	\$30.00

PARENT VOLUNTEERS

If you are interested in helping out at school, please contact your child's teacher or the principal. Parkview strongly believes that parent-school partnership in education is a key to success for all students.

All volunteers are required to abide by all applicable laws, district policies and school procedures, including a criminal background check prior to volunteering. If at any time, a volunteer's actions or presence interferes with the functioning of a student, a classroom, or a school as a whole, the administration reserves the right to reassign and/or remove the volunteer from the school setting (School Board Policy (533.1)).

PARENT TEACHER ASSOCIATION (PTA)

The PTA also is a great resource for helping you get involved in volunteering at school. The Mayville PTA provides many benefits to teachers and students at Parkview, and parents are encouraged to participate and become active partners in promoting and improving our school. Anyone may participate in the PTA or PTA activities. However, to be a voting member, you must pay PTA dues of \$5.00 per year. Information regarding the PTA will be sent home on a regular basis or may be obtained by contacting the Parkview office.

PARENT LIBRARY

Several parent resources are housed in the Parkview library and are available for all parents of students at Parkview. Parents are able to checkout a variety of materials on child development, parenting techniques, discipline, reading and pre-school education. The Parent Library consists of books, magazines, pamphlets, DVDs, and videotapes. Parents are encouraged to use these resources. If you have any question please ask your child's teacher.

FUND RAISING

Parkview Primary Learning Center believes that fund raising is generally not an educationally appropriate activity for young students (K-2). However, we enthusiastically participate with the Mayville PTA in the collection of cereal box labels, soup can labels, SCRIP and the other fund-raising efforts that the PTA has deemed appropriate. Other activities such as the "Holiday Giving Tree", the "Needy Family" collection, the aluminum can drive, pop pull tabs, and the book fair are permitted. Any other fund-raising activities require prior administrative approval.

STUDENT SALES IN SCHOOL

Any sales by students or others such as candy, magazines, etc. from outside organizations are prohibited at Parkview Primary Learning Center. Anyone attempting to conduct such sales should be directed to the office.

PARTY INVITATIONS

We ask that you do not distribute birthday or other party invitations at school unless all classmates are invited. We hope this "all or none" policy will help in avoiding misunderstandings and hurt feelings. Please be sure to communicate carefully with your child's teacher and other parents if a party is to take place after school. Parents should provide written notice indicating when a child will be going somewhere different from their normal routine after school.

VISITORS

For the safety of our staff and students, doors in all of school district buildings are to remain locked at all times during the school day. All visitors should enter Parkview through the main entrance (playground side of the building), using the intercom button to the right of the doors to gain access to the building.

All visitors to Parkview Primary Learning Center are asked to register at the office upon entering the school. The school office will verify the person's identity and purpose for being in the building. All visitors are given an identification badge to be worn until leaving the building. Once visitors have completed their business, they are asked to return to the office so that office personnel are aware that they are leaving the building.

Generally, visitors are not allowed in classrooms during school hours unless prior arrangements have been made with the teacher.

RETENTION

Retaining a child in his/her current grade is an issue that requires time, study, and consideration on the part of teachers, parents, and other specialists. Parent involvement is a key component in this process, and parents will be notified as early as possible when retention is being considered. A comprehensive and careful review of the child's social emotional, academic, and behavioral needs will be considered in making a retention decision. Learning specialists including the school psychologist are routinely consulted in the decision making process. This team, including the teacher and the principal, will meet with the parent(s) and decisions regarding what is best for the educational success of the child will be made.

IV. ARRIVING & DEPARTING SCHOOL

BICYCLES

Students who ride bikes, scooters, or skateboards to school should be sure that it is in good working condition and are aware of the laws of operating a vehicle on city streets. Helmets are strongly encouraged. The school is not responsible for lost or stolen bicycles or for damage to bicycles or bike gear. Bicycles should be parked and locked in the bike racks located outside the Brickyard Lane entrance. Please do not leave bicycles on the grass. Bicycles are not to be ridden on the school playground, and riders should stay on the Brickyard Lane walkway and not ride on the grass.

WALKING TO AND FROM SCHOOL

When walking to and from school, children should walk on the sidewalks, cross at corners, and not trespass on private property. Following dismissal, students should go directly home. They are not to stay on the school grounds or go to another child's home unless they have parental permission prior to coming to school.

DROPPING OFF AND PICKING UP STUDENTS

Parkview's location causes traffic congestion at the beginning and end of the school day and the end of morning Kindergarten. You can improve the safety of all students by following the guidelines below:

Traffic Patterns:

Please drive carefully and slowly near Parkview. The speed limit in school zones is 15 mph.

Please drop-off all students on Oak St. and have them use the entrance at the end of the Brickyard Lane walkway (on the Kindergarten wing). Cars should then exit to the east using Brickyard Lane (a one way street).

The Playground is a bus-loading zone and cars are prohibited from this area during bus loading/unloading times and recesses. Parking is not permitted on the playground between 7:30 a.m. and 3:30 p.m. Please park in the Oak St. parking lot and walk to the main entrance.

Children should cross at the designated area with the crossing guard. Please do not allow your child run out to the car to meet you. For the safety of everyone involved, teach your child to respect the crossing guard and watch for traffic.

Morning Drop Off:

The Brickyard (East) doors will be unlocked at **7:30** each morning. Students will enter the building and go directly to the cafeteria where they will be supervised. At 7:45 a.m. students will be dismissed from the cafeteria to class. Students who arrive after 7:45 will go directly to their classrooms. If students arrive at school later than 7:50, they will need to go to the main entrance and sign in at the office.

Parents are asked **not** to enter the building through the Brickyard entrance in the mornings. If you have an appointment with a teacher or need to drop something off, please walk around the building and check in at the office.

Following these procedures help:

1. Provide a safe, supervised environment for our students when they arrive at school.
2. Monitor and account for all visitors in our building
3. Reduce traffic congestion on Oak St
4. Improve student self-esteem by promoting independence

***Parents will be allowed to enter the building through the Brickyard entrance on Friday Mornings to buy PTA scrip at the table located outside the cafeteria; however, children will still be expected to report to the cafeteria from 7:30 to 7:45 a.m.

Afternoon Pick Up:

The Brickyard (East) doors will remain locked in the afternoon. Parents are asked not to enter the building at the end of the day.

Keeping the Brickyard entrance locked will:

1. Prevent congestion in the hallways at the end of the day
2. Reduce distractions at the end of the school day as students prepare to be dismissed
3. Monitor and account for all visitors in our building
4. Keep all exits clear in the event of a building emergency at the end of the day.

ANIMALS ON SCHOOL PROPERTY

Mayville School Board policy prohibits domestic animals on any school property during school hours or during school activities. For the safety and consideration of students, staff and visitors, please do not bring pets with you during drop off and pick up times.

BUS RIDERS

For everyone's safety, please respect our bus loading zones. Do not park or drive your car in these areas during loading and unloading.

Rules for respectful riding.

The Mayville School District requests that parents be aware of behavior expectations for children riding school buses. A list of regulations approved or endorsed by the Department of Public Instruction and the School District is as follows:

1. Remain seated when the bus is in motion.
2. Keep head, hands, and arms inside the bus.
3. Scuffling and offensive language are prohibited.
4. Do not litter on the bus with food or other debris. Consumption of juice, soda or other drinks is not allowed on the bus.
5. The bus driver is in complete charge of the bus operation and all passengers. Riders may be assigned to specific seats.
6. Appropriate bus conduct is expected at all times including daily trips to and from school, as well as educational field trips.
7. Misconduct will be reported to the transportation supervisor and other school authorities for appropriate action.
8. Parents will be notified if misconduct continues. A bus rider may be denied the privilege of riding. The school board has approved a discipline procedure for bus riders (listed below), which includes verbal and written warnings to students followed, by suspensions from riding the bus if problems continue.
9. Any damage to the bus, other than from normal usage, will be paid for by the rider(s) responsible.
10. Be at the loading place at the scheduled time, both in the morning and the afternoon.
11. Follow the required procedure when crossing the roadway.
12. Inform the driver, if possible, when the rider must be absent.
13. Students riding the bus to school in the morning are expected to ride the bus home at night. Any change must be pre-arranged with the school office.
14. When returning by bus from an out of town activity, students will be returned only to the school.

BUS DISCIPLINE

A structured and consistent system of handling school bus discipline is required for successful school bus operations. The following procedures will be used for discipline and behavior management:

STEP 1: School Bus Driver Discipline - Consists of the usual discipline that the bus driver administers on a bus, such as assigning students to specific seats and giving verbal warnings to misbehaving students.

STEP 2: School Bus Incident Report to Parents (First Offense) - This is the first written notification from the school to the parents concerning a student's bus problem. It is completed by the transportation supervisor in conjunction with the bus driver and forwarded to the principal who contacts the parents.

STEP 3: School Bus Incident Report to Parents (Second Offense) - This second written notification is completed following the procedure described in the step above and carries an automatic three day suspension from riding the bus.

STEP 4: School Bus Incident Report to Parents (Third Offense) - This third written notification carries an automatic ten day suspension from riding the bus. The student's parents will be asked to meet with the principal and transportation supervisor.

STEP 5: School Bus Incident Report to Parents (Fourth Offense) - The same procedure will be followed as for the second and third offenses, but this step will carry an automatic twenty day suspension from riding the bus. Along with sending the Incident Report to the parents, a letter from the District Administrator will also be sent, indicating that should there be another incident; the student may be suspended from riding the bus for the duration of the school year.

STEP 6: Meeting with board and district personnel – Following any additional offenses, the student's parents will be requested to attend a meeting with the Board of Education's Policy/Transportation Committee, The District Administrator, the Principal, the Transportation Supervisor, and the Bus Driver. The Board Committee will review the past incidents, and make a determination as to whether the student will be allowed to continue riding the bus, or be denied transportation for the remainder of the school year.

The decision of the Policy/Transportation Committee may be appealed to the full Board of Education. A meeting will then be held with the Board of Education and the parents to review the decision of the committee.

V. Student Behavior, Health and Safety

SCHOOL WIDE BEHAVIOR EXPECTATIONS

The Mayville School District believes that establishing behavior expectations, teaching those expectations and reinforcing positive behaviors is a vital component to the overall education and development of all students. The District has adopted a district wide framework for addressing behavior expectations with the following purpose:

The purpose of implementing Positive Behavior Supports and Interventions within the Mayville School District is to commit to building a positive learning environment that fosters the overall academic, physical, emotional, and social development for all learners.

This initiative will be referred to as The Cardinal Way and has been developed with the foundational expectation that all students will:

Be Responsible

Be Respectful

Be Safe

Staff, students, and parents will be involved in trainings and activities that will teach and reinforce these key concepts. Our school discipline procedures are based on the components of The Cardinal Way. More information on The Cardinal Way and student behavioral expectations can be found by following the links from the Mayville School District website.

SUSPENSIONS

Students may be suspended from school by the principal for up to five days. Parents will be notified immediately of the suspension and the reason for the suspension, and will be requested to meet with school officials to discuss the problem.

CLOSING OF SCHOOL DUE TO BAD WEATHER

The District Administrator is responsible for school closings, and may cancel school entirely, delay the start of school or dismiss school early. Announcements of school closings due to bad weather or poor road conditions will be carried on the following radio and television stations:

WMDC	(Mayville)	98.7 FM
WBKV/WBWI	(West Bend)	1470 AM / 92.5 FM
WBEV/WXRO	(Beaver Dam)	1430 AM / 95.3 FM
KFIZ/WFON	(Fond du Lac)	1450 AM / 107.0 FM
WMRH	(Waupun)	1170 AM
WTMJ	(Milwaukee)	620 AM
WTMJ TV	(Milwaukee)	Channel 4

Please do not call the school. Announcements of school closing will be made as soon after 6:00 AM as possible. Parents are responsible for monitoring closing announcements (the school cannot contact parents in these situations). Therefore, please be mindful of possible school closings or delays due to fog, ice or snow. In the event of a school closing or early dismissal, all after school activities will also be canceled.

FIRE, TORNADO, AND OTHER EMERGENCY EXIT PLANS

These plans are regularly reviewed with students and drills are held regularly. Parents can help the school by teaching their child to remain quiet and calm, listen to teacher instructions, and walk in the event of a drill or an actual emergency. Emergency exit plans are posted in the front area of each classroom.

HEALTH

Children need to be healthy to participate and benefit from learning opportunities. Adequate sleep, proper nutrition and appropriate clothing enhance learning and aid in preventing illness. A good breakfast and nutritious lunch each day are very important. Please also consider the health and nutritional aspects of the snacks sent to school with your child.

ILLNESS

If your child appears to be ill before school, please keep him/her at home until fully recovered. Call the school before 8:00 A.M. to notify us of your child's illness. If your child becomes ill at school, you will be contacted. If you cannot be reached, the school will contact the person you designate as an emergency contact. A child will not be sent home until the parents or emergency designee are contacted and an agreement is made about when and how the child will be picked up from school.

INJURY

In the event of an injury to your child, immediate first aid will be provided. School staff will contact a parent to inform them of any potentially serious injury that does not require immediate emergency care, including bumps to the head. When emergency treatment is necessary every effort will be made to contact you. If you cannot be reached, the school will contact the person you designate as an emergency contact. If the condition is judged to warrant immediate medical attention, the ambulance will be called. The City of Mayville has an agreement with the Mayville School District, if we are in doubt regarding the seriousness of an illness or injury, the ambulance will be called. If it is not necessary to transport the student there will be no charge to the parent or the school.

Caution should be used following head injuries. It is advisable to restrict physical activity and observe the child for 24 hours. If additional symptoms occur, contact the child's physician.

MEDICATION IN SCHOOL

By Mayville School Board Policy, parents must have a MEDICAL CONSENT FORM on file in the school office before the school can administer any type of medicine or prescription drug to a student. Medicine must be in the original container. The medication will be kept in the office. A consent form is also provided at the end of this handbook, and also may be obtained from the building secretary.

EMERGENCY CONTACTS

It is extremely important for the school to have the name and current telephone number of the person or persons you designate to handle emergency illness or injury if you cannot be contacted. It is the parents' responsibility to make appropriate arrangements and notify the school of the person designated to call for emergencies. Parents, who do not have a home phone and/or cannot be reached at work, should give the school the name and phone number of two (2) designated alternative persons who can be contacted in an emergency or other urgent situation. Be sure to discuss this with the person named before providing their name and number to the school.

Parents planning to leave the city for more than one day should notify the school office about where they can be contacted if an emergency arises. Parental permission is necessary for most emergency medical treatments.

IMMUNIZATION

Upon entering school, all students are required to provide evidence of required immunizations. All K-12 students must have a second measles-mumps-rubella (MMR) vaccination. If your child has not received a second MMR vaccination or does not have a complete immunization record, please contact your doctor or a local public health agency to arrange for any needed vaccinations. All K-12 students must receive the Hepatitis B Vaccine. The first of the three shot series must be administered within 30 days of the start of school.

The VARICELLA (Chicken Pox) all pre-Kindergarten/Early Childhood, Kindergarten, 1st and 2nd grade students must have either: a) the Varicella vaccine or b) is able to document that their child has had the Chicken box and provide the year of this illness. If you are not sure whether your child has had the chicken pox, it is best to vaccinate the child. There is no increased risk in vaccinating a child who is already immune.

The following are the 2011-20012 school year minimum required immunizations for each age/grade level. It is not a recommended immunization schedule for infants or preschool children. For that schedule, contact your doctor or local health department.

AGE/GRADE	NUMBER OF DOSES			
PreK (2 yrs. through 4 yrs.)	4 DTP/DTaP/DT		3 Polio	3 HepB 1 MMR 1 Var
Grade K through 3	4 DTP/DTaP/DT/Td		4 Polio	3 HepB 2 MMR 2 Var
Grade 4 through 5	4 DTP/DTaP/DT/Td		4 Polio	3 HepB 2 MMR 1 Var
Grade 6 and 9	4 DTP/DTaP/DT/Td	1 Tdap	4 Polio	3 HepB 2 MMR 2 Var
Grade 10 and 11	4 DTP/DTaP/DT/Td	1 Tdap	4 Polio	3 HepB 2 MMR 1 Var
Grade 12	4 DTP/DTaP/DT/Td	1 Tdap	4 Polio	3 HepB 2 MMR 2 Var

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

Parents of Kindergarten students, please note that all immunization (including a 2nd measles-mumps-rubella (MMR) and at least the first dose of HepB is required before entering kindergarten. If your child has not received the second dose of MMR & the 1st dose of HepB, contact your doctor, HMO, or local public health agency to arrange for the vaccination. After the first dose of HepB, parents must continue on schedule to complete the second and third vaccines. If you have any questions, please feel free to call (387-7973) ext. 301. For more information log onto <http://dhs.wisconsin.gov/immunization/childhhod.htm>

COMMUNICABLE DISEASE

Please notify the school if your child has a communicable disease (listed in the chart below) and will be kept home. Measles, mumps and rubella occur infrequently and have been omitted from the guide shown below. If your child has a confirmed case of any of these diseases, please call the school immediately. Permission from the physician is not necessary for reentering school following a communicable disease or infectious skin disease.

COMMUNICABLE DISEASE CHART

<u>DISEASE</u>	<u>USUAL TIME FROM EXPOSURE TO FIRST SIGN</u>	<u>RESTRICTIONS & REGULATIONS</u>
Chickenpox	2 to 3 weeks (Commonly 13 to 17 days)	Exclude from school until lesions are crusted over; usually 5 to 6 days after onset of rash.
Conjunctivitis “Pink Eye”	24 – 72 hours	Exclude from school until treated by doctor. Follow medical plan. Provide a note with diagnosis upon returning to school.
Influenza	24 – 72 hours	Keep home until symptoms disappear.
Impetigo	Variable, usually 2 – 5 days	Exclude from school 24 hours after treatment or until healed.
Pediculosis “Lice”	Eggs hatch in one week	Exclude from school until treated and free of infestation. Other children should be checked.
Rash	Variable	Mild rash with no other symptoms remain in school. If accompanied by any other symptoms, keep home and contact your physician.
Scabies	2 -6 weeks for first infection, 1– 4 days for re-infection	Exclude from school until 24 hours after treatment. Other children should be examined.
Streptococcal Infections including; Scarlet Fever (Strep Throat)	1 – 3 days	Exclude from school until 24 hours after antibiotic treatment.

ASBESTOS

As a result of recent federal legislation (Asbestos Hazard Emergency Response Act - AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. The Mayville School District has a goal to be in full compliance with this law and is following the spirit, as well as, the letter of the law. As a matter of policy, the district shall continue to maintain a safe and healthful environment for our community's youth and employees.

In keeping with this legislation, all buildings (including portables and support buildings) owned or leased by the Mayville School District were inspected by EPA accredited inspectors and samples were analyzed by an independent laboratory. Based on the inspection, the school prepared and the state approved a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

Furthermore, the district has completed its' 3-Year Re-inspection required by AHERA. If found in our district buildings, damaged asbestos-containing materials will be repaired or removed as specified in Operations and Maintenance procedures.

FOUR YEAR OLD SCREENING

The School District of Mayville will hold 4 Year Old Screening in Early Spring of 2012 for students not enrolled in a four-year-old kindergarten program. The screening will assess the areas of readiness, motor, speech and language. Qualified professionals will conduct the screening activities.

KINDERGARTEN ORIENTATION AND REGISTRATION

The School District of Mayville will hold their annual Kindergarten Orientation and Registration in Spring of 2012. The main purpose for the Kindergarten Orientation is to provide an opportunity for our newest students and their parents to visit Parkview's Kindergarten and meet the teachers. The children will be involved in small group activities and will be observed for readiness skills. Kindergarten Registration will also be take place during Orientation.

Kindergarten Orientation is for children who will be 5 years of age by September 1, 2012. Age must be verified by a birth certificate so please be sure to bring it with you to the screening. Complete immunizations and a current physical are also requested at this time. Please watch the Dodge County Pionier for details.

SPECIAL EDUCATION REFERRALS

THE PROCESS - Referring a child for a disability evaluation can be viewed as a part of a larger process that also includes screening, pre-referral, referral and evaluation. The Referral procedure is controlled to a great extent by strict state and federal regulations. However, the process does not need to be difficult or complicated for a person making a referral. The following procedures can serve as a helpful guide to understanding and using the process. Persons required making referrals under Chapter 115.777, Wis. Stats. are to be annually provided with a copy of these procedures or otherwise informed about this process.

SCREENING - The Mayville School District has an ongoing special education screening program to locate and screen all children residing in the District who might have a disability. **The District annually publicizes the special education screening program and the educational opportunities available in the District for children with disabilities through means such as public announcements, notices and advertisements.**

The District follows the procedures developed by the Department of Human Services and the other school districts of Dodge County regarding referral of children enrolled in Birth-to-Three Programs. Students transferring into the District are also screened by a review of educational records. Following this record review, a referral for a disability evaluation is made if it is determined that there is reasonable cause to believe the child has a disability.

PRE-REFERRAL - A referral for a special education evaluation is normally reserved for very significant learning and behavioral problems. Prior to making a referral for a special education evaluation, school staff members are expected to attempt all reasonable interventions within the general education program. However, interventions prior to a referral cannot serve to unnecessarily delay or deny a parent or staff member the opportunity of making a special education referral.

REFERRAL - The Mayville School District accepts and processes written referrals of resident children, ages three to twenty-one, suspected of having a disability. Any person, including a parent, who has reasonable cause to believe that the child may have a disability, can submit a referral to the School District. The referral must be in writing and it must include the name of the referring person and reasons why the person believes that the child may have a disability. If someone other than a parent makes the referral, they are required to notify the child's parent of the intent to refer and to document the method of notification.

Referrals generally are initiated by School District personnel but are also readily accepted from the child's parents, area private schools or by community agencies or professionals providing services to the child. Referral procedures vary slightly depending on the source of the referral. In all cases, a district referral form is required to initiate the process. These forms are available in all district schools and at the Pupil Services Office (located at Mayville Middle School). School personnel who wish to initiate a referral can contact the special education case managers in each building for assistance in completing the form.

Parents are not required to complete the referral form alone, and only need to indicate their desire to have their child evaluated for the referral process to begin. District staff members are expected to complete the form on the parent's behalf and to submit the form in a timely fashion. Private schools, community agency representatives or other professionals working with a child outside of the public school setting are generally expected to complete the appropriate referral form but may request assistance from school district personnel.

The referral form should be completed fully and accurately. The date the District received the referral is important because of time limits imposed on the evaluation process. The form should be completed and submitted to a special education case manager immediately after the need for evaluation has been communicated.

EVALUATION - Appropriate school personnel will be assigned to a disability evaluation team based on the concerns on the referral form. Together with the parents (and others as needed), the evaluators will form an Individual Education Program (IEP) Committee that will determine whether a child has a disability and a need for special education. Persons initiating a referral should expect to be assigned as members of the IEP Committee. Actual evaluation of the child cannot take place until the parents have given informed written consent.

The IEP Committee will evaluate the child to determine the educational needs of the child and possible eligibility for special education and related services. If the child is eligible, the IEP Committee will develop an individualized education program and determine the child's educational placement. The School District will notify the parents of the educational placement of their child within 90 days after the referral was received.

MORE INFORMATION - For more information about these procedures or any other aspect of the process of screening or referring students for disability evaluations, you may contact the Pupil Services Office at (920) 387-7970 ext. 202. Legal requirements regarding screening and referral procedures can be found in Chapter 115, Wis. Stats. and P.I. 11, Admin. Rules.

PARENT'S RIGHT TO KNOW

Federal law requires that we share with you the qualifications of teachers in the School District of Mayville. 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 was the college major of my child's teacher?
- What degrees does my child's teacher hold?
- Are there instructional aides working with my child? If so, what are their qualifications?

All teachers in the School District of Mayville have at least a bachelor's degree in all 3 of our district schools, and 40% have advanced degrees. In addition, all of the teachers in this district are fully licensed for their assignment. If you want to see the state qualification for your child's teacher you may ask us or find it on the DPI website at www.dpi.state.wi.us/dpi/dlsis/tel/lisearch.html.

In addition, all of our instructional aides are considered highly qualified for the work they perform. If you would like more information about the district schools, please feel free to call me at (920)387-7963 X 101.

Sincerely,

Dr. Patricia Antony,
District Administrator

For more information on teacher qualifications or the reporting requirement for teachers and paraprofessionals under the No Child Left Behind legislation, contact:

Judy Pappard, Director
Teacher Education/Professional
Development and Licensing
(608)266-1986
judy.peppard@dpi.state.wi.us