

Fall River Elementary School

Student Handbook

2019-2020



Dr. Michael Garrow - District Administrator

Mr. Brian Zacho - MS/HS Principal

Mr. Ryan Verrier - Elementary Principal

Mr. Cody Schultz, Recreation and Activities Director

Mr. Brian Anderson, Transportation Coordinator

150 Bradley Street
Fall River, WI 53932
(920) 484-3333

www.fallriver.k12.wi.us

Mission Statement

The Fall River School District, in partnership with family and communities, will provide opportunities in a safe and challenging environment to empower students to be respectful, resourceful, and responsible citizens who are able to succeed in the global community of the 21st century.



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Welcome to Fall River Elementary School! Fall River staff are committed to assisting each and every student grow academically, behaviorally and socially each and every day throughout various learning activities. We appreciate the value of parental engagement and foster the development of effective home-school partnerships. Together, we will work collaboratively to increase student achievement.

The purpose of this Student Handbook is to provide a reference guide to our school, policies, and procedures. Our students and staff will practice safety, respect, and responsibility throughout the school year. In addition, all students and staff will be expected to give their best effort every day during each lesson.

Staff contact information can be found on the district website or in this handbook. Additional information and updates are available on our school website at www.fallriver.k12.wi.us.

Each of our building stakeholders strives to meet the needs of every one of our students as individuals. I look forward to a school year filled with countless successes and opportunities for your daughter/son. Thanks again for being involved in your child's education. Feel free to contact me at the phone number or email address listed below. Ultimately, our goal is "to help all students achieve to their fullest potential."

Ryan Verrier
Elementary School Principal
(920) 484-3333 x 279
rverrier@fallriver.k12.wi.us

FALL RIVER SCHOOL DISTRICT PUBLIC NOTIFICATION OF NONDISCRIMINATION POLICY

The Fall River School District does not discriminate on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability in rules of behavior, including harassment and rules of appearance in standards of compliance with the rules, or in disciplinary measures, including suspension and expulsion. The district encourages informal resolution of complaints under this policy; however a formal complaint resolution procedure is available to address allegations of policy violations. Any questions concerning discrimination on the basis of physical, mental, emotional or learning disabilities, and/or inquiries related to Section 504 of the Rehabilitation Act of Handicap, or concerning this policy should be directed to:

Dr. Michael Garrow, District Administrator
Fall River School District
150 Bradley Street
Fall River, WI 53932

Inquiries regarding compliance may also be directed to the Wisconsin Department of Instruction or the Office of Civil Rights, U.S. Department of Education.

FALL RIVER SCHOOL DISTRICT PUBLIC NOTIFICATION OF SEXUAL HARASSMENT POLICY

It continues to be the policy of the Fall River School District that sexual harassment of students, employees, and applicants for employment in any form will not be tolerated. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. Sexual harassment also includes, but is not limited to, unwelcome sexual flirtations, advances or propositions, verbal abuse of a sexual nature, subtle pressure or requests for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about and individual's body, sexually degrading words used to describe an individual, a display in the workplace of sexually suggestive objects or pictures, sexually explicit or offensive jokes, or physical assault.

It is the policy of the Fall River School District that no person shall, on the basis of sex, race, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity and in employment. Any questions concerning discrimination on the basis of sex, race, age, national origin, ancestry, creed, pregnancy, marital parental status, or sexual orientation should be directed to:

Cody Schultz
Equity Coordinator
Fall River School District
(920) 484-3333

DISTRICT PHILOSOPHY

The District strives to provide a supportive atmosphere and program that celebrates the unique transition of our students from adolescence to adulthood. The District is student-centered. Curriculum, instructional practices, and assessments are designed to meet the educational needs of each student. The climate of the District is one of caring, nurturing, and understanding. Students feel safe and secure intellectually, socially, emotionally, and physically. They can take risks without the fear of failure while growing and learning at their own rate. The educational practices and components of the District are based on current and substantiated research.

DISTRICT MISSION STATEMENT

The Fall River School District, in partnership with family and communities, will provide opportunities in a safe and challenging environment to empower students to be respectful, resourceful, and responsible citizens who are able to succeed in the global community of the 21st century.

DISTRICT VISION STATEMENT

To help all students achieve to their fullest potential.

DISTRICT EDUCATIONAL GOALS

- To improve communication, internally and externally.
- To enhance our proficiency in the use of technology.
- To maintain a safe and respectful learning environment.
- To expand opportunities for students beyond the regular curriculum

SCHOOL BOARD

Keith Miller, President
Paul Osterhaus, Vice President
Ember Schultz, Clerk
Ashley Morton, Treasurer
Warren Koenig, Member

Purpose

The Fall River School District is proud of the individual attention and community atmosphere that we provide for our students. Driven to achieve academic excellence through meeting the needs of individual learners, Fall River Schools are dedicated to providing a quality education to our students. A highly qualified and dedicated faculty and staff, together with strong community support, enable us to provide academic, social and personal experiences that will benefit our students for a lifetime.

Academic Standards

The Faculty of Fall River Elementary set high academic standards for all students. Your success and academic growth is important to all of us. In order to help you do your best, we recommend the following:

1. Give your best effort.
2. Be prepared (paper, pencil and books - including library books).
3. Complete your homework.
4. Submit assignments in on time.
5. Use your time wisely at school.
6. Listen carefully to directions and to class discussions.
7. Be polite and cooperate.
8. Organize your assignments and don't forget to take work home.

General Rules and Expectations for Students

Effort and positive behavior are significant factors towards educational achievement. No student has the right to keep the teacher from teaching or other students from learning. In order to ensure proper discipline it is necessary to have procedures and rules. Students are expected to comply with the discipline procedures that govern their conduct in the classroom, on the school grounds, and at school-sponsored activities.

Students will.....

1. be responsible.
2. model respect for myself, others, and my school.
3. choose to learn and let others learn.
4. make safe decisions.
5. give personal best effort.

General Rules:

- Keep hands, feet, and all objects to yourself.
- Guns, knives, and other weapons are not allowed.
- Hats will not be worn in the building.
- Running or pushing is not allowed in the building.
- Gum, candy, and tobacco products are not allowed.

Illness or Injury at School

If your child is injured or becomes ill at school, school staff will contact family as soon as possible. If you cannot be reached, we will call the emergency contact that you have provided. It is imperative that we have the number of a relative or a friend to call if you cannot be reached by phone. Please remember to notify the school when you change contact information. It is imperative that we have current phone numbers and contact information.

Attendance Information

Regular attendance is an important factor in school success. The activities and learning that occur during a class period are not easily made up since the experiences cannot be duplicated. Both parent and student should give careful consideration before a loss of school time is incurred for reasons that are not serious or in the nature of an

emergency. Parents may log into and access their student's attendance and other records through the Infinite Campus Parent Portal: <https://wicloud1.infinitecampus.org/campus/portal/fallriver.jsp>

Wisconsin State Statutes 118.15 and 118.16 call for compulsory school attendance for any child between 5 and 18 years of age. Moreover, it places responsibility for attendance "during the full period and hours the school is in session" with each student and parent/guardian. Whenever it is necessary for a student to be absent, the parent or guardian must notify the school office before 8:30 a.m. on the day of the absence to inform the school of the absence and the reason. There is 24 hour telephone access for reporting absences. The number to call is (920) 484-3333.

Excused Absences:

An absence is excused when a student misses school because of illness, death, or serious illness in the family, serious injury or major religious holiday as defined in State Statute 118.15 and for which the school has been notified. Students who have excused absences are responsible for completing their missing work. Missed assessments need to be arranged. The Board of Education requires all students with excused absences to complete missed work and assessments. Excused absences are limited to 10 per year without a written medical excuse.

Pre-excused Absence:

A parent/guardian may excuse a student for up to ten (10) days during a school year for any reason if the request is made in writing and at least 24 hours in advance of the absence [118.5 (3)]. In addition to the above pre-excused absences, the administration may classify absences acceptable and excused for vacations with parents/guardians or parent substitutes. Requests for these absences must be submitted in writing to the office prior to the absence for them to be excused. Advance absence forms may be picked up in the main office. These forms are to be signed by the student's parent/guardian and teachers and returned to the office for administrative approval in advance. Students are encouraged to make a reasonable attempt to complete any assigned work prior to leaving. It is recommended that the student and teacher set an appropriate timeline for completion of missed assignments and tests. Students who have excused absences will receive one day more than they were absent to complete their missing work.

Appointments:

Doctor, dentist and other health care appointments are excused with notification from the parent with a note from the doctor. Though it is encouraged that appointments be made after school or on days off, we realize it is not always possible. Court appearances are also excused upon verification of attendance by an officer of the court. It is strongly advised that students obtain written verification for any appointment and turn it into the office following the appointment.

Homework Requests:

Requests can be made by calling the school office before 8:30 a.m. for pick up the next day. Students are responsible for previously announced assignments and assessments on the scheduled day. Extended illnesses will require written notification from a doctor or other health care professional and a request from the parent/guardian for homework. All teachers will be informed as to when the student will return and the ability of the student to complete assignments.

Unexcused Absences:

All absences for part or all of one or more days with or without parental permission for reasons other than those stated above will be considered unexcused.

Truancy (Unexcused Absences):

Truancy means any absence of part, or all, of one or more days from school during which the office has not been notified of the legal cause of absence by the parent or guardian. It also means intermittent attendance carried on for the purpose of defeating the intent of Section 118.15 (the compulsory attendance law). Section 118.16(1) Wisconsin Statutes. Any absence from school for all or part of a day without parent/guardian(s) permission or leaving the assigned instructional area without permission will be considered truant.

Any student who is unexcused all or part of five (5) days within a semester will be considered a “Habitual Truant”. Parents will be notified of this problem by certified mail. If the absences continue, truancy proceedings will begin and notification will be made to Columbia County Human Services for possible further action.

Tardiness:

Students are expected to be on time for school with correct materials and ready to begin work. A student is considered tardy if they are not in the room to which regularly assigned when the bell rings. Being late more than (10) ten minutes is considered an unexcused absence and a student is then required to receive a pass from the office. In the event that a student continues to be tardy the following disciplinary actions will take place.

If a student reports to school tardy, s/he must either present a written excuse signed by the parent/guardian stating the reason for tardiness or the parent shall call school (484-3333) to provide a reason for the tardiness. Failure to do so will result in an unexcused tardy or unexcused absence.

If a student reports to school tardy, the attendance will be recorded as “tardy” and will be addressed in the following manner:

5 Tardies	Written Parent Notification
10 Tardies	Written Parent Notification & Parent Conference
15 Tardies	Written Parent Notification & Truancy Citation

Leaving School Before 3:15 pm

Parents, guardians, or other persons designated by the parents to pick up a student early must go to the office and sign the student out. Students who know in advance they will be leaving school early should bring a written note stating the reason for early dismissal and the name of the person who will be picking them up.

Visitors/Volunteers

All volunteers must have an approved application on file before volunteering. Fall River School Board Policy states that all volunteers must have a background check and be approved prior to serving in any capacity as a volunteer.

Parent-Teacher Conferences

Formal conferences are scheduled in October and February. Feel free to communicate with and establish two-way conversations with your child’s teacher. You can set up an appointment for a conference by sending a note to your child’s teacher, calling the school, or by email. All staff email addresses are listed on our school website.

GENERAL SCHOOL INFORMATION

Infinite Campus: Parents are encouraged to visit the district website to access Infinite Campus to view student grades, contact information, attendance, etc. Please feel free to contact our school office for additional information.

Breakfast and Lunch: The Food Service Department serves breakfast and lunch. Reduced and free lunches are available to qualifying students/families. An application can be made through the Fall River School District Office, or is available at the following link: [Free and Reduced Information](#). If you have any questions regarding the school breakfast or lunch program, please call [920-484-3333](tel:920-484-3333).

Prohibited Items: Some articles are hazardous to the safety of others and could interfere with school procedures. Prohibited items include, but are not limited to: drug paraphernalia, guns, shells, BB's, pellets, chains, knives, weapons, fireworks, brass knuckles, permanent markers, toy guns, water pistols, laser pointers, matches, lighters, water balloons, hard balls, or any other item that is perceived as dangerous. They will be confiscated and not returned. Disciplinary action will range from a warning to suspension. Staff members will confiscate items and contact the main office immediately upon discovery.

Dress and Attire: Research has shown that student dress and appearance affect student attitudes and conduct. These guidelines are intended to define "appropriate student attire" and personal grooming. The purpose is to prevent disruption of the classroom atmosphere and enhance classroom decorum in order to have a positive effect on the educational process. We assist students in becoming aware of situations about clothing. It is not our intention to infringe on individuality, but rather to encourage students to "Dress for Success". Classroom teachers, support staff, and administration will assume responsibility for determining acceptable dress. Students not following the dress code will be asked to modify their dress to be within the acceptable guidelines or may be given appropriate clothing to use for the school day. If we are unable to accommodate at school, a parent will be contacted and asked to bring acceptable clothing to school.

The following guidelines, while not all inclusive, will be used by staff in discerning appropriateness of student attire:

1. Clothing should be free of excessive tears and safe to wear for the types of activities performed by students.
2. Hats/caps, sunglasses, coats or jackets may not be worn during the school day.
3. Apparel that makes written or graphic reference to the following topics is strictly prohibited: alcohol, drugs, tobacco, violence, weapons, nudity, profanity, vulgarity, gangs, racial or gender slurs, and discrimination. Be aware that even mainstream fashions may contain references to these topics which you or your child may be unaware of.
4. Clothing that does not provide adequate coverage will not be allowed.
5. The shoulder area of shirts or blouses must be wide enough to prevent unnecessarily revealing the shoulder, cleavage or underarm.
6. Excessively short skirts or shorts are not permitted; a recommended length would be mid-thigh or longer when standing. Holes in jeans should follow the same guidelines (mid-thigh).
7. Clothing normally worn as sleepwear may not be worn to school. Slippers are not acceptable school attire.
8. Chains may not be worn or attached to wallets as a safety precaution.
9. State law requires shoes be worn at ALL times in a public building.

*Please remember this listing is simply a guide to help students and are subject to change.

Medications: If a student must take medication during the school day, parent/guardian(s) must inform the office. A form must be completed for each medication, whether it be prescription or an over the counter medication. Forms are available from the office. A form must be completed for each and every medication brought to school. The medication must be kept in the office. In accordance with the State Law, the school can administer medication by written parental and physician consent only. All medication, including over-the-counter medications, must be in its original container. Medications in baggies, plastic containers, envelopes, etc. are not allowed. If a student has a special medical problem, the office should be made aware of it. The only medication a student may possess per State Statute is a prescribed inhaler with a signed medication form on file. Parents/Guardians may have the physician fax the completed form to the School Office. Fax: [920-484-3600](tel:920-484-3600).

Bicycles, Skateboards, and Skates: Students are not permitted to use bikes, skateboards, and/or skates on school grounds unless as part of a class. The school provides bike racks at the entrance for all students who ride bicycles to school. Students are to walk their bicycles on school grounds directly to the bike rack. Students taking another student's bike, skateboard, or skates without permission may be subject to disciplinary action.

Electronic Devices: Unless otherwise allowed by a classroom teacher or administrator, cameras, radios, tape-players of any kind, personal music devices, miniature televisions, electronic games, two-way communication devices such as walkie-talkies, and noise makers are considered to be disturbances and will be taken away from the student. Students may use Mp3 players and personal electronic games before school, at recess, lunchtime, passing time, on busses and after school. They will not be allowed in any class, unless authorized by the teacher. Students misusing their devices will have them confiscated. The first time, parents will be able to pick them up from the office. The school is not responsible for recovering student's personal devices that students share, aren't returned or are broken. Blatant vandalism and or theft will be dealt with. Music and games must be school appropriate. Students may possess cell phones, PDA's computers, or other items for emergency or educational purposes. This privilege, however, will be lost if such items disturb the learning process.

Cell Phone Usage Guidelines:

- Cell phones are to be used in emergency or educational situation only, with teacher or administrative approval.
- Ringers must be turned off – silent mode during school hours. Students cannot receive or place calls or text messages during class periods without teacher or administrative approval.
- Cell phones with cameras are not allowed in restrooms, locker rooms at anytime.
- Students may place calls before and after school on their personal cell phone.

Failure to comply will result in the immediate confiscation of cell phone; cell phone will be returned to student's parent/guardian. Repeat offenses will result in confiscation of the device for an extended period of time and may result in additional disciplinary actions.

Educational Technology: Students will have access to educational technology that might include digital cameras, printers, computers, and other equipment. They will also have access to the school network to store and retrieve files and to access the Internet for research and information. The Fall River School District has developed an "Acceptable Use Policy" that must be read and signed by the student and parent/guardian before students are allowed to use the Internet. Inappropriate use of computer equipment, the school network, or the Internet will result in the loss of access privileges.

Telephone Use: Students must have teacher permission, and permission from office personnel to use the office phone. Students will be called out of class to receive a call or message only in an emergency. No long distance calls may be charged to the school district. Classroom phones may be used by students with permission from staff; students are encouraged to leave a message when using a school phone.