

PRAIRIE FARM ELEMENTARY



STUDENT /PARENT - HANDBOOK 2017-2018

The School District of Prairie Farm in partnership with family and community provides educational experiences which foster academic excellence, life-long learning, and citizenship.

Board Approved 8/21/2017

WELCOME TO THE PRAIRIE FARM ELEMENTARY SCHOOL

The administration and staff would like to take this opportunity to welcome you to the Prairie Farm Elementary School.

The information contained in this handbook has been carefully prepared to help you succeed at the Prairie Farm Elementary School. It is in compliance with Board of Education policies, copies of which are available at our web site, www.prairiefarm.k12.wi.us, and in the District Administrator's office.

It is our goal to keep an open line of communication between home and school. When dealing with legal authorities, law enforcement, social services, etc., prior communications may not be possible.

The teachers, counselors, support staff and administrators are here to assist you with your education. We sincerely hope this will be a very successful and satisfying year for you!

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DIRECTORY

Pre K – 12 District Administrator	Tom Rich	455-1861 ext. 219
Pre K – 12 Principal	Casey Fossum	455-1861 ext. 258
Elementary School Office	Twyla Miller	455-1861 ext. 221
Pre K - 12 Guidance Counselor	Bretta Weinhold	455-1861 ext. 224
Pre K - 12 School Psychologist	John Gyllen	455-1861
Pre K - 12 Speech Therapist	Barb Nigon	455-1861
Bus Garage	Maynard Hoff	455-1861

Pre-K -5 STAFF

Pre-Kindergarten	ext.238	Melissa Nagel
Kindergarten	ext 215	Lori Hamernik
Kindergarten	ext 256	Robin Peshaw
First Grade	ext 225	Miranda Dennee
First Grade	ext. 204	Jacquelyn Schlosser
Second Grade	ext.203	Michelle Grosskreutz
Second/Third Grade	ext. 209.....	Tammy Hansen
Third Grade	ext. 259	Crystal Nedland
Third Grade	ext. 224	Amber Harms
Fourth Grade	ext. 201	Sandy Hoffman
Fourth Grade	ext. 260	Megan Mitchell
Fifth Grade	ext. 239	Jacob Welle
Fifth Grade	ext. 211	Shirley Erickson
Special Education/.....	ext. 242	Katrina Chovan
Speech / Language	ext.223	Barb Nigon
Psychologist	ext.	John Gyllen
Title 1 / Reading Specialist	ext. 229	Bobbie Dunn
Paraprofessional	Jackie Alexander
Paraprofessional	Lori Bates
Paraprofessional	Micki Bowers
Paraprofessional	Susan DeSanctis
Paraprofessional	Angie Fettig
Paraprofessional	Crystal Nelson
Paraprofessional	Marilyn Shelton
Vocal Music	ext. 257	Jennifer Lange
Instrumental Music	ext. 247	Rebecca Kolonick
Art	ext. 253	Aleathea Seeger
Physical Education	ext. 248	Cory Anderson
Head Maintenance	Don Larsen
Custodian	Vickie Seeger
Custodian	Gary Seeger/Jerri Lynn LaBlanc
Kitchen	Jodi Lambert- Marlys Espeseth – Vilai Wilcox - Sandra O’Brien	
Bus Drivers - Maynard Hoff– John Robinson - Brad Shipley – Brad Hemauer		

When calling for transportation arrangements or attendance call ext. 221.

Please go to the school web site for staff e-mail addresses for the staff

SCHOOL CALENDAR 2017 -2018

August	23,24,29,30,31	Staff Inservice Day
	30	Elem./MS/HS Open House 2:00 am – 6:30 pm
September	1	First Day of School for K - 12
	4	Holiday – Labor Day
	20	PreK – 12 Picture Day – Smile
	21	PreK Picture Day for Tuesday/Thursday PK
	23	Homecoming
	29	Staff Inservice Day No School
October	12	Parent Teacher Conf. 1:00 –8:30 pm No School
	13	No School
	16	1 st Mid –Trimester for Elementary
November	3.....	Staff Inservice No School
	20	Staff Inservice (Flex) No School
	20 – 24	Fall Break No School
December	1	End of 1 st Trimester for Elementary
	25 – January 2	Winter Break
January	3.....	School Resumes
	19	2 nd Mid Trimester for Elementary
	22	Staff Inservice No School
February	16	Staff Inservice No School
March	5	End of 2 nd Trimester Elementary
	8	Parent Teacher Conf. 1:00 – 8:30 pm No School
	9.....	No School
	29.....	Staff Inservice No School
	29 –April 3	No School Break
April	3.....	Staff Inservice (Flex) No School
	20	3 rd Mid Trimester for Elementary
May	4.....	Staff Inservice No School
	25	Graduation
	28	Memorial Day.Holiday - No School
June	1	Last Day of School / Early Release 12:45 pm
	4	Teacher Inservice Day
	11	Summer School

2017-2018 School Calendar

July 2017						
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October 2017						
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31						

Prairie Farm School District
 630 River Ave South
 715-455-1861
 Prairie Farm, WI 54762

Jul 25	Athletic Code Meeting
Aug 23, 24, 29-31	Staff Inservice
Aug 30	Elem/MS/HS Open House
Sep 1	1st Day of School
Sep 4	No School - Labor Day
Sep 20	Picture Day
Sep 23	Homecoming
Sep 28	Mid Quarter #1
Sep 29	Staff Inservice
Oct 12	Parent Teacher Conferences
Oct 13	No School
Oct 16	Mid Trimester #1
Nov 2	End Quarter #1
Nov 3	Staff Inservice
Nov 20	Flex Inservice
Nov 21-24	Fall Break
Dec 1	End Trimester #1
Dec 12	Mid Quarter #2
Dec 25-Jan 2	Winter Break
Jan 19	End Quarter #2/Mid Trimester #2
Jan 22	Staff Inservice
Feb 16	Staff Inservice
Feb 22	Mid Quarter #3
Mar 5	End Trimester #2
Mar 8	Parent Teacher Conferences
Mar 9	No School
Mar 28	End Quarter #3
Mar 29	Staff Inservice
Mar 30 - April 2	No School
Apr 3	Flex Inservice
Apr 20	Mid Trimester #3
Apr 28	Prom
May 1	Mid Quarter #4
May 4	Staff Inservice
May 25	Graduation
May 28	No School
June 1	Last Day of School
June 4	Staff Inservice
June 11	Summer School Starts

January 2018						
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June 2018						
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24	25	26	27	28	29	30

School Closed
 Flex Inservice

Staff Inservice
 Parent Teacher Conferences

First & Last Day of School
 Child Development Days

ATTENDANCE

Regular attendance is essential to success in school. A student not only misses work on the day of absence, but is not prepared for the next day because of missing instruction. If a student must be absent, the parent should notify the office (455 - 1861) by 10:00 A.M. If no message is received a call will be made to the home for verification. A written note explaining the absence or lateness is required on return to school. A student who arrives late must report to the office to obtain a "late pass," which is given to the teacher.

EVENING ACTIVITIES

Students who are absent more than one-half day are not permitted to attend or participate in school activities that evening (except in very extenuating circumstances). Mid point in the day is 11:45 AM. Students who go home anytime during the school day because of illness are not to attend or participate in the evening's or weekends co-curricular activities. Students who are excessively tardy, will not be permitted to attend evening activities, as determined by the principal.

SCHOOL DAY

School begins at 8:00 A.M. and ends at 3:30 P.M. We request that students not arrive at school before 7:50 A.M. and not remain at school after 3:30 P.M. unless under the direct supervision of a school staff member. The Panther Early Risers start at 7:30 in the multi-purpose room. If in an emergency it is necessary for children to come early or stay late, appropriate arrangements should be made in advance.

STUDENT TRANSFER

If your family is going to be moving, parents should notify the office (a couple of weeks in advance if possible). Library books and texts must be returned before leaving.

STUDENT INFORMATION CARD

During the first week of school the teacher will send home an information card for you to complete. It is very important that this information be returned promptly! The card is kept in the office in case a parent needs to be contacted. Please make sure all telephone numbers and addresses are accurate and clearly written.

INCIDENTAL FEE

Student incidental fees for the school year (established at the annual school board meeting) are listed below. This fee covers lyceums and miscellaneous items provided for students. Pre-K - 5 \$ 10.00. Fee subject to change after annual meeting.

MILK BREAKS

Elementary students have one milk break daily (no charge, district pays the cost) in addition to their lunch break. If parents want their child to have another milk during the day the fee for Pre K will be \$5.00 per quarter and K - 5 the fee will be \$10.00 (non-refundable) must be paid per quarter. Prices subject to change after annual meeting.

BREAKFAST/ LUNCH PROGRAM

Breakfast is served daily between 7:40 - 8:00 A.M. Free or reduced - price is available to those who qualify. Forms may be obtained by calling the office. Meals may be purchased on a daily or weekly basis, or monthly purchase is an option. The current price for meals (subject to change at the annual meeting). Breakfast day - \$.75weekly - \$3.75, / Lunch day -\$2.50..... weekly - \$12.50 Breakfast and lunch may be paid with the same check.

Lunch is served between 10:45 - 11:40 daily for grades Pre K - 5. Free or reduced price are available for those who qualify. Do to the computer system there will be **NO CHARGING** breakfast and lunch. Money should be sent in an envelope with your child's name and "BREAKFAST AND LUNCH MONEY" written on the front of the envelope.

One carton of milk is provided with each meal. Students carrying lunch may purchase a milk. Each milk costs \$.25. All prices subject to change after the district annual meeting.** **Our district participates in the SAGE (Student Achievement Guarantee in Education) program. We receive funds based on our free and reduced lunch count (for the grade levels participating). It is important that all families who qualify for free and reduced lunch are included in reports sent to the Department of Public Instruction. Please contact the District Administrator (455 – 1861 option #6) if your family qualifies but does not wish to receive free or reduced lunch rates. This information will be kept confidential.**

BEHAVIOR AT SCHOOL EVENTS

Elementary students are welcome and encouraged to attend most extra curricular events. However, their only purpose is to be a spectator. Students there for other purposes than watching may be asked to leave and may not attend events unless accompanied by a parent or guardian.

LEAVING SCHOOL GROUNDS

Once students arrive at the elementary school, they become our responsibility for the day. A request to have a student excused from school early should be sent (or called in) with the child on the morning of the dismissal. The time and reason for leaving should be included. Parents or authorized persons picking a child up early must report to the office and sign him/her out.

PARENT / TEACHER CONFERENCES

Parent/Teacher conferences are scheduled twice yearly (October 12 and March 8, from 1:00 pm – 8:30 pm. Parents will be advised of times in advance to give them an opportunity to make necessary arrangements. Conferences are held so the parents and teachers may learn of the child's interests, strengths and weaknesses, allowing the school and home to work together for the student's benefit. Parents are encouraged to attend scheduled conferences so they may become involved in their child's academic career. By attending, you let your child know your sincere interest in his/her school performance. If needed, conferences with teachers may be scheduled at other times during the school year by calling the school for an appointment please feel free to call or e-mail any time.

REPORT CARDS

Report cards will be issued three times a year. They are usually sent home three to five days after the trimester ends. In accordance with school policy, individuals owing fees and/ or having charges will have their report cards withheld. Once payment is received the report card will be released.

Whether your child brings home very good grades or very poor ones, your reaction may have a greater effect on your child than you realize. How you react can make the difference between his or her success or failure in school. The day you receive your child's report card is a good time to talk about school progress and set goals. Grades and attendance history can be obtained by parents from the "Parent Connect" system. Each family has been assigned a password so that they may look up their child's grades and attendance record. Passwords can be obtained from the offices by the parents only. Please call the office with any questions on how to use or access the parent connect grading system.

SKYLERT

Prairie Farm Schools will use a communication tool called Skylert. This system will send messages (voice, SMS text and email messages) to keep parents, students and staff informed of emergencies, events, and cancellations with automated and spontaneous messaging.

WINTER CLOTHING

During the winter months it is necessary that each child be appropriately dressed for weather conditions - winter jackets or snowsuits, hats, mittens, boots (scarves, snow pants as needed). Students will not be permitted to participate in outside activities if they are not properly dressed. Tennis shoes are not appropriate outside footwear during winter months.

SCHOOL CLOSING

When it becomes necessary to close school due to emergency conditions, it will be announced on the following radio and TV stations:

		AM	FM	TV
WJMC	Rice Lake	1240	96	
WXCE	Amery	1260		
WCCO	Twin Cities	830		
WMNE	Menomonie	1400		
KARE				Channel 11
WEAU				Channel 13
WQOW				Channel 18

Normally the decision to start late or close school will be made by 6:30 A.M. Rice Lake will be the first station contacted. Should emergency conditions develop during the day that would cause an early school closing an announcement will be made on WJMC. If you cannot be home to receive your younger children, please notify the elementary office as to the desired alternative drop-off point for your children.

NON - DISCRIMINATION

The Prairie Farm School District extends an equal educational opportunity to all students. It is the policy of the Prairie Farm District, pursuant to 118.13 Wisconsin Statutes, and PI 9, that no person on the basis of sex, race, religion, national origin, ancestry, creed, or physical, mental, emotional or learning disability, may be denied admission to school or be denied participation in any program. Any concern regarding possible discrimination should be referred to the district administrator for follow - up.

SEXUAL HARASSMENT / PUPIL HARASSMENT

“Pupil harassment” means behavior toward pupils based, in whole or in part on sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability which substantially interferes with a pupil’s school performance or creates an intimidating hostile or offensive school environment.

TELEPHONE USE

The telephones in the building are for school business and emergency use. Messages for students and staff (unless an emergency) can be delivered by office personnel. Students are discouraged from using the telephone unless it is absolutely necessary.

SCHOOL PROPERTY

Respect and responsibility for others and their property should be learned early in life. Students are held responsible for any school property they damage or destroy. All basic texts are furnished by the district. They are school property and to be used appropriately. If damaged or lost, parents will be responsible for repair or replacement cost.

CLASS TRIPS

On occasions during the school year, classes may be taking educational trips around our community area. At the beginning of the year, we send home a general permission slip which covers all local trips. Parents will be notified of “special” trips.

HOMEWORK

Elementary students need time for independent practice of lessons taught during the day. Homework is usually related to the instruction received during classroom hours and it serves to increase students' understanding of concepts. Parents are encouraged to be supportive in providing an appropriate setting for their child to do his or her homework. They should also assist (where appropriate) and get involved in this valuable learning experience.

PERSONAL PROPERTY

Students are urged to be extremely careful with personal articles. The school is not responsible for personal property that a student may lose or have stolen in the building at any time. This includes anything of value such as money, ipods, jewelry, toys, etc. It is strongly suggested that these types of articles not be brought to school. If it is necessary for a student to bring such valuables to school, he or she should give those items to the teacher. All articles should be marked to avoid loss. Any students caught stealing or destroying another individual's property will be disciplined accordingly and parents will be notified.

CELL PHONES

Students are not to use cell phones during the school day. The School Districts electronic device policy is available upon request.

BICYCLES

Students are allowed to ride bicycles to school as long as they have permission from their parents. The school does not assume responsibility for them, except to provide a parking area (bike rack on east side of school building). Bicycles are not to be used on the playground.

SCHOOL VISITORS

We encourage parents to visit our school. Please, however, make arrangements beforehand (with the office) if you would like to do so. Visits to the school by other students are discouraged. All visitors are asked to report to the office when they arrive at school.

HEALTH SERVICES

The Prairie Farm School System contracts nursing services for one day a week.

MEDICINE

If a child is required to take oral medication during school hours, only the nurse or the principal's designee will administer the medication in compliance with school board policy. Permission forms are available in the office or on the web. Other over the counter medication, such as aspirin, cough syrup etc. will not be administered, unless you have proper documentation, and the medication is marked with your child's name written on the medication.

STUDENT INSURANCE

Please see insert.

STUDENT TRANSPORTATION SERVICES

For a safe and enjoyable ride to and from school, children should be periodically reminded about the rules for good behavior on the bus. Please read the insert copy of Student Transportation Services. Some basic important bus rules to remember are:

- * Use quiet voices
- * Remain seated while the bus is in motion
- * Keep the aisles clear
- * Enter and leave the bus in an orderly manner
- * Follow the directions of the bus driver
- * School rules and regulations apply to student behavior on the bus

FLUORIDE

The Prairie Farm Elementary School in cooperation with the Barron County Public Health Agency offers students 1-5 a fluoride mouth rinse program to help in the prevention of dental decay. Permission slips are sent home for parental approval to allow students to participate. There is no charge for this service.

IMMUNIZATION REQUIREMENTS

Under the Wisconsin Immunization Law, each student attending public school must have the minimum immunizations required. The child's record must include the month and year that the child received the required immunization. If the student has not received all required immunizations, the parent must sign one of the following forms which are available in the office:

- * Personal Conviction Waiver
- * Health Waiver
- * Religious Waiver

The required immunizations for admission to school are in your folder.

The County Nurses office of Barron County and Dunn County offer free clinics for children, please contact them for times or if you have any questions.

PRE-KINDERGARTEN ENROLLMENT

An annual Pre-Kindergarten Roundup is held each year in the spring. Specific dates will be published in the local newspapers & the newsletter that is sent home. If you have or know of a pre-kindergartner who will be eligible for school please contact the elementary office.

NEWSLETTER

An elementary school newsletter is sent home on a regular basis. It usually contains information as to upcoming events, classroom activities, and special articles on dealing with situations involving youngsters. Please be sure to read over this important material.

ASSEMBLIES

Programs are selected and scheduled on the basis of their educational value to a K-5 audience.

GENERAL RULES OF CONDUCT PURPOSE

To ensure an atmosphere which is conducive to learning, it is necessary to balance carefully a student's individual rights with his/her responsibilities for good citizenship. The intended effort is to create an educational climate which is appropriate for learning, encourages responsible and considerate behavior, and one in which the safety of all (students and staff) is assured.

PLEASE REVIEW CODE OF CONDUCT (SEE INERT)

FIVE BASIC RULES FOR STUDENT CONDUCT

- * I will be the best ME I can.
- * I will show RESPECT for all people.
- * I will be RESPONSIBLE for what I do and say.
- * I will RESPECT my property and the property of others.
- * I will work and play SAFELY.

SOME GENERAL GUIDELINES

Acceptable forms of behavior are required in any part of the school building. Poor conduct will limit liberties and privileges.

Student behavior that disrupts class work, involves substantial disorder or invades the rights of others will not be tolerated.

Students are not to leave school grounds during regular hours unless permission has been obtained.

EXAMPLES OF PROHIBITED CONDUCT

Bringing any dangerous items (fireworks, knives, etc...) to school. If brought to school, such articles will be confiscated. Fighting, hitting, causing or attempting to cause physical harm to others. Swearing or disrespectful language. Stealing, vandalism or careless use of property. Any child who willfully damages or defaces property belonging to the school district, staff, or other students will be held responsible for such damages. Use of or possession of drugs, drug paraphernalia, alcohol or other controlled substances. Smoking or chewing tobacco or possession of tobacco products. Littering, teasing, name calling or otherwise verbally abusing other students. Use of crude language and / or gestures. Throwing, spitting, shooting paper, water, food or similar objects. Excessive or inappropriate talking, shouting, laughing, or noise making. Writing or otherwise marking on persons or property. Careless actions which might cause harm to one's own health and safety or the health and safety of others. Extorting things of value from a person in the school, under pressure of either implied or expressed threats. "Horseplay" - tripping, shoving, etc.

SPECIFIC LUNCHROOM REMINDERS

Students are expected to follow the directions of lunchroom supervisors. No shouting or boisterous behavior (keep voices at conversational level). No throwing of food, etc...

No pushing or butting ahead in line. Leave eating areas clean such as returning plates, milk containers, etc... Be courteous to the cooks. When necessary, removal from the lunchroom is a form of discipline used for misbehavior. Repeated or severe violations may limit lunchroom privileges for an appropriate period of time.

SPECIFIC HALLWAY REMINDERS

Never run or play in the hallways. No loitering. No shouting, loud talking or boisterous behavior. Equipment should be carried quietly.

SPECIFIC PLAYGROUND RULES

- * Use equipment properly / safely.
- * Do not throw snowballs, rocks or other harmful objects.
- * Immediately report any injury / accident to the supervisor.
- * Stay on school property (if a ball goes into the road or neighbor's yard, inform the supervisor).
- * Do not come back in the building until the bell rings or you've obtained permission from the supervisor.
- * Respect the rights and feelings of others.
- * Do not play games that involve unnecessary roughness, tackling, etc...

CLASSROOM DISCIPLINE

A good learning atmosphere in the classroom is the joint responsibility of the teacher and the students. This environment will be best promoted through clearly established rules and regulations. The teacher has the responsibility to act on infractions of rules. In cases where corrective actions prove ineffective, the teacher will remove the student from the classroom (referred to the principal's office).

The purpose of sending the students to the principal's office is:

- * to re-establish the learning atmosphere which the student has disrupted.
- * to provide a setting for the student to examine his/her actions which prompted removal and make a commitment to correct his/her inappropriate behavior.

Corrective actions by the classroom teacher may involve:

- * warning - teacher speaks to the student.
- * timeout (separate from group) and /or revoking of privileges (recesses, after school detention, etc..).
- * parents contacted by teacher.
- * referral to principal's office for severe or repetitive offenses.

THE ABCs OF DISCIPLINE AT HOME

- *Be firm, fair, & consistent*
- *Establish rules & expectations*
- *Let natural & logical consequences help you*
- *Set up routines*
- *Teach your child to accept responsibility*
- *Help your child learn to make good decisions*
- *Be a good example*
- *Control your anger*
- *Treat your child with respect*
- *Praise your child often*
- *Show your child you love him/her*

STUDENTS REFERRED TO THE PRINCIPAL'S OFFICE

When corrective actions taken by the classroom teacher have failed or the rule infraction is of a severe nature, the incident shall be referred to the principal for investigation and appropriate actions. The severity of the consequences applied by the principal depends upon two factors: The seriousness of the offense and the previous disciplinary record of the student.

REFERRAL TO THE PRINCIPAL'S OFFICE

The child spends a sufficient amount of time in the office to:

- * examine closely his/her inappropriate behavior.
- * make a commitment to correct his /her inappropriate behavior.
- * be informed of consequences of this and any additional referrals.

Students referred for severe or repetitive offenses:

- * parents contacted by phone or letter.
- * legal authorities are notified when necessary.
- * a suitable plan for addressing the inappropriate conduct/infraction is formulated.

This is best accomplished through a conference (parent, student, teacher and principal).

It should be understood that students who are referred to the principal (at this point) will be subject to appropriate disciplinary actions:

- * loss of recess for an appropriate period of time.
- * detention - the student is kept after school (parents contacted before implemented) for an appropriate period of time.
- * loss of class/school privilege(s), trips, assemblies, etc...
- * in - school suspension - the student is isolated. During this time he/she is still supervised and the child must complete work assigned by the teacher(s).
- * out-of-school suspension -- the student is not allowed to come to school for an appropriate period of time.
- * see School Board Policy regarding these measures.

FIRE / TORNADO DRILL – LOCKDOWN / EVACUATION

Periodic fire/tornado drills – lockdown /evacuation are held. When the signal is given, leave the room quickly, quietly and in good order. Follow the directions of the teacher.

In case of a tornado evacuation go to your classroom's assigned shelter area. Assume the proper position. Follow the directions of your supervisor.

DRESS CODE

The appearance of a student is primarily the responsibility of the student and the parents. We expect students to maintain an appearance which is not distracting to teachers or other students or in any way disrupts the instructional program of the school. We are also concerned about clothing which may be hazardous to the health and safety of the student.

PLEASE REVIEW ELEMENTARY SCHOOL DRESS CODE (SEE INSERT)

SPECIAL NOTE

The policies will not be contained in your child's folder this year, but are available on the District Website. You will find the policies on the web page www.prairiefarm.k12.wi.us then click on district –board policies. You may also request printed copies from the elementary office. Call Twyla at 455-1861 Ext. 221 or feel free to drop in for copies.

Absence Request

*I am requesting permission for my son/daughter _____
to be gone on _____ to _____
Starting date Returning date*

Reason to be gone Please check reason
Family Vacation _____
Church Events _____
Up Coming Medical Care _____
Other _____

Reason

Parent signature _____ Date _____
*All absence must be pre-approved by the Principal or they will be unexcused and
no grades will be given for the days gone.*

If approved a copy of this letter will be sent home with your child.

If your request is not approved the principal will call to contact you.

Principal's Approval _____ Date _____
Mr. Casey Fossum

*Our goal in the Prairie Farm School is to have great attendance from
Elementary to High School. Thank you!*