

PRAIRIE FARM ELEMENTARY



STUDENT /PARENT - HANDBOOK 2023 - 2024

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 6/19/2023
In effect until updated by the Board of Education

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 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	Corey Berghammer	455-1861 ext. 219
Pre K – 12 Principal	Casey Fossum	455-1861 ext. 258
Director of Student Services	Jeni Fossum	455-1861 ext. 237
Elementary School Office	Twyla Miller	455-1861 ext. 221
Pre K - 12 Guidance Counselor	Kimberly Elwood	455-1861 ext. 244
Pre K - 12 School Psychologist	John Gyllen	455-1861 ext. 222
Pre K - 12 Speech Therapist	Barb Nigon	455-1861 ext. 223
Bus Garage	Maynard Hoff	455-1861

Pre-K -5 STAFF

Pre-Kindergarten	Melissa Nagel	ext. 238
Kindergarten	Lori Hamernik	ext. 215
Kindergarten	Ashlie Tweed	ext. 225
First Grade	Wayne Sleeter	ext. 204
Second Grade	Shirley Erickson	ext. 203
Third Grade	Amber Harms	ext. 202
Third Grade	Crystal Nedland	ext. 259
Fourth Grade	Sandy Hoffman.	ext. 201
Fourth Grade	Megan Kerr	ext. 256
Fifth Grade	Jacob Welle	ext. 239
Fifth Grade	Tricia Smith	ext. 260
Special Education	Katrina Chovan	ext. 245
Special Education	Amber Diestelmeier	ext. 241
Special Education	Tiare Jeske	ext. 212
Title 1 / Reading Specialist	Bobbie Dunn	ext. 229
Interventionist	Krystal Brown	ext. 269
Paraprofessional	Jessica Bever	Jennaye Brekke
Paraprofessional	Natascia Pierce	Pete DeSanctis
Paraprofessional	Angie Fetting	Susie Desanctis
Paraprofessional	Ashley Grandbois	Paulette Keene
Paraprofessional	Brenda Kruger	Crystal Nelson
Paraprofessional	Ashley Vanderbrink	Lynsey Thornell
IMC	Cheryl Thompson	ext. 233
Vocal Music	Karen Wilber	ext. 257
Instrumental Music	Zachary Bartsch	ext. 247
Art	Alethea Seeger	ext. 253
Physical Education	Gage Stabenow	ext. 248
Head Maintenance & Custodian	Don Larsen - Brett Graunke	
Kitchen Staff	Wendy Schultz - Shirly Krig	

Bus Drivers Maynard Hoff – Tyler Miller - Brad Hemauer -Don Larsen

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

Please go to the school website for staff email addresses for the staff

www.prairiefarm.k12.wi.us

SCHOOL CALENDAR 2023 -24

August 23– 24- 29 –30-31	Teacher Inservice
August 30	Open House 2:00 pm – 6:30 pm
September 1	First Day K- 12 Students
September 4	Labor Day - No School
September 5	First Day Pre K Tue./Thurs.
September 6	First Day Pre K Mon./Wed.
September 11	Picture Day for Monday Pre K ONLY
September 12	Picture Day – K – 12 and Tuesday Pre K
September 22	Teacher Inservice – No School
October 6	Homecoming
October 12	Parent Teacher Conferences 1:00 pm - 8:30 pm - No School
October 13	No School
November 3	Teacher Inservice – No School
November 10	Veterans Day Program @ 9:30 am
November 17	End of 1st Trimester
November 20	Flex Inservice - No School
November 20- 21-22-23-24	Fall Break - No School
December 8	Elementary Holiday Concert @ 1:00
December 25-26-27-28-29	Winter Break – No School
January 1-2	Winter Break - No School
January 3	Return to School
January 22	Teacher Inservice – No School
February 9	Teacher Inservice – No School
February 26	Teacher Inservice - No School
March 6	End of 2 nd Trimester
March 14	Parent Teacher Conference 1:00 pm – 8:30 pm – No School
March 15	No School
March 29	No School
April 1	Spring Break – No School
April 2	Flex Inservice - No School
April 26	Teacher Inservice - No School
May 24	HS Graduation @ 7:00 pm
May 27	Memorial Day – No School
May 31	Last Day for Students ½ Day out @ 12:15
June 3	Teacher Inservice
June 4-21	Summer School
July	Swimming Lessons

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 9:00 A.M. If no message is received a call will be made to the home for verification. An explanation of 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 7:30 A.M. and not remain at school after 3:30 P.M. unless under the direct supervision of a school staff member. 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.

E-FUNDS

Student breakfast/lunch and bills can be paid with e-Funds. Information sheet in students folder.

TECHNOLOGY FEE

The fifth grade students will have a \$15.00 technology fee.

MILK BREAKS

Elementary students will have one milk break daily, this milk break will be offered in the afternoon. The milk break will be provided by the district.

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 \$1.35 day & \$6.75 weekly / Lunch \$3.10 day & \$15.50 weekly. Breakfast and lunch may be paid with the same check or e-Fund.

Lunch is served between 10:45 - 11:50 daily for grades Pre K - 5. Free or reduced prices are available for those who qualify. Due to the computer system there will be NO CHARGING for 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 milk. Each milk costs \$.35. 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 14, 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 email 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 and 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	
WCCO	Twin Cities	830		Channel 4
KARE				Channel 11
WEAU				Channel 13

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 costs.

FIELD TRIPS

A permission slip will be signed by the parents at the beginning of the school year. This permission slip will allow the students to travel on school sponsored activities. Parents will be informed prior to each trip. The teacher in charge will send the information home with the student. Various field trips are held in connection with academic classes or extracurricular organizations. A charge may be required for some trips. Students are reminded that all official school rules apply to students during all school 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, iPod, 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 / PERSONAL COMMUNICATION DEVICES

Students are not to use cell phones or other personal communication devices during the school day. The School District's 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 the 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. 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

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.

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 or vape products. Littering, teasing, name calling or otherwise verbally abusing other students. Use of crude language and / or gestures. Throwing, spitting, and 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 the teacher.
- * referral to the 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 the 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

Responsibility for the personal appearance of students enrolled in the School District of Prairie Farm shall normally rest with the students themselves and their parents/guardians. Students dress or grooming shall not, however:

- affect the health or safety of students
- disrupt the learning process within the classroom or school
- be destructive to school property
- advertise or promote alcohol, tobacco use, sexual innuendo
- incite or promote violence or hatred of others

Inappropriately Sheer, or low cut clothing that bare or exposes traditionally private parts of the body including, but not limited to, the stomach, buttocks, back, breasts, or cleavage is not permitted.

Headwear (hats, bandanas, etc.) are not to be worn in the building without administrative approval.

Sunglasses or dark glasses, absent a verified medical condition, are not to be worn in the school building.

Jackets and blankets are not to be worn in the classroom without approval

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

Students name _____
Starting date _____ *Returning date* _____

Reason to be gone *Please check reason*
 Family Vacation _____
 Church Events _____
 Upcoming 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.
Please remember that according to state statute parents are allowed to excuse their child for no more than 10 school days per academic year. These days will count towards the 10 days.*

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!