

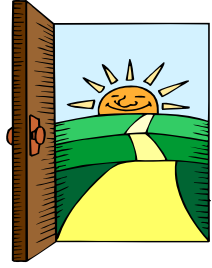
# **SPOONER ELEMENTARY SCHOOL**

## **Family Handbook**



**"Where the Journey Begins"  
2011-2012**

# WELCOME!



We welcome your child to Spooner Elementary School. This handbook has been prepared to answer some of the questions you may have about our school. The contents include guidelines and information essential for a successful school year. Following these policies and rules will help ensure the well being of your child.

We are all striving for the best possible education for your child. A good relationship between home and school is vital to your child's educational success. We encourage you to participate in your child's education and heartily enlist your assistance and support.

Your presence is always welcome at our school, whether it is for special events such as music programs or simply participating in various classroom activities with your child. Please feel free to contact your child's teacher or the office when you have any questions. Also, when visiting our school, please stop in the office to register. For safety reasons, all visitors are required to wear a visitor badge.

We look forward to an exciting and enriching 2011-2012 school year with your child. Thank you for your involvement.

## **MR. CHRISTOPHER L. ANDERSON, ELEMENTARY PRINCIPAL**



### **ADMINISTRATION:**

Dr. Donald J. Haack, Superintendent

Mr. Michael Markgren, Business Manager

Mrs. Patricia Reijo, Food Service Director

Mr. Todd Johnson, High School Principal

Mrs. Julie Stephens, Associate High School Principal & Director of Pupil Services

Mrs. Lynnea A. Lake, Middle School Principal

Mr. Christopher L. Anderson, Elementary Principal

### **SCHOOL BOARD MEMBERS:**

Maureen Revak, President

Bev Bohac, Paul Goellner, Willie Kauffman, Philip Markgren, Christina Martin,

### **FACULTY MEMBERS:**

Mrs. Bitney, Guidance Counselor

Mrs. Carlton, Early Childhood Teacher

Mrs. Krmpotich, Speech Therapist

Mr. Litscher, Physical Therapist

Mrs. Marker, Speech Therapist

Mrs. Nowak, Media Center Director

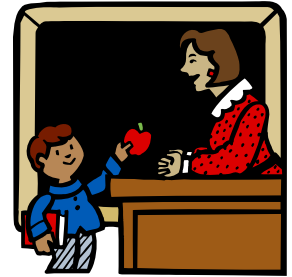
Ms. Schaffer, Occupational Therapist

Mrs. Schleife, School Psychologist

Mrs. Wieneri, District Nurse

**KINDERGARTEN:**

Ms. Barton  
Mrs. Carlson  
Mrs. Parsons  
Mrs. Piskie  
Ms. Stezenski  
Mrs. Thornley



**GRADE 1:**

Mrs. Fizel  
Mrs. Macone  
Mrs. Thompson  
Mrs. Woods  
Mrs. Wucherpfennig  
Miss Zaloudek

**GRADE 2:**

Mrs. Bassett  
Mrs. Johnson  
Mrs. Patrick  
Ms. Schindler  
Mrs. Swan

**GRADE 3:**

Mrs. Anderson  
Mrs. Darwin  
Mrs. Focht  
Mr. Gibson  
Mrs. Rubesch  
Mrs. Smith



*I believe that children  
are our future.  
Teach them well, and  
let them lead the  
way.*

*-song: Whitney  
Houston*

**GRADE 4:**

Mrs. Huebner  
Mrs. Kabdi  
Mrs. Peck  
Mrs. Petterson

**SPECIAL EDUCATION:**

Mrs. Lutz

**MUSIC:**

Mr. Kern

**PHYSICAL EDUCATION:**

Mr. Fizel



**ADMINISTRATIVE ASSISTANTS:**

Mrs. Marla Gilbertson, Secretary to Principal

Mrs. Dawn Wacek, Office Assistant

**COMMUNITY EDUCATION:**

Mrs. Collins

**COOKS:**

Mrs. Brimblecom

Mrs. Henkel

Mr. Mehsikomer

**CUSTODIANS:**

Mr. Duane Durand, Days

Mr. Tim Scalzo, Evenings

**PARAPROFESSIONALS:**

Mrs. Becker, Special Education

Mrs. Brown, Playground

Mrs. Buchman, Playground

Mrs. Burch, Special Education

Mrs. Deutsch, Special Education

Mrs. Flynn, Regular Education/Health Aide

Mrs. Muraski, Special Education

Mrs. Parker, Regular Education (Media Center)

Mrs. Rogers, Regular Education

Mrs. Schullo, Regular Education

Miss Slayton, Regular Education

Mrs. Watkins, Regular Education (Media Center)

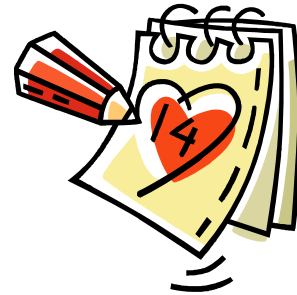
Mrs. Woodruff, Special Education

## PIANO TEACHER:

Mrs. Simon

Mrs. Smith

## 2011-2012 CALENDAR



August 29	New Teachers Report
August 31	All Teachers Report
September 1	No School, Meet & Greet Day
September 2	Teacher Inservice
September 5	Labor Day (no school)
September 6	All Students Report
September 23	Early Dismissal (12:10-SES; 12:20-SHS; 12:30-SMS)
November 4	Early Dismissal (12:10-SES; 12:20-SHS; 12:30-SMS) End of Quarter 1
November 7	No School, Parent-Teacher Conferences (12:00-7:45)
November 11	Report Cards home
November 21 & 22	No School, Furlough Days
November 23-25	Thanksgiving Break (no school)
December 23-30	Christmas Break (no school) (school resumes January 2)
January 20	Early Dismissal (12:10-SES; 12:20-SHS; 12:30-SMS) End of Quarter 2
January 23	No School, Parent-Teacher Conferences (12:00-7:45)
January 27	Report Cards home
February 20	No School
March 12	No School
March 13	Evening Parent-Teacher Conferences (school in session)
March 20	Evening Parent-Teacher Conferences (school in session)
March 23	Early Dismissal (12:10-SES; 12:20-SHS; 12:30-SMS)
March 28	End of Quarter 3
April 4	Report Cards home
April 5-9	No School, Easter Vacation
May 28	No School, Memorial Day

June 5	Last Student Day
June 6	Last Teacher Day
Week of June 11	Report Cards mailed home

## **IMPORTANT DATES TO NOTE**

### **NINE-WEEK GRADING PERIOD**

Qtr. 1 Sept. 6-Nov. 4	Report Cards home Nov. 11
Qtr. 2 Nov. 8-Jan. 20	Report Cards home Jan. 27
Qtr. 3 Jan. 24-Mar. 28	Report Cards home April 4
Qtr. 4 Mar. 29-June 5	Report Cards mailed week of June 11

### **EARLY DISMISSAL DATES**

On the following dates, all Spooner Area School District students will be dismissed early for teacher inservices. Elementary students will be dismissed at 12:10 p.m., High School students at 12:20 p.m., and Middle School students at 12:30 p.m.

Friday September 23  
 Friday, November 4  
 Friday, January 20  
 Friday, March 23



### **STUDENT PICTURES**

School Pictures will be taken on Thursday, September 15, for kindergarten and first grade students and Friday, September 16, for second, third, and fourth grade students. Information packages will be sent home with students.

### **DENTAL CLINIC**

The Rural Dental Health Clinic will be held October 25-27 for all elementary and early childhood students. Information materials and permission slips will be given to parents.

### **OPEN HOUSE**

We will be having a fall open house in October. Information will be sent home with students.

## IMPORTANT PHONE NUMBERS



Spooner Elementary Office	635-2174
Superintendent's Office	635-2171
Spooner Middle School	635-2173
Spooner High School	635-2172
Badger Bus Company	635-8811
Spooner Elementary Fax Machine	635-7984



## SCHOOL INFORMATION

### SCHOOL HOURS

Since most of our staff meetings and planning sessions are held before school each morning, we urge all parents not to send their youngsters to school before 7:45 a.m. Students are not allowed in their classrooms until 8:00 a.m. Bus routes have been provided for all resident students, and we encourage you to take advantage of this service to help ensure your child's safety.

Start of School: 8:10 a.m.

Dismissal: 3:08 p.m.

Students are considered tardy if they arrive in their classrooms after the bell rings at 8:10 a.m.



### LUNCH & RECESS SCHEDULE

	<u>Lunch</u>	<u>Noon Recess</u>	<u>Small Recess</u>
Kindergarten	12:00-12:25	12:25-12:55	2:40-2:55
Grade 1	11:20-11:45	10:50-11:20	1:00-1:15
Grade 2	11:10-11:35	11:35-12:05	9:30-9:45
Grade 3	11:50-12:15	12:15-12:45	2:00-2:15
Grade 4	11:35-12:00	11:00-11:30	2:25-2:40

All students will go outside during recess unless they have a written excuse from their doctor or their parent. If it is necessary for a student to be excused from going outside for more than three days, it will be necessary for the parent to provide a written excuse signed by the doctor.

If the outside temperature and/or wind chill is at 0 or below, students will have indoor noon recess. With the teacher's discretion, however, students may enjoy their short 15 minute outdoor recess if the temperature is in the single digits or above and the wind chill does not dip below -10.

### **SCHOOL RULES**

Spooner Elementary School has four basic rules that all students must follow:

1. Be kind.
2. Be safe.
3. Be respectful.
4. Always try.



### **HARASSMENT/BULLYING**

Harassment/bullying of students by other students, personnel, or the public will not be tolerated. This is in effect while the students are on school grounds, in school transportation, or attending school-sponsored activities.

Harassment/bullying may include, but is not limited to, the following:

- Verbal, physical, or written harassment or abuse
- Repeated remarks of a demeaning nature
- Implied or explicit threats concerning one's grades, achievements, etc.
- Demeaning jokes, stories, or activities directed at the students
- Unwelcome physical contact

Students are encouraged to report any harassment immediately to an adult staff member.

### **INCLEMENT WEATHER**

In the event of bad weather, notice of school closing or late start for the Spooner Area School District will be given over local radio stations by 6:30 a.m. (by 12:00 p.m. if dismissed early). If there is no notice by that time, it can be assumed school will be held at the regular time. Please listen to the radio and don't call the school for this information. School telephone lines must be kept available for emergencies. Notice of school closing will be given over the following radio and television stations:

WCSW Shell Lake (940 AM)

WHSM Hayward (101.1 FM)

WRLS Hayward (92.3 FM)

WJMC Rice Lake (96.1 FM)

WAQE Rice Lake (97.7 FM)

WDIO-TV (10/13)

KDLH-TV (3)

KBJR-TV (6)

KSTP-TV (5)

<http://www.kstp.com>

### **PHONE MESSAGING SERVICE FOR PARENTS**

If you would like to receive notification of school closings and delays by phone via an automated messaging service, please contact the school office.

### **PICKING UP STUDENTS FROM SCHOOL/LATE ARRIVALS**

All students leaving school for any reason during the school day and all students arriving late to school must check in/out with the office. There is a sign-out log on the front counter in the office for persons to complete when picking up students during the school day.

If you are picking up or dropping off your children, please use the south (front) parking lot. Please do not park in the fire lane and please do use a parking space. Your assistance in this matter will help provide for an orderly and safe entrance and exit for our students.

Parents picking up their children after school must wait in the lobby area, not by the classrooms. This causes less disruption for the students and teachers. Please send a note with your child to the teacher informing him/her of your plans to pick up your child, and the teacher will then send the child to the lobby area after the 3:08 dismissal bell rings. If you have a last minute change in plans, please notify the office personnel, and a message will be sent to your child. Please do not ask for the teacher's voicemail, as messages may not be picked up before the end of the school day.

### **SCHOOL VISITOR POLICY**

Parents are welcome to visit school at any time. As a courtesy to our staff, please make arrangements ahead of time if possible. For safety reasons, all visitors must sign in the office upon arrival and wear a visitor's badge. You must sign in and wear a visitor's badge even if you are escorting your child to his/her classroom. This policy is adhered to for the safety of all our students. **For safety reasons, visitors (including parents) are not allowed on the playgrounds.**

### **BIRTHDAY PARTIES**

We encourage having birthday parties on weekends. Please deliver invitations for the party by telephone or by mail. This saves hurt feelings for those classmates not invited. Also, the school is not allowed to give out addresses or phone numbers for students.

### **CLOTHING**

In the school setting, proper appearance is inappropriate words, pictures, or slogans advertising alcohol, tobacco, or liquor



important. Clothing with will not be tolerated. Clothing establishments will not be allowed.

Summer beach wear (flip flop shoes, short shorts, cropped tops, etc.) are also inappropriate and may not be worn to school.

Since children will be outside during the winter months, hats, mittens, boots, snow pants, and warm coats are necessary. Street and tennis shoes are not acceptable footwear outside during the winter season. A pair of street or tennis shoes should be worn by the students inside the building; winter boots should not be worn inside the classroom. For this reason, many parents like to have their youngsters leave a pair of tennis shoes at school during the winter months. Please write your child's name in jackets, boots, etc. This will help in the event an item is lost or mixed up with another student's. We end up with many hats, gloves, etc. in our lost and found boxes located throughout the building. Please have your child check these boxes occasionally for any items they may have misplaced.



Wearing of caps in the building is inappropriate. Respect for our building is shown by removing hats when entering the building.

### **SAGE PROGRAM**

Spoooner Elementary is a SAGE school. The SAGE (Student Achievement Guarantee in Education) program is state funded. The goal of SAGE is to improve academic achievement for Wisconsin elementary students in grades kindergarten through three.

SAGE schools must meet four requirements.

- 1) Class sizes may be no more than 18 students per teacher.
- 2) Classroom curriculum is developed which is rigorous and includes high expectations. Each spring, teachers must assess their students on prior written goals, and these results are then reported to the State Department of Public Instruction.
- 3) Continuous professional staff development, which assists teachers to improve and enrich their teaching practices for smaller class sizes, is required.
- 4) Improved involvement and collaboration between the school and community by increasing school hours is also required.

We are excited to be a SAGE school as we believe our students benefit greatly through this program. If you have any questions about SAGE, please contact any kindergarten through third grade teacher or the principal.

### **PLAYGROUND**

The playgrounds are divided into two areas: east side—kindergarten, first and second grades; west side—third and fourth grades. We want everyone to observe the boundaries. There will be a teacher or an aide on the playground during all recess periods. If a student needs assistance of any kind during these times, they should contact the teacher or aide on duty.

We want all of our students to be safe while having fun on the playground. In order to ensure safety, the following rules will be enforced throughout the school year.

- ✓ Respect the rights and property of others. This means the following acts are not permissible: fighting, rough play, pushing, karate, wrestling, swearing, name calling, snow/ice balls, hard balls, rock throwing, and tackle football.
- ✓ Play within the designated boundary lines. Students must not cross the road or go on the parking lot without adult permission.
- ✓ Use playground equipment appropriately. No climbing trees, fences, or back stops. Jump ropes are used for jumping rope only!
- ✓ Stay outside until permission to go inside is granted.
- ✓ Respect and obey all adults.
- ✓ Line up immediately and quietly when the bell rings.

Violators of the above rules will receive a warning that their behavior is unacceptable. Continued violation will result in student detention. If the teacher or aide on duty feels the student needs a short time-out, the student will serve a time-out sitting on the bench.

#### PET POLICY

**Please do not bring pets to school.** Parents are reminded to avoid bringing pets to school, including at arrival and dismissal times. The active nature of a school environment could be unsettling to a pet and result in problematic behaviors on the part of children. This policy is for the safety and protection of every child. There are many children who are highly allergic to different types of animals, and we need to be sensitive to their individual situations. Compliance with this policy will ensure our children's safety. Thank you for your cooperation. If you have any questions, please contact the principal, Mr. Anderson, at the elementary office.

#### PROFANITY

Profanity is prohibited at all times on any school property or on the bus. Parents will be notified immediately of any infractions.

#### CARE OF SCHOOL PROPERTY

We ask all children to respect school property, including school books. All children are entitled to use textbooks and workbooks which remain the property of the school. If something is damaged or broken as the result of an accident, the school will bear the cost of fixing or replacing it. If, however, the damage is the result of irresponsible behavior, the cost of replacing or fixing the damage becomes the child's responsibility.

## **PHYSICAL EDUCATION PROGRAM**

Tennis shoes are required for your child's safety on the days he/she has physical education class. For best results, please provide tennis shoes with laces or Velcro. Please, **no** shoes with heelys (shoes with wheels), tennis shoes with high insoles, or open back shoes. Children are prone to ankle injuries by rolling their foot to the side in these. Students **have not** had good luck keeping zipper or slip-on shoes on their feet. Thank you for helping your child move safely.

Shorts or slacks are recommended for physical education class. Students wearing skirts or dresses need to remember to bring these along to school with them.

If a child is to be held out of physical education class for more than three days, a note from a doctor is required.

## **SCHOOL WELLNESS, NUTRITION, AND PHYSICAL ACTIVITY**

Elementary students are active, energetic, and enthusiastic learners. Through good nutrition and regular physical activity, their entire learning environment is positively influenced. During the school day, your student will participate in a number of activities that promote positive health. You can support these efforts by doing the following things.

- Promote good snack foods such as fruits, vegetables, and whole grains. Fiber rich foods are encouraged.
- Encourage milk, water, and/or 100% fruit juices. Try to decrease the intake of sweetened beverages for your children.
- Promote physical activity. 60 minutes per day is recommended.
- Promote physical activity at home while reducing screen time (TV, computers, video games, etc.).
- Be aware of appropriate food portions for your child's height and weight.
- Maintain a regular and consistent sleep schedule. 9-11 hours may be needed to prevent daytime sleepiness.

Our school nurse is available to answer any additional questions. District Policy 762 addresses nutrition and physical activity in greater detail. Please help your child establish good lifetime health and sleep habits.

## **STUDENT SUSPENSION**

A student will be suspended for not more than three days by the principal only if the principal has reasonable cause to believe that a student is:

- a) Bullying.
- b) Drinking or under the influence of alcohol or smoking on the school campus or at any school-sponsored function.
- c) Illegally using drugs.
- d) Fighting.

- e) Defacing or destroying property.
- f) Theft.
- g) Using obscene or profane language, writing, or signs.
- h) Any general disturbance, disorderly conduct, or insubordination to persons in authority or persistent refusal to obey school rules.
- i) Gambling.
- j) In possession of a weapon.

Students are not to return to, or in any way interfere with, the school during the duration of the suspension. Students may not participate in or attend any school-sponsored activity during the time of the suspension.

Students will not be transported on any school buses during the school suspension. A parent meeting must occur in the event of a suspension.

### **STUDENT EXPULSION**

The School Board may expel a pupil from school whenever it finds him guilty of persistent refusal or neglect to obey the rules of School Board policy or any other rule made by the District Superintendent in which the School Board has concurred.

In determination by the School Board of the suspension of a student at a hearing on expulsion, the School Board shall consider the following in addition to other facts presented at the expulsion hearing:

- 1) If the student disrupts class work;
- 2) If the student causes substantial disorder;
- 3) If the student intrudes on the rights of others;
- 4) If the student is involved in damage to or destruction of property.

## **HEALTH INFORMATION**

### **MEDICATION POLICY**

Should it be necessary for your child to take medication at school, it will be dispensed by the nurse or her designee. Administration of medications is permissible only if written orders from the physician and written permission from the parent are received. Medications should not be transported on the school bus. Prescription medications must be in the pharmacy-labeled container. Forms are available in the school offices.

## SCHOOL NURSE/HEALTH AIDE

Students must have permission from their teacher or playground aide to see the school nurse/health aide. The nurse/health aide will notify the teacher if the student is sent home for illness or injury.

## IMMUNIZATIONS

As required by Wisconsin Statute Chapter 252, the Washburn County Health Department monitors Washburn County's immunization compliance. This includes the student population. We share immunization records with local clinics and use web-based immunization registries such as the Regional Early Childhood Immunization Network (RECIN) and Wisconsin Immunization Registry (WIR) to monitor immunization compliance.

Parents have the right to opt out of the immunization registries on behalf of their child. If you choose not to have your child included in the registries, please contact the Washburn County Health Department at 715/635-4400.



## **ATTENDANCE**

Regular attendance in school is expected. Copies of the Compulsory Student Attendance policy are available in the school offices.

If a student is absent, a note of explanation is required from the parent the day the student returns to school. The note should be sent to the teacher, who will then forward it to the office. The day the child is absent, the parent should call the school office (635-2174) by 8:45 a.m. to notify us of the child's absence and reason. If we do not receive a phone call by 8:45 a.m. informing us of the reason for your child's absence, you will receive an automated phone call asking you to please call the elementary office.



Habitual truancy will be referred to the Washburn or Burnett County Juvenile Court System.

## TRANSPORTATION INFORMATION

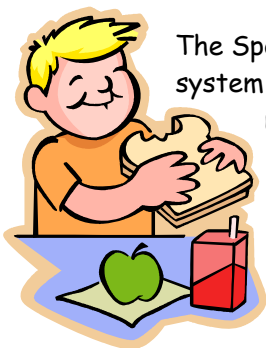
### BUS TRANSPORTATION

School buses load and unload in the north (back) parking lot of the elementary school. Students are required to ride their regular bus after school unless a note requesting other riding arrangements is provided by the parent/guardian. Please understand the liability and heavy responsibility the school district has in this area. We cannot take the word of a youngster in these instances. It is because of our deep concern that we strictly adhere to this policy.

It is best that after school plans be made at home with a note sent to the child's teacher; however, we realize that there are times when arrangements must be changed during the day. We request that you call the school (635-2174) as soon as you know of a change in plans so the message can get to your child in a timely manner. Students will not be allowed to use the school telephone to make last-minute after school plans, such as going home with a friend, etc. These arrangements should be made at home in advance. Thank you for your cooperation in this matter.



## FOOD PROGRAM



The Spooner Area School District uses a computerized food service management system to help our elementary, middle, and high school record lunch, breakfast, and milk purchases, eliminating the need for tickets and/or daily handling of money by students. The system protects the student's pride by handling free and reduced meals confidentially. Parents deposit money into their family account. This one account will be drawn on from all the students in the family in grades K-12. **Free/reduced meal applications are available in any of the school offices.**

All students are assigned a 4-digit PIN number. After the student selects and receives his/her meal, they enter their PIN number into the computer keypad which will record the meal and deduct

the appropriate charges from the family meal account. Milk breaks are recorded daily by the classroom teacher.

An automated phone call will be made to your family's primary phone number on Mondays in the event your meal balance is below \$10. If your meal balance is \$-10.00, your family's primary phone number will receive an automated phone call each evening until the account is above the -\$10.00. In this manner, we will always do our best to notify you when your account balance is getting low, **but it remains the responsibility of the parent to ensure that sufficient funds are maintained in your account. If you ever have a question regarding your account or wish to check the balance, please call (635-2174) and we will be happy to assist you.**

Daily meal prices are as follows: lunch (K-4) \$2.00, lunch (reduced K-12) \$.40; breakfast (K-4) \$1.20, breakfast is free for those that qualify for free or reduced meals; milk for milk breaks will be free for all students. Account payments will be accepted at the business, elementary, middle, and high school offices. **Payments should be made in an envelope labeled with the student name, grade, and amount enclosed. In order to reduce first day congestion, parents are encouraged to establish an account balance before the first day of school.**

**Students having school lunch will be offered the traditional hot meal or a sack lunch. They will sign up with their classroom teacher each morning. The Elementary School offers a bag breakfast program. Students must sign up with their teachers a day in advance for breakfast. (ex. A student must sign up on Monday morning to have breakfast at school on Tuesday.)**

**All elementary students are offered a milk break each day, and there will be no charge to any student. Students are allowed to bring healthy snacks for milk break.**

## **FAMILY ACCESS™ VIA THE WEB**

From the convenience of home or work, Family Access allows parents/guardians access to their students' school information; including attendance, class gradebooks, teacher email, meal accounts, school bills, and other important data. Family Access is easy to use and doesn't require extensive computer knowledge or experience, only an Internet connection. Parents wishing to sign up for Family Access need only contact the school office.

## **WE'RE ON THE WEB!**

Visit our website [www.spooner.k12.wi.us](http://www.spooner.k12.wi.us) for complete Spooner Area School District information, including the school calendar with school events, staff directories and contact information, lunch/breakfast menus, and more!

## VOLUNTEER PROGRAM

Spooner Elementary School is proud to have an extensive community volunteer program!!! If you are interested in volunteering, please contact your child's classroom teacher. Volunteer forms are also available in the school office. Background checks are completed on all our volunteers by the Washburn County Sheriff's Department.

## STUDENT FEES

Spooner Elementary School does not have any course fees or activity fees. We do have a fee for academic co-curricular, such as Destination Imagination. The fee is as follows:

Regular Fee - \$20

Reduced Lunch Eligibility - \$15

Free Lunch Eligibility - \$10

## PIANO LESSONS



Spooner Elementary School offers a piano lesson program. Lessons are given either during or after the regular school day. There are 8 lessons scheduled each term at a cost of \$80/term (\$10/lesson) for regular price; \$56/term (\$7/lesson) for reduced lunch eligibility; \$32/term (\$4/lesson) for free lunch eligibility. More information will be shared with you at the beginning of the school year.