

TABLE OF CONTENTS

Introduction	Page 2
B.R.F.S.D. Mission Statement	Page 2
District Information	Page 2
District Office Staff	Page 3
School Information/Transportation Office	Page 3
The School Day	Page 4
Arrival Time	Page 4
Attendance	Page 4
Equal Education Opportunities	Page 6
Nondiscrimination	Page 6
Late Starts	Page 6
School Cancellations	Page 7
Weather	Page 7
Dressing for Outdoors	Page 7
Dress and Grooming	Page 7
Dress for Physical Education	Page 7
Directory Data Public Notice	Page 8
Meals	Page 8
Activity Fee	Page 9
Grade Reporting/Retention	Page 9
Health Information	Page 9
Student Release	Page 10
Illness/Emergency at School	Page 10
Head Lice	Page 11
Emergency Release	Page 11
Transportation	Page 11
Volunteers/Visitors	Page 12
Lost and Found	Page 12
Telephone Calls	Page 12
School Transfers	Page 13
Assigned Work	Page 13
Textbook Replacement	Page 13
Safety Drills	Page 13
Articles Prohibited at School	Page 13
Weapons at School	Page 13
No Smoking	Page 13
ATODA	Page 14
Wisconsin Student Assessment System	Page 14
Code of Classroom Conduct	Page 14
Complaints	Page 15
Open Enrollment	Page 16
Request for Teacher	Page 16
Third Street's Mission and Vision	Page 17
Third Street Guidelines and Procedures	Pages 17-21
Parent Response Form	Page 22
Third Street Staff Directory	Attachment
2009/10 School District Calendar	Attachment

Welcome!

Welcome to the 2009-10 school year at Third Street Elementary! This year will be an exiting adventure for all of us! This booklet was put together to help you feel informed about what happens here on a daily basis. There are answers to many questions contained within, but please do not ever hesitate to call me if you have some concerns or can't find the answers you need.

We welcome you to visit school any time! If you are interested in volunteering, there are many projects that you could assist us with. Please call the office to arrange something that will work best for you.

I am excited about all that the new school year has to offer! Please do not hesitate to call or to e-mail me with any questions or concerns that you may have. I look forward to working with each of you as the year moves ahead!

Jon Warmke
Third Street Elementary School
jon.warmke@brf.org

SCHOOL DISTRICT MISSION STATEMENT

Our interactions with all students will promote their educational achievement and prepare them to be lifelong learners and compassionate, contributing members of our society.

DISTRICT INFORMATION **BOARD OF EDUCATION MEMBERS**

Ramie Bakken, President	284-4158
Lois Corey, Vice President	333-2901
Mary Jo Rozmenoski, Clerk	284-2709
Ron Wirtz, Treasurer	284-8024
Ken Artis, Member	284-3339
Laurel Meek, Member	284-1583
Don Mathews, Member	284-3473

DISTRICT OFFICE STAFF
284-4357

Jill Collins	Business Administrator
Sherri Torkelson	Director of Curriculum and Instruction
Joe Schmit	Buildings and Grounds Supervisor
Peggy Gordon	Technology Coordinator
Connie Sieber	Food Service Director
Sherry Holt	Special Education Designee
Kris Gudnason	School Psychologist
Patty Harelson	Title 1 Coordinator/Reading Specialist
Kathy Rumsey	School Nurse

SCHOOL INFORMATION **Principal**

Black River Falls High School 1200 Pierce Street 284-4324	Thomas Chambers	thomas.chambers@brf.org
Black River Falls Middle School 1202 Pierce Street 284-5315	David Roou	david.roou@brf.org
Forrest Street Elementary School 720 Forrest Street 284-9406	Sherri Torkleson	sherri.torkelson@brf.org
Gebhardt Elementary School 411 Gebhardt Road 284-5125	Shelly Severson	shelly.severson@brf.org
Third Street Elementary School 206 N. Third Street 284-7155	Jon Warmke	jon.warmke@brf.org

TRANSPORTATION OFFICE
284-9658 or 284-2557

THE SCHOOL DAY

7:30 A.M.....	Breakfast Begins
7:30 A.M.....	Playground Opens
7:50 A.M.....	Whistle blows (students come inside)
7:55 A.M.....	School Day Begins
11:00-12:30.....	Lunch/Recess
2:51 P.M.....	Dismissal
2:56 P.M.....	Buses Leave

7:30 ARRIVAL TIME

Students may begin arriving at school at 7:30 A.M. Prior to that, there is no supervision on the playground. For their safety, students should not arrive before 7:30 A.M. The school can not be responsible for the students before 7:30 A.M. At 7:30 A.M. students participating in the breakfast program should report to the gym/lunchroom.

ATTENDANCE

Regular attendance and promptness are essentials of good performance on any job. Absence from school is the greatest single cause of poor achievement in school. The State of Wisconsin, in statute 118.15, recognizes the importance of regular school attendance and states that all persons between the ages of 6 and 18 are required to attend a public or private school regularly for the full period and hours the school is held. Since the schoolwork missed during absence can never be made up completely, poor school attendance usually results in unsatisfactory academic performance. The home and the school should regard it a prime responsibility to assist young persons to develop good habits of attendance.

Excused absences:

The School District of Black River Falls shall excuse absences in the following categories:

1. illness (5 per semester; not including those ordered by a doctor)
2. personal (no more than 10 days in a school year)
3. professional appointments

A student may be excused for one of the above reasons by parent/guardian phone call (284-7155) or by submitting a note to the office. Excuses must be provided for the office within two days of the student's absence or the absence will be considered unexcused. Excuses must include the reason for the absence, the dates of the absence, and a parent/guardian signature.

Illness -Students may be excused ill up to five times during a semester; the school may require a doctor's statement to excuse any further absences due to illness.

Personal -Students may also be excused up to ten times during the year for personal reasons. Each personal absence greater than ten will be recorded as unexcused.

*Absences of a personal nature that are **three or more days in length** must be pre-arranged through the office, this does not include medical or a family emergencies. To pre-arrange an

absence, the student must provide the office with written parent permission one week prior to the absence. He/she will be given a pre-arranged absence form to be signed by all of his/her teachers. The form allows teachers to list the assignments to be completed and to comment on how the absence might affect the student's progress in that class. If it is found that the student's absence record is negatively affecting their academic performance, the request to pre-arrange an absence may be denied. When the form is returned to the office, it will be recorded as pre-arranged. **If the student does not return the form prior to the absence, the absence will be recorded as unexcused.** Class work from a pre-arranged absence will be completed prior to the absence or immediately upon return.

*Students will be allowed two days to make up work for each day missed due to excused absences while students with **unexcused** absences will only be allowed to make up major exams or projects.

Professional Appointments and Leave School Permits - Permission to leave school shall be issued for professional appointments with doctors, dentists, social services, court appearances, etc. Students are requested to make their appointments during non-school hours, or as late in the day as possible. Verification that the student has met the appointment may be required. No phone calls will be accepted for leave school passes. Students leaving the building must sign out in the main office and sign in when they return to school. Students meeting the aforementioned conditions will be considered excused absent for the time of their appointment only. Failure to sign out of, or into office, as well as leaving school without permission will be recorded as an unexcused absence. These unexcused absences will result in disciplinary action such as detention or ISS, and can lead to truancy charges.

Truancy/Habitual Truancy

A student is considered truant if he/she is absent without an acceptable excuse for all or part of one or more days during which school is held. A student qualifies to be habitually truant when he/she is absent without an acceptable excuse all or part of five or more days in a school semester. S. 118.16 (1)(a) and (c).

Parents/guardians will be notified by mail as soon as it has been determined that an attendance problem does exist. A certified letter will be sent to the parents to discuss the truancy issue after a 4th unexcused absence. After a 5th unexcused absence a student will be issued a habitual truancy citation. The court may order suspension of a student's driver's license or work permit, assign community service hours or home detention, fine the student up to \$500 or impose other restrictions as they see fit.

ATTENDANCE

Attendance is one of the major predictors of student success in school. We ask that parents send children to school on all school days, unless an illness would make the day unproductive for the child involved. Many parents ask when absences are excessive. The **most** a child may average is **six to seven absences per year**, unless a serious problem is involved. The staff at the Third Street School believes strongly in excellent attendance and will work to make that a priority for students and their families.

Parents **need** to call school on the day of an absence by **8:30 A.M.** If no call is received, the school will try to contact the parent to find out the nature of the absence. The reason we call is to insure the welfare of the school children.

Trips, etc., **must** be arranged in advance to be counted as excused. If a call or note is not received, the absence will be unexcused. By state law, students counted as unexcused 5 days per semester, or 10 or more days in the school year must be declared truant and referred to the proper authorities.

EQUAL EDUCATION OPPORTUNITIES

The School District of Black River Falls is committed and dedicated to the task of providing the best education possible for every student in the district for as long as the students can benefit from attendance and the student's conduct is compatible with the welfare of the entire school body.

The right of the student to be admitted to school and to participate fully in curricular, extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired because of the student's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability.

Complaints regarding the interpretation or application of this policy shall be referred to the district administrator and processed in accordance with established procedures.

NONDISCRIMINATION

The School District of Black River Falls shall comply with all state and federal laws and regulations prohibiting discrimination. No person shall be discriminated against on the basis of race, religion, sex or sexual orientation, age, national origin, handicap, marital status, political affiliation, ancestry, color, arrest or conviction record or any other factors provided for by state and federal laws and regulations in the employment, assignment, promotion, transfer, layoff, termination or reinstatement of personnel; in the educational opportunities and services offered students; in the assignment to schools and classes; in the discipline of students; in the location and use of facilities; and, in educational offerings and materials. Complaints and inquiries regarding the interpretation or application of this policy shall be processed in accordance with established procedures.

Students are encouraged to report suspected incidents of national origin and racial harassment.

LATE STARTS

Once a month all schools in the district start classes two (2) hours later than normal. This time is used by teachers and other staff members to learn techniques and strategies to further improve the education we provide for our children. On late start days all times in the morning are delayed two hours, including bus routes. School begins at 9:55 A.M. Breakfast will not be served on late start days. Lunch and end of the day schedules are not changed. Usually late starts are scheduled for the second Friday of the month. The exact dates for late starts during the 2007-2008 school year are as follows:

September 11, 2009	February 12, 2010
October 9, 2009	March 12, 2010
November 13, 2009	April 9, 2010
December 11, 2009	May 14, 2010
January 8, 2010	

SCHOOL DELAY/CANCELLATION

The Black River Falls School District will notify all radio and television stations between 6-7:00 A.M. (as soon as possible), in case of school closing or other problems. The District will also notify the radio and television stations in case school must release students early. The following stations will broadcast this information:

WWIS	1260AM and 99.7 FM	WEAU-TV 13	
WWIB	103.7 FM	Z93	93.3FM
WAXX	790 AM and 104.5 FM	WFHR	1320AM
WIZM	1410	WUSK	1460 AM
WGLX	103.3 FM	WCOW	97.1 FM
WCCN	1370AM and 107.5 FM		

WEATHER

On days when it is rainy or the temperature with wind chill is below 0 degrees Fahrenheit, students will be brought into the building prior to the 7:50 whistle. On extremely cold days, we especially encourage students to arrive after 7:30 a.m. Recess will be indoors on these days.

DRESSING FOR OUTDOORS

We expect all students, who attend school to have outdoor recess daily, except in severe weather or when a doctor writes an excuse for medical reason. Therefore, please be sure your child has and wears boots, a warm coat, scarves, mittens, hats, etc. during cold weather. (Please be sure to mark clothing with the child's name or other identifying mark).

DRESS AND GROOMING

Student's clothing is primarily the responsibility of parents and reflects their concern for the health, safety and welfare of the student and others. If the clothing appears to present a health problem, is a potential physical danger to others, causes disruption or disturbance, is contradictory to the school's curriculum, or is deemed inappropriate by the school faculty the student will be asked to change their clothing.

DRESS FOR PHYSICAL EDUCATION

By state law physical education is required for students. We expect students to be appropriately dressed for all activities. Girls who wear dresses should bring a pair of slacks/shorts to school for gym class.

Gym shoes - Children are asked to have gym shoes available for physical education class. These shoes should have non-marking soles.

Directory Data Public Notice

Notice is hereby given that the School District of Black River Falls, in accordance with state law, designates the following specific information regarding individual students as 'directory data' and that this information may be made public or disclosed to any person:

Directory data is defined as those student records which include the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams dates of attendance, photographs, degrees and awards received, and the name of the school most recently previously attended by the student.

A student's parent, legal guardian or guardian ad litem, shall have two (2) weeks after this notice is published or posted to advise the building principal in writing of any or all items he/she prohibits the district to designate as directory data about that student."

MEALS

Breakfast

Breakfast is available to all students beginning at 7:30 A.M. each school day. Students participating in the breakfast program must report to the gym upon arrival to eat. Breakfast meals are on the same system as the lunch program.

Lunch

Lunch is available to all students. A menu with both breakfast and lunch shown on it is sent home at the end of each month.

Cold Lunch/ Extra Milk

White or chocolate milk is available to students that choose to bring a cold lunch. The cost is 25 cents per carton and **all** must pay this charge whether you qualify for the food service program or not. Students who take an extra milk with their hot lunch are also charged 25 cents.

Milk Break

Milk is available to students during their morning break. Students may choose either white or chocolate.

Payments

All families in the Black River Falls School District are assigned a food service account. Families deposit money into their account by sending payment to school. Third Street students should turn in their payments to Mrs. Millis in the office. Since all meals/milk are deducted from the family account, payment can be sent with one child for the entire family, even if siblings attend a different school. Checks should be made out to Third Street Elementary School. All meals and milk are deducted from the same account. Payments should be made prior to eating the meals. The food service program is on a pre-pay system, therefore we are not able to grant credit when an account does not have funds in it.

Free and reduced-price meal forms are sent out at the beginning of the year. They are also available upon request at each school office.

Prices

Breakfast:	Full price	\$ 1.10 per meal
	Reduced price	\$.30 per meal
	Adult price	\$1.55 per meal
Lunch:	Full price	\$1.70 per meal
	Reduced price	\$.40 per meal
	Adult price	\$2.80 per meal
Milk:	at break time or with cold lunch	\$.25 per carton

ACTIVITY FEE

A \$10 fee will be collected from elementary students to cover the cost of various activities such as field trips & assemblies.

GRADE REPORTING/RETENTION

Parents of students who may be recommended for retention will be contacted during the second semester of the school year.

Students that are currently in the fourth grade may not be advanced into fifth grade unless they meet the criteria outlined in the Grade Advancement Policy (Policy 345.31).

HEALTH INFORMATION

Emergency Information

We will print out your emergency information and simply ask you to verify that it is correct, or make the necessary corrections. Please be sure to include the emergency phone number(s) of a friend, relative, baby-sitter or other responsible adult who can be reached by phone in case your child becomes ill or there is some emergency. Also, parents must be sure to list the name of their doctor. If there are any changes such as address, phone numbers, etc., please be sure to call the school office with the new information so the appropriate changes can be made on the child's form. This information is **vital** in order to allow us to act quickly and properly in case of illness or injury. If we are unable to contact either you or your emergency contact the necessary authorities will be called.

Medical Excuses Necessary

A student may be excused from physical education class for two consecutive days with a note from the parent. After that a doctor's excuse (stating why and how long a student is to be excused) should be provided. The doctor should also provide the school with specific instructions regarding recess time. This must be on file in the office, and the information will also be given to the child's classroom teacher.

We will honor, for one day only, parent requests to keep a child indoors after an illness. Requests for more than one day requires a doctor's note or a call to the school office to discuss the problem with the principal.

Insurance

The Black River Falls School District does carry insurance covering students' accidents, which take place on the way to, from, or during school. If an accident occurs insurance forms are available in the school office.

Medication and Students

In accordance with Board of Education Policy, the following regulations will be implemented in the administration of prescription and non-prescription medication to students:

Prescription Medication

1. The parent or guardian should bring the medicine to the school office in the prescription bottle. If the druggist will not provide you with another labeled bottle, please have your doctor send us a written, dated, and signed note with directions for the administration of the drug.
2. A written, dated, and signed form from the physician should be brought with any medicine we are to administer at school. The school district has pink forms that the doctor should fill out and the parent must sign. They are available in the school office.

Non-Prescription Medication

1. The parent or guardian should bring the medicine in a bottle with written directions regarding the administration of the medicine.
2. A note of permission (in writing, dated, signed by the parent or guardian) is required. The note should have information regarding the dosage and proper times to administer the drug.
3. Non-prescription medicine will be dispensed just as prescription medications are. Students should not store any medicine in their desk or classroom.

STUDENT RELEASE

If your child must be released from school during the day for a doctor's appointment, dentist's appointment, etc., a note should be sent to your child's teacher to forward to the office. Whenever possible, the parent should pick up the child. If you must send someone in your place, please include this information in your note. We ask that you make every attempt to schedule these types of appointments outside the school day so that your child's education is not interrupted. Students will be signed out and released from the office directly to parents or their designee. Students will not be allowed to walk or meet you outside. Please plan to come in to pick up your child. This is to insure the safety of each child at school.

ILLNESS/EMERGENCIES AT SCHOOL

If a child should become seriously ill or injured while under the school's supervision, the following steps will be immediately completed by school personnel:

1. Render first aid.

2. Telephone the parent or guardian. If unavailable, telephone the designated individual to care for the child until a parent can be contacted.

Transportation will be arranged for the ill or injured to a source of medical attention.

HEAD LICE

The infestation of head lice is considered a communicable disease (Wis. Stat. 143.04). Therefore, anyone having an active case of head lice will be considered contagious and will be excluded from school until adequately treated.

When someone is found to be infected with head lice, the following steps will be taken: The child will be sent home with a note to the parents explaining the situation and recommendations for treatment.

All siblings and classmates of the afflicted person shall be screened for infestation.

Upon return to school, the child should be accompanied by a parent/guardian. The child will be examined as a precaution to assure the absence of lice or nits. If the child is still infected, he/she will be sent home with the parent/guardian.

A re-examination of the child two weeks after returning to school shall be done to be sure that re-infection has not occurred.

EMERGENCY RELEASE

When it is necessary to send a child home during the day, the school contacts the home first. If the parents cannot come for the child, the parents need to send a friend or a relative for the child. Ill children cannot remain in school. If the parents are not at home, the school will phone the emergency number listed for the child. If contact numbers change throughout the school year, please notify the school office to avoid any problems when your child needs you.

TRANSPORTATION

Bus Rules and Regulations

Please read and discuss the following bus rules with your children. Bus riding privileges will be revoked for consistent offenders. Riding the bus is a student right, but also brings with it student responsibilities. The district may use a video camera to monitor student behavior on the bus. The tapes will be reviewed by the driver when appropriate, a disciplinary action will be taken. The following regulations are intended to insure the safety of your children:

Be at the bus stop on time.

Wait until the bus comes to a complete stop before entering. Enter the bus in an orderly manner.

Immediately follow directions of driver.

Sit in your seat facing forward.

Talk quietly and use appropriate language.

Keep all parts of your body inside the bus.

Keep your arms, legs and belongings to yourself.

No fighting, harassing, intimidating or horseplay.

Do not throw any object.
Eating, drinking or use of tobacco will not be allowed.
Do not damage the school bus.

Bus Discipline Policy

The students are responsible for their behavior on the bus. Their behavior could affect the safe operation of the bus. Misbehavior could result in the bus driver being distracted. Such distraction could endanger the lives of all students being transported therefore; behavior infractions must be reported and disciplinary action will be taken when needed.

Parents are requested to explain the importance of proper behavior on the bus. they are also expected to support disciplinary actions that are necessary to help the child change his/her behavior.

The primary purpose of the driver is to safely transport the student to and from school. While transporting students the driver also has the responsibility of maintaining discipline on the bus; therefore, the driver will report behavior infractions to the Transportation Director along with the principal.

VOLUNTEERS

Parents, friends and grandparents provide many hours of volunteer service to our school. Third Street Elementary welcomes your offer of time and talents to share with our students. If you wish to volunteer, even if only for a day or two, please contact the office, your child's teacher. We will always be able to find a way to utilize your services!

VISITORS AT SCHOOL

We welcome visitors to our school. However, it is very important that all visitors register in the office at the time of arrival.

LOST SOMETHING???

The "Lost and Found" table is located near the office. Articles not claimed will be donated to charity.

TELEPHONE CALLS

Telephone calls to school with a message for your child should be kept to a minimum. We allow children to call home if they forget books, and other essential items, in cases of emergency, or in the event of a cancellation of a scheduled activity. Children may not use the telephone to obtain permission to go over to a friend's house. If you wish to talk to a teacher, a voice mail message may be left and he/she will return your call as soon as possible. Please arrange after school plans with your child before sending him/her to school, along with a note to notify the school of those plans.

SCHOOL TRANSFERS

When a family moves from the school district, the parents should come to the office to notify us prior to leaving. It would also be helpful to know the name and address of the school the student will be attending.

ASSIGNED WORK

Homework assignments are an essential part of the learning process. It is important for the child, with parental guidance, to accept responsibility for work assigned.

If the child is absent, it is helpful to provide the teacher with the name of someone who can deliver homework. Some lessons may be completed at home as the child's health improves. This is usually done when the absence is two days or longer.

It is important and helpful to notify the teacher at least a week in advance of planned trips so school work may be prepared whenever possible. Both students and teachers have busy schedules allowing limited time for individual assistance with makeup work.

TEXTBOOK REPLACEMENT

Students are responsible for the proper care and use of the textbooks that are issued to them. If a book they are responsible for is lost or damaged so the book must be replaced, the student will be charged the replacement cost.

SAFETY DRILLS

Fire and tornado drills are held at regular intervals throughout the school year. Remember these basic rules:

1. Check the instructions in each classroom. They are posted indicating how to leave the building in case of fire or a tornado.
2. Walk. No talking. Go quickly and quietly to designated areas.

ARTICLES PROHIBITED AT SCHOOL

Students should not bring articles to school that may become a distraction to themselves or to others. These may include; games, radios, Mp3 players, skateboards, trading cards, etc. The school is not responsible for items that may be lost or stolen. If you as the parent/guardian want your child to have a cellular phone at school, it should ALWAYS be turned off during the school hours and stored out of sight. Each classroom has a telephone that students may use in the case of an emergency. Phones being used during the school day will be confiscated and the parent/guardian will need to pick it up in the office.

WEAPONS AT SCHOOL

The use or possession of any dangerous weapon shall be prohibited while on property owned, leased, rented or temporarily utilized by the district. The Board defines a dangerous

weapon as a knife, firearm, bow & arrow, trap, slingshot, or any other device that might be employed to cause injury or damage. Toy guns and other weapon facsimiles are also considered dangerous and should not be brought to school.

Persons violating this policy shall be reported to law enforcement officials. In addition, students violating this policy may be suspended or expelled from school.

NO SMOKING

State law prohibits smoking in all school buildings and on school property/grounds. We ask parents to help in this effort.

ATODA REGULATIONS

The possession, delivery, and/or consumption or use of alcohol, tobacco, or other illegal drugs is prohibited. This includes counterfeit drugs and substances being represented as illicit drugs.

Persons violating this policy shall be reported to law enforcement officials. In addition, students violating this policy may be suspended or expelled from school.

WISCONSIN STUDENT ASSESSMENT SYSTEM

Under current law, all school boards beginning in 2002-2003 are required to adopt a written policy specifying the criteria for promoting a pupil from 4th to 5th grade or from 8th to 9th grade. Beginning September 1, 2002, a school board would be prohibited from promoting a pupil from 4th to 5th grade or from 8th to 9th grade unless the pupil satisfied the criteria specified in the school board's policy.

School boards are also required, by September 1, 2002 to adopt a written policy specifying the criteria for granting a high school diploma that are in addition to current law requirements related to the number of credits or alternative education. Beginning on September 1, 2003, a school board would be prohibited from granting a high school diploma to a pupil unless the pupil satisfies the criteria specified in the school board's policy. This graduation policy will apply to all students entering grade 11 this fall and to all subsequent years.

Parents are encouraged to talk with their child's teachers, counselors and principals about the testing process, and the promotion and graduation policies. Under current law, you may excuse your child from this testing requirement. These policies can be found on the district's website (www.brf.org) under Board Information. See policy #345.31 Grade Advancement and policy #345.5 Graduation Requirements.

CODE OF CLASSROOM CONDUCT

Wisconsin Act 335 requires school boards to adopt a classroom code of conduct, authorizes teachers to remove students from class in specified circumstances and requires that placement determinations be made with regard to such students.

Beginning August 1, 1999, a teacher is authorized to remove a pupil from the teacher's class if a pupil violates the code of classroom conduct adopted by the school board or is dangerous, unruly, or disruptive, or exhibits behavior that interferes with the ability of the teacher to teach effectively, as specified in the code of classroom conduct.

If a pupil has been removed from the classroom, the school principal or the principal's designee must place the pupil in one of the following:

An alternative education program, as defined by law;

Another class in the school or another appropriate place in the school, as determined by the school principal or his or her designee;

Another instructional setting;

The classroom from which the pupil was removed if, after weighing the interests of the removed pupil, the other pupils in the class, and the teacher, the principal or the principal's designee determines the readmission to the class is the best or only alternative.

A complete copy of the district's code of classroom conduct can be obtained by contacting the principal's office.

COMPLAINTS

When a parent/guardian has a concern about a school-related matter, the School Board has a policy to address how to handle those concerns. If you would like to review the Policy (#872) in its entirety, and it's accompanying Rule, you may find it on our district web page.

The policy basically states that any concerns that you may have regarding a teacher and/or classroom service should first be discussed with the classroom teacher. Please be open and ready to discuss the issues at hand. If the matter is not settled, it should be brought to the building principal.

If the concern does not involve a teacher or classroom service, (e.g. food services, transportation service), the complaint should be forwarded to the administrator in charge of those services.

Most concerns can be handled at the building level, however if you are not satisfied with the outcome, you may contact the district administrator to further the discussion. If the matter is still not rectified, the complainant may request an opportunity to appear before the School Board.

In compliance with the No Child Left Behind Act (Title 1, Section 1111(h)(6)), parents have the right to request the following information on the professional qualifications of their children's teachers:

1. Whether the teacher has met state qualifications and has a license for the grade level and the subject area he or she teaches;
2. Whether the teacher has an emergency or provisional license;
3. What degrees the teacher holds and the field of discipline of his or her certification or degree; and
4. Whether the child is being provided services by paraprofessionals, and if so, their qualifications.

Please contact your child's principal to request this information. Requests will be addressed in a timely manner.

OPEN ENROLLMENT

The State of Wisconsin has initiated a program titled Open Enrollment (School Choice). This law allows a pupil to attend school in another public school (inter-district). The program is subject to certain restrictions including space availability. Information and applications pertaining to this program are available from the District Office.

Requests for Teacher

Parental requests for a particular teacher placement must be in writing (district request form) and submitted to the Principal no later than April 2. **At least three requests are required in order for your request to be considered and allow us to balance classroom assignments.** Parent request should be made on sound educational criteria. Please resist the urging of your child to make requests based upon friends.

Third Street's Mission and Vision

Mission

Third Street Elementary School will provide an environment that will encourage academic excellence and positive social interactions, in partnership with families and community.

Vision

Provide a nurturing, safe environment
Foster strong, intra school community relationships.
Provide developmentally appropriate programs and learning experiences.
Celebrate student's achievements
Develop strong family and community relationships.

THIRD STREET GUIDELINES AND PROCEDURES

THIRD STREET SCHOOL BEHAVIOR EXPECTATIONS

At Third Street School we believe that every student has certain rights and responsibilities. To provide a positive educational experience for all, we believe in the following principles.

Everyone has the right to live safely.

Everyone has the right to learn.

Everyone has the responsibility to treat others with respect.

Everyone has the responsibility to be honest.

Everyone has the responsibility to use time wisely.

Everyone has the right to learn from his or her behavior choices.

In order to encourage positive behaviors we are using an above the line/below the line approach. Our “above the line” behaviors are respect, responsibility, caring, honesty, trustworthy, good citizenship and safety. “ Below the line” behaviors are disrespectful, irresponsibility, uncaring, dishonesty, untrustworthy, poor citizenship and unsafe actions. Behaviors that are “bottom line” are violence, vandalism and illegal behavior.

We would encourage families to talk about “making choices ” at home to reinforce these principles and behaviors. For example: if your child is name-calling ask him/her if that is above the line or below the line. At school we consider this below the line behavior because it is disrespectful. Then work through an appropriate consequence.

The staff at Third Street has worked out a plan of rewards/consequences based on above the line/below the line behavior. At the end of each quarter, students who exhibit above the line behavior by consistently making good choices shall receive a letter enclosed with their report card indicating this!

Students exhibiting below the line behaviors may receive a rule violation report, or pink slip. These will be turned in to the student's teacher and sent home for your signature. The Levels of Rule Violations are listed below:

Level I (Following four rule violations) A letter is sent home with copies of violation reports and a copy is put in the student's file.

Level II (Following three additional rule violations – total 7)
A letter is sent home and a copy is placed in the file. Student has a conference with the principal.

Level III (Following two additional rule violations – total 9)
Student has a conference with the principal and the principal contacts the parents.

Level IV (Following one additional rule violation – total 10)
Student has a conference with both principal and parents – possible in-school suspension.

In the case of severe infractions, “bottom line behaviors”, warnings and levels may be skipped.

Playground Rules

Play Safe (Don't hurt yourself or others)

Be Respectful (Don't cause a problem for others)

Be Responsible (Take responsibility for your own actions)

Listen to and Follow the directions of the adults in charge of the playground.

Stay on the playground at all times, unless you have permission from a playground supervisor to leave

Dress properly (Boots, Hats, Coats & Mittens during cold weather)

Balls and other playground equipment brought from home MUST be made of a soft material that will not hurt someone who may be hit accidentally.

Bicycle Regulations

1. All bicycles should be walked on sidewalks on school grounds.
2. One rider per bike.

Bicycles belong in the bicycle rack.

Please lock your bike.

All students should wear a safety helmet when riding their bike.

Noon Recess

All students must go outdoors for recess, unless supervised by a staff member. Exceptions will be made if it is raining or if the wind chill is 0 degrees Fahrenheit or below. Recess notes will be accepted for one day only.

Student Inside Noon Rules

1. Students will be supervised by at least two staff members checking on classrooms.
2. Students are expected to be engaged in an activity within their own classroom.

Lunchroom Rules

Use inside voices only

Remain seated until dismissed (students who have not finished eating may remain after their class has been dismissed to finish eating)

Carry playground balls to box – Don't bounce them or run with them

Mind your own business and eat – Don't cause a problem for someone else

Use "guest" table manners

Remove caps

Eat without making a mess

Keep your hands and feet to yourself

Pick-up your silverware etc. before sitting down

LISTEN TO and FOLLOW the directions of the adult supervisor(s)

Hallway Guidelines

1. Walk at all times.
2. Be quiet and orderly.

Students should remove caps before entry to the classroom.

Assembly Guidelines

Proper student behavior at assemblies, whether in school, or in the community, will be discussed by the teacher. Guidelines to follow are:

1. Enter and leave the assembly quietly.
2. Listen to programs with your best listening skills.
3. No whistling, shouting, booing, etc.
4. Applaud appropriately.

Any student not following proper assembly behavior will be removed from the assembly.

Student Visitors

Third Street School does not allow student visitors from another school (cousins, friends or relatives from out of town, etc.) to spend all or part of the school day here, unless they are attending a special activity or performance with prior permission from the principal.

LOCKERS

The school provides a locker for convenience of the student to be used solely and exclusively for the storage of outer garments, footwear and school-related materials. No student shall use the locker for any other purpose.

Students and parents need to know the lockers are the property of the Black River Falls SD and as such the lockers may be searched by designated school officials as

determined necessary or appropriate without the consent of the pupil, without notifying the pupil, and without obtaining a search warrant. Any unauthorized item found in the locker may be removed. Items removed from the locker may be held by the school for return to the parent(s)/guardian of the student or retained for disciplinary proceedings, or turned over to law enforcement officials. The parent/guardian of a minor student shall be notified of items removed from the locker and turned over to law enforcement officials. (445.1)

PARENT RESPONSE FORM

I have read the **Third Street Elementary School Student/Parent Information Book** and discussed it with my school age children. I understand that the school and home must work together to provide a meaningful and productive educational experience for all students.

Student Name

Parent/Guardian Signature

Date Signed

