

Gegan Elementary School Family Handbook 2020-2021

Main Office
(English/Spanish)
P: 967-1360
F: 751-4834

Report all student absences to: (920) 967-1360

Website: <https://www.mjsd.k12.wi.us/gegan-Elementary/Home>

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NOTE FROM THE PRINCIPAL

Welcome to Gegan Elementary School. We are so happy to welcome you and your child(ren) to our school community. A partnership between home and school is a key element in the success of each student. We are very appreciative of the strong support you provide for your child(ren) and will work hard to foster communication between home and school. We are proud to have you as an important member of our team.

Our vision at Gegan is to help students develop a lifelong love of learning so they become engaged, responsible citizens. In order to accomplish this, staff work to empower students to be kind, respectful, responsible, and safe so they grow and develop academically, socially, and emotionally. Staff at Gegan collaborate with colleagues on a regular basis to provide strong universal instruction and strive to interact consistently with students to create a positive classroom environment. In addition staff work hard to build strong relationships and maintain open communication with students and their families.

Please contact us at any time if you have questions or concerns. We look forward to a wonderful year together!

Your partner in education,

Ellen Van Pay
Principal
Gegan Elementary School
vanpaye@mjsd.k12.wi.us
967-1360

GEGAN VISION, MISSION, & COLLECTIVE COMMITMENTS

District Philosophy

“Reaching Every Student Every Day”

- We believe that all students can learn at grade level or higher
- Achievement is not determined or limited by race, family income, native language, gender, disability, or area of residence
- All staff share a commitment to equity and inclusive instructional practices guided by the principle that every child will learn
- Commitment to equity and inclusive instructional practices guided by the principle that every child will learn

District Goal

- Improved learning for all students while closing achievement gaps

Gegan Vision:

- Help students to develop a lifelong love of learning so they become engaged and responsible citizens.

Gegan Mission:

- Empower all students to be kind, respectful, responsible, and safe so they grow and develop academically, socially, and emotionally.

Gegan Collective Commitments:

- Create a positive classroom environment
- Provide strong universal instruction
- Focus on building relationships by interacting consistently with all students
- Maintain open communication with students and their families
- Collaborate with colleagues on a consistent basis
- Embrace and embody a growth mindset

DAILY SCHEDULE

Daily Schedule		Lunch / Recess Times	
Gr. EC building	8:15: Students arrive, line up, & enter 8:30: AM session begins 11:10: AM session ends 12:50: PM session begins 3:30: PM session ends	NA	
Gr. 4K	8:15: Students arrive, line up, & enter building 8:30: AM session begins 11:10: AM session ends 12:50: PM session begins 3:30: PM session ends	NA	
Gr. K - 5	8:15: Students arrive, line up & enter building 8:30: School day begins 3:30: School day ends	Gr. K Lunch	11:55-12:15
		Recess	12:15-12:40
		Gr.1 Lunch	12:15-12:35
		Recess	12:45-1:00
		Gr. 2 Lunch	12:05-12:25
		Recess	12:35-12:50
		Gr. 3	

	Lunch 12:25-12:45 Recess 12:55-1:10 Gr. 4 Lunch 12:35-12:55 Recess 12:55-1:20 Gr. 5 Lunch 12:50-1:00 Recess 1:10-1:35
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GEGAN CALENDAR

Early Dismissal	No School
Jan. 15 June 4	Sep. 4 Sep. 7 Sep. 23 Oct. 22 & 23 Nov. 3 Nov. 26 & 27 Dec. 24 - Jan. 1 Jan. 18 Feb. 15 Mar. 29 - Apr. 2 Apr. 21 May 18 May 31

GEKAN STAFF 2020-2021

Gegan 2020-2021 School Staff

Classroom Teachers		Specialists	
Early Childhood	Sharon Allen	SWD (RR)	Taylor Skroski
Early Childhood	Deb Fleming	SWD 5th grade	Cassidy Getsfried
4K AM	Sherri Jischke	SWD (3rd, and 2nd)	Annie Preissel
Kindergarten	Abby Tahlier	SWD (SC)	Jenny Cutler
Kindergarten	Spencer Johnston	SWD (SC)	Alissa Uridil
1st Grade	Deanna Bavry	SWD (KG and 4th)	Jenna Sanchez
1st Grade	Annika Wickman	SWD (1st and 2nd))	Madison Springhetti
2nd Grade	Tina Freiburger	Speech & Language	Jeannie Behm
2nd Grade	Angie Christopherson	Autism Specialist	Tammy Ridge
3rd Grade	Katie Ziemer	Art	Tessa Kowalczyk
3rd Grade	Arica Tribbey	Phy. Ed.	Troy Krause/ Samantha Behrens
4th Grade	Chrissy Makurat	Music	Ariana Douglas
4th Grade	Ben Lamers	OT	Casey Kufahl
5th Grade	Laurie Schuelke	PT	Rhonda Snyder
5th Grade	Chao Xiong	ELL (4K,2,3,4)	Heather Willis
Paraprofessionals		Equity Mentor	Al John
ELL Para	Ruth Riehl	ELL (EC,K,1 & 5)	Amy Moua
ELL Para (.5)	Vanessa Muhoza	EC Speech & Lang	Angie Dux
SWD Para	Sara Barbin	CLC Site Leader	Sally Hanson
SWD Para	Becky Brazil	Literacy Coach	Nichole Ponzer
SWD Para	Susan Brown	LRT	Jamie Parma
SWD Para	Bridget Hotzel	Math Coach	Cathy Senso
SWD Para	Kara Budde	Engineer	Jason McCoy
SWD Para	Lora Javenkoski	Custodian	Harold Carlson
SWD Para	Jamileen Riley	School Health Aide	Angela Rusch
SWD Para	Lindsey Main	School Nurse	Kortney Dahm
SWD Para	Lizzette Zepeda Valdes	Secretary	Kaitlyn Schneider
SWD Bus Para	Sandy Olson	Secretary	Lynn Richardson
EC para	Teresa Stalsberg	Social Worker	Bridget Murphy
EC Para	Miranda Schuh	School Psychologist	Casey Hoffman
4K Para	Jamie Olszewski	Guidance	Jason Beal
LMC Para	James Woods	Family and Refugee Liaison	Innocent Irengé
Family and Refugee Para	Pascal Ishwinga	Principal	Ellen Van Pay

ENROLLMENT

Address Change During the School Year

If you change your address, phone number, or work location, please notify the school as soon as possible. Parents or guardians with portal accounts can submit address, phone, relationship, and contact changes/additions through the portal.

If a student changes residence from one attendance area to another during the school year, the student may continue in the same school for the remainder of the semester/year. The student's parent or guardian should inform the office of the change in residence in advance and receive approval for continued enrollment in the same school. The Superintendent will be notified of the change in attendance area. Transportation will be the parents' responsibility.

Assignment of Students to Classrooms

Classroom assignments shall be the responsibility of the building principal, working in cooperation with the teaching staff.

Placement Criteria for Grades K-5 is based on the following:

1. Random heterogeneous selection.
2. Balance by gender.
3. Teaching team/academic clustering decisions based on school need.
4. Balanced learning environment for students.

Assignment Outside Attendance Boundary (prior to beginning of school year):

School attendance areas within the Menasha School District shall be fixed. Individual school attendance boundaries shall be established by the Superintendent and may be changed as population conditions warrant or capacities of buildings require adjustment of student enrollment. Attendance boundaries shall be approved by the School Board.

Students in grades K-5 shall be required to attend the school in the attendance boundary in which they reside, unless Attendance Area Transfer Requests are submitted per School Board Policy. The Superintendent may assign attendance to balance population or special education needs of a student according to School Board Policy.

Menasha School Board Policy

The Board accepts its responsibility for establishing attendance areas in such a way as to facilitate the educational program. Therefore, the following criteria shall be used in determining school attendance area:

1. Education needs of students
2. Proximity of students to school
3. Safety of students
4. Age of students
5. Nature of educational programs
6. Balance of class size

No student will be assigned to a school outside his/her attendance boundary unless there is space in the receiving school.

District-Initiated

1. The Superintendent may assign students to a school outside their attendance boundary to balance enrollment in the various schools in the district.
2. Students may be assigned to a school outside their attendance boundary to participate in a special program to meet their needs (Special Education, English Language Learner, etc.). Request for transfer and pupil assignment to Special Education classes shall be the responsibility of the Director of Special Services.
3. Transportation, if necessary, may be provided by the district when the change in school assignment is district initiated.

Parent or Guardian-Initiated

1. A parent or guardian may send a request on or before May 1 to the Superintendent that a child be assigned to a school outside his/her attendance boundary will be accepted. The request shall be made in writing stating the educational reason for such a transfer. A request on the basis of a need for non-parental supervision before or after school will be accompanied in writing with proper address and identification of the supervising person.
2. The Superintendent, attendance area school principal and the principal of the school outside the attendance area shall consider such factors as the following when making a decision regarding the request:
 - a. Availability of staff.
 - b. School space.
 - c. Class size.
 - d. Siblings in the school.
 - e. Number of special needs students in the school (if applicable).
3. If a request is approved, transportation shall be the responsibility of the student's parent or guardian.
4. If attendance becomes an issue, the student will need to return to their respective boundary area.

Change of Residence During School Year

If a student changes residence from one attendance area to another during the school year, the student may continue in the same school for the remainder of the semester/year. The student's parent or guardian should inform the office of the change in residence in advance and complete an Attendance Area Transfer or Tuition Waiver for continued enrollment in the same school. The Superintendent will be notified of the change in attendance area. Transportation will be the responsibility of the student's parent or guardian.

Children of divorced parents

1. Consistent with the intent of the District to promote the best interest of each student enrolled in its schools in partnership with both parents of each student, it shall be the policy of the District to maintain strict neutrality between parents who are involved in an action affecting the family, unless otherwise directed by court order.
2. Prior to the commencement of enrollment in an elementary school, the divorced parents of elementary students will be requested to fill out and submit an information form and submit a certified copy of the most recent court order dealing with their children.
3. Unless otherwise expressly curtailed or restricted by a provision of a court order with which the administrator has been provided, the visitational parent of any child enrolled in the school shall upon request be provided all grade reports, notices of school activities, disciplinary action, teacher or principal conference appointments and summaries which are provided to the custodial parent or joint custodial parents. The visitational parent is entitled to participate in all school activities, including conferences, in which the custodial or joint custodial and residential parent is permitted to participate.
4. No visitation will be allowed during school hours by a visitational parent unless specific permission is obtained from the custodial parent and the school administrator is notified twenty-four hours in advance, or such visitation is

expressly permitted as stated in a certified copy of the most recent court order which will need to be on file with the school.

5. In the event neither divorced parent notifies the elementary school of the existence of court order action, neither parent shall be deemed to have rights superior to the other parent with respect to the child.
6. In the event the elementary school is advised of the existence of an action affecting the family of a child enrolled in a school of the district, but neither parent provided the elementary school with a certified copy of the most recent court order in such action, the parent enrolling a child in a school of the district shall be deemed to be the custodial parent, and the other parent shall be deemed to be the visitational parent with no restrictions on the visitational parent's right to be kept informed of the child's progress and activities.

Homebound Instruction

Homebound instruction is provided for pupils who are unable to attend school. If this service is needed, contact the principal of your school. The family doctor must certify that the child will be out of school at least 30 days before instruction can be given.

Pupil Records Notice

In accordance with Federal and State law, the District maintains pupil records containing personally identifiable information gathered during screening for children referred for the evaluation of disabilities or special needs. All records directly related to a student and maintained by the school district are pupil records. With limited exception, these records are confidential. Records maintained for personal use by district staff and not available to others and records available only to persons involved in the psychological treatment of a child are not pupil records. Section PI 11.37 (2)(e), Wis. Admin. Code, requires school districts to maintain, as part of the pupil records of a child with a disability, parental consents for a IEP evaluation, parental consent for placement in special education, any data used by IEP teams to reach decisions and any other records required under subchapter V of chapter 115, Wis. Stats.

The district maintains several classes of records. "Progress records" include records of grades, courses taken, attendance record, immunization records, and record of extra-curricular activities. Progress records are maintained for at least five years after the child ceases to be enrolled. "Behavioral records" include such records as psychological tests, personality evaluations, records of conversations, any written statement relating to ability, physical health records, and other pupil records that are not "progress records". Behavioral records are maintained for no longer than one year, and are then destroyed after the child graduates or otherwise ceases to be enrolled, unless the parent or student (age of majority) specified in writing that the records may be maintained for a longer period of time. Please call Sue Borree, Special Services Secretary (967-1418) for information regarding pupil records retention.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students (age of majority) certain rights with respect to the student's education records:

- The right to inspect and review the student's education record within 45 days of the day the school district receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Menasha Joint School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing with the Superintendent of School (or his designee) regarding the request for amendment. Additional information regarding the hearing procedures are provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA allows disclosure without consent to school officials and other persons with a legitimate educational or safety interest. A school

official has a legitimate educational or safety interest if the official needs to review an education record in order to fulfill his professional responsibility. Upon request the district in which a student seeks or intends to enroll. The district is also allowed to disclose "directory data" without consent. Directory data means those education records which include the student 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.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

District policy relative to pupil records is covered in School Board Policy #347, Student Records. Additional information regarding pupil records, School Board Policy or district pupil records procedures can be obtained by contacting Marcena M. Thiry, Director of Special Services, Menasha Joint School District, P.O. Box 360, Menasha, WI 54952; 920-967-1429.

ATTENDANCE

Student Attendance

The Board of Education encourages a strong partnership between the home, school and community. It recognizes a positive relationship between good school attendance and success in school and employment. If student learning and growth are to take place, parents/guardians, students and school personnel must recognize their responsibilities to assure regular attendance.

The Board, in recognition of the statutory requirements for school attendance and the overwhelming public need for an educated society, believes school attendance should take precedence over non-school activities. State law requires every child between six and 18 years of age to be in school attendance unless he/she:

- is excused temporarily for physical or mental conditions, or other reasons defined by the Board;
- has graduated;
- has been authorized to attend an alternative educational program; or
- has been excused by his/her parent/guardian prior to an absence in accordance with state law.

It is the responsibility of any person having under his/her control such a child to ensure regular attendance during the full period and hours that school is in session until the end of the quarter or semester of the school year in which the child becomes 18 years of age/or up to age 21 years if child with a disability.

It is the responsibility of the parent/guardian to notify the school of student absences in accordance with established District procedures. When students are absent from school, parents/guardians assume full responsibility for their activities. It is the responsibility of the principal or designee to determine whether the absence is excused or unexcused.

Absence: If your child is absent for any reason, please follow this procedure:

1. **Please call the school office before 8:30 a.m. to inform the office of the absence.**
2. If you get the voicemail message recording please leave your full name, your son or daughter's full name, your child's teacher's name and reason for their absence.
3. Your child will remain unexcused if the school has not received a phone call from you. The office will make every attempt to contact a parent/guardian by phone.
4. If no phone contact can be made, the parent or guardian may stop in personally to inform the office during office hours or send a written note with a sibling to the office.
5. Students are not permitted to leave school without written permission from a parent or guardian.

**Please be aware of the State Law regarding attendance.
If you have questions, contact the principal.**

Absences

To understand what is considered an excused or unexcused absence, we offer you the following:

Excused Absence

The child is absent with the knowledge and permission of the parent or guardian because of illness, a medical appointment or a family emergency. It is extremely important that we are informed in writing or by telephone the reason for the student's absence. Under an excused absence, work missed by the student may be made up. A student is given 10 excused absences in one school year. When a student has reached 10 days of excused absences, the parent will receive a letter home. This letter will explain that any absence after 10 days will now require a doctor's note excusing that student from school due to illness. Should a student have an absence after the 10 excused absences that does not have a doctor's note, those absences will be considered unexcused.

Unexcused Absence

The child is absent with the knowledge and permission of the parent or guardian for a reason other than described in the excused absence, provided the unexcused absence does not become intermittent for the purpose of defeating the intent of Section 118.15 of the State Code (mandatory attendance law). The parent/guardian must notify the school each day unless an **anticipated absence form** is on file with the school listing the reason for the absence. Work can be made up for credit or **no** credit based on the teacher's judgment. However, credit for the course cannot be denied solely because of the pupil's unexcused absence from school. As stated earlier an unexcused absence can also occur when a student is absent after 10 days of excused absences without a valid doctor's note excusing them from school. If a student has 3 unexcused absences parents will receive a letter home making them aware of these absences and outlining Wisconsin attendance laws.

Tardiness

We request that a parent call if a child will be late for a valid reason such as a doctor's appointment. If we do not hear from the parent, we will assume the child is late through his own fault and, if there is recurrence, parents will be notified. It is important that students arrive at school on time as learning begins as soon as the morning bell rings. School doors open at 8:20AM giving students 10 minutes to enter the building and be seated in their classroom before the school day begins at 8:30AM. Any student entering the building after 8:30AM will be considered tardy. All tardies are marked as unexcused unless a doctor's excuse is presented.

Truancy

The child is absent without the knowledge or permission of the parent or guardian **or the school has not been notified of the excused or unexcused reason by the parent or guardian**. Excessive absence of any kind will be evaluated by the principal with recommendations for improved attendance. If a student has 5 or more unexcused/truant absences parents/guardians will receive a "Habitually Truant Certified Letter" at their home asking them to come into school to discuss their child's attendance. Gegan Elementary wants to work with all families to ensure student success through being at school consistently and during this meeting a plan will be put in place to improve your child's attendance. However, 5 or more unexcused absences can lead to a referral to Winnebago County Human Services for habitual truancy if the absences are not improved upon after the school meeting.

Medical Appointments

Please schedule appointments after school or during days off so that students do not miss instruction. If medical appointments are necessary during the school day, the child must be signed in and signed out by a

parent/guardian in the main office. A child needs to be in school as long as possible before the appointment and return to school when the appointment is complete. If medical appointments become excessive, a signed doctor's excuse may be required for each appointment.

Anticipated Absences

In accordance with the school board, parents and guardians are expected to provide a notification of a student's absence(s) in advance of the absence. **Anticipated Absence Forms are available** from the school office or on the MJSD website under parent links, for any absence you are aware of in advance.

Positive school attendance is dependent on parents taking the initiative to have their child at school both on time and on a consistent basis. As a school we work with all our families to ensure positive attendance among all our students. Consistent school attendance will ensure continued success for your child at school while also promoting healthy habits regarding the importance of attending school regularly. At any time should you want to discuss any aspect of your child's attendance, or with any questions you may have regarding our attendance policies, please don't hesitate to contact the school.

HEALTH & SAFETY

Accident Insurance

Student accident insurance is available for school-time coverage or 24-hour coverage. A letter is sent home with each child at the start of the year. The insurance will go into effect when the premium is received by the agent. If your insurance does not cover your child at, to, or from school, we highly recommend the insurance coverage.

Acute Illness and Injury during School Hours

Parents are immediately notified when a child is significantly injured or appears acutely ill. A parent or designated adult will need to pick up the child from school. The school nurse is available for consultation should an emergency arise.

Animals in School

For the safety and welfare of the student, the district follows a policy and procedures for animals in school. Please contact the school office for details.

Bicycles/Rollerblades

Students may ride bicycles to and from school. Kindergartners and first graders should be accompanied by a parent. Violations of safety can cause permission to be withdrawn. Bicycles are ridden directly to school, parked, and ridden home. Students are not allowed to ride bicycles, rollerblades or scooters on the playground or sidewalks surrounding the school or in the parking area. Locks should be used for all bikes at school and each child should have his/her own lock. The school is not responsible for lost or stolen bikes or rollerblades.

Bus Riders

Bus assignments, with pickup and drop-off times, are provided to students at the time of registration. We suggest children be at the bus stop five to seven minutes before the bus is scheduled to arrive. Students and parents should review the "Student Transportation Handbook", available online. The District will require that all students complete and submit the "Transportation Services Agreement Form. This is provided at registration or through your child's school. Students that fail to comply with bus rules may be suspended from riding the bus for a short time, or for the remainder of the school year. Students may only ride their assigned bus.

Communicable Disease

To meet state health codes, all communicable diseases must be reported to the Menasha Health Department. A child suspected of having a communicable disease shall be excluded from class by the school. A complete list of communicable disease exclusions guidelines is on the school website.

Dental Health

The Menasha Health Department dental hygienist provides dental screenings, dental referrals to providers, and coordinates the Menasha United Way Dental Clinic for students qualifying for these services. A dental fluoride varnish and dental sealant program are offered for selected grades based on available funding.

Fire Drills

Once a month, your child will participate in an unannounced fire drill. During all fire drills, children are required to remain quiet. This monthly drill is for your child's safety. During October, which is Fire Prevention Month, fire safety is studied to a greater degree. You may wish to talk about home fire safety during this time.

Guidance and Counseling

Guidance activities are part of the regular classroom curriculum. These are designed to help students as they deal with feelings, self-esteem, peer relationships, protective behavior, decision making and many other difficult situations that are a part of growing up. These classes are held weekly with the school guidance counselor. A follow-up session is provided by the classroom teacher.

Individual and small group guidance and counseling are provided to students demonstrating a need or referred by parents, teachers, counselors, or self. The guidance counselor may also initiate a peer mediation program. Parents with questions, concerns, or wanting more information on the school counseling lessons can contact the school counselor directly at 967-1367.

Head Lice

If a child in the District is found to have active lice, the child's parent will be called to pick him/her up immediately. After treatment and upon returning to school the child will be examined by school staff. The District practices a policy of no live lice as criteria to return to school (School Board Policy 8451).

Health Records

Health information is requested on all kindergarten and new students. Permanent health records are kept on every student. The nurse shares pertinent health information with school staff as needed.

Health Education

The Menasha Health Department staff provides health education on topics including hand washing, growth and development, dental and others as they arise. Teachers utilize Menasha Health Department staff as a resource person on health topics being covered in class.

Immunizations

To meet state immunization laws, the school requires a complete immunization record from all incoming kindergarten and new students prior to the start of school. The Menasha Health Department staff is available year round to clarify immunization requirements and other health concerns. If you are unsure about new immunization requirements contact the Menasha Health Department at 967-3520.

Media Participation

Your child may be photographed, videotaped, and/or interviewed by the media regarding programs or events at school during the school year. Parents must notify the building principal in writing each school year should they object to any participation that identifies their specific child. Large group visual images are beyond our control.

Medications

Administration of medication by school personnel during school hours requires both the signature of a parent and the physician on the **Menasha Joint School District Administration of Medication Consent** form. A new copy of the consent form is required each year and any time the medication or dosage is changed. The medication must be in the original container and properly identified with current information stating the name, dosage, frequency, route, physician, and date of prescription. Schools will not be able to administer medication unless these guidelines are met. Parents are expected to schedule antibiotics and over-the-counter medication outside of school hours.

School Bus Warning Lights Ordinance

An ordinance requires that school bus drivers use flashing red warning lights and stop when loading and unloading passengers. All other vehicles are required to stop when school bus displays flashing red warning lights and the stop arm. Protect our investment in the future. Drive safely.



arm
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School Health Services

The school nurse visits the school a few hours a week. If you wish to directly contact the nurse, call the school to determine those times or call the Menasha Health Department at 967-3520.

Screening Programs

Listed below are the health screenings done at school.

Vision – K-4

Hearing – K-3

Dental – K-4

Any result indicating further specialist examination is followed up by the Menasha Health Department staff.

Security and Safety Policy

It shall be the policy of the Menasha Joint School District that any person employed by the district wear, in an appropriate visible location and while on school premises, a Menasha Joint School District identification badge designated for district employees.

It shall be the policy of this school district that any person entering a school building, who is not employed by the district, sign in at the main office, receive and wear, in an appropriate visible location, a Menasha Joint School District identification badge designated for visitors, vendors, volunteers or substitutes.

Student Dress

Students should dress appropriately and comfortably for school. Dress should be in accordance with the weather as all students go outside daily. Proper clothing for cold weather includes: Jacket, gloves or mittens, hats, boots, and snow pants (needed to play in the snow).

For safety reasons, students should not wear shoes that make walking, climbing or running difficult. In case of emergency, students may need to walk quickly to evacuate the building, which requires appropriate footwear.

At no time will clothing with profanity, drug, or alcohol references, or clothing determined to be gang related, be allowed. All clothing must fit properly, and should not be distracting to the educational process. Makeup and cosmetics are not appropriate for elementary-age students and are not permitted in school. Hats are not allowed in the building except by special permission. Inappropriate clothing will result in a phone call to parents to bring in a new change of clothes.

Student Drop Off/ Pickup

Students riding the bus will be dropped off and picked up in the traffic circle in the front of the building. Parents should not drop students off in the staff parking lot and students are not to walk between parked cars in the circle drive to be picked up. For safety reasons parents dropping off and picking up their child(ren) should park on the DePere Street side of the building and/or meet their child(ren) on the DePere Street playground.

Student Harassment

It is the policy of the School Board to maintain a school environment that is free from all forms of harassment and to insist that each student is treated with dignity, respect, and courtesy. Student harassment means behavior toward students based, in whole or in part, on sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap which substantially interferes with a student's school performance or creates an intimidating, hostile or offensive school environment. This may include but is not limited to name calling, negative stereotyping, or hostile acts. It is a violation of this policy for any student, employee, or volunteer of the School District of Menasha to harass students through conduct or communications which has the purpose or effect of creating an intimidating, hostile, or offensive learning environment; has the purpose or effect of unreasonably interfering with a person's academic performance; or otherwise adversely affects a person's educational opportunities. All harassment claims will be investigated thoroughly.

During the course of their natural development, many children may engage in unkind acts. Unkind acts may also include but are not limited to name calling, hostile acts including pushing, shoving, hitting and others. Children may engage in an unkind act out of frustration and/or because they haven't learned the skills to deal with frustration. These instances are considered learning opportunities and handled on a case by case basis by school staff.

If parents and/or guardians have concerns related to unkind behavior, please contact your child's teacher.

Technology Use Guidelines

Students

1. All use of technology must be in support of education and research and consistent with the purposes of the Menasha Joint School District.
2. Transmission or pirating of any materials in violation of any state or national regulation is prohibited. This includes, but is not limited to copyrighted, harassing, threatening or obscene material.
3. Technology may not be used for personal agenda or profit.
4. Students must only visit sites approved for school use and do not have permission to visit sites commonly known as "chat rooms."



5. Students will not give out personal information over the Internet including name, address, picture, phone number, etc.
6. Technology accounts are to be used only by the owner of the account for the authorized purpose. Passwords are not to be shared.
7. Users will not make deliberate attempts to disrupt network performance. Hardware, software, files, or operating systems shall not be destroyed, modified, or abused.
8. Students will be held accountable for lost data, or damaged equipment.
9. Student e-mail and communications are not private and may be monitored at any time.
10. Inappropriate use of the technology may result in disciplinary action.

Telephone Use

Students will be permitted to call for illness or emergencies only. Students must plan ahead for ride arrangements, sporting practices, school work, and instruments.

Visiting School

1. All visitors to the school building will need to check in the office and show a picture ID such as a driver's license. Visitors will be issued a visitor ID to be worn in an appropriate visible location during the visit. Visitors will need to stop in the office to sign out prior to leaving.
2. If you wish to visit your child's classroom, please call and inform the teacher at least two days prior to your visit. This common courtesy is greatly appreciated. Children are eager to share their school experience with you, and teachers also like to get acquainted with you.

Volunteering at School

Community involvement is essential in creating the supportive, learning environment needed for young learners to experience success. If you are interested in volunteering at school, an online background check may be found on the MJSD website and will need to be completed prior to service as a volunteer. This includes adults who wish to attend field trips.

Guidelines for Adult Volunteers

- Check into the office each time with a driver's licence for your visitor ID.
- Follow staff direction when working with students.
- Respect the rights and confidentiality of all students and staff.
- Do not bring younger children when volunteering.
- Please be prompt or a call if you cannot make the agreed upon volunteer time.

Weather

Tornado

When the school is alerted that a tornado watch (conditions are right for a tornado to develop) is in effect for this area of the state, an administrator or designee will notify all staff and students through the public address system of the alert. If the watch alert is upgraded to a tornado warning (a tornado has been spotted) an updated announcement will be made advising students and staff of the new condition.

Snow Days

In the event of bad weather, every effort will be made to keep school open. If school is open, it will be a parental decision whether or not you choose to send your children to school. We will also tend to keep school open for the full day, unless unusual conditions prevail, rather than close school early because of severe weather.

When severe weather occurs and school must be closed, the closing will be announced on the following area radio stations beginning at 6 a.m. and continuing until the start of school in the morning: WAPL-105.7, KISS FM 95.9, WIXX-101.1, Y100-100.3, DUKE FM-93.5, and THE DRIVE-94.3, The following TV Stations will also advise the public of school closings: WBAY (CH. 2), WGBA (NBC 26), WLUK (FOX 11), WFRV (CBS 5).

Please be sure your parent portal preferences are up to date so you receive automated callers/text messages. You may also check the district website at www.mjsd.k12.wi.us for delay and cancellation information.

Weather Guidelines for Outdoor Activities

After consultation with the Menasha Medical Advisory Committee and the City Health Department Nurse, the elementary school principals have developed the following guidelines for recess:

All students will be expected to go out for daily recesses to get fresh air and exercise to enhance alertness in the classroom. Students remain indoors on days of inclement weather. Students needing to remain indoors due to illness or allergy must bring a note from a parent or physician stating the reason. Parents may excuse their child for one day. For longer periods of time, a doctor's note is necessary.

The administrator of each school will make the decision as to whether the children will go outside for recess on cold days. The decision will be based on the following criteria:

1. The welfare of the children.
2. The actual temperature and the wind chill. If the actual temperature or wind chill is 0 degrees or below, the children will stay in.
3. The length of time the children will remain outdoors.



MISCELLANEOUS

Communication- Parent/School

As partners in education it is important to keep lines of communication open between home and school. The following procedures are suggested:

1. Parents may phone, send a note, or email staff. Staff are only able to converse with parents when not with students. Therefore the message be given and returned at the earliest possible opportunity.
2. Staff may also initiate contact with parents or guardians via email, phone, or written communication.
3. If further discussion is required or a meeting is preferred, arrange a convenient time to meet. If additional support is needed, the attendance of the building principal may be requested.



Community Learning Center

The Community Learning Center of the Menasha Joint School District offers a variety of programs that occur outside of the traditional school day. The extended learning opportunities are available to families enrolled in the Menasha Joint School District. The primary aim of the Center is to improve student achievement by providing academic support and other programs and services for students and families. The program offers a safe and nurturing learning atmosphere and supports the growth of positive life skills, teamwork, and interpersonal relationships in order to foster a strong sense of community.

Before School Matters

Hours: 6:30-8:20 a.m. every day school is in session. Registration **is online.**

Students not participating in this program are not to arrive at school before 8:20 a.m.

1. Program begins at 6:30 a.m. and is located in the commons and gym.
2. Parents must escort their child into the program area and sign in.
3. Use door #1 to escort your child in. It is the main entrance of the school.
4. Fees for the semester: \$75.00 per student

**Fees will not be refunded.

After School Matters

Butte des Morts, Clovis Grove, Gegan and Jefferson/Nicolet schools have After School Matters programs consisting of academic support offerings (tutoring and homework help), enrichment programs (linked to core

subject areas of science, math, social studies and language arts), recreation and youth development. The program operates on school days from right after school until 5:30 pm.

Child pick-up is only between 4:30 – 5:30 p.m. The program begins the first day of school and operates on full days of school, except on days when there are parent-teacher conferences.

Fees are for the semester: \$65.00 per student.

*Fees will not be prorated if registering anytime during the semester..

**Fees will not be refunded.

Registration

- Registration is online, but there are forms available in the school office as well.
- Students must be registered in order to attend the programs.
- Fees must be paid prior to student participation.
- There is a two day processing time required, so if you register your student on Monday, he/she will not be able to attend until Wednesday.
- Fees cover the entire semester. Registration forms and payment can be submitted at the school office in an envelope labeled Before School Matters or After School Matters. Please make checks out to MJSD Community Learning Center.

Conduct

The goal of our school code of conduct is to empower students to be kind, respectful, responsible, and safe so they grow and develop academically, socially, and emotionally. At Gegan staff develop, teach, model, and reinforce predictable classroom routines and procedures along with positive classroom expectations. There is a strong focus on building a caring, empathetic classroom community in which students learn to regulate behavior, demonstrate care and concern for one another, appropriately manage strong emotions, and develop problem solving skills that will help them navigate interpersonal conflict. Student behavior that is dangerous, disruptive, or unruly will not be tolerated. Any student who engages in such behavior may be removed from class and subject to consequences. Examples of such behavior may include, but not be limited to, the following:

- Weapon Violation
- Drug or alcohol violations
- Other unlawful behavior
- Disruptive behavior that interferes with learning.
- Physical or verbal aggression
- Gang related activities
- Defiance of authority
- Dress or grooming violations
- Willful damage to school property
- Repeated use of profanity (bad language)

Food Service

Our Goal

Menus are planned with a goal of providing a variety of nourishing items at an affordable price. Community food preferences are considered so that students will like the choices that are offered. Students are encouraged to try different foods and to use the cafeteria as a learning laboratory for making nutritious choices.

The Breakfast Menu

Please encourage your child to start the day with a healthy breakfast! Menasha Joint School District offers universal free breakfast-in-the-classroom at all elementary schools at no charge to all students. Students must choose 3 of the 4 components offered to qualify as a reimbursable meal.

The Lunch Menu

Menasha Joint School District participates in the National School Lunch Program under a contract with *Chartwells School Dining Service*. Students may purchase a nutritious lunch every day or as often as they like or they may bring cold lunch.

Elementary Schools offer a choice of entrees, vegetables, canned and fresh fruits, bread and milk. Extra milk is available to purchase. Dessert is offered once a week.

Elementary Lunch is \$2.55. All reimbursable meals include one carton of milk. Extra milk costs \$.45.

- Put cash or a check (payable to MJSD) in an envelope. On the lunch deposit form or on the outside of the envelope, write the names of your children and their Student PIN Numbers. Put the envelope in the locked drop box outside each school office.
- Or, mail your lunch money to:
MJSD Dining Services
974 Ninth Street
PO Box 360
Menasha, WI 54952
- During the school year, money received in the morning will be recorded in time for the next day's lunch.
- Students who qualify for free and reduced price meals get one reimbursable breakfast and lunch each day. Students receiving free and reduced-price meals must pay cash for bag lunch milk or a second lunch. Parents must put money in the Student Account for this purpose.
- Students may ask about their account balance any time they go through the lunch line.
- If the student account balance falls below \$6.45 your student will receive a reminder notice.

***Need your PIN Number?**

Contact the Dining Services Office at

(920) 967-1965

OR

Email at: cheslockk@mjsd.k12.wi.us

What happens if my child's account balance is zero?

The MJSD food service department does not want children to be hungry at school. Yet, it is the parent/guardian's responsibility to pay for school meals or to send a bag lunch from home. When a student does not have a lunch or the means to purchase one, the MJSD will provide a courtesy meal consisting of a serving of fruit, a serving of vegetables and half pint of milk. Concerns? Contact the Food Service Office at 967-1963.

Join your Child for Lunch

If you plan to join your child for a hot lunch, please call the school office by 8:00 a.m. Plan to use the funds available in your child's account. An adult lunch is \$3.75.

Lunch Period - Out of School

Students eating at school are not allowed to leave the school grounds during the lunch period unless signed out and accompanied by a parent.

Lunch Times By Grade

KG- 2nd 12:20-12:50

3rd - 5th 12:45-1:15

Homework Guidelines

Homework provides an excellent opportunity to develop good study habits, self-discipline, time management, accountability, research skills, and love of reading. Independent practice facilitates learning and provides a “bridge” between one day's learning and the next. Homework is also an important means of communication between school and home. Children benefit from a set time and a quiet place to complete daily homework.

Daily reading is considered important homework for elementary students. All children benefit from reading each at least 20 minutes a day. Developing a routine of reading before bedtime each night for 15 - 30 minutes can really make a difference in children's academic achievement.

Children may also receive math homework a few times a week. This is practice of what your child learned during the school day. If the work becomes too frustrating for your child, you may reference parent letters sent home by the teacher at the beginning of each unit, or you can communicate with your child's teacher to problem solve.

Library Media Center

Students have an opportunity to check out books in the Library Media Center (L.M.C) on a weekly basis. Students in grades 1-5 may check out two books at a time. Kindergarteners are allowed to check out one book at a time. Books are checked out for up to two weeks. If a book is lost or damaged beyond repair, the student must pay for it.

Lost and Found

All belongings such as coats, backpacks, tennis shoes, lunch boxes, and instruments should have the owner's name plainly written on them. In the event that items become lost, this helps to ensure prompt return to the rightful owner. Please be sure children's outer clothing is marked and encourage your child to check the Lost and Found regularly for any missing items.

Parent-Teacher Conferences

Communication between home and school assists children in making the most of their education. To facilitate this, parent-teacher conferences are held two times a year. In general, the first semester conference is in October and the second semester conference will be held in March. Parents may also request a conference with a teacher at any time if there are academic or behavioral concerns.

Parent Teacher Organization (PTO)

Gegan's PTO welcomes all parents, guardians, and teachers as members. You can become an integral part of the decision making process that will affect your child(ren)'s school career and physical surroundings by becoming a part of the PTO. Please contact this year's officers for more information on how you can get involved.

EQUITY

Child Find Activities

Children with Disabilities Locator Notice

Federal and state law require public school districts to locate, identify and evaluate all resident children with disabilities regardless of the severity of their disability. The Menasha Joint School District has a special education screening program to locate and screen all children with suspected disabilities who are residents of the district and who have not graduated from high school. The district screening program locates and screens children in the following groups: preschool children; children entering school for the first time; children enrolled in the public and private schools; transfer students; children eligible to attend school but not currently attending. Upon request the district will screen any child to determine whether a special education referral is appropriate. Such request shall be made to Marcena Thiry, Director of Special Services, Menasha Joint School District, P.O. Box 360, Menasha, WI 54952. A parent, physician, nurse, teacher, psychologist, social worker or administrator of a social agency who has reasonable cause to believe that a child brought to him or her for services is a child with a disability has a legal duty to report the child to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made. The referral must be in writing and must include the reason why the person believes the child is a child with a disability.

Educational opportunities are available in the community for children with disabilities. The school district provides special education and related services for children ages 3 to 21 with cognitive disabilities, orthopedic impairments, other health impairments, autism, traumatic brain injuries, visual disability, hearing disability, speech and language impairment, autism, traumatic brain injuries, visual disability, hearing disability, speech and language impairment, learning disabilities and emotional disturbance. The County Board provides services for children with disabilities age is birth to 3. The district offers services for children ages 3 through 5 with significant developmental delays. The community Head Start Program provides educational opportunities for qualifying 4 and 5 year olds and the district offers a 4-year-old preschool for children needing additional educational experiences prior to entering kindergarten. If you have questions concerning the type and variety of services/programs available, or your child's eligibility for such services, please contact your child's teacher, building principal, or Sue Borree, Special Services Secretary (967-1418).

Persons with disabilities are afforded certain rights under the law, some of which are:

1. The right to a free and appropriate public education.
2. The right to nondiscriminatory treatment in employment.
3. The right to due process procedures.
4. The right to participate in school courses, programs and activities with non-handicapped students whenever appropriate.
5. The right of access to your child's school records.
6. The right to an impartial hearing.

*Copies of this notice are available in Hmong and Spanish by contacting the Special Services Office – 967-1429.

Curriculum Modifications (State Statute Section 118.15)

Any child's parent or guardian, or the child if the parent or guardian is notified, may request the school board, in writing, to provide the child with program or curriculum modifications, including but not limited to:

1. Modifications within the child's current academic program.
2. A school work training or work study program.
3. Enrollment in any alternative public school or program located in the school district in which the child resides.
4. Enrollment in any nonsectarian private school or program, located in the school district in which the child resides, which complies with the requirements of 42 USC 2000d. Enrollment of a child under this subdivision shall be pursuant to a contractual agreement which provides for the payment of the child's tuition by the school district.
5. Homebound study, including nonsectarian correspondence courses or other courses of study approved by the school board or nonsectarian tutoring provided by the school in which the child is enrolled.
6. Enrollment in any public educational program located outside the school district in which the child resides. Enrollment of a child under this subdivision may be pursuant to a contractual agreement between school districts.

The school board shall render its decision, in writing, within 90 days of a request under par. (d), except that if the request relates to a child who has been evaluated by an individualized education program team under s. 115.782 and has not been recommended for special education, the school board shall render its decision within 30 days of the request. If the school board denies the request, the school board shall give its reasons for the denial.

Any decision made by a school board or a designee of the school board in response to a request for program or curriculum modifications under par. (d) shall be reviewed by the school board upon request of the child's parent or guardian. The school board shall render its determination upon review in writing, if the child's parent or guardian so requests.

TITLE IX GRIEVANCE PROCEDURE

Any student or employee of the Menasha Joint School District who believes he or she has been discriminated against, denied a benefit, or excluded for participation in any school district sponsored education program or activity on the basis of sex shall attempt promptly to resolve the situation by (1) discussion with the building principal, or in the case of a student, or the individual's immediate supervisor, in the case of an employee. (2) If the complaint is not resolved under step 1, the complainant may file a written complaint with the compliance officer, who is the superintendent of schools, with a copy given to the principal or supervisor involved. The superintendent shall arrange a meeting with parties involved to review the complaint within ten (10) days after the meeting(s).

If the complaint is not resolved under step 2 the complainant may file an appeal in writing with the secretary of the board of education, indicating the nature of disagreement. The school board shall consider the complaint at the earliest appropriate meeting at which time the complainant shall address the board in public or closed session as appropriate and lawful, concerning the complaint.

The school board shall within thirty (30) calendar days after the hearing provide the complainant with a written statement of its decision, and (or) action taken.

Equal Educational Opportunities

The Menasha Joint School District is committed and dedicated to the task of providing the best education possible for every child in the district for as long as the student can benefit from attendance and the student's conduct is compatible with the welfare of the entire student body. The right of the student to be admitted to school and to participate fully in classroom instruction and extracurricular activities shall not be abridged or impaired because of sex,

race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap.

Students who have been identified as having a handicap or disability, under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act, shall be provided with reasonable accommodations in educational services or programs. Students may be considered handicapped or disabled under this policy even if they are not covered under the district's special education policies and procedures. Complaints regarding the interpretation or application of this policy shall be referred to the director of special services and processed in accordance with established procedures.

Student Nondiscrimination

It is the policy of the Menasha Joint School District that no person may be denied admission to any public school in this district or be denied participation in, be denied benefits of, or be discriminated against in any curricular, extra-curricular, pupil service, recreational, or other program or activity because of the person's sex, race, religion, national origin (including a student whose primary language is not English), ancestry, creed, pregnancy, parental status, marital status, sexual orientation, physical disability, mental disability, emotional disability or learning disability as required by Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Educational Amendments, Title VI of the Civil Rights Act, and Section 504 of the Rehabilitation Act.

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the District shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

The District shall provide appropriate educational services or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability. The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for religious accommodations shall be made in writing and approved by the building principal.

The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the Menasha Joint School District.

Any questions concerning this policy should be directed to:

Marcena M. Thiry, Director of Special Services

Menasha Joint School District

P.O. Box 360

Menasha, WI 54952-0360

(920)967-1429