

# Gilmanton Elementary



School  
Grades 4K - 5



# STUDENT HANDBOOK

Glen A. Denk, District Administrator  
Kory A. Rud, Principal  
Kim Becker, Building Coordinator  
Michelle Hovey, Building Coordinator

## **Attendance Policy**

When a student is absent from school the parent/guardian **must call the school before 8:45 a.m.** to notify the school of their child's absence. The parent should identify themselves, the name of the student absent and the reason why. **If no call is made, the absence will be assumed to be unexcused.**

The attendance officer (principal) will determine whether or not the absence is excused. The following are examples of **excused absences**: religious holiday, illness, non-emergency health appointments, death in the immediate family, court appearance or other legal procedure, emergencies or other circumstances beyond the control of the student, suspension pursuant to section 120.13 of the WI statutes (legal but unexcused).

The following reasons for absence are **unexcused**: work, babysitting, shopping, haircuts and beauty appointments, personal business.

In the case of appointments and other pre-arranged absences, you must notify the school **prior to the absence**. Please try and schedule your child's appointments for early morning or late afternoon times or on days when there is no school.

## **Change of Address/Telephone**

It is very important that every student maintain an up-to-date address and telephone number record at the school office. Notify the school immediately if you have a change of address or telephone number during the school year.

## **Divorced Parents**

All parents who are legally separated or divorced and have not notified the school of the visitation rights of the custodial and non-custodial parents are requested to contact our office.

## **Elementary School Meal and Milk Program**

Elementary students are offered breakfast or morning milk break each morning at the high school. There are also ala carte items available to students at breakfast (i.e. cinnamon rolls, juice, toast, etc.) at an additional cost. If you do not wish your children to purchase these items on your family meal account you must notify the district office to block these charges and inform your children.

Elementary students may partake in the hot lunch program offered or bring a sack lunch.

Forms to apply for free or reduced meals are available in the district office. Participation is strictly confidential. A new application must be filed each year.

Meal account statements will be sent home with students along with mid-term or report cards. We ask that you maintain a positive account balance at all times. You may call the district office

at any time for a current account balance. Deposits may be made to the district office or sent to your child's teacher at any time.

## **Emergency Drills**

Fire drills are conducted each month and tornado drills are conducted each April during Tornado Awareness Week. Detailed escape plans are posted inside the door of each classroom. During tornado drills each classroom goes to a designated area within the building. All children kneel with heads cover and faces toward the wall. In a fire drill each class follows the escape route to an outside area, a safe distance from the building. Children are moved to these designated areas in less than 75 seconds in a safe, quiet, orderly manner.

## **Emergency Early Release**

In case of emergency conditions, i.e. inclement weather, bomb threats, etc. please develop a plan with your child/children in case the school has to release school earlier than normal.

## **Illness or Injury**

In case of illness or injury a student will be cared for temporarily by the school. School personnel will render first-aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the student will be taken to the emergency room of a local hospital. Please remember, emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school.

## **Insurance Policy**

The school participates in a secondary accident insurance policy. Students must report any injury which results in a visit to a healthcare provider to their teacher so that an accident report may be filled out. At the parent's request, a student insurance claim form will be mailed home. The parent must follow the instructions on the form and file with their own insurance first. After your own insurance has declined or made partial payment, the school's insurance will then pay on the claim, based upon what they cover or do not cover. In the event that you do not have health insurance coverage, you may file the claim directly with the school's insurance company. In either case, it is the responsibility of the parent to file the claim, not the school's.

## **Medications Policy**

### **PARENT/GUARDIAN RESPONSIBILITIES:**

1. Notify the school of child's need.
2. Complete a "Medication Administration Authorization Form" permitting the school to give medication in the dosage prescribed by a physician and to communicate with the physician to have him complete this form and deliver it to the school office.
3. The medication must contain a label with the child's name, drug, dosage, time to be given and physician's name.
4. Written instructions must be obtained from the physician each time a different dosage or medication is prescribed.
5. A new "Medication Administration Authorization Form" must be filled out each school year.
6. Notify the school in writing when the drug is discontinued.

As required by current Board of Education policy, medication orders must be obtained in writing prior to school personnel's administering medications in the school setting.

## **Permission Slips**

Please send a note that is dated and signed for the following circumstances:

- ❖ Your child is going to someone else's house after school.
- ❖ Your child is riding a different bus.
- ❖ You want your child to stay in during recess, or to miss physical education class.
- ❖ Your child will leave school early, or will leave and return during the day.

## **Pets**

No pets, of any kind, are allowed at school without permission. Teachers may give special permission for pets to be brought to school as part of a special display or activity. However, under no circumstances is potentially dangerous pet to be brought to school.

## **Progress Reports and Report Cards**

Mid-term progress reports are handed out to all parent/guardians at parent-teacher conferences. Those who do not attend conferences will receive the reports from their child. Report cards will be sent home with the students approximately ten days after the conclusion of each quarter. However, we invite parents to check on their child's progress at any time throughout the year.

## **School Rules**

The staff at Gilman Elementary believes in fair and consistent management of children. The behavior expected from students at school is a combination of common courtesy and safety considerations. There are only a few special areas, which require the application of very specific rules. The following types of conduct are never permissible.

1. Fighting
2. Defiance of school staff
3. Unsafe use of playground equipment
4. Use of profanity
5. Throwing of any objects

After a child has been warned for breaking the rules, the following consequences apply:

- |          |  |
|----------|--|
| 1 check  | Time-out   |
| 2 checks | Child will be restricted from all recess for one day |
| 3 checks | Letter mailed to parents                             |
| 4 checks | A school official will call or meet with parent(s).  |

## **School Visitations**

School board policy mandates that "all visitors must check in at the school office." This directive applies to the elementary, middle, and high school levels. The Gilman School Board "encourages visits by citizens, taxpayers and parents to all school buildings and directs visitors to communicate their desire to visit a particular classroom to the principal prior to their arrival at school."

It is the responsibility of the staff and particularly the administration to ensure our schools provide a secure and safe place for all children. To do so, we have to know who is in the building at all times. In addition, the staff needs to safeguard uninterrupted learning in all classrooms on an ongoing basis. We have the following options for parents, community members and other visitors to classrooms:

1. Consistent with Board policy, all visitors need to make an appointment with the building principal prior to their classroom visit.
2. During the classroom day from all visitors should check in at the main office upon arrival.

By working together on this issue, we will be able to meet the needs of parents, students and staff while remaining consistent with Gilmanton School Board Policy.

## **Student Dress**

Student dress is an integral part of the educational process. We expect your child to be clean and dressed appropriately for school. During inclement weather, it is extremely important that you dress your child to withstand the elements.

Athletic shoes are required for physical education classes and should be kept at school. Students should be able to tie their own shoes.

No head wear of any type, for males or females, is to be worn in the building. Clothing which bears reference to drugs, alcohol, tobacco, or of a sexual nature are prohibited.

## **Weapons Policy**

Gilmanton Elementary has always been a school where students and staff feel safe and secure. We work hard to ensure that the school remains a place where students can focus on learning and not be distracted by issues of safety. We hope that you will take the time to read the policy and discuss its significance with your son/daughter.

No one shall possess, use, or store a weapon or look-alike weapon in or on school property, in school vehicles, or at school-related activities. A dangerous weapon or look-alike weapon is defined in state statutes and may include any object which, by the manner in which it is used or intended to be used, is capable of inflicting harm or could pretend to be capable of inflicting bodily harm or endangering the health and safety of students or staff.

A weapon is any object that by its design and/or use can cause bodily injury or property damage. This includes, but is not limited to guns, including BB and pellet firing guns, knives, razors, Karate sticks, chains, numchucks, metal knuckles and similar items. A weapon is also defined as any facsimile firearm such as a toy, starter pistol or other object that can be perceived as an actual firearm. Ammunition and explosives are included within the weapons category.

Educating children about the seriousness of possessing weapons or facsimiles needs to be a joint effort between the school and home. It is important that we communicate to students that possession of a weapon or look-alike weapons on school property will be dealt with swiftly and seriously. Please work with us in emphasizing to your child/children that they may not bring any type of object which resembles a knife, gun, or object, which could be used to inflict bodily harm to school.

If you have any questions or need clarification on this issue, call the district office.



### **Nondiscrimination Statement**

The School District of Gilmanton does not discriminate against pupils on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its educational programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or handicap.