

Bryant Elementary School

Student Handbook

2018-19



~Work, Respect, Belong~

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Kate Tesch, Principal**

Bryant Elementary School Handbook
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September 2018

Dear Bryant Elementary Family,

Welcome to the 2018-2019 school year. I hope that you have all had a great summer relaxing and spending time with friends and family. It is that time of year again to get ready for school and refresh ourselves with the mission, goals and objectives of both Bryant and the entire School District of Superior.

Bryant Elementary School holds high expectations for all students, staff and families. We work to create a respectful, hardworking culture within our school that helps all of us to achieve success. We believe in and follow our three expectations:

Work, Respect, Belong

In order to provide high quality instruction to all learners we must have students here on time and attending regularly. **I can't stress enough how important it is to all children here and ready to learn by 8:45 and ensuring that students remain in school until 3:15.**

A partnership between home and school is critical to a successful education. We have a PTO and a Parent Coordinator to help involve you in your child's education. Please sign up to be involved; every little bit helps your child and all of the children at Bryant.

This handbook is a guide for information on a variety of topics that impact your child's education here at Bryant and within the School District of Superior. It will give you an overview of expectations and policies for both our school and our district and allow students to know what is acceptable in school and what is not. Please reference this document as necessary throughout the school year—do not hesitate to contact your child's teacher or myself with any thoughts, questions, or concerns you have. We look forward to providing your child with the foundation for living, learning and working successfully.

Have a great year!

Sincerely,



Kate Tesch
Principal

BEHAVIOR EXPECTATIONS

Here at Bryant, staff, students and families will collaborate to build a safe, respectful and responsible community. We (staff, students and families) are on the same team with the same goal – successful, responsible and respectful children.

Students are expected to:

1. **WORK** – do what's expected and bring the materials needed to do it
2. **RESPECT** – treat yourself, others and property appropriately
3. **BELONG** – be a positive member of Bryant and make others feel included

During the 2017-18 school year we will be working hard to implement a system of Positive Behavior Intervention and Supports (PBIS) throughout the school district. Our plan is to teach, model, and acknowledge positive behaviors for all students in each specific setting at Bryant. We will celebrate students who demonstrate expected behaviors and continue to teach those who need extra help demonstrating appropriate behaviors. A group of our staff will meet monthly to analyze the data collected from office referrals to determine the specific needs of the students at Bryant.

NO TOLERANCE BEHAVIORS

Some behaviors are intolerable and illegal. If a student chooses to engage in these behaviors, immediate action must be taken. Parents/Guardians will be contacted to create a plan – this plan may include in-school or out of school suspension, charges filed, and/or an intense behavior plan. If parents can not be reached, other names on the emergency card will be called. If necessary, the Police Liaison Officer will be contacted.

No Tolerance Behaviors:

- ① Possession of tobacco, drugs, alcohol, weapons or weapon replicas - Board Policy
- ② Starting fires or knowingly setting fire alarms
- ③ Vandalism/damage to school or personal property of others - Board Policy
- ④ Leaving the school building property and refusing to immediately return
- ⑤ Harassment, including sexual harassment
- ⑥ Physical assault, Threatening others, Causing injury to others and terrorist threats
- ⑦ Malicious disrespect and refusal to follow adult directives; including defiance, swearing, hand gestures
- ⑧ Uncontrollable behavior in need of physical restraint
- ⑨ Theft

ATTENDANCE:

With your help we will have a good record of attendance and non-tardiness. Every child will benefit from regular and prompt attendance.

- 8:00 Doors open for breakfast
- 8:30 Supervision on the playground begins
- 8:40 First Bell
- 8:45 Tardy Bell (Classes start at this time)
- 3:15 Dismissal Bell

Please call the school secretary, Anne Schultz, before 8:45 a.m. when your child will be absent: The school number is (715)394-8785. If you do not call, you will receive an automated call asking you to call and verify your child's absence.

Wisconsin Compulsory Attendance Law: Students may be excused by their parent/guardian up to five (5) days each semester, 10 total days for the school year. More than five excused or unexcused absences in one semester constitute habitual truancy. When a student accumulates five unexcused absences and/or instances of unexcused tardiness, the student is in violation of the Wisconsin Compulsory Attendance law. If your child is ill, please bring a medical excuse from the doctor to the school so that it can be documented as a medical absence. We must work together to ensure we are in compliance. When absences involve a contagious illness, parents must report such illness to the Public Health Department, 398-0404.

PROPER DRESS CODE:

School is a child's "place of work" and it is important that children dress accordingly. School clothing should be modest and suitable for the season and daily activity. It is often cool in our building so please dress appropriately for the weather. Students who wear inappropriate clothing to school will be asked to turn it inside-out for the remainder of the day, given an alternate item if possible, or parents will be contacted to bring a change of clothing.

Prohibited clothing items in school:

No head coverings: hats, bandanas, scarves etc.

No rollerblades, skateboards or heelys

No spaghetti strap shirts, halter tops or bare midriff when arms are raised, short shorts, ultra miniskirts, transparent (see through) clothing

No advertisements for alcohol or tobacco, violence or erotic illustrations on clothing, gang related clothing

No heavy-link chains or spikes

Please **label** all clothing items, including outerwear and backpacks, with the child's name. Some days the children will be in physical education and everyday they will be outside for noon recess (except in the case of inclement weather) so appropriate clothing is required for those occasions, including appropriate footwear.

WINTER/RECESS: During winter we continue to go outside for recess and we reference the NOAA, National Weather Service wind-chill chart for safety. It is our hope that children can be outside as much as possible, so please make sure that they have snow pants, jackets, boots, hats and mittens during the winter months.

HOMEWORK POLICY

Each child will be issued a red homework folder at the start of the year. Every child is responsible for completing homework each day, practicing the skills they learn in the classroom.

Homework has been proven to have a direct impact on student achievement. Please help your child be more successful by checking and signing their homework as indicated. Those students who do not complete their homework will be given the opportunity to do so during their recess time at Homework Club.

SCHOOL VISITS:

Parents are welcome to visit the school at any time. Please sign in and obtain a visitor badge in the office when you arrive. Teachers will appreciate a phone call ahead of time if you would like to visit or volunteer. If you have a specific concern and would like to conference with a teacher, please make an appointment so you are sure that the teacher can spend the time necessary to address your concern.

EMERGENCY INFORMATION:

The emergency contact information is very important - should it be necessary to contact you in cases of illness, accident or early school closing. If school should close early because of snow or other circumstances, we will follow the instructions you have provided on the emergency data sheet. Parents/Guardians are required to update all student emergency contact data yearly, by the start of school. The school staff will have access to this information in our student database.

EMERGENCY INFORMATION CON'T: This information MUST be kept current, please help us by notifying your child's teacher or the main office if any information changes. It is essential that we have contact information in case of an emergency.

CHANGE OF ADDRESS:

**** IF YOU HAVE A TELEPHONE NUMBER OR ADDRESS CHANGE, PLEASE LET US KNOW IMMEDIATELY.**

CUSTODY CONCERNS:

**** IF THERE IS A CUSTODY CONCERN AS TO WHOM WE SHOULD RELEASE YOUR CHILD/CHILDREN, WE MUST HAVE A COPY OF THE COURT ORDER FOR OUR FILES. IF YOU DO NOT NOTIFY US, WE ASSUME NEUTRALITY AND COULD RELEASE THE CHILD TO EITHER PARENT.**

HEALTH SERVICES - BRYANT ELEMENTARY:

Elementary schools offer full time health service during the school year. The health assistant will be scheduled at the school from 8:30 a.m. to 3:30 p.m. each day. Please communicate health concerns/medication needs with our Registered Nurse, Nicole Rusk.

MEDICATIONS:

Before any non-prescribed medication or treatment may be administered, prior written consent of the parent is required. Medications will be administered according to district guidelines. Students are not to bring non-prescription medications to school for self-administration or for distribution or sale to other students.

PHYSICAL EDUCATION:

All children in grades kindergarten through fifth are required to wear athletic shoes in the gymnasium for physical education class. We ask that all students have Velcro or tie shoes only, and no black soled gym soles, please. Because of safety reasons, sandals and slip-ons are not allowed. Please label shoes with your child's name for easy identification. If your child is unable to participate in physical education, please contact the teacher and the health assistant and provide a physician's excuse.

BREAKFAST, LUNCH AND MILK PROGRAM:

Breakfast is free for all students at Bryant, while snack milk and lunch fees are based upon free and reduced status. Please pay in advance using one of the following methods:

1. www.myschoolbucks.com
2. Use the outdoor deposit box at the Administration building.
3. Call Shelby or Cheryl with a credit/debit card payment. 715-394-8707
4. Use our automatic withdrawal system with credit cards and checking.
Call Shelby or Cheryl at 715-394-8707 to set this up.
5. All school cafeterias accept payments.
6. Mail a payment to Food Service at 3025 Tower Ave.
7. Make a payment directly to our Food Service staff at Bryant.

If you think that you may qualify for free or reduced lunch please fill out the application that will be provided to you on the first day of school, or you can fill one out online from the link on our district website www.superior.k12.wi.us. Even if you feel that you will not be using the lunch program at school and you qualify for free or reduced lunch, you are encouraged to fill out an application. Your approved application will assist our school in qualifying for Title I federal funding. If your child's lunch account runs out of money, we offer a peanut butter sandwich and milk. Any questions should be directed to Jamie Wilson, Director of Food Service at (715) 394-8707.

TRANSPORTATION:

Transportation is provided to all district elementary students whose registered home address is at least two miles from the school attended, provided this address lies within the defined attendance area for that specific school. All eligible students are expected to ride to and from the same assigned bus stop on the same assigned bus on a consistent daily basis.

Parents of eligible students, who wish to request a variance from the above, must submit requests in writing to their child's school. Requested stops of bus assignment changes must be documented using the appropriate form and approved by the principal in consultation with all school bus drivers affected by the change. Changes may be approved providing the following minimum conditions are met:

- ① There is adequate space available on the bus or buses
- ② The designated route of the bus or buses is not altered.

Bus variances may be for one day only or for a longer period of time. However, they must be pre-approved. There must be ample time for this approval to take place. **DO NOT ASSUME THAT A NOTE SENT TO SCHOOL IN THE MORNING IS AN AUTOMATIC APPROVAL.**

Variance transportation forms are available in the school office.

At times bus referrals are received by students who have misbehaved on the bus. Possible suspension from riding the school bus may be given for misbehavior. Help your child know that the bus driver must maintain order on the bus for the safety of the children riding. Children must use the crosswalks when crossing the parking lot to the cars. **Please contact the Transportation Department with any concerns you have at (715)394-8706, Chad Jensema, Director.**

USE OF OFFICE PHONE:

*Students have access to the school phones for **emergency situations only**.* All phone calls **MUST** be approved by a staff member. We encourage children to make after-school social arrangements outside of school time.

INVITATIONS / BIRTHDAY CELEBRATIONS:

Students are usually anxious to share their birthdays with their friends. When a birthday treat is sent to school, health requirements dictate that the treat is commercially prepared and individually wrapped. Birthday invitations or other party invitations should not be sent to school for distribution. Please distribute them outside of school or through the mail. We do not hand out other students contact information, but if you elect to have your information included in the Bryant Directory, you will receive a copy of the directory.

NEWSPAPER/TV PICTURES:

From time to time students in school have the chance or opportunity to have their pictures in the newspaper or on TV. Most families welcome the event but some may not want to be involved. If you **DO NOT** wish to have your child participate, **please call our office.**

APPOINTMENTS:

If your child has a dental or medical appointment, they should come to school before or after, if possible, to avoid being marked absent for that half day. You will need to send a note to your child's teacher and sign your child in and out in the office. If your child will be absent for half day or more, get a signed note from the doctor or dentist so it can be marked as medically excused on their attendance.

TAKING CHILDREN FROM SCHOOL:

Because of the danger involved in a student being picked up by an unauthorized person, it is very important that you, as a parent, send a note if you know beforehand that you must have your child dismissed from school. If you are picking up your child before 3:15, come to the office and we will call your child down.

END OF DAY DISMISSALS:

It is important that your child remain in school until the end of each school day **3:15**, unless an emergency occurs. We are busy learning all the way up until that time. If you are picking your child up at the close of the day, please wait **outside** of the commons areas until the bell rings at 3:15. After the bell rings you are welcome to have a meeting spot for your family, or pick your child up in their classroom. This will allow your child's teacher to complete the school day without unnecessary interruptions. Bussers will meet in the gym at 3:15 to wait for their bus to arrive.

INSURANCE:

The School District does not provide health or accident insurance for injuries involving your child at school. You are encouraged to review your present health family plan to determine if your coverage is adequate. For your benefit a plan is available at a cost. Information regarding this plan will be coming to you. If you choose to sign up for this plan, you are responsible for submitting any claim necessary.

REPORT CARDS:

Report cards are distributed to all students at the close of each tri-mester. Report cards are to be taken home for evaluation by students and parents. This envelope containing the report card should be **signed and returned** to the classroom teacher within one week's time.

INTERNET:

Bryant School is wired for internet access and it is used as a learning tool under supervision by school staff. If you wish that your child not be allowed access, notify your child's teacher.

SCHOOL NEWSLETTER:

A newsletter is sent out weekly via email. Community flyers and information in the news as well. Please take the time to read and enjoy learning about activities at Bryant and in our community.

PERSONAL ITEMS

Electronic Devices, Cell Phones, Personal Cameras & Security Cameras

Personal electronic devices are not allowed to be used by students during the school day 8:00 – 3:30 and should be off at all times. Examples of these items are cell phones, music players, electronic games, cameras, etc. Students using or displaying personal electronic equipment on school grounds during the school day will have the item confiscated by a staff member and brought to the office where it will be returned at the end of the day. Subsequent incidents will result in the need for a parent to be contacted and to come and pick up the item.

The school is equipped with security cameras. These cameras are located within the school and covering the school grounds. By law, students, parents and community members must be made aware that these cameras are recording all activity twenty-four hours per day.

Skateboarding, Roller Blades, Scooters, Bikes and other like items

Scooters, bikes, roller blades, skateboards, and other like items will not be allowed for use in the building or on school grounds. Students must have their own locking mechanisms and use bike racks on the school grounds to keep items like these secure. The school district will not be held responsible for theft or vandalism. Roller blades, skateboards, other like items must be carried into the school once the student is on school grounds and placed in the student's locker. Items too large for locker storage should be left at home.

Toys, Spray Aerosols and Valuables:

It is the practice of Bryant School to discourage playthings (dolls, radios, play cars, footballs, etc.) at school. Play items also cause confusion on our school buses. These things become damaged or lost. If students bring these items to school, they are at their own risk and the school will not be responsible to investigate or replace lost or stolen items.

Due to allergies and sensitivities to strong odors, students are not allowed to bring spray aerosols, colognes or other spray items containing strong odors to school.

LOST AND FOUND:

All articles found should be turned into the office. Valuable items will be kept in the office and will be returned to the owner upon identification. Clothing items are kept in the back entry-way. Students should inquire more than once for a lost item as it may not have been located immediately. Periodically, the large bin in the entry-way will be emptied and donated to local charities.

TOBACCO FREE SCHOOL DISTRICT:

Since August 1, 1989, the School District of Superior has been tobacco free. The use of tobacco on any ground or in any building is prohibited. Signs have been posted and clearly display the policy. No illegal drugs are allowed on the school property.