THEODORE ROBINSON INTERMEDIATE SCHOOL

 **@ Grove Campus**



**STUDENT & FAMILY HANDBOOK**

**DISTRICT MISSION STATEMENT**

The Evansville Community School District, in active partnership with families and the community, provides a positive learning environment that challenges all students to achieve personal excellence and become contributing citizens of the world community.

**THEODORE ROBINSON INTERMEDIATE SCHOOL VISION**

Theodore Robinson Intermediate School believes that all students can and will learn when provided with the right amount of support and challenge. Our vision is to create high achieving, caring students who are able to navigate the world with resilience, determination and kindness.

 **Principal – Barb Dorn Intermediate School – 882-3888**

**dornb@evansville.k12.wi.us** **Intermediate School Fax – 882-3889**

**Administrative Assistant – Raquel Michel****ECSD District Office – 882-5224**

**michelr@evansville.k12.wi.us**

Dear Families,

Welcome to the 2019-20 school year! We are so glad that you are here to join us as we

begin another year of school at Theodore Robinson. I know how dedicated the staff and all of you are to making Theodore Robinson a school of excellence for all. I, too, will be relentless in my work to create a welcoming, engaging and positive school community where all students, staff and families work collaboratively to nurture and celebrate the gifts each of us brings to the table.

In families and communities, we have times of celebration, conversations that need to be had and challenges. As all of you know, having a family like building a community is hard yet important work. We all need to be committed to creating an equitable school community where all students have access to an excellent education. It will take all of us working together! Collectively, we will foster a positive school culture at Theodore Robinson that supports learning and celebrations.

Please hang out with us, learn with us, laugh with us, grow with us, work with us and celebrate with us! Together we can strengthen relationships, build connections and create a learning community at Theodore Robinson that is a wonderful place to be for all staff, students and families. I look forward to continuing to get to know all of you. It is an honor to be here.

Sincerely,

Barb Dorn, Principal

**INTERMEDIATE SCHOOL DAY**

**2019 - 2020**

 7:45 a.m. Teachers arrive

 7:50 a.m. Bell rings to enter building

 8:00 a.m. Instruction begins

 10:35 – 11 a.m. 4th Grade Lunch

 11 – 11:20 a.m. 4th Grade Lunch Recess

 11:15 – 11:40 a.m. 3rd Grade Lunch

 11:40 a.m. – 12 p.m. 3rd Grade Lunch Recess

 11:55 a.m. – 12:15 p.m. 5th Grade Lunch

 12:15 – 12:35 p.m. 5th Grade Lunch Recess

 3:00 p.m. Dismissal

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**NON-DISCRIMINATION STATEMENT**

The Evansville Community School District prohibits harassment or discrimination against

any pupil in any program or activity on the basis of sex, race, religion, national origin, ancestry, color, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability, or any other basis protected by law.

**THEODORE ROBINSON INTERMEDIATE SCHOOL CALENDAR**

**2019 - 2020**

 August 8th 3 a.m. – 7:00 p.m. Back to School Days Students/Families August 14th 10 a.m. – 2 p.m. Back to School Days Students/Families August 27th Open House from 5 – 7 p.m.

September 2nd Labor Day - NO SCHOOL September 3rd First Day of School

September 10th Fall Fundraiser Begins September 24th Fall Fundraiser Ends September 27th Picture Retake Day

October 14th Professional Learning Day – NO SCHOOL

October 15th & 17th Family Conferences 3 – 8 p.m.

November 1st Fundraiser Delivery 2:30 - 5 p.m. Grove Campus Café

November 1st End of 1st Quarter – Early Release at 12 Noon

November 14th 4th Grade Concert at 9:30 a.m. & 6:30 p.m.

November 27th NO SCHOOL

November 28th Thanksgiving – NO SCHOOL November 29th NO SCHOOL

December 2nd Professional Learning Day – NO SCHOOL

December 10th African Drumming & Xylophone Concert at 6:30 p.m.

December 23rd – Jan. 3rd Winter Break – NO SCHOOL

January 6th Students Return

January 20th Professional Learning Day – NO SCHOOL

January 24th End of 2nd Quarter – Early Release at 12 Noon

February 13th 5th Grade Concert at 9:30 a.m. & 6:30 p.m.

February 21st NO SCHOOL

February 24th Professional Learning Day – NO SCHOOL

March 3rd & 5th Family Conferences 3 – 8 p.m.

 March 19th 3rd Grade Concert at 9:30 a.m. & 6:30 p.m.

March 27th End of 3rd Quarter – Early Release at 12 Noon

March 30th – April 3rd Spring Break – NO SCHOOL April 6th Students Return

April 13th Professional Learning Day – NO SCHOOL

May 5th TRIS Singers Concert at 6:30 p.m.

May 25th Memorial Day – NO SCHOOL

June 10th End of 4th Quarter – Early Release at 12 Noon

**THEODORE ROBINSON INTERMEDIATE SCHOOL**

**2019-2020**

**BARB DORN, PRINCIPAL**

**RAQUEL MICHEL, ADMINISTRATIVE ASSISTANT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Grade 3** | **Extension** |  | **Specials Staff** |  | **Extension** |
| Renee Bjugstad | 3890 |  | Charity Kostroun | Physical Education | 3165 |
| Nancy Greve-Shannon | 3868 |  | Kim Marshall | Art | 3884 |
| Jo Ann Grovesteen | 3868 |  | Sammy McNamara | Guidance | 3847 |
| Jolene Hammond | 3899 |  | Dawn Yeager | Library Clerk | 3861 |
| Katie Horgen | 3898 |  | Cindy Zblewski | Music | 3854 |
| Nicole Naatz | 3871 |  |  Marnie Cordio |  Physical Education |  TBA |
| Sandy Papendieck | 3870 |  |  |  |  |
| Sydney Tepp | 3869 |  | **Support Staff** |  | **Extension** |
|  |  |  | Mike Czerwonka | Social Worker | 3346 |
|  |  |  | Tiffany Draeving | Physical Therapy | 3880 |
| **Grade 4** | **Extension** |  | Steve Feeney | Psychologist | 3845 |
| Nikki Forster | 3875 |  | Kelley Gransee | Reading | 3865 |
| Brandon Jerstad | 3897 |  | Nicole Hollister  | Special Education | 3894 |
| Deanna Pickering | 3882 |  | Jenny Maves | Occupational Therapy | 3880 |
| Connie Schultz | 3876 |  | Sammy McNamara | School Counselor | 3847 |
| Kim Sperandeo-Wehner | 3881 |  | Jessica Mohrbacher | Special Education | 3850 |
|  |  |  | Patty Nimz | Special Education | 3892 |
|  |  |  | Lisa Standish | Speech & Language | 3849 |
| **Grade 5** | **Extension** |  | Marcela Tyson | English Language  | 3851 |
| Kennedy Blahnik | 3895 |  | Sam White | Occupational Therapy | 3880 |
| Caryn Frisque | 3877 |  |  |  |  |
| Stephanie Johnson | 3891 |  |  |  |  |
| Jenny Mohns | 3887 |  | **Office** |  | **Extension** |
| Kari Reuter | 3886 |  | Barb Dorn | Principal | 3842 |
| Kim Wollinger | 3885 |  | Raquel Michel | Administrative Assistant | 3840 |
|  |  |  | Amy Templeton | Attendance/Health Clerk | 3841 |
|  |  |  | Abby Tway | Nurse | 3161 |
|  |  |  |  |  |  |

**ARRIVAL & DEPARTURE**

Student supervision on the playground begins at 7:45 a.m. each morning. Students should not be on the playground before this time. The bell rings for students to enter the building from the playground at 7:50 a.m.

Students are dismissed at 3pm. All students must leave school grounds and be on the way to their destination unless they are participating in an after school activity. There is no supervision after school on the playground due to staff meetings, etc.

**EARLY PICK UP:** Children are not allowed to leave the school grounds during the day unless they are picked up by a parent/guardian from the office. If a person other than a parent/guardian is picking up a child, the child needs to have a note giving permission for them to leave with another person. Students cannot be dismissed from the playground.

**BUS CHANGES:** If a bus student is not to ride the bus home, or if another child is to join him/her on the bus, they must have a written request from their parent/guardian submitted to the teacher and bus driver 48 hours in advance. These forms are available in the office.

**DROP OFF/PICK UP PROCEDURES:** If dropping off or picking up your child, please follow the established procedures that are shared with all families before the start of school via email. Thank you for helping us to keep our students and families safe.

**MESSAGES FOR CHILDREN:** If you have to get a message to your child, please call the office before 2 p.m. so that we have adequate time to deliver the message to your child. Please do not call the classroom directly.

**EARLY DISMISSAL ON SNOW DAYS**

Each child’s family will fill out a form regarding plans for early dismissal at the beginning of the school year. Students will be sent to the location indicated on that early dismissal form. Your child’s teacher will keep the form and refer to it when needed. If you have any changes during the year, please contact your child’s teacher.

**VISITORS**

We welcome families into our building! However, we do have an obligation to protect the health, safety, and welfare of our children. Anyone who comes to the intermediate school is to enter by the **main entrance** and **register** in the office. This includes all volunteers and all visitors. Please register in the office before visiting your child out on the playground during recess. Please exit through the main office. This policy is for the protection of our children. **All volunteers who work with students or who supervise student activities, including fieldtrips, must have a background check prior to working/supervising students.** Please refer to ECSD Policy #860.

**VOLUNTEERS**

If you have time available during the school day, we welcome you to volunteer in our classrooms.

Volunteers share their time and talents with our students. This is a wonderfully enriching experience for both the volunteer and the students with whom they work. It is also a great help for the classroom teacher. Please inform your child’s homeroom teacher of the day(s) and time(s) that you would be willing to assist a teacher/grade level on a regular basis.

ECSD Policy #237 indicates that all volunteers who work with children in the following capacities should have a background check before working with children. This check only needs to be done once per calendar year, and all information will be kept confidential.

Some ways that volunteers help out include:

 Chaperoning field trips

 Working with learning stations

 Working with individual or small groups of students

 Assisting in classroom projects

 Being a reading volunteer

We appreciate your time and effort in working with students. We hope you understand that we are doing the background check for the safety of students. Through all of our efforts, we will create a safe, supportive learning environment for our students.

**ATTENDANCE**

**ABSENCES:** The Board of Education adopted a comprehensive attendance policy. It states that parents/guardians should notify the school office (882-3841) prior to 8:30 a.m., on the morning of an absence, if their child will be absent that day. If possible, please call by 8:15 a.m. If it is not possible to call, a note explaining the child’s absence should be presented to the school attendance clerk immediately upon the child’s return to school. All absences must be cleared within 48 hours. Without this clearance, the absence becomes unexcused. The consequences for unexcused absences or tardies are included at the end of this section. Every effort will be made to contact parents/guardians who have not notified the school of an absence.

**TARDIES:** Regular attendance and punctual arrivals are essential to a quality education. A child is tardy to school if he/she arrives after 8:00 a.m. After 10:00 a.m. the child is considered a half day absent. If your child is tardy due to a medical appointment or special circumstance, the tardy will be excused.

**ABSENCES PER SEMESTER:**

***Excused****:* Parents may excuse up to 10 days per year with **prior** approval

More than 5 days of illness per semester will require a doctor note

***Unexcused:*** 3 days – student conference with principal and letter sent home

4 days – letter to parent/guardian requesting conference with principal

5 days – habitual truancy proceedings

Please refer to ECSD Policy #430 located on the district website for details.

**FOOD SERVICE INFORMATION**

Through a computerized lunch accounting program, the District shall maintain family lunch accounts to handle payments for meals offered to free, reduced, and full-pay students.  All families who have students in the school district have a family meal account.  The system functions as a debit system, similar to a checking account.  The Evansville Community School District maintains accurate records of meals sold and served to students in the National School Lunch Program.  Parents/guardians are responsible for and are expected to maintain their food service account with a positive balance.  There shall be no procedural differences in the service to those students who make full payment for meals and those who are aided by the free or partially paid lunch program.

**FREE & REDUCED BREAKFAST & LUNCHES:** Parents/guardians who believe that the financial condition of their family is such that they cannot afford to pay for the cost of their children’s meals shall apply for free or reduced meals in accordance with federal regulations. Applications are made available via Family Access. Question regarding the application process can be directed to Jodi McIntyre at 608-882-3381. Students receiving free/reduced meals are only eligible to receive one free lunch and/or breakfast daily. Students who qualify for free or reduced lunches may also receive free milk during break time. Families with extenuating circumstances should contact the building principal. The building principal may assist you in making alternative arrangements.

**PAYMENTS:**  There is a box located by each office for students to drop off payments.  These payments must be in this box **no later than 8:30 a.m.** to be reflected in service line balances that day.  Payments also can be dropped off or mailed to the district office at 340 Fair Street.  Checks should be addressed to the Evansville School District.  If you have multiple children in the district, you may send payments to any school with any one of them and it will be credited to the family account.  Please send all payments in a clearly labeled envelope with at least one child’s first and last name and the amount of the payment.  This envelope is important to assure that the correct amount is credited to your family’s account. Payments can also be made online through e Funds for Schools website at: <https://payments.efundsforschools.com/v3/districts/55572>

**LOW BALANCES:** Families are encouraged to keep a record of account balances and can monitor accounts in the following ways:

1. They may use the software Family Access on the school’s website to monitor their food service activity and balances.  The school website is **ecsdnet.org.**  To set up specific preferences related to food service balance notifications please call 608-882-3385.
2. Please note that students are set up with one primary guardian/payer
3. Parents/guardians who do not have internet access may contact the food service department at 882-3580 to request information on their account.
4. Upon request by the student, food service personnel will provide balance information to the student.
5. Families will receive an automated phone message for negative balance accounts.

**QUESTIONS:** may be directed to the Food Service Department at 882-3580.

**BREAKFAST:** Each morning breakfast is served to students as they enter the building. The cost of breakfast is deducted from each student’s family account unless they qualify for free or reduced meals. Students are also allowed to bring in their own breakfast items to eat at the start of the day in their classroom.

**MILK:** ECH thru 5th grade students participating in the morning milk program at Levi Leonard and Theodore Robinson Intermediate Schools will have the daily $.35 withdrawn directly from the family lunch account. Any monies supporting the purchase of morning milk at break-time may be deposited directly into the family lunch account. Family lunch accounts will be charged accordingly based on individual student free/reduced meal status. Any student qualifying for free/reduced meals will receive free morning milk. Parents/guardians will be granting permission for their student(s) to participate in the morning milk program. These permission slips will be distributed by homeroom teachers at the start of the school year. Any changes to morning milk participation by your student(s) should be communicated to their respective homeroom teacher.

**LUNCHROOM PROCEDURES:** All students have at least 40 minutes for lunch and lunch recess. Students are responsible for leaving their area (tables, floor) clean. Students are supervised at all times and must remain in the lunchroom for at least 20 minutes to eat. Family members, who wish to have lunch with their child, should contact the office in advance. While we encourage your interest and visits, our space is quite limited at lunchtime.

 10:35 – 11 a.m. 4th Grade Lunch

 11 – 11:20 a.m. 4th Grade Lunch Recess

 11:15 – 11:40 a.m. 3rd Grade Lunch

 11:40 a.m. – 12 p.m. 3rd Grade Lunch Recess

 11:55 a.m. – 12:15 p.m. 5th Grade Lunch

 12:15 – 12:35 p.m. 5th Grade Lunch Recess

**LUNCH MENUS:** can be viewed on the District web site at **ecsdnet.org**

**HEALTH PROCEDURES**

**STUDENT ILLNESS:** If your child is ill or will not be attending school, we request that you contact the intermediate office by 8:15 a.m. on each morning of absence. The compiled list of notifications will be checked against the absentee list submitted by the classroom teacher. If you have not notified us, we will call you.

*Guidelines for contacting a parent/guardian when children become ill at school:*

1. Office staff will make several attempts to contact parents/guardians.

2. The parent/guardian will be responsible for making arrangements to pick up their child. Before picking up the child, the school should be contacted to confirm who will be transporting the child, if not the parent/guardian.

3. Emergency numbers will be used as alternatives if parents/guardians cannot be reached.

**\*It is very important for you to make any necessary changes in Skyward at the District Back To School Days or on your own computer. It is critical that phone numbers are updated throughout the year so that we can contact you in case of an emergency situation.**

**WISCONSIN IMMUNIZATION LAW:** In order to protect the health of our children, State Law 140.05(16), requires that within 30 school days after admission all students in kindergarten through grade 12, and children attending day care centers must meet minimum immunization requirements.

Letters will be sent to parents of students who have not met the State of Wisconsin immunization requirements. These requirements can be waived for legitimate reasons of health, religious, or personal convictions.

In accordance with state law, you must have your child’s immunization record on file with the school. Failure to do so may result in court action and a fine.

**MEDICATIONS:** Medication should be administered to school children by a parent/guardian when possible. Physician-prescribed medications and nonprescription medications may be administered by school personnel in accordance with appropriate procedures developed by the school administration (ECSD Policy #453.4) as required by Wisconsin Act 334-D- Dispensing Medications to Pupils. See forms at the end of this handbook.

The following procedures shall be adhered to when administering medication to students:

1. A written statement shall be provided by parent/guardian requesting and authorizing designated school personnel to be responsible for administering the medication.

 2. For all prescribed medication, a written statement from the physician should be provided which includes:

 Name of physician

 Name of student

 Name of drug

 Amount to be given

 Time of day to be given

 Duration of treatment

 Side effects to be expected (if any)

In the written statement, the physician shall state their willingness to accept direct communication. All **non-prescription** medications require only the parent/guardian signature.

3. The parent/guardian and/or physician must supply a properly labeled bottle of medication. The label on the bottle should contain the name and number of the pharmacy; the student’s name, name of physician, name of drug, and the dosage to be given. Medication should be sent in small amounts, if possible, so that full bottles are not kept in school.

**All medications, both prescription and non-prescription must be in the original container.**

4. Medication shall be stored in and dispensed from the health office or other designated area. Individuals designated by the principal of each school will administer medications.

In some cases, such as with inhalers, the principal may allow students to self-administer prescription or non- prescription medication.

1. When prescription medications need to be filled, a letter will be sent home

 informing the parent/guardian of the need for a refill. **No** empty containers will be sent home.

1. School staff will not split medication tablets. If your child requires a medication to be

split, please bring medication that is already split to school.

1. The Emergency Nursing Manual (available in the school office) will provide direction

and more detailed information.

An accurate and confidential system of record keeping shall be established for each student

receiving medication.

Copies of physician order forms and parental/guardian consent forms are available in the office. Please use these forms if your child should need medication at school. If you have questions about these procedures, please call the attendance/health clerk at 882-3841.

THESE HEALTH PROCEDURES ARE STATE MANDATES. THE SCHOOL WILL ONLY ADMINISTER MEDICATION IF THE ABOVE GUIDELINES ARE FOLLOWED.

**VISION AND HEARING SCREENING:** Vision and hearing screenings will take place at the Back to School Days for grades 3 and 5.

**CLASSROOM ASSIGNMENTS**

Each year students are assigned to classrooms with input from the prior year’s teacher. Classrooms are balanced based on academic needs, social/emotional needs, peer relationships and learning styles.

**HOMEWORK**

Homework at the intermediate level serves two main purposes: 1) to help children become confident and independent in their learning, a lifelong skill; and 2) to keep families aware of what is taught during the school day. Homework should reinforce classroom objectives and be an extension of what happens in the classroom. Students at the intermediate level should spend 20-30 minutes each day on homework. At least 20 minutes of that time should be spent reading or being read to.

There are three kinds of assignments:

1) practice—reinforces newly acquired skills

2) preparation—involves research, collecting materials, or gathering information

3) extension—applies previous learning; emphasizes creative learning and student initiative

Student responsibilities:

 write assignments in assignment notebook each day

 set a regular time to study in a quiet, well-lit place

 complete assignments according to instructions and on time

Teacher responsibilities:

 assign meaningful homework that reinforces classroom learning

 give feedback on homework

 involve families and contact them if a pattern of late or incomplete homework develops

Parent/guardian responsibilities:

 set a regular study time each day

 provide a quiet, well-lit area

 monitor student assignments via the assignment notebook

 contact teachers when there are concerns about student progress

**ASSESSMENTS**

Students will participate in the Fountas & Pinnell Benchmark Assessment System in the fall and spring. The purpose of this assessment is to establish a baseline instructional reading level and to monitor academic growth in reading over the course of the year. All assessment data is used to assist teachers in making instructional decisions to ensure all students are gaining at least one year of growth. All 3rd-5th grade students also participate in the state-wide Forward Exam in the spring which assesses literacy and math in 3rd & 5th grade and literacy, math, science and social studies in 4th grade. Family Conferences are held twice a year in October and March. Report Cards are completed at the end of 1st and 2nd Semester.

**STUDENT ENRICHMENT OPPORTUNITIES**

**TRIS SINGERS:** 4th & 5th grade students who love to sing should definitely check this group out. Please contact Cindy Zblewski for more information.

**AFRICAN DRUMMING AND XYLOPHONE:** Students who love to play instruments will love this group. Please contact Cindy Zblewski for more information.

We continue to look for opportunities so that each child may discover an area of strength.

**CUMULATIVE FOLDERS**

Parents may examine information contained in a student’s cumulative folder. Please schedule an appointment with the principal in **advance** if you wish to discuss your child’s cumulative folder.

**DRESS CODE**

Students are encouraged to dress appropriately for the school setting. This includes choosing clothing that covers the stomach and does not cause damage or distraction in the learning environment. Messaging on clothing needs to be positive and school appropriate.

**CLOTHING LABELS & WINTER GEAR**

Removable clothing that children wear to school should be **labeled with first and last name**. Frequently, children have identical clothing (e.g., boots, tennis shoes, jackets, scarves, and backpacks) that they easily misplace. Labels assist us in locating and returning to the correct owner clothing and items not claimed. Lost & Found items will be taken to the Evansville Care Closet once a month. Please check your child’s clothes regularly. We have had many pieces of expensive clothing go unclaimed. As the seasons change, please be sure that your child is dressing for the weather. We do go outside until the temperature falls below zero.

**PROCEDURES FOR SENDING MONEY TO SCHOOL**

Whenever you send money to school with your child, please place the money in an envelope with your child’s *full name* on the outside. Please include the homeroom teacher’s name on the envelope, the amount enclosed, and the purpose for the money (e.g., lunch, milk, fees, field trips, books, etc.). This information will assure accounting accuracy and prevent money from getting lost.

**PARENT/GUARDIAN TEACHER ORGANIZATION**

Theodore Robinson Intermediate School sponsors a parent-teacher organization (PTO). Parents/Guardians, teachers, and staff are automatically members of the PTO. There are no dues. The PTO organizes and/or supports a variety of activities throughout the year to bring students, families, and teachers closer together. Some of these activities are: the Jack O Lantern Jamboree; Book Swap; and conference night suppers for teachers. It is our hope that every family will find a way to support the teaching and learning efforts at Theodore Robinson Intermediate. The PTO needs support with committees to plan activities, baked goods donations, and assistance at

special events, both day and evening. P.T.O information is sent home monthly.

**BEHAVIOR EXPECTATIONS & SUPPORT**

At TRIS, we are learners who are responsible, respectful and safe. Students are supported in their development to become positive, caring and kind people in many ways.

**SECOND STEP:**  Second Step is a program rooted in social-emotional learning (SEL)

that helps transform schools into supportive, successful learning environments uniquely equipped to help children thrive. The school counselor, Sammy McNamara, uses this resource in her weekly Guidance Classes. All 3rd-5th grade students go through the Social-Emotional Learning, Bullying Prevention and Child Protection Units over the course of the year. Resources for families are shared on a weekly basis via email.

**ZONES OF REGULATION:** The Zones of Regulation strategies are taught to all 3rd-5th grade students by their classroom teacher. The Zones framework provides strategies to teach students to become more aware of and independent in controlling their emotions and impulses, manage their sensory needs, and improve their ability to problem solve conflicts.

Respectful, responsible and safe behavior is expected at all times toward all students and adults. Students are acknowledged for doing the “right thing” through our Positive Behavior Support System. Students will receive “Rah Rah Robinson” megaphones which will be displayed throughout the building. The five traits that are reinforced on a daily basis are: cooperation, assertion, responsibility, empathy and self-control.

Students who are not respectful, responsible and safe will be counseled on an individual basis. Consequences for inappropriate behavior may include:

1) completing a “Fix it” or “Think Sheet”

2) meeting with the principal

3) serving a lunch or after school detention

4) a phone call to the family

5) a conference with the student and family

6) in school or out of school suspension

Serious offenses (weapons, violence) may lead to expulsion proceedings according to state law.

**PLAYGROUND RULES**

All children at Theodore Robinson Intermediate are expected to behave in ways that are safe and respectful towards others and themselves. Given this very basic rule, some behaviors that are safe and respectful include:

 Stay on school property, away from the road and sidewalk.

 Play on the playground, not in trees or bushes.

 Use playground equipment appropriately.

 Play games like “tag” on the grass, not on equipment.

 Play “touch” football, not tackle.

 Play away from windows.

 Use appropriate, respectful and kind language.

 Treat others as you would want them to treat you.

These are only some examples of appropriate behavior. As long as students treat one another respectfully, our playground will be a safe and fun place for all children.

**STUDENT BULLYING**

Your child’s physical and emotional safety is our top priority. All students participate in the Bullying Prevention Unit that is part of our Guidance Curriculum. In this unit, students discuss the difference between mean and bullying behavior, how to be assertive and the role of the bystander. Our goal is to completely eliminate bullying behavior and create an environment where all are treated with kindness, cared for and feel like they belong. However, situations will arise and we will use each opportunity as a learning experience to prevent further issues. Please contact us immediately if you feel that your child is being treated unkindly at school and it is **not** being addressed. We can only problem solve with students and families when we are informed. Please refer to ECSD Policy #411.4 for details.

**COMPLAINT PROCEDURE**

Any complaint regarding the interpretation or application of the district’s student non-discrimination, harassment, or bullying policies shall be processed in accordance with the following grievance procedure stated in ECSD Policy # 411.1:

**Step 1** The student meets with a principal or guidance counselor to present the facts of the perceived discrimination, harassment or intimidation and discuss other alternatives that could resolve the issue.

**Step 2** The principal or counselor will meet with the persons involved to discuss the complaint and ascertain the facts of the case.

**Step 3** A meeting may be held between the appropriate authorities and the students involved to mediate an agreement or a plan, outlining terms of either a continued relationship, or other contingency, for the dual existence of both parties in the academic environment of the ECSD.

**Step 4** If the problem persists, but does not meet the legal definition of harassment, intimidation or discrimination, the situation may be mediated through the superintendent or school board as necessary, with appropriate involvement and consent of parents/guardians.

If the objectionable behavior continues, the student is encouraged to file a legal complaint. When harassment, intimidation or discrimination is verified, the identified person will be subject to all appropriate disciplinary processes. Legal remedies, and/or consequences, may be considered if applicable (ECSD Policy #411.1-Form, Complaint Form). A student always has the option to bypass the in house complaint options and initiate a legal complaint.

Because of the sensitive nature of harassment charges, and the need to protect the privacy of the parties, the confidentiality of the persons involved will be observed provided it does not interfere with the school district’s ability to investigate or take corrective action.

Retaliation against anyone reporting or thought to have reported harassment behaviors is prohibited. Such retaliation shall be considered a serious violation. Such action shall be disciplined, independent of whether a charge or informal complaint of harassment is substantiated. Encouraging others to retaliate also violates the policy.

**BIKES, SKATEBOARDS, WHEELIES AND ROLLERBLADES**

Please remind your child to follow bicycle safety practices and the following bike rules:

1. Bikes must be walked at crossing guard corners.

2. Bikes must be placed in the bike racks.

3. No riding of bikes, skateboards, or rollerblades on school grounds during the school day (7:45-3:15).

4. Wheelies (contained in the bottom of shoes) may not be worn on school grounds during the school day.

**BUS EXPECTATIONS**

Since bus rules and expectations are determined cooperatively by the bus company and the schools, it is our joint expectation that students will be prompt, orderly, and respectful while waiting for, riding, and departing buses. As a response to inappropriate behavior, bus conduct slips may be issued leading to suspension of riding privileges. Please see ECSD Policy #443.2 and 443.21 including corresponding forms. Bus rules are included at the end of this handbook.

**CELL PHONES**

Students in the intermediate school must leave their cell phones with their classroom teacher or in the school office. They should not be stored in lockers for security reasons. Student cell phones and other electronic devices are not allowed on field trips. Please see ECSD Policy #443.5 for more details.

**STUDENT DESK/LOCKER SEARCHES**

Desks and lockers assigned to students are the property of the Evansville School District. Students and parents should not assume a right to privacy regarding their contents. Desk & locker searches may be conducted by school building administrators or individuals designated by the district administrator. The comprehensive ECSD Policy #446.1 regarding this issue is on the district website.

**SOCIAL SERVICE/POLICE INTERVIEWS WITH STUDENTS**

In the event that a social service worker or police officer needs to interview one of our students, the following procedures will be followed. By law, we must comply in allowing the student to meet with the social worker once they have shown their credentials or badge. Every effort will be made to contact the parent/guardian before an interview takes place with police only.

 The social worker/police officer must sign in with office personnel and show their credentials or badge.

 The principal, classroom teacher, and appropriate student services staff members will be notified of the visit.

* Either an office staff member or a student services staff member will remove the student from the classroom, and accompany them to the private meeting place.

 The staff member will introduce the social worker/police officer to the student.

 After the interview, the same staff member will accompany the student back to the classroom. The staff member should be aware of any changes in the student’s behavior, or if they seem distraught.

 IF the child is distraught or upset, the school counselor, psychologist, at-risk coordinator, or principal will provide a comforting place for the student and accompany the student to the classroom when they are ready.

Social Services or the Police Department will notify parents of the interview

Revised: April 8, 2013 860

Revised: March 12, 2014

Revised: June 12, 2017

**VISITORS TO THE SCHOOLS**

The Evansville Community School District Board of Education and the staff welcome members of the community and other interested persons to visit the schools. Visitors are welcome whether to conduct business or take an interest in our students and programs. Visits should be pre-arranged with the building principal.

1. Any adult visitor during the hours (7:20 a.m. – 4:00 p.m.)(e.g., volunteer, community member, parent/guardian, salesperson, visiting student) must register at the school’s main office before going anywhere in the building and wear an ID badge or sticker.

2. A K-8 grade student visitor who is a guest of a student must be pre-approved by the building administrator or designee at least one day before the visitation occurs. Pre-approval will be based upon completion of the “Student Visitors Request Form.” The visiting student shall abide by all school policies and regulations.

3. A 9-12 grade student visitor, who is a guest of a student, is allowed to visit during lunch hours only. A student visitor must be pre-approved by the building administrator or designee at least one day before the visitation occurs. Pre-approval will be based upon completion of the “Student Visitors Request Form.” The visiting student shall abide by all school policies and regulations.

Principals or designee shall have complete authority to exclude from the school any visitor whom they have reason to believe poses a threat to safety or security or interferes with the educational process.

Legal Ref.: Sections 118.07(4) Wisconsin State Statutes (Health and Safety Requirements)

120.12(1) (School Board Duties)

120.13(35) (School Board Powers)

120.44(2) (School Board Powers and Duties)

121.02(1)(i) (School District Standards)

301.475 (Sex Offenders to Notify Schools)

Local Ref.: Policy #830 – Use of School Facilities

 Policy #860 Form – Student Visitors Request Form

Approved: April 8, 2015 453.4 Form

MEDICATION CONSENT FORM Evansville Community School District

Prescription & Non-Prescription Medications

*Specify one medication per form*

For **prescription** medications, ask your pharmacist to prepare two labeled containers, one for school and one for home.

**Non-prescription** medications may be administered by designated school staff only after the parent/guardian has provided written consent and instructions for dispensing the medication to the building principal and/or school nurse. **High school students may carry and self-administer non- prescription medication in the school with prior permission on Medication Consent Form**. If possible, these medications should be given at home.

All medications (prescription and non-prescription) must be supplied in the original packaging or container and brought in by the parent/guardian. The medication must be clearly marked with the child’s name. A separate form must be filled out for each medication.

PARENT/GUARDIAN SECTION

Student: Medication Start Date:

Method of Administration: Diagnosis:

Grade:

End Date:

Dose: Time/Frequency:

School:

I agree with the medication requested and will be responsible for the following:

• Delivery of medication in pharmacy-labeled container or original manufacturer’s container to

school office

• Maintain a sufficient supply of medication

• Keep school personnel informed of changes in the dosage or time medication is to be given

• Obtain a new form from the doctor for any changes in this medication

With physician permission, I too, allow my student to carry and self-administer his/her epinephrine

(auto-injector, epi-pen) and inhaler.

For my high school student, I give he/she permission to carry and self-administer this nonprescription medication.

In the event more information is needed regarding this medication or its administration, I authorize school personnel to contact the student’s physician/health care practitioner.

Parent/Guardian Signature: Date:

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*IMPORTANT INFORMATION\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

Any student possessing prescription or non-prescription medication without following the procedures set forth in this policy may be subject to disciplinary action.

Sharing/dispersing of prescription or non-prescription medications may result in immediate suspension. Sale of medications will result in a recommendation for expulsion.

Before the end of the school year, the District health clerk will send a letter home to parents/guardians indicating they are responsible for coming and picking up remaining medications at school. Medications, with the exception of inhalers, will not be sent home with students. Medications that are not picked up by parents/guardians will be collected by designated staff. Each medication (both prescription and non- prescription) will be listed on a manifest along with the student’s name. For prescription medications, the number of pills will also be added to the manifest. A manifest will be completed for each school. Two persons must sign off on the completed manifest. Prescription and Nonprescription medications will be collected and taken to the Drug Drop-Off Box located at the Evansville Police Station.

Approved: April 8, 2015

453.4 Form 1

PHYSICIAN/PRACTITIONER MEDICATION CONSENT FORM Evansville Community School District

Prescription Medications

**Specify one medication per form**

PHYSICIAN/HEALTH PRACTITIONER SECTION

Please administer to

(Student’s Name)

the following medication at school:

Medication: Date:

Method of Administration: Diagnosis:

needed for

Instructions:

End Date:

Dose: Time/Frequency:

, but no more frequently than every

Start

As

Special

 Inhalers & EpiP en’s:

 May carry on his/her person. This student has been instructed in the proper use of this medication and is sufficiently responsible to self-administer.

 May not carry inhaler or EpiPen on his/her person

Physician Name Phone Fax

Clinic/Facility

Physician/Health Care Practitioner Signature Date

Revised: May 14, 2012 411.3

Revised: August 10, 2016

Revised: February 26, 2018

PROHIBITION OF STUDENT BULLYING

Introduction

The Evansville Community School District is committed to providing a safe, secure and respectful learning environment for all students in school buildings and on school grounds, on school buses and at school-sponsored activities. Bullying has harmful social, physical, psychological and academic impact on the bullies, the victims and the bystanders. The District consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

Definition

Bullying is unwanted, aggressive behavior among school-aged children than involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft).

2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks).

3. Social (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet-also known as cyber bullying).

4. Between students and students, students and adults.

5. Motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or

disability; and social, economic or family status.

Prohibition

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district or through district resources such as the computer network. Educational environments include, but are not limited to, every activity under school supervision.

Procedure for Reporting/Retaliation

It is the responsibility of all school staff members, students, and concerned individuals who observe or become aware of acts of bullying to report these acts confidentially to a school staff member or the building principal as designated by the Board of Education to be a recipient of such reports. Acts of bullying reported on our website will be reviewed by the appropriate building administrator. All such reports, either verbal or in writing are to be taken seriously and a clear account of the incident is to be documented. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Procedure for Investigating Reports of Bullying

An investigation to determine the facts will take place in a timely manner (1-2 days) to verify the validity and the seriousness of the report. Affected parents and/or guardians will be notified that a report has been made. The District shall keep the complaint confidential to the extent required by law for both the accused and the accuser.

Supports and Sanctions

Students found in violation of the bullying policy may be referred to student services staff for counseling or other educational programming designed to prevent repetitive bullying behavior. Student services will also provide counseling and other educational programming to support victims of bullying.

If it is determined that students participated in bullying behavior or retaliation against anyone due to reporting of bullying behavior in violation of the policy, the principal may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. These actions are to be considered only if other remedial actions prove unsuccessful.

Disclosure and Public Reporting

An annual summary report shall be prepared and presented to the school board no later than August of each year. The annual report will be available to the public.

Legal Ref: Sections 118.13 Wisconsin Statutes (Pupil Discrimination Prohibited)

 118.46(2) (Policy on Bullying)

 120.13(1) (School Board Powers)

 120.44 (School Board Powers and Duties)

 895.77(2) (Injury Caused by Criminal Gang Activity)

947.0125 (Unlawful Use of Computerized Communication

 Systems)

947.013 (Harassment)

948.51(2) (Hazing)

 PI 9, Wisconsin Administrative Code

Equal Employment Opportunities Commission Guidelines (29 C.F.R.-Part 1604.11)

Local Ref.: Policy #411.1 – Prohibition of Student Discrimination and Harassment

Policy #411.1 Rule – Student Discrimination Complaint Procedures, Administrative Rule

Policy #411.1 Form – Discrimination or Harassment Complaint Form

Policy #411.3 Form – Bullying Report

Other Ref.: stopbullying.gov

**BUS RULES**

* Students should be on time at the designated pick up point. (A student who is habitually late or who intentionally wastes time on the way from home to the loading point may be left if the bus has already stopped).
* Students should be careful when approaching bus stops. Walk on the left side toward oncoming traffic. If you cross the road, do so in front of the bus after checking with the bus driver for a hand signal to cross.
* Students shall board the bus at their school’s loading zone unless permission is granted otherwise.
* Students shall find a seat in the bus without disturbing or crowding other riders. Bus drivers may assign seats.
* Students are to remain in their seats unless exiting the bus. Students must not extend any object or part of their body out of the windows or around the bus at any time.
* Students are expected to obey all requests of the bus driver promptly and respectfully.
* Students should help to keep the bus clean and orderly. No littering!
* Damage done to seats or other bus equipment must be paid for by the student or their parents/guardians.
* Students must have written permission from parents/guardians to leave the bus at any location other than the regular loading areas.
* The bus driver is in charge of the bus at all times and retains the right to establish additional rules to promote the health , welfare and safety of all students.

The following is unacceptable behavior:

 Swearing, profanity, indecent or objectionable language or gestures.

 Fighting, pushing or tripping another student.

 Throwing objects in or outside the bus.

 Creating unnecessary confusion or noise

 Eating or drinking without permission of the bus driver.

 Possession of tobacco, alcohol or drugs.

 Overt displays of affection

 Possession of a water squirting apparatus.

The bus is considered an extension of the classroom, therefore, the same expectations and consequences for student behavior apply while riding a school bus. These rules also apply for any trip that is sponsored by the school.

The school retains the right to remove the bus privileges of a student for refusing to obey the driver, or for any infractions that may endanger the safety of self or other students.



Revised: June 28, 2004 443.5

Revised: February 11, 2008

Revised: February 12, 2014

**ELECTRONIC COMMUNICATION DEVICES ON SCHOOL PREMISES**

The Evansville Community School District restricts student use of electronic communication devices while on premises owned or rented by or under the control of a school of the Evansville District.

Electronic devices such as cell phones, music players, game players, and PDA’s shall not be used in any way that disrupts the learning environment. Devices may only be used before the start of the school day or after the end of the school day unless the written policy of the building provides otherwise. Devices at grades K-12 are governed by the student handbooks.

Administrative approval may be given if circumstances indicate other use is necessary. Devices such as phones or cameras may not be used in restrooms or locker rooms at any time. Failure to follow these guidelines will result in confiscation of the device and it will only be returned to the parent/guardian. Further consequences, up to and including expulsion, may be necessary depending on the severity of the offense.

During local or other emergencies, an announcement may be made for all student electronic communication devices to be turned off, so emergency networks are not overwhelmed.

Building principals shall inform students and their parents/guardians of this policy by publishing the above statement along with the details of use in the building in the student and parent handbooks.

Legal Ref.: Sections 118.258 Wisconsin Statutes (Electronic Communication Devices Prohibited)

 120.13(1) (School Board Powers)

 947.0125 (Unlawful Use of Computerized Communication Systems)

 995.50(2)(a) (Right of Privacy)