

# Putnam Heights School 2019-2020

## Parent/Student Handbook



852-4200

Website Address:

<http://www.ecasd.us/putnam-heights-elementary/home>

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September 2019

Dear Putnam Heights Elementary Family,

WELCOME TO PUTNAM HEIGHTS ELEMENTARY SCHOOL! We are so please that you will be part of our community this year. Research shows that when families are involved in their children's education, children do better in school. Our staff is dedicated to building strong relationships with mutual trust and commitment. At Putnam Heights we embrace creating a safe and positive learning environment that is grounded in cultural competence, equity and implementing instructional strategies that ensure all students succeed.

The purpose of this handbook is to provide a reference for parents and students regarding general policies, information and events at our school. I hope you and your child will read it carefully. I also encourage you to consult our school website regularly for up-to-date information about specific events and accomplishments.

We look forward to providing an outstanding educational experience for your child at Putnam Heights Elementary. I hope you feel pride and ownership for the programs we provide this year. Education is a collaborative and engaging effort between staff, parent and child. Please be active in making a difference in your child's life by being involved. We invite you to ask questions, come to events engage and show your child that school and learning matters!

With care,

Heidi J. Neumann-Kneeland

Principal

## **Putnam Heights School Mission**

At Putnam Heights students are prepared for post-secondary success.

### **Our Vision**

We are a school community that uses student achievement as the foundation for all decisions and actions.

#### **ATTENDANCE:**

##### **Every Student Every Day!**

School success goes hand in hand with good attendance. Attending school every day helps children feel better about school – and themselves. Good attendance will help children do well in high school, college and at work. We want your child with us every day and on time to give us the opportunity to help them learn and achieve at high levels.

The safety and well-being of your child is our first concern, consequently attendance is taken immediately upon arrival and all students, present or absent, are accounted for. Parents must call the school and report absences. Please call the school office between 7:30 AM and 8:40 AM when your child is going to be absent so that we know his/her whereabouts and status – 715-852-4200. If we have not heard from you regarding your child's absence, we will contact you after 9:00 AM. Please be aware that both tardiness and leaving early will be documented on each student's attendance record.

You make a significant difference in the learning process of your child if you ensure attendance every day unless your child is ill. The encouragement you give your child on a daily basis will let them know that school is their most important job right now. Please make every effort to schedule appointments and vacations during school breaks.

If you have any concerns about your child's attendance, do not hesitate to call the school. The Eau Claire Area School District is committed to working with parents and students in achieving high standards. Details about excused absences are included in the Eau Claire Area School District Parent/Student Handbook.

#### **BICYCLES/SKATEBOARDS/RIPSTICKS/ROLLERBLADES/SCOOTERS, ETC:**

Children may ride their bikes to school. The bikes must be placed in the racks provided, and we recommend that locks be used. For safety reasons we do not allow the bikes to be ridden on the school grounds. Bikes must be walked on the school grounds before and after school. Skateboards, rollerblades, rip sticks and scooters will be treated the same as bicycles. Students

may use their rollerblades, etc. to and from school, but once arriving at school, must carry the rollerblades, scooters, etc. and have a method of securing them in a bicycle rack, just as a bicycle.

### **BIRTHDAY TREAT POLICY:**

Children may bring a treat to celebrate their birthday. Treats should be brought only for the child's classroom. Because of possible food allergy concerns, students should not bring treats for other students/staff in other classrooms.

### **BUS CONDUCT INFORMATION:**

It is the cooperative mission of the Eau Claire Area School District and Student Transit to provide safe transportation to and from school in our district. To facilitate this process, documents are in place to help each of us understand bus behavior guidelines and the disciplinary actions that will be taken to ensure the safety of our students. These guidelines and policies can be found in the Eau Claire Area School District Parent/Student Handbook, which you receive in a mailing at the beginning of the school year. They can also be accessed via the Internet at [www.ecasd.us](http://www.ecasd.us) (under ECASD Information, Bus Company-Student Transit) or by calling the Superintendent's Office at the ECASD Administration Building at 715-852-3002 and requesting a copy.

### **COMMUNICATION:**

As part of parent's partnership with the school, parents are invited to bring their ideas, questions, and/or concerns to the Putnam Heights School community. Parents are asked to contact their child's teacher to share ideas, questions, and/or concerns. All members of the school community are urged to contact the person most closely involved with the issue (teacher, counselor, PTO President, teaching assistant, principal, parent partnership coordinator, etc.) If a situation needs to be addressed further, contact the principal. Depending on the situation, if resolution is still not reached, other possible avenues of communication include contacting either the Assistant Superintendent or the Superintendent of Schools for the Eau Claire Area School District.

### **CORE VALUES:**

Putnam Heights Elementary School, in cooperation with the Eau Claire Area School District, has adopted the following basic core values:

1. **Honesty** - To consistently seek and speak the truth
2. **Respect** - To value self, others, property, and diversity
3. **Responsibility** - To be accountable for your actions towards yourself, others, and

community

4. **Compassion** - To show care and kindness for others
5. **Courage** - To face difficult situations with confidence and determination
6. **Justice** - To consider the perspective of others and to demonstrate the courage to be consistently fair

### **DISCIPLINARY PROBLEMS:**

Putnam Heights is using Positive Behavior Interventions & Supports (PBIS) as a process for creating a **positive school climate** which **maximizes academic achievement for all students**. PBIS focuses on improving a school's ability to teach and support positive behavior of all students. We recognize that it is very important to be consistent with behavior expectations, to teach respectful and responsible behaviors, to work to correct mistakes with teaching and to provide positive reinforcement for expected behaviors. To learn more about PBIS, please contact our school counselor, Drew Brandenburg.

### **DRESS AND GROOMING GUIDELINES:**

Responsibility for the personal appearance of students enrolled in the Eau Claire Area School District shall normally rest with the students themselves and their parents/guardians.

Student dress or grooming shall not however:

- Affect the health or safety of students
- Disrupt the learning process within the classroom or school
- Be destructive to school property

In order to assure a healthy and safe school environment for students, the following student dress code guidelines will be enforced:

- During the school day headwear of any type is not to be worn (unless prescribed by a physician due to medical reasons or for documented religious beliefs). Outdoor jackets and coats should not be worn.
- No students shall be permitted to wear any clothing or jewelry that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, promotion of gambling, illegal drugs and/or gangs. Clothing items that cause intimidation or disrupt the learning of others are prohibited. Students will not wear clothing that defames, insults, threatens, harasses or injures any racial or cultural groups or individuals.
- Students are expected to wear hairstyles and clothing that will not present a health or safety hazard. Special requirements may be necessary in certain areas such as physical education, art and kitchens; i.e. aprons, hairnets, etc. Appropriate footwear must be worn unless exceptions are granted.
- Students will dress in a way that does not endanger themselves or others and will wear clothing that covers their stomachs, chests, backs, buttocks, and undergarments. Tops

are not to be worn that are 1) open backed or totally off the shoulder; 2) overly sheer so undergarments can be seen; 3) low cut so that cleavage is exposed; or 4) with thin straps that expose undergarments. Tops and bottoms are to touch or overlap. There should be no exposed midriff.

Students who violate the rules for school attire shall be asked to change or further disciplinary action will be taken, which may include suspension.

This code is not intended to limit the right of the building and/or district administration to establish rules or restrictions regarding other paraphernalia or dress that disrupts or threatens to disrupt the learning environment of any school. If there is a disagreement between students and/or parents/guardians and the staff regarding the appropriateness of clothing or other paraphernalia, the principal will use his/her discretion to make the final decision.

### **EMERGENCY CLOSING OF SCHOOLS:**

**Weather Related Closings:** All decisions to cancel school are made by the Superintendent or her designee. Local radio stations and television will announce school closings by 6:30 a.m. or during that newscast. You may also sign up for text alerts from local media. Under special conditions, mainly icy roads, school opening may be delayed two hours. Decisions regarding the above will be based on the safety of the students and the potential of having enough students in attendance to justify operating school.

On very rare occasions, extreme weather conditions may require that schools close early. The Eau Claire Area School District must make the decision to close early by 11:00 AM. Please listen to the radio or television for important announcements. We respectfully request that you not call the school office to inquire about school closings. This will leave our lines open for outgoing calls and other emergency calls. Elementary schools close at 1:30 on weather-related early school closings. It is the parents' prerogative to come to school and pick up their child/ren earlier, if they deem necessary. Please contact the school office if you plan to do so and be sure to sign him/her out in the school office.

**Other Emergency Closings:** Also, on rare occasions, we close school early for reasons other than weather, such as bomb threats. Once again, it is critical that you listen to the media for current information, as the office will not be staffed and incoming calls will not be answered. Our Crisis Response Plan requires us to leave the school campus area. We would go to Chippewa Valley Technical College-Health Center.

Do not report to the school as the building will be locked and secured. If at all possible, we do appreciate it if you are able to personally pick your children up in such an emergency. Report to your child's teacher and sign your child out by signing your name and the time on the class sign out sheet. School staff members are instructed to not release children unless they have had the parents follow this procedure. To save time and additional confusion, please leave with your children immediately after picking them up from our off campus location. Do not go back to the

school to claim backpacks, homework, or bicycles because of building security and potential dangers.

At the beginning of each school year, parents are required to complete an Emergency School Closing form that will provide the school with instructions on what to do with your child in the event of an emergency closing. It is important to note that the YMCA-SACC does not operate on emergency school closing situations. Each child needs an alternative plan. School staff will use your written instructions as their guidelines for supervising and releasing your child under such unfortunate circumstances. Thank you in advance for your support and understanding during these difficult situations.

### **FAMILY INFORMATION CHANGE:**

Please keep your information updated in Skyward (phone number, parents' work location and phone number, emergency contacts, etc.) If you are unsure of how you make those changes, please call the office and we will be able to assist you. Please notify friends or relatives that you have listed as "emergency contacts" so they are aware of their potential responsibilities.

### **FIELD TRIPS:**

At the time of enrollment all families are asked to complete a general field trip permission form. This form is kept in your child's cumulative record file and gives the school permission to take spontaneous, short, walking field trips in the immediate school vicinity. When other field trips are scheduled, parents will always be notified in writing, via the classroom teacher, and specific permission must be granted for your child to participate. Thank you to our PTO for sponsoring many field trips.

### **GUIDELINES FOR CUSTODIAL/NON-CUSTODIAL PARENTS:**

All schools in the Eau Claire Area School District maintain strict neutrality between parents who are involved in an action affecting the family, unless otherwise directed by Court Order.

Prior to the beginning of each school year, each parent enrolling a student will be requested to provide the principal with current information regarding any Court Order that provides specific rights to the child's parents. In the absence of a Court Order, neither parent will have rights over the other parent.

Unless directed by a Court Order both parents, custodial and non-custodial, are entitled to all grade reports, newsletters, disciplinary action and teacher/principal conference appointments. Delivery of all such information will be made in the same manner to both parents, which means it will usually be sent home with the child.

**HEAD LICE:**

- Head lice can be a nuisance, but they have **not** been shown to spread disease.
- Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.
- Transmission of head lice usually occurs through direct contact with the **head** of another infested individual.
- Lice cannot hop or fly; they crawl. Nits (eggs) are attached to the hair shaft with a glue-like substance and are very unlikely to be transferred successfully to other people. In-school transmission is considered to be rare.
- When live head lice are found on a student, the parent/guardian will be notified by phone. The student will remain in the classroom, and a letter with treatment information will be sent home with the student at the end of the day.
- When nits (eggs) are found on a student, the student will remain in the classroom and a letter with treatment information will be sent home with the student at the end of the day.
- Parents are asked to treat for head lice and remove all nits (eggs) before sending their child back to school. Most lice treatments do not kill nits, so it is important to remove all nits to prevent them from hatching into live lice.
- Treatment for lice is **not** recommended unless the child actually has lice. Parents are encouraged to make checking for head lice a part of routine hygiene, as lice is present in the community at all times of the year.
- Lice cases are tracked and letters to parents notifying them of lice in the classroom will be sent out on an as-needed basis as determined by the school nurse and administrator.
- ECASD procedures for head lice management are based on recommendations from the Centers for Disease Control, the American Academy of Pediatrics, the National Association of School Nurses, the Wisconsin Department of Public Instruction, and the ECASD Medical Advisor.

Contact our school nurse, Angie Pecor, RN with questions.

**IMMUNIZATION:**

There are a number of immunization requirements for students and/or kindergartners entering the Eau Claire Area School District:

- Students need to have three Hepatitis B immunizations.
- Children entering Kindergarten need to be up to date on immunizations and normally require boosters at this time.
- The Varicella (chicken pox) vaccine or a history of chicken pox is required for all students.

**LATE START GUIDELINES:**

1. A late start shall be two hours.

2. The Superintendent will determine whether or not schools open two hours late.
3. The decision to start late will be made no later than 5:30 a.m.
4. The decision to start late will be based on student safety.
5. Classes will start exactly two hours later than the normal start of the school day.  
For example, if students normally start their classes at 8:00 a.m., a two hour late start would have classes begin at 10:00 a.m. In grades 6 through 12, students will report to the class that would normally be running had a late start not occurred. In grades K through 5, students will report to their normal classroom.
6. All school bus pick-up times will be exactly two hours later than normal pick up times.
7. Students should not report to school until 20 minutes before the start of the school day.  
For example, if the late start time is 10:00 a.m., students should not arrive at the school until 9:40 a.m.
8. All before school extracurricular activities will be cancelled.
9. The departure time for early morning school trips will be delayed two hours. If the trip cannot accommodate the delayed start, the trip will be cancelled.
10. Lunch will be served at its regularly scheduled time in all schools.
11. Sack Breakfast will be served.
12. All morning early learning programs held at district school sites will be cancelled.
13. All before school day care provided by the YMCA and Grace Lutheran Church will be cancelled.

### **LEAVING EARLY:**

District school policy does **NOT** allow early dismissal for such activities as choir practice, private Music lessons, YMCA classes, athletic events/competitions, etc. Students are **not permitted** to leave the school grounds after they report to school. Exceptions will be made only when permission is given by the parents via a note or a call to school. Parents will then assume responsibility for their child's safety, transportation, etc.

### **LET'S PLAY TOGETHER AND HAVE LUNCH:**

Parents are invited to schedule a special date with their child/ren to enjoy recess with their child and have lunch together in our school cafeteria. You might consider "making a date" with your child to have lunch together on a birthday, during a difficult time, or just for fun! If you would like to make arrangements, please send a note to your child's teacher to let them know when you will be coming. As adult role models, please remember to observe school rules, set a good example, and establish a "calming effect" with your child and their friends in the lunchroom. You are also invited to come and play with your child during recess. Please see the schedule on page 18 for lunch times.

### **LUNCH, BREAKFAST COMPUTERIZED MEAL SYSTEM:**

The Food and Nutrition Program uses a computerized meal system. This system requires parents/guardians to **PREPAY** money into an account instead of buying tickets in advance. Use the meal/milk prepayment envelopes (printed in red ink) to send payments. Checks should be made out to Putnam Heights School. Meal prices for the school lunch program for the 2019-2020 school year will be as follows:

Full Price Lunch	\$2.65
Reduced Price Lunch	\$ .40
Full Price Breakfast	\$1.00
Reduced Price Breakfast	\$ .30

Students who attended an Eau Claire Area School last year will be assigned the **same PIN** (Personal Identification Number) that was issued last year and all students new to the Eau Claire School District will be assigned a new four digit **PIN** (Personal Identification Number). Each child will have a PIN and will use it when participating in the meal/noon milk program even though they may qualify for free or reduced meals. This PIN is also used by the parent/guardian when sending payments with his/her child or when inquiring about your child's account activity.

If you have questions about your child's account balance please call the school and ask to speak with Andrew Ballard, the cook. You can request at any time from the school cook an "Account Activity Report" showing the account activity for your child as well as the current account balance.

### **MEDICATION:**

District employees who are authorized to do so in writing by the School Nurse or District administrator may administer medications to students under the rules established to implement this policy. These rules shall be developed with the assistance of a school nurse and adopted by the Board.

The School Nurse shall be responsible for overseeing the receipt of the written medication instructions and consents, maintenance of complete and accurate medication administration records, proper storage of medications, and disposal of outdated and unused medications in accordance with District procedures.

The School Nurse or District administrator shall be responsible for ensuring that the written medication administration instructions that are on file in the District are periodically reviewed by the school nurse.

Authorized District employees who administer a prescription or nonprescription drug shall

complete Department of Public Instruction-approved training before administering medication to a student.

Students may possess (carry) and use an inhaler or epinephrine auto-injector (e.g., EpiPen) as well as self-administer their own prescription and nonprescription drugs with the written approval of the student's physician and parent or guardian.

No District policy or procedure shall be interpreted to limit or detract from the immunities and other limitations on liability available under the law to nurses and other persons who engage in or assist with the administration of medication to students.

### **NOTICES TO PARENTS:**

Announcements, notices, school newsletters, or other important information are sent between home and school. Many times this occurs through email. Please make sure you update your email address in Skyward or call the school office to let us know of any updates. We also send occasional notes and papers home. One copy of the messages will be sent home with the youngest family member attending Putnam Heights School in order to conserve paper and better promote sound ecological habits. They are also available on the Putnam Heights website.

### **PARTIES:**

There are three regularly scheduled holiday parties during the year: Halloween, Winter (December), and Valentine's Day.

### **PERSONAL PROPERTY/LOST AND FOUND:**

Items found are placed in the "Lost and Found" near the computer lab. Lost and Found "valuables" are kept in the office. Children should check these locations for items that have been lost.

All outer garments, such as jackets, caps, mittens, snow boots, shoes, should be plainly marked with the child's name.

### **PLAYGROUND GUIDELINES:**

The purpose of our playground is to provide a safe, fun environment for all students. To help accomplish this goal the following procedures must be followed:

**STUDENT PLAYGROUND ATTIRE:** Students must dress appropriately for the weather.

Children will not be allowed to call home for changes of clothing nor will they be excused from class to change.

**OUTDOOR WEATHER POLICY:** Our outdoor policy for cold weather is as follows:

1. Actual temperature at 0 degrees and above, all children will be expected to go outside for recess.

2. Actual temperature below 0, all children will be kept inside for recess.

During the winter weather, students are required to be dressed warmly with hats, mittens, warm coats, snow pants and boots for outdoor recess.

**RECESS BEHAVIOR:** All students and staff will be treated with respect. If a conflict arises, children are to try to solve the problem. If they can't solve it, they should see the playground supervisor. Physical force is not acceptable.

We emphasize safety and cooperation. Children at Putnam will use the playground and equipment as it was intended to be used. Large group games are encouraged to be cooperative rather than competitive in nature.

Children **should not bring** personal toys and sports equipment to school. The school will not be responsible if personal equipment is lost or stolen.

**All students** go outside for recess with the exception of doctor's excuses to stay in for medical reasons and make-up work assigned by the teacher. Children staying inside for recess must be properly supervised by their teachers or appropriate designees.

### **PARENT-TEACHER ORGANIZATION:**

The PTO will be planning another year of activities. We hope each of you will become actively involved in our PTO. The following persons are the officers for the 2019-2020 school year:

President:	Elissa Fromm 262-358-0622
Second President:	Kirsten Jolivette 715-225-2945
Vice President:	Kristen Berger 715-556-0710
Secretary	Heather Golden 612-756-0658
Treasurer:	Andrea Furby 414-213-6721

Watch for your PTO Handbook and PTO Home/School Calendar to be coming home at the beginning of the year with your child for complete information on dates, activities, etc.

### **RELIGION NIGHT:**

Wednesday afternoons and evenings have traditionally been reserved for religious activities.

We will continue to observe this scheduling and make every effort not to schedule school-sponsored activities that are in conflict with this policy. Homework assignments will be adjusted for as well.

### **ROOM PARENTS:**

Each classroom requests one or two room parents to assist teachers from time to time in organizing various class functions, such as parties, field trips, etc. If you would like to help, please contact your child's teacher.

### **SCHOOL HOURS:**

8:40 AM - 3:40 PM, Monday through Friday

Please do not send your child(ren) to school before 8:30 a.m. as crossing guards or playground supervisors are not on duty prior to this time. Only students eating breakfast are allowed in the building prior to 8:40 a.m.

### **SCHOOL PICTURES:**

We will have individual pictures taken this year. Individual pictures will be taken on **October 17, 2019**. Participation in these picture programs is completely optional. Parents should select the best option(s) for their family.

### **SCHOOL SAFETY PATROL:**

Fifth Grade students are given the primary responsibility for the safety patrol. Fifth Grade Patrols will be granted the opportunity to participate in the ice skating party, the Safety Appreciation Day activities, and the patrol picnic. School Safety Patrollers report to the Patrol Supervisor, Mr. Kunferman, who in turn reports to the Eau Claire Police Department. School safety patrollers are not to arrive at school before **8:25 AM**.

Adult crossing guards will again provide assistance to those children crossing at Hamilton Avenue and Stein Boulevard and at MacArthur and Stein. All students crossing Hamilton Av. must do so at Stein Blvd. Students crossing MacArthur must do so only with the crossing guards at the bump out area in front the school. Please help us teach and reinforce safe travel to and from school. Please encourage the use of Student Transit school buses. This will alleviate traffic congestion and promote environmentalism, as well as independence.

**SNACKS:**

Classroom teachers provide a brief time each morning for a healthy snack break. Feel free to choose from your own ideas, **but please keep the snacks healthy and nutritious.**

Because young children's bodies need high quality fuel for learning, growing and performing, we recommend the following healthy snack suggestions:

- Fresh fruit (apples, grapes, bananas cut in half, orange wedges/slices)
- Dried Fruits (raisins, apricots, cherries, etc.)
- Teddy Grahams/Graham Crackers/Party Mix
- Raw Veggies (carrot/celery sticks)
- Breakfast Cereal/Plain Popcorn
- Cheese and Crackers

There are classrooms at Putnam that must be peanut free for the health/safety of students. If your child is in such a classroom please be respectful when choosing snacks.

**STUDENT ARRIVAL:**

Adult supervision by school staff begins at 8:30 a.m. Students enrolled in the YMCA childcare program are supervised separately by YMCA staff and are the only students who may be on the playground prior to this time. Students eating breakfast may arrive at 8:20 a.m. Those not eating breakfast should arrive between 8:30 a.m. – 8:40 a.m.

**STUDENT DISMISSAL:**

All students are expected to leave the playground promptly at 3:40 dismissal. All students should be picked up 3:50. The playground is not supervised after school. Students are only allowed to return to play after school **after 4:00 p.m.** and after going home to report to parents or daycare providers. Students returning to school play at their own risk and are the responsibility of parents.

**STUDENT DROP-OFF, PICK-UP, AND PARENT PARKING:**

Student drop off and pick up occurs in the west parking lot. Cars are not to park on MacArthur or the side street during either pick up or drop off periods. In the morning cars are to pull into the parking lot and drop students off at the sidewalk near the gym and playground. After school, cars may pull into the west parking lot to pick up students, forming a line around the loop. All students being picked up will be escorted to the main entrance/exit at the end of the day where staff will assist in keeping a safe flow of traffic. Families are encouraged to stay in their cars at pick up time; if parents must get out they are expected to use crosswalks and wait for

adult/student patrollers to cross them.

We strongly urge children to ride the school buses if they qualify for a school bus ride. This will greatly ease congestion, enhance student safety, allow greater independence for children, and be more ecological!

### **TELEPHONE CALLS/CONTACTING A STUDENT DURING SCHOOL HOURS:**

On rare occasions, it is necessary for a parent to contact a child during school hours. This should be done through the office. Although every attempt will be made, we cannot guarantee students will receive messages during the school day.

Teachers are generally available for phone calls from 8:00 - 8:40 a.m. and sometimes over the lunch hour and after school. You may leave a voice message for teachers any time during the school day.

### **VIDEOTAPING AND PHOTOGRAPHING OF STUDENTS:**

We are very proud of the accomplishments of our students and like to tell the community about them. Therefore, we frequently videotape student programs and photograph students and their accomplishments for presentation in newsletters, online and social media and will feature activities of individual students or groups of students who have excelled at a particular activity. We are also sensitive to the fact that for safety reasons unique to an individual family, it may not be wise for pictures of a student to appear in any media. If you so desire, we will do our best to ensure that your student is not showcased and named in the media.

### **If you do NOT wish your child's picture to be displayed in the media, please stop by the school office to complete the necessary form to restrict photographing or videotaping.**

Please inform your child of your desire so that he/she can assist us in fulfilling your request. Be aware, however, that if a student is involved in "high profile" extracurricular activities, it will not be possible to keep him/her from being photographed or videotaped. Also, because schools and school grounds are relatively public places, we cannot guarantee that your child's face will never appear as part of an incidental crowd picture.

### **VOLUNTEERS:**

Volunteers are welcomed in our school and are recognized for their valuable contributions to the instructional process. If you would like to volunteer in your child's classroom or the media center, please speak with the Partnership Coordinator. For the safety of our students we conduct background checks on all volunteers prior to volunteering. Staff will provide you with the background check forms.

**WEAPONS:**

No one shall possess a weapon on school property, school buses, or at any school-related event. Weapons include articles commonly used or designed to inflict bodily harm and/or to intimidate other persons as well as articles designed for other purposes which are used or intended to be used in a manner that would inflict bodily harm and/or to intimidate (i.e. toy weapons or replicas of weapons). Exceptions to this policy will require prior administrative approval.

Students violating the policy on possession of weapons will be expelled from the regular program for a period of not less than one year. The superintendent shall have the authority to modify such expulsion requirement on a case-by-case basis. A referral to the criminal or juvenile justice system shall be made for any student who brings a weapon to school.

**WEB SITE AND SOCIAL MEDIA:**

For additional information on our school, please feel free to visit our web site at <http://www.ecasd.us/putnam-heights-elementary/home> You may either access us directly or through the Eau Claire Area School District's site at <http://ecasd.us>. Bookmark both of these sites for speedy future reference! You can access staff emails and classroom webpages directly from this site.

**Like us on Facebook at: Putnam Heights Elementary School**

**Follow us on Twitter at: <https://twitter.com/putnamelem>**

# **PUTNAM HEIGHTS**

## **BELL SCHEDULE 2019 – 2020**

Instruction Begins                      8:40

Lunch:

Kindergarten                      12:15-12:35

1<sup>st</sup> Grade                              11:45-12:05

2<sup>nd</sup> Grade                             11:45-12:05

3<sup>rd</sup> Grade                             12:50-1:10

4<sup>th</sup> Grade                             12:30-12:50

5<sup>th</sup> Grade                             12:05-12:25

Dismissal                              3:40

**EAU CLAIRE AREA SCHOOL DISTRICT NONDISCRIMINATION POLICY:**

If any person believes that the Eau Claire Area School District or any part of the school organization has failed to follow the law and rules of S118.13, Wis. Statutes, the Americans with Disabilities Act, Title IX, Title VI, or Section 504 or in some way discriminates against students on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital or parental status, sexual orientation, or disability, he/she can bring or send a complaint to Kay Marks, Executive Director of Human Resources, 500 Main Street, Eau Claire, Wisconsin 54701. Ms. Marks can be contacted at 715-852-3051.

Complaints relating to the identification, evaluation, placement or provision of a free appropriate education of a child with a disability shall be resolved by procedures authorized in state and federal law. Also, complaints under federal law commonly referred to as EDGAR complaints (i.e., that the state or a subgrantee is violating a federal statute or regulation that applies to a program) shall be referred directly to the State Superintendent of Schools.

Other complaints will follow the steps identified below:

**Step 1** A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the building administrator (Principal). The building administrator shall forward a copy of the complaint to the appropriate administrator. For complaints related to school personnel, Kay Marks, Executive Director of Human Resources, should be contacted. For complaints related to the identification/placement/other issues of a special education student, Robyn Criego, Director of Special Education/Student Services, should be contacted. The building administrator shall also send a written acknowledgment of receipt of the complaint to the complainant within 15 working days.

**Step 2** The appropriate administrator as identified in Step 1, along with the building administrator and other staff where appropriate, shall be responsible for the investigation of all formal complaints. Following the completion of the investigation, a written report shall be prepared. Unless the parties agree to an extension of time, the findings from the investigation shall be delivered, in writing, to the complainant within 45 days of the receipt of the complaint.

**Step 3** If a complainant wishes to appeal a determination by the Executive Director of Human Resources or the Director of Special Education/Student Services, he/she may appeal, in writing, to the Board of Education within 30 days of receipt of the written findings. Within 15 days, the Board shall send a written acknowledgment of receipt of the appeal to the complainant. The Board shall consider all appeals and render a written decision within 45 days of receipt of the appeal.

**Step 4** If a complainant wishes to appeal a negative determination by the Board, he/she has the right to appeal the decision to the State Superintendent within 30 days of the Board's decision. In addition, the complainant may appeal directly to the State Superintendent if the Board has not provided written acknowledgment within 15 days of receipt of the complaint or made a determination within 45 days of receipt of the written complaint. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster Street, P.O. Box 7841, Madison, WI 53707.

**Step 5** Discrimination complaints on some of the above bases may also be filed with the federal government at the Office for Civil Rights, U.S. Department of Education, 111 North Canal Street, Room 1053, Chicago, Illinois 60606.

**ACCOMMODATING A STUDENT'S RELIGIOUS BELIEFS:**

The district shall provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to academic requirements including examinations.

The Board of Education recognizes that parents/guardians may desire or request that their children be excluded from receiving instruction in specific phases of certain curricular offerings on the basis of their religious beliefs. Accommodation requests shall be handled in accordance with established procedures.

Students, parents, and teachers shall receive written notification of this policy and implementing procedures annually.

**Procedures**

1. Parents/guardians are responsible for contacting teachers or school administrators with questions and concerns dealing with curricular topics or assignments that they find objectionable. The curriculum guide and materials associated with any course will be available for inspection by the parent/guardian prior to making the written request for exclusion.
2. Requests for exclusion of a child from any school-authorized course, or portions of a course, must be made by the parent/guardian in writing to the building principal, and must include an explanation of the reason for said request. The request must also identify that portion of the specific curriculum to which the request applies.
3. The written request will be evaluated by the building principal, who will consult with the teacher and rule on the appropriateness of the request. Parents/guardians shall be informed of the ruling, in writing.
4. If the request is approved, the student will be assigned a work station away from the class, under the supervision of authorized school personnel, and will be given an alternate assignment by the teacher. Parents/guardians will be consulted when determining the alternate assignment.
5. If principal approval for the request is denied, the parent/guardian may appeal the decision in writing to the district administrator and, if necessary, to the Board of Education.

The entire process of responding to an accommodation request shall be completed within 90 days unless the parties involved agree to an extension of time. If after completing the above process a parent/guardian is still dissatisfied with the district's decision, he/she may appeal the decision to the State Superintendent of Public Instruction within 30 days of the Board's decision in accordance with the provisions of state law.