

# FLYNN ELEMENTARY

2018 National Blue Ribbon School  
International Peace Site



## Family Handbook 2023-24

School Hours: 8:40am – 3:40 pm

Playground supervision begins at 8:25 and breakfast begins at 8:25 am

Flynn office: 715-852-3301

### Meal Prices

Breakfast – \$1.00

Lunch – \$2.65

Milk with cold lunch - \$.50

Some students qualify for free meals or reduced priced meals (breakfast - \$.30, and lunch - \$.40). It is also beneficial for our school if you complete a free/reduced lunch application. This process helps the district receive funding for many school programs.

### Recess/Lunch Times

Grade 2	Recess 10:50am	Lunch 11:10am
Grade 5	Recess 11:10am	Lunch 11:30am
Grade 3	Recess 11:30am	Lunch 11:50am
Grade 4	Recess 11:45am	Lunch 12:05pm
Grade 1	Recess 11:55pm	Lunch 12:15pm
Kindergarten	Recess 12:15pm	Lunch 12:35pm

## FLYNN ELEMENTARY STAFF 2023-24

Jim Schmitt	Principal
Esta Mattice	Secretary
Emily Mandel	Counselor
Nicole Rizzo	Behavioral Interventionist
Katie Schroeder	Psychologist
Stephanie Thurner	Social Work
Jessica Hoff	Partnership Coordinator
Lauren Deery	School Nurse
Anne Greylak	Medical School Assistant
Cori Hutchins	Kindergarten
Deb Schretenthaler	Kindergarten
Joann Statz	First Grade
Eva Peak	First Grade
Rachel Klink	Second Grade
Lillian McRaven	Second Grade
Teresa Kappus	Third Grade
Abby Stanislawski	Third Grade
Kayla Drazkowski	Fourth Grade
Caitlin Solie	Fourth Grade
Angel Crawford	Fifth Grade
Jaiden Danelski	Fifth Grade
Samantha Anderson	Resource Teacher
Anna Dandrea	Resource Teacher
Maddie Krivinchuk	Resource Teacher
Stacy Leibrich	Resource Teacher - PM
Heidi Hebert	Interventionist
Heidi Wendtland	Interventionist
Cheryl Antigua	Interventionist
Nita Sykora	Instructional Coach / SEL
Nora Tepsa	Instructional Coach / SEL
Atalia Krueger	Music
Lane Wojtyna	Physical Education
Caroline Winkers	Art
Anjeanette Steltz	Media Specialist
Kelly Eaton	Speech Clinician
Emily Schoenecker	Speech Clinician
Ron Miller	OT
Seana Yang	EL Teacher
Olena Pytel	Russian BEA
Saleen Xiong	BEA
Gretchen Hansen	GSA
Mary Hanson	GSA
Jolene Engop	GSA
Jane Hestekin	GSA
Amber Mitra	SEA
Christine Martin	SEA
Kara Metheny	SEA
Mariah Giraud	SEA
Donna Brekke	SEA
Tracie Hepfler	SEA
Jill Larson	SEA
Apryl Price	SEA
Gwyn Plaza	LTS SEA – Edu-Staff
Ann Tess	LTS SEA – Edu-staff
Devin Ruplinger	LTS SEA – Edu-Staff
Renee Sheflet	LTS SEA – Edu Staff
Stephanie Graveen	Cook
Yvonne Couillard	Asst. Cook
Michelle Steffen	Custodian
Kristy Gorton	Adult Crossing Guard

# Welcome to Flynn Elementary School!

**We are excited to begin the 2023-2024 school year with all of you!**

## Dear Flynn Families:

The Flynn Family Handbook provides information about our school, the school year, and services we provide. Our staff is here to support you and your student(s) in any way we can. Ensuring that Flynn is a safe, enjoyable, and learning centered school are our top priorities. If you have questions about the school its programming, do not hesitate to contact me.

Sincerely,



Jim Schmitt Principal, Flynn Elementary School

## Office Hours

**7:45am-4: 15pm.** The telephone number for the office is **715-852-3301**.

If you need to speak to someone in particular:

- You can call their extension or ask the secretary to connect you.
- Each staff member has a voicemail box if they are unavailable to speak with you. Please leave a detailed message including a return phone number.
- You can also find staff email addresses on our website.

## Office Staff

Our goal in the office is to serve our school community in a kind, caring and friendly way. When you call or stop in, you can expect to be greeted by one of the following:

Esta Mattice-----Secretary  
Jim Schmitt-----Principal  
Jolene Engop -----School Assistant  
Mary Hanson-----School Assistant  
Anne Greylak.....Medical Assistant  
Jane Hestekin.....School Assistant

*\*The handbook has been organized alphabetically to help make locating answers to your questions easier. \**

## Absences

Although we encourage students to attend school as much as possible, we also understand that there are days when children cannot (and should not) attend. When this happens, please contact the main office at 852-3301 by 8:45 am. Informing the school when and why your child is absent helps us maintain accurate attendance records. *Families that do not call in their child's absence will receive a phone call from the school secretary and may be marked unexcused.*

Absences that occur because of the following reasons will be considered excused:

- Illnesses that prevent a child from learning or are contagious to other children.
- Medical appointments that cannot be scheduled after the school day.
- A death in the family.
- Religious holidays.
- Family emergencies, such as a significant illness of another family member.
- Family trips that occur during the school year and cannot be taken at other times.
- Attendance at unique learning experiences outside of school

If you have any questions about excused or unexcused absences, please call our principal, Mr. Schmitt.

## AGR

As you may or may not know, Flynn Elementary qualifies for additional state funding called AGR, or Achievement Gap Reduction. These dollars, which are based on enrollment numbers and the percentage of a building that qualifies for free and reduced meals, have been in place for many years (1996). The mission of AGR is to work with students in grades K-3 to prevent gaps in achievement. AGR dollars are allocated to Flynn for the prevention of academic gaps in Math and Reading. For the 2022-23 school year, some AGR dollars will be used to provide students with an Academic Tutor. This staff member will work with students in small group settings to provide additional academic support. For more information about AGR visit: <http://dpi.wi.gov/sage>.

## Allergies

If your child has any special dietary needs due to food allergies, please contact the school nurse, Lauren Deery at 715-852-6631 or Flynn medical assistant, Anne Grelak at 715-852-3398. There is a menu modification form that needs to be completed!

## Animal/Pet Visitation Policy

The Eau Claire Area School District has approved a policy regarding animals and pets brought into classrooms. This policy includes the following requirements that **must be met before a pet or animal may visit**.

- [A form provided by the classroom teacher](#) must be signed and turned at least one day before the visit.
- Animals must be clean and healthy so that the risk of transmitting disease is minimal.
- The animal being brought into the classroom must have required vaccinations, be free of any illness or infestations, and have no aggressive tendencies.

- Animals must be capable of staying restricted to an area designated by the teacher.
- Kittens and puppies should be kept to a short visit.
- All animals must be kept in proper restraints.
- The owner/caretaker must have liability insurance that covers incidents with the animal and is responsible for any damage caused by the animal during the visit.

Animals that are unacceptable for school visits:

- Wild Animals
- Poisonous Animals
- Stray Animals
- Baby Chicks and Ducks
- Reptiles • Psittacine Birds
- Aggressive Animals

## **Attendance Policy**

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

It is important that your child attend school on time and every day. This will give us the opportunity to teach and them the opportunity to learn and achieve at high levels.

Attendance Guidelines:

- By law, 10 is 10 – Students are allowed 10 excused absences (all or part of a day) per school year.
- Families should notify the office before or by 8:45AM regarding any absence.
- To ensure that an absence is considered excused, notes from any professional appointments should be submitted.
- Attendance will be taken 4 times per day based on the periods of following:
 

Period 1	8:40 – 10:30
Period 2	10:30 -12:15
Period 3	12:15-2:00
Period 4	2:00-3:45
- If your child is absent more than 5 minutes from any period, they will be marked absent for that entire period of school.
- Early departures are also counted as partial absences.
- After 5 unexcused absences (all or part of a day), communication from school to home will be generated in letter form and an opportunity to meet and discuss attendance may follow.

*Research has made significant connections between a student's school attendance and their academic achievement, social development, and general feelings about school.*

## **Background Checks**

For the safety of all children, the Eau Claire Area School District requires a Background Check for all volunteers. Forms for Background Checks can be obtained by contacting our partnership coordinator, Jessica Hoff at 852-3307 or [jhoff@ecasd.us](mailto:jhoff@ecasd.us).

# Behavior Program

Our goal is to make sure that Flynn Elementary is a safe, caring place, where learning is possible for everyone.

We believe that to reach this goal we must all agree to the following:

- We will organize our shared spaces, so they are welcoming, purposeful, and peaceful.
- We will practice and reteach the behaviors that exemplify **CARES** (Cooperation, Appropriate Assertiveness, Responsibility, Empathy and Self-Control.)

We believe that all students can learn to work independently and safely with the self-control necessary to participate in classroom activities. We also know that social skills and work habits are learned and developed throughout our lives. We will teach and practice these skills all year long.

Occasionally teachers feel that it is necessary to have conversations with their classes regarding inappropriate behaviors or language at school that have sexual overtones. Our students are asked to deal with such behavior in the following ways:

- Appropriately assert themselves with anyone that uses language or gestures that are offensive. (Look the child in the eye, use their name, tell them that what they are doing is offensive, that you want them to stop, and that if they don't you will tell an adult.)
- Tell an adult in charge about the incident.
- Tell your classroom teacher about the incident.

There is not a standard consequence for misbehavior at Flynn; the consequence will be generated for each situation after discussion with a staff member.

Consequences might look like:

- **"You break it, you fix it."** The child might be asked to fix his/her behavior (i.e., apology of action.)
- **Loss of Privilege.** If a privilege either in the classroom or outside of the classroom is misused, the child will lose that privilege for a period of time.
- **Take a Break.** This is used when a child is not able to cooperate and/or is being disruptive to the group. The teacher or student will temporarily separate him/herself, until he/she is ready to participate in a positive manner.

One or more of the following response plans will also follow an interruption in the learning environment.

- **Take a Break in the Classroom.** This is a 1-3 minute 'break'~ sitting in a thinking chair. All children will spend time in the thinking chair as all children are learning appropriate work and social skills.
- **Time-Out in a Buddy Classroom.** For this time out, the child will be removed from the classroom to sit in a "Buddy" classroom until the teacher has time to discuss the interruption. This enables the teacher to continue teaching until there is time to talk to the child who has interrupted the lesson.
- **Time in the Office:** Whenever a child is sent to the office, a parent or guardian will be called. A conference between the teachers and families will be held if desired by either party.

**After action is taken, the problem will be considered resolved, and the child will be welcomed back to class.**

- **Time in the Office with a Special Plan.** This step is the same as step 3, except that an individual plan will be written for the child. This plan may include in-school suspension.

We believe that our behavior plan helps all students to maintain the level of cooperative behavior necessary for classroom learning. Our goal is: **SUCCESS FOR EVERY STUDENT!!**

## **Bikes, Scooters, Skateboards and Rollerblades**

Riding to school on wheels is a great way to start your morning! For safety and insurance reasons, bikes, skateboards, scooters, and rollerblades are not allowed on the playground during school hours. Rollerblades can be stored in student lockers during the day, but scooters and skateboards will need to be stored in the office. Bikes must be walked on school property and locked in the bike rack. For safety reasons, we also ask that your bike rider walk their bike to the bike racks starting a half a block from school or as they approach school grounds. Bike locks are available from Mrs. Hanson when needed.

**We strongly encourage the use of helmets for students riding any of the above to school.**

## **Birthdays**

At Flynn, we recognize student birthdays in our morning announcements, and in individual classrooms. However, **we ask that families NOT send balloons, flowers, or any kind of edible Birthday Treat to school.** Any deliveries of this type will be kept in the office until the end of the school day when students may pick them up to take home.

Invitations - Parties are very exciting and although a child might want to hand out party invitations at school, **we also ask that no party invitations be distributed at school.** We do this to prevent distractions from learning and to prevent hurt feelings in those students who are not invited.

## **Bullying Policy**

The Eau Claire Area School District shall promote 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. The District shall vigorously strive to eliminate bullying so that there is no disruption to the learning environment and learning process. Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying has harmful social, physical, psychological, and academic impact on the bullies, the targets, and the bystanders. The District shall proactively provide information to students and staff to reinforce respectful relationships. Reports of bullying may be made verbally or in writing. Formal complaints will be documented using the District complaint report form. That form can be found [HERE](#).

## **Cell Phone Use Policy**

Students are prohibited from using cell phones and or electronic devices (enabled watches, bracelets, tablets, etc.) during the school day, during school-sponsored activities or while on most field trips. If a student brings a cell phone or device to school, they **MUST** power it down and put it in their backpack during the school day.

## **Child Abuse/Neglect Reporting**

Any Flynn staff member that suspects a child has been abused or neglected is required by law to immediately report such suspicions. Reports are made directly to the Department of Human Services.

## **Childcare - Before and After-School**

The Eau Claire YMCA offers before and after school childcare on all school days. This service is being provided at the YMCA this school year.

**For more information, contact the YMCA: 715-836-8460  
[www.eauclaireymca.org/before-after-school-care](http://www.eauclaireymca.org/before-after-school-care)**

## **Class Pictures**

Individual student pictures are taken in the fall. There will also be a picture retake day scheduled. Specific information and order forms will be sent home before these picture days.

## **Divorced/Separated Parent Policy**

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.

The Eau Claire Area School District strongly suggests that families serve as the primary communication conduit in between families. Please support Flynn by fostering open and honest dialogue about school.

## **Dress Policy**

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

1. No student 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 group or individuals.
2. Special requirements may be necessary to assure safety in certain areas such as physical education, art, band, science labs, kitchens, and technology education work areas, i.e., safety glasses, aprons, hair nets, etc. At Flynn, this includes appropriate footwear for physical education and recess (i.e., not flip flops!).

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 School Closing**

*Here are the best ways to find out if there are school closings:*

1. Visit these websites: [www.ecasd.us](http://www.ecasd.us), [www.weau.com](http://www.weau.com) and [www.wqow.com](http://www.wqow.com)
2. Listen to local radio or TV stations
3. Sign up to receive a mobile alert from Skylert, part of our Skyward system:

The Eau Claire Area School District uses the Skylert system to communicate with families about emergency situations and weather-related delays/cancellations. Skylert allows us to quickly send mass notifications to parents, students, and employees by phone call, email, and/or text message. Skylert is a web portal that works through Skyward that allows you to manage who will receive notifications and how information will be communicated to you. To receive communications through Skylert, follow these steps:

1. Log into your Skyward account.
2. When logged into Skyward, click on the Skylert option listed on the left-hand side.
3. Click "Edit" to make changes to the information or to change your preference of notification delivery.
4. Scroll down to the bottom of the page to update your contact information, if needed.
5. Click on the notification options you would like to receive. You can add and remove checkmarks as you wish for the various types of contact calls, emails, or SMS text messages. If you would like to receive text messages, add the phone numbers in the Text Message Numbers section. (Please check with your wireless carrier for possible charges if you choose to receive these messages.)

## **Other Important Information about Emergency School Closings:**

- School closings or delays will be broadcast by 6:30am.
- In the event of a school delay, school dismissal will be at regular time (3:40pm).
- If school is delayed by two hours, breakfast and playground supervision will begin at 10:25am and school will start at 10:40am.
- If school will be **dismissed early**, the announcement will be made by 11:00am, and Flynn Elementary will close at 1:40pm.
- In the event of school closing or early dismissal, ALL extra-curricular activities scheduled for that day may be cancelled.

It is very important for you to plan for your child to get home from school on inclement weather days! Parents are asked to sign a form indicating where their child will go in case of an emergency closing. **We will follow the directions on that form unless otherwise directed.**

# **Equitable Multi-Level System of Supports (EMLSS)**

The EMLSS framework adopted by the District is based on Wisconsin's Framework for Equitable Multi-Level Systems of Supports published by the Wisconsin Department of Public Instruction. The EMLSS provides equity for all students through access and opportunities leading to the use of antiracist, anti-biased practices, and student academic and behavioral success.

The EMLSS framework is built on four foundational components:

1. Organizational Structures
2. Strong Shared Leadership
3. Positive Culture
4. Family and Community Partnerships

Using this foundation, schools develop a three-level system of support to ensure the success of every learner. This three-level system provides a continuum of proactive and responsive support designed to

match the range of learners' developmental, academic, behavioral, social, and emotional needs. Supports are designed to be equitable and appropriate for the learners, validating their knowledge, experiences, and diverse identities.

The universal level, or Tier I, includes collaboration, a guaranteed and viable curriculum, high quality instruction, balanced assessment, and family engagement. In a fully functioning EMLSS, at least 80% of learners have their developmental, academic, behavioral, social, and emotional needs met through this universal level of support.

The selected level, or Tier II, includes support intended for learners whose developmental, academic, behavioral, social, or emotional needs extend just beyond the reach of the universal, or Tier I, level. This level is intended for short-term intervention targeting the specific skill needs of learners so that the 18 universal levels of support can meet their educational needs. In a fully functioning EMLSS, 5-15% of learners access this level of support in addition to the universal level.

The intensive level, or Tier III, is intended for learners whose needs extend well beyond the reach of the universal, or Tier I, level. In a fully functioning EMLSS, only 1-5% of learners need access to this level of support. For developmental, academic, behavioral, social, and emotional achievement that is well below benchmark, learners access intensive support in addition to the universal level. For learners who well exceed these benchmarks, collaborative teams determine the most appropriate programming (e.g., compacting or acceleration) to take the place of universal level instruction.

In all three levels/tiers, collaboration, instruction, assessment, and family engagement are part of the framework. To identify the nature and intensity of support best matched to the learner needs, school teams strategically use multiple forms of data. These data will come from four sources: student achievement, programming, student demographics, and perception. The District is committed to disaggregating student data into subpopulations to plan for appropriate programs, decide which evidence-based interventions to select (i.e., if they have been evaluated with the target population), use resources where they are needed most, and to identify trends in behavior and achievement which would require changes to District practices for disproportionately disadvantaged student groups. Student placement in programming will be based on data from scientifically designed, anti-discriminatory measurement tools with pre-determined data rules that lead to antiracist and anti-biased practices. Due to the nature of math sequential progressions, student placement is determined by the pace for which they are ready for the next course within the progression. When students are determined to need enrichments in all content areas other than math, cluster grouping may be implemented within the general education classroom. In other situations, differentiation may be provided through flexible instructional groupings within the EMLSS framework to ensure students have peers learning the same skills.

The District is committed to monitoring student progress on a regular basis by collecting data to improve instruction, ensure achievement for every student, and identify students at risk or in need of enrichment. Based on this review of progress, teams may modify instructional practices, time, frequency, groupings, and/or expertise of the provider to best respond to learner needs. As the intensity of supports increases, so does the frequency of monitoring progress and collaborative review of data. Identifying, using, and reviewing supports are adjusted fluidly, based on a review of learner progress and instructional fidelity data. The District will also monitor progress by using data to implement an equitable MLSS system. Systemic implementation helps ensure all learners benefit equitably from access, opportunity, and

support across the school and District. This includes monitoring cluster groups, math progressions, and Advanced Placement coursework to ensure access remains equitable and representative of the entire student population within several demographic metrics.

The EMLSS framework provides equity for all students through access and opportunities that lead to the use of antiracist and anti-biased practices and student academic and behavioral success.

## **Family Information Changes**

**It is very important for the school office to have current student data on every child. Please inform the office (715-852-3301) whenever you have a change of telephone number, address, etc.**

## **Family Involvement**

Parents, guardians, and families are greatly valued partners in the education of their children. We encourage you to become involved in many different aspects of school life. There are a variety of ways to be involved with school and your student's learning. Your involvement may occur mostly at home with your child, (offering guidance and support, modeling education as a priority, and providing a successful learning environment in your home), or you may opt to volunteer for in-school activities. Everything you do to encourage student learning makes a difference. We highly value your role in the educational process and look forward to our partnership with you. Contact Jessica Hoff, Partnership Coordinator at 715-852-3307.

## **Family -Teacher Conferences**

Two scheduled Family-Teacher Conferences will be held each school year. It is an expectation that at least one parent or guardian attend each conference. Students who share custody with more than one household will have one conference. It is the goal at Flynn to have 100 % of our families participate. Parents/guardians can request additional conferences at any time of the year. Families will have the opportunity to schedule their conferences on Welcome Back to School Day. Families will have a choice for an in-person conference or a virtual conference.

## **Flynn Flyer Promise**

The Flynn Flyer Promise is a pledge that was written *for* our students, *by* our students.

*I promise to learn and play peacefully,  
To be responsible and do my part,  
To treat others with kindness and respect,  
And to use self-control.  
I'm proud to be a Flynn Flyer.  
We're a school that CARES.*

## **Field Trip Policy**

There are opportunities for students to leave school to extend their learning. All parents/guardians will be notified of the field trip in advance.

## **Fundraising Policy**

It is the philosophy of the Eau Claire Area School District that the general school budget should supply curricular materials necessary for educating all students. Occasionally, Flynn participates in school wide fundraisers through the PTO. Stay tuned for information on these fundraising events.

## **Head Lice in Schools**

Although unfortunate, Head Lice has **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 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 has lice. Parents are encouraged to make checking for head lice a part of routine hygiene.
- Lice cases are tracked, and the school nurse and administrator will send out letters to parents notifying them of lice in the classroom on an as- needed basis as determined.

Please contact your child's school nurse with questions at 715-852-6631 or [ldeery@ecasd.us](mailto:ldeery@ecasd.us).

## **Health Information & Records**

Eau Claire Area School District School Nurse, Lauren Leasum, provides nursing Services at Flynn Elementary School.

State Law requires that the school nurse keep a health record on file for every child in school. **If health information changes during the school year, we ask that you contact** School Nurse, Lauren Deery at 715-852-6631 or [ldeery@ecasd.us](mailto:ldeery@ecasd.us) or Ann Greylak at 715-852-3398 or [agreylak@ecasd.us](mailto:agreylak@ecasd.us).

## Hearing/Vision Screenings

Each fall, under the direction of the City County Health Department, volunteers give Hearing Tests and Vision Screenings to students in grades K and 1. Should either test indicate a concern with vision or hearing testing the student will be retested later. If the child does not pass the retest, parents will be notified in writing by the Health Dept. with a recommendation to consult a doctor for further examination.

## Homework

- **Practice** – Flynn’s homework focuses on practice. These are tasks your student should be able to do on their own. This includes reading to self, practicing math facts, practicing sight words, and doing math problems that are like problems completed in class.
- **Independence** – Research shows that homework provides benefits to students when they complete it independently. Our staff will work carefully to ensure the homework can be accomplished by our students on their own.
- **Routines** – Like mealtimes and bedtimes, homework should be done at the same time each day. Find a comfortable location for homework to be completed and protect your family’s schedule to ensure your student has time to complete their homework. Your teacher will share with you how much time to plan for homework. As a rough guide, you can expect about 10 minutes per grade level (ex. Grade 4 is about 40 minutes).

If you have questions about homework, please contact your child’s teacher.

## Immunizations

Wisconsin State Statute 140.5 requires that all students entering public school have basic immunizations or they will be refused entry unless the child has been exempted for religious or medical reasons. It is the parent’s responsibility to make sure that their child meets this requirement. We require evidence of these immunizations to be kept in the child’s cumulative file. If immunizations are not up to date, your child may be excluded from school until the proper immunizations are received.

## International Peace Site

In October of 2009, Flynn Elementary was dedicated as an International Peace Site.

As a Peace Site we are committed to:

- Creating a peaceful school
- Protecting the environment
- Helping others in our school, community, and the world
- Celebrating Diversity

## Internet Use Policy

Students should approach their use of technology resources with the understanding that all the school rules and expectations that apply to in-person interactions and to the student’s general conduct while at school or while under the supervision of a school authority also apply to their use of District and personal technology, their online conduct, and their electronic communications. This document and

various other District policies, rules and regulations include additional requirements and expectations that are directly related to the use of technology resources and electronic devices.

Policies, rules, and regulations cannot directly address every situation that a student may encounter. Therefore, an additional aspect of “acceptable use” is that the District expects each student who uses District and personal technology resources to take an appropriate degree of personal responsibility for exercising sound judgment in his/her use of technology and in his/her technology-related activities and communications.

The District’s technology resources, including the District’s technology-related equipment, software, networks, network account and Internet access, are open to limited and regulated use by students as a privilege. Each student who uses the District’s technology resources is required to follow the District’s established expectations for acceptable use and District core values.

In general, “acceptable use” means that a student is required to use technology resources in a manner that:

- has a legitimate educational or other school-authorized purpose;
- is legal;
- is ethical (including, for example, avoiding plagiarism);
- avoids harm to any person (including, for example, making threats, harassing or bullying someone, violating someone’s privacy, accessing another person’s accounts, records or files, etc.);
- avoids harm to property (including, for example, damaging hardware, software, equipment, another person’s work, or electronic files, etc.);
- avoids accessing or transmitting harmful or inappropriate material.
- is respectful of others; and
- is consistent with all applicable school notices, rules, and regulations, as well as any additional directives or instruction that may be provided by District staff. If a student wishes to use technology (including engaging in electronic communications) in a manner that is secured, private, and not accessible to the District, he/she should not use the District’s technology resources.

If a student uses District or personal technology resources in a manner that violates the District’s expectations for acceptable use, or any other established policy, regulation, rule, or directive, the student is subject to possible discipline. Examples of possible consequences for improper use of technology include the following:

- Suspension, restriction, or revocation of the privilege of use of District technology resources.
- The imposition of academic consequences for academic-related violations.
- Suspension and/or expulsion from school; and/or
- Referral to law enforcement.

If a student has a question concerning any policy, notice, rule, regulation, or directive that relates to technology resources, or if a student encounters a situation in which they are uncertain about any expectation for acceptable use or about how to proceed, the student should contact a teacher or an administrator to obtain appropriate guidance.

## **Leaving School Early**

If your child needs to leave school early, we ask that you call the office (715-852-3301) or send a note. At the time of pick up, we ask that you come to Flynn's main entrance and ring the doorbell. The classroom teacher will then be called and asked to send your child to the office, and they will be escorted outside to parents.

## **Lockers**

Every child at Flynn will be assigned their own locker. These lockers and storage areas are the sole property of the Eau Claire Area School District. Because lockers must always remain accessible to students and staff, we do not allow students to lock them. The staff will assist students with keeping their lockers clean, organized and safe through lessons and locker cleaning time. Now and then you may want to encourage your child to bring home any outdoor wear that has accumulated over time.

## **Lost and Found**

Each year the number of articles "found" is much larger than the number of articles claimed. Your child will be shown the location of our "Lost and Found" boxes by the cafeteria and should be encouraged to check this area if they have lost something. Small "found" valuables such as watches, and jewelry will be kept in the school office. The labeling of clothing and possessions is helpful in returning lost items to the rightful owner. Twice a year all Lost & Found items will be donated to a charity.

## **Meals and Food at School**

For the 2023-24 school year breakfast will be offered from 8:25-8:40 AM in the cafeteria. Lunch will be held after recess in the cafeteria. Prices for meals and lunch times are on the first page of this handbook. Families are encouraged to complete the free/reduced lunch application. The cafeteria is an instructional space with assigned seating like a classroom. Families may check their student out from school if they would like to eat lunch with them.

Soda and non-water beverages are not allowed during the school day. Students may bring water bottles for use in the classroom. Cold lunches may include juice box type drinks.

Candy and gum are not allowed in school or on the playground. There may be times when staff use candy and/or gum for instructional purposes. Staff will provide those items at that time.

## **Medication Policy**

No prescription or over the counter (OTC) medication shall be given to a student by any employee of the ECASD unless written instructions for dispensing prescribed medication, signed by the prescribing physician/licensed prescriber, along with written authorization from the parent(s)/guardian(s), authorizing school personnel to give medication in the dosage prescribed by the physician/licensed prescriber, have been delivered along with the drug to designated school personnel. For questions about medications, contact the School Nurse, Lauren Deery at 715-852-6631 or [ldery@ecasd.us](mailto:ldery@ecasd.us) or Flynn Med. Assistant, Anne Greylak at 715-852-3398 or [agreylak@ecasd.us](mailto:agreylak@ecasd.us).

## Moving?

**If your family is moving, please inform the office and your child's teacher as soon as possible.** When a child is transferring out of the Flynn attendance area, adequate notice allows for completion of appropriate records and assistance in easing your child's transition to a new school. If you move during the school year and want your child to finish the school year at Flynn, there is a simple one-page on-line form for you to complete.

## Nondiscrimination Policy

The Eau Claire Area School District does not discriminate against pupils based on sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disabilities, in its educational programs or activities. Federal law prohibits discrimination in employment based on age, race, color, national origin, sex, religion, or handicap. The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available. Address questions to Kaying Xiong, Executive Director of Student Services, at the Administration office at 500 Main Street, Eau Claire, WI 54701.

## (PTO) Parent-Teacher Organization

All parents, guardians and staff are welcome and encouraged to join the Flynn PTO! The Flynn PTO sponsors many wonderful events and learning experiences for our students! The PTO Board meets on the second Monday of the month from 6:30-7:30 in the school library!

### 2023-24 PTO Officers

President	Michelle Rowekamp
Vice President	Mike Babl
Secretary	(open)
Treasurer	Manda McNamara

Meetings and activities will be announced through Flynn PTO's Facebook page, newsletters, and notes home.

## Parking and Safety

Safety is our primary concern when it comes to the beginning and end of the day. Students that ride the bus to and or from school are picked up and dropped off in the front of the school near the main doors. In front of our playground is the pick-up and drop off zone for students that get a ride. **To ensure pick up and drop off is efficient and safe, do not park and leave your vehicle unattended while in the drop off and pick up area (see map).** This includes parking to walk your child up to the playground. If you would like to walk your child up to school, please park on the alternative locations outlined below.

Please plan your before and after school routine to ensure that students get to and from school safely. In addition, follow all signs with parking restrictions posted by the city as these are enforced by the Eau Claire Police Department.

**Safety Patrollers help students and families safely cross the street and are located at the intersections of:  
Lee St. and Hoover**



## Lee St. and Fenwick and Lee St. and Laurel

When looking at the map, please note:

**Any of the streets on the map in green are great places to park your vehicle!**

**NO parking** on Lee Street across from Flynn (red on the map). There is also no parking in our drop-off zone with cones. This includes the block the school is on as well as half of the playground block. The signs marking this area state that parking is restricted from 7:30am to 4:00pm on school days. Also marked with this signage are the south sides of Laurel and Fenwick Avenues. Ignoring this signage severely impacts the traffic flow and restricts visibility for drivers, pedestrians, and student patrollers. You may be ticketed if you park in any of these marked areas during school hours. Areas on the map marked in green are great places to park and walk your student up to the school.



**NO parking** in the school bus loading zone. This is clearly marked with signs. Cars should not be in this area at any time.

**\*See "Safety Patrol" for more information.**

## Peak Control Rate Program

To save money, the Eau Claire Area School District will be participating in the Peak Control Rate Program through Xcel Energy. The Peak Control Rate (PCR) is an alternative electric rate for customers that can shed load during Xcel Energy peaks. What this means for our district is that if we are asked to shed load, we may need to close school early. It is projected that the district will save \$104,000 by enrolling in this program. Statistics reviewed by Xcel Energy indicate that in the last 12 years there were only two occasions when service would have been interrupted during the school year. We should receive at least a one-hour notice before the interruptions and possible school closing. The district would handle an energy shutdown similar to closing school early for inclement weather. The news media would be contacted immediately so it could report the early closing. As with snow days, parents should have alternate arrangements made for students on days when the district closes early.

## Phone Calls to/from Students

Changes to the end of the day for students:

We ask that you make all family arrangements with your children before the start of the school day. If your child intends to go home from school in a way that varies from the normal routine, please write that information in the student's Flynn Folder or call school at the beginning of the day.

Getting messages to students during the school day:

If you need to get a message to your child, call the office and staff at Flynn will deliver it. **Messages for students that we receive near the end of the school day are the most difficult for us to deliver (3:15 or later). Please plan ahead so we can avoid confusion at the end of the day.**

## Playground Guidelines

The Flynn playground is supervised starting at 8:25 am. Students will be allowed indoors at 8:40 when the bell rings. All students are expected to leave the playground at the end of the school day unless they are with a parent or guardian.

**Outdoor Weather Policy:** The decision to have recess inside or outside will be made by the school office staff in cooperation with the playground supervisor(s). The outdoor weather policy for cold weather is as follows:

Temperature	"Feels like" temperature	Guidelines if either column occurs (see <a href="#">NWS</a> )
Below 0°F	Below -10°F	Indoor recess
0 - 32°F	-10 - 32°F	Wear coats, hats, and mittens outside.
33 - 40°F	33 - 40°F	Wear coats
41 - 50°F	41 - 50°F	Wear long sleeves

Regardless of temperature, when there is snow on the ground students must wear snow pants and boots. If they do not have those three items, they need to stay on the blacktop where it is dry.

Although recess is usually an unstructured time for our students, we have found that we still need a few guiding rules and regulations.

- **Playground Attire:**
  - Students are required to have a regular pair of shoes to wear inside the school after changing out of their boots.
  - Students who do not have snow pants or winter boots will remain in a designated area on the playground.
- Students are expected to wear these essential items for recess, arrival, and dismissal.
- **Playground Behavior:** The same behaviors that are expected in school will be expected on the playground. Have fun and be safe!

## Progress Reports & Report Cards

Report cards will be sent home after the end of 1<sup>st</sup> and 2<sup>nd</sup> semesters. Progress reports reflect student learning in all academic areas as well as the behaviors of lifelong learners during the year. These reports quantify the growth and achievement students are making as they work towards end of the year standards. Students will receive a report that contains a series of numbers that reflect their growth towards mastery. Many academic standards are practiced and worked on during the entire school year. Please do not be alarmed if a student's first semester report does not show a score of 3 or higher (mastery of standard) as

they are still working towards them! If you have any questions or want to know more about these reports, please contact your child's teacher or the principal!

## **Responsive Classroom Philosophy**

Responsive Classroom is a method to create a safe, challenging, and joyful educational environment. Flynn staff use the Responsive Classroom as a method of teaching students' appropriate ways of getting along with each other as members of our community. The seven guiding principles of Responsive Classroom are:

- The social curriculum is as important as the academic curriculum.
- How children learn is as important as what they learn: process and content go hand-in-hand.
- The greatest cognitive growth occurs through social interaction.
- There is a specific set of social skills that children need to learn and practice to be successful: cooperation, assertion, responsibility, empathy, and self-control.
- Knowing the families of the children we teach – individually, culturally, and developmentally- is as important as knowing the children we teach. Parents are our partners.
- How we, the adults at school, work together is as important as our individual competence. Effective schools begin with the adult community

The ten teaching practices of Responsive Classroom are:

*Morning Meeting*

*Logical Consequences*

*Rule Creation*

*Guided discovery*

*Interactive Modeling*

*Academic Choice*

*Positive Teacher Language*

*Classroom Organization*

*Working with Families*

*Collaborative Problem Solving*

## **Restricted Physical Activity**

If a child must stay inside from recess or sit out from Physical Education class for medical reasons, parents are required to send a note from a health care provider detailing the period of restricted activity. Please contact your child's school nurse 715-852-6631 or e-mail [ideery@ecasd.us](mailto:ideery@ecasd.us) or Flynn Med. Assistant 715-852-3398 or email [agreylak@ecasd.us](mailto:agreylak@ecasd.us) if you have questions.

## **Safety at School**

It is our responsibility to provide a safe learning environment for everyone in our building. Parental support and follow-up will assist us in providing a safe school environment and in teaching students to be respectful. Our school district has a policy forbidding any weapons (including look-a-like guns, knives, etc.) Suspension and expulsion are possible consequences for violations of this policy.

## **Safety Patrol**

Fifth grade students serve on the Safety Patrol, supervised by Mrs. Hanson. It is the responsibility of the Safety Patrols, along with the adult crossing guards, to assist students with safe travel to and from school. Patrols will be on duty at the following times:

8:20 – 8:40am

3:40 – 3:50pm

School Safety Patrols are stationed on the corners of Lee Street and Hoover Avenue, Lee Street and Fenwick Avenue, and Lee Street Laurel Ave for travel to school and home. An adult guard is stationed on the corners of Margaret Street and Fenwick Avenue before school and after school.

## **School Folders**

Each student at Flynn will receive a school folder. This serves as an important communication tool between school and family. Students in grades K-3 will have a weekly sheet outlining academics and school events. Students in grades 4-5 use an assignment notebook to maintain communication.

Students should bring their folders and Assignment Notebooks or Weekly Sheets with them to school every day and take them home every night so that parents and guardians can review work and receive important announcements.

## **School Schedule**

8:00am Teacher Day Begins

8:25am Playground supervision begins.  
Breakfast begins.

8:40am Bell rings – Homeroom

Grade 2:	Recess 10:50am	Lunch 11:10am
Grade 5:	Recess 11:10am	Lunch 11:30am
Grade 3:	Recess 11:30am	Lunch 11:50pm
Grade 4:	Recess 11:45am	Lunch 12:05pm
Grade 1:	Recess 11:55am	Lunch 12:15pm
Kindergarten:	Recess 12:15pm	Lunch 12:35pm

3:40pm School Day ends

## **Sick Child Guidelines**

### **Sick Child Guidelines for the 2023-24 School Year**

If a child exhibit any of the following symptoms at school, a parent/guardian/emergency contact will be notified to come and pick up the student:

- Fever-Temperature of 100.0 F or more
- Diarrhea
- Vomiting
- Persistent coughing
- Draining or spreading rash

Please keep your child at home if he/she currently has or has had any of these symptoms in the last 24 hours.

Please contact your child’s school if you have any questions about whether your child should be attending.

## **Textbook Checkout**

All students will be assigned textbooks and iPads in their classrooms. If a student loses a textbook, iPad, or charger, families will be notified of the replacement procedures and costs.

## **Title I**

Flynn is a Title I schoolwide program school. Title I is a federal program to assist schools in meeting the academic needs of all students. The Federal government provides additional funding for teaching staff, resources, family engagement and professional development. Title I requirements are specific about communication and partnership between school and family. The Partnership Compact that you are asked to sign at conferences each fall is part of that Title I communication and partnership requirement.

Title I schools are required by law to notify parents that students are being taught by highly qualified staff. In accordance with federal law requirements, parents may request information regarding the professional qualifications of their child's classroom teachers, including the following:

- whether the teacher has met state licensing criteria for the grade level(s) and subject area taught,
- whether the teacher is teaching under emergency or provisional status through which state licensing criteria have been waived
- the undergraduate degree, major of the teacher, and any other graduate certification or degree held by the teacher, including the field of discipline of the certification or degree.

Families may also request information on the professional qualifications of any paraprofessional providing services to their child. Requests for teacher and paraprofessional qualification information should be directed to the principal.

If you have additional questions about Title I there are resources available through the Wisconsin Department of Public Instruction or the Federal Department of Education. You are also encouraged to contact staff at Flynn.

## **Tobacco Use Policy**

State law prohibits using tobacco products on all school sites, always. Violating this law may result in a citation.

## **Toys from Home Policy**

Items from home are prohibited at school unless they are used for academic purposes and prior approval was made. We provide all indoor and outdoor recess equipment for student use.

If students have toys or gadgets at school, staff may confiscate it. Students are welcome to pick up their belongings at the end of that day. In some situations, a parent or guardian will have to come to school to pick up what has been taken from the child.

## Transportation

If you meet the district requirements for busing, you will be sent information from Student Transit about bus number, pick up and drop off times and location. You can contact Student Transit at 715-839-5116.

## Vandalism

Our goal is to keep our building, furnishings and supplies looking like new. Vandalizing school property and grounds is against the law. Students caught engaging in these behaviors will be subject to school and/or police reprimand. Please discuss this expectation with your child in order to help us keep our building clean and beautiful.

## Vision and Mission Statement

The Eau Claire Area School Districts Mission and Vision Statement is as follows:

**Mission:** To inspire and prepare our students to live creative, fulfilling, and responsible lives.

**Vision:** We challenge minds, build relationships and nurture individual growth to prepare all students for post-secondary success.

**Slogan:** Where knowledge and inspiration meet to create the future.

<b>District Values:</b>	Honesty	Justice	Respect
	Courage	Responsibility	Compassion

## Visiting School

When visitors come to the school:

- Parking is available in the guest lot, the staff lot, or the street beyond the drop off/pick up zone.
- For security reasons, guests are asked to ring the doorbell to the right of the main doors. Office staff will let you in.
- If visitors want to move past the front office, the district requires scanning a government ID or entering information from an ID. A badge will then be printed for approved visitors. This procedure allows us to know who is always in the building and provides the safest and most secure setting for your children.
- For most evening events that are reserved through the facilities use program, the doors on the west side of the parking lot closest to the gym (door #3) will be open.

## Weekend Meals

Flynn Elementary sends **Weekend Meals** home with any students who sign up! Trinity Lutheran Church and Feed My People Food Bank will be providing our families with these meals. For more information families can contact Jessica Hoff at 852-3307 or [jhoff@ecasd.us](mailto:jhoff@ecasd.us).