

Florence Elementary School



2016-2017 Parent-Student Handbook

School Phone Number
715-528-3262

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Florence, WI 54121
www.myflorence.org

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ACADEMIC STANDARDS FOR THE SCHOOL DISTRICT OF FLORENCE COUNTY

The School District of Florence County has adopted the Common Core State Standards for English/Language Arts and Mathematics. The District is utilizing a combination of Next Generation Science Standards and Wisconsin Model Academic Standards in science instruction. All other academic content areas are supported by the Wisconsin Model Academic Standards.

ARRIVAL TIME

The doors to the Florence Elementary School will be opened at 7:45 A.M. each morning. The first bell rings at 8:10 A.M. with classes beginning promptly at 8:15 A.M. The school day ends at 3:15 P.M. **STUDENTS SHOULD NOT ARRIVE TO SCHOOL BEFORE 7:45 A.M. because there will be no supervision.** Children will have the opportunity to eat breakfast from 7:50-8:15 A.M.

ATTENDANCE/ABSENCES

Compulsory Student Attendance:

All children between the ages of 6 and 18, and those enrolled in kindergarten, in the School District of Florence County must attend school full time until the end of the term, quarter, or semester in which they become 18 years of age unless they have a legal excuse.

Ordinances and/or legislation developed at the municipal, county, or state level shall be adhered to as it affects school attendance.

To report an absence of a child to the Florence Elementary School please call 715-528-1191.

Student Attendance Procedures:

1. School Attendance Officer
 - a. The principal or designee shall serve as the school attendance officer for each school in the district. The school attendance officer shall deal with all matters relating to school attendance and truancy.

2. Student Absences and Excuses
 - a. The responsibility for regular school attendance for a student rests upon the student's parent(s) or guardians(s).
 - b. Daily Excused Absences – All daily excused absences require parent/guardian/legal custodian verification which is to be submitted to the school attendance officer or designee on the day of the absence via correspondence in person, electronically or via phone unless the absence has received prior approval of the school attendance officer or designee. If the parent/guardian/legal custodian does not notify the school of their child's absence, they have 24 hours to reply to the school attendance officer from the time of initial contact from the school.

Pre-Plans - Anticipated absences for three (3) or more consecutive days shall require students to bring a note from their parent or guardian and obtain a pre-plan form in the office. This form shall be completed and returned to the office three (3) days prior to the scheduled absence. All assignments are the responsibility of the student. Any students not handing in the completed pre-plan may be marked unexcused for that day.

A student's academic progress may be taken into consideration prior to an absence being approved as pre-excused. The recommendations of the classroom teacher(s) will be given the highest of consideration by the building principal. Previous attendance history and "on-track readiness" will be factors in this decision. The parent's right to pre-excuse his or her child's absence in writing for any reason for up to ten (10) days in a school year will also be taken into consideration.

The school attendance officer is empowered to approve a legal excuse to any student beyond five (5) days in a semester or ten (10) days in a school year for the following reasons:

- (1) Evidence that the student is not in proper physical or mental condition to attend school or an educational program. The district may request the parent / guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuse shall be made in writing, shall state the period of time for which it is valid, and shall not exceed thirty (30) school days.
- (2) An emergency in the family or other crisis which requires the absence of the student because of family responsibilities.
- (3) Medical, dental, chiropractic, optometry or other valid professional appointment. Parents or guardians are requested to make the appointments during non-school hours. Verification of appointment needs to be given. (i.e. doctor's note, appointment card)
- (4) A death in the immediate family, funerals for relatives or close friends.
- (5) Religious holidays.
- (6) Family trips that can be taken only during the normal school term. The intent of this statement is to provide opportunity for students to accompany their parent(s)/guardian on a vacation which cannot be scheduled when school is not in session. A parent/guardian and student shall be required to complete a pre-plan absence form three (3) days prior to leaving on vacation of the pending absence for the purpose of reviewing the student's attendance record and overall performance record. Student vacations or trips without parent / guardian accompaniment are not excused absences without specific prior approval of the school attendance officer.

- (7) A court appearance or other legal procedure which requires the attendance of the student.
- (8) A quarantine as imposed by a public health officer.
- (9) Attendance at special events of educational value as approved by the school attendance officer or designee.
- (10) Approved school activities during class time.
- (11) Special circumstances that show good cause which are approved by the school attendance officer or designee

- c. Excessive Absences – Parents / guardians shall be notified in writing where students have accumulated three (3) absences, then again at five (5), eight (8) and ten (10) absences. After ten (10) absences parent guardian may be required to meet with building principal. This shall be done whether the absences are excused or unexcused, unless the student is under doctor’s treatment and a written statement from a physician or licensed practitioner is on file.
- d. Parents will need to furnish a medical excuse for any excused absences beyond ten (10) days (building administrators are to use their discretion). If no excuse is provided the absence is unexcused.
- e. Truancy/Unexcused Absences – “Truancy” means any absence of part or all of one or more school days during which the school has not been notified of the legal cause of such absence by the parent / guardian of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law. Parents / guardians shall be notified when a student has an unexcused absence(s). Notices shall be made by personal contact, mail or telephone call of which a written record is kept. Notice by personal contact or telephone shall be attempted prior to notice by mail. Consequences for unexcused absences shall be determined by the building principal.
- f. Habitual Truancy – “Habitual truant” means a student who is absent from school without an acceptable excuse for:

Part or all of five (5) or more days on which school is held during a semester. Part of the day will be defined the first 30 minutes of instruction.

The parent / guardian of a student who is a habitual truant shall be notified by certified or registered mail when the student initially becomes a habitual truant. Proceedings may be brought against a parent / guardian in the form of a formal referral to the Florence County Department of Social Services, Florence County Sheriff’s Department and citations in accordance to Wisconsin state statutes.

- g. Make-Up Assignments /Examinations – If your child is absent, it is her/his responsibility to ask the teacher for make-up assignments. Their teacher will determine the due date for the make-up work. If your child is absent, parents/guardians can call the school to make arrangements for their child’s work to either be picked up or sent home with a designee. If there is an extended absence, make-up work should be turned in as it is completed.

TARDY

Children will be considered tardy if they arrive at school after the 8:20 A.M. bell. Remember, children should arrive at school by 8:15 A.M to put material away and be ready to start learning at 8:20 A.M. Tardy children must get a pass from the office to be admitted to class. If your child is tardy and there has not been a parent phone call prior to 8:15 A.M., the tardy is counted as unexcused. If your child is late for a valid reason (dentist or doctor appointment with a note), but arrives within the first half hour of the instructional day it will be marked as an excused tardy. Children arriving after the first half hour of an instructional day will be marked absent.

STUDENT SIGN-OUT

If a parent wishes to pick up their child during the school day, the parent/guardian or parent designee (ONLY with written permission) must sign out the child in the office. At this time, the school secretary will call the child from the classroom and he/she will meet the parent in the office. It would be appreciated that you send a note with your child so that their teacher can plan for the early dismissal. Should your child return before dismissal, he/she should be signed in by their parent and will be given a slip permitting re-entrance to the classroom. This procedure will prevent the child from being marked absent for the portion of the day remaining, after returning to school.

DISMISSAL (Bus Students)

If your child will not be riding the bus, a note to their teacher/office is required or the child will be put on his/her bus.

Phone calls will not be accepted.

BEHAVIOR EXPECTATIONS

OUR GOAL – TO SHOW BOBCAT “PRIDE” EVERYDAY



The goal of the Florence Elementary School is to teach BOBCAT “PRIDE” to all of our students utilizing a system called Positive Behavioral Intervention and Support (PBIS). PBIS is a systems approach to creating safer and more effective schools. The focus is on improving the schools ability to teach and support positive behavior for all students. Minimizing student behavioral problems maximizes the time for quality education. Instead of a patchwork of individual behavior management plans, the school is moving toward a school wide system of expectations that

addresses the entire school, (the classroom, hallways, restrooms, cafeteria, buses and playground) and results in a continuum of positive behavioral support for all students.

The PBIS team, along with all of the elementary staff, has developed a matrix of behavioral expectations which will be taught to all students and reinforced through proactive correction, acknowledgment and reinforcement throughout the school year. Students will be taught to do their best, respect everyone, display integrity, dependability, and show empathy for all. Behavioral expectations begin as soon as a child boards the bus and extend throughout the school day.

BIKES

Bikes are to be used for transportation to and from school ONLY. Children may not ride bikes on school grounds; bikes are to be walked to the bike area and locked securely upon arrival. Loitering around the bike area or handling bikes belonging to others is not permitted. The school will not be responsible for lost, damaged, or stolen bikes.

All bike riders must wait until all buses have left before exiting school grounds.

BREAKFAST

The School District of Florence County offers a nutritious breakfast to their students each day. Breakfast at the Florence Elementary School is served from 7:50 A.M. to 8:15 A.M. Monday through Friday. Free and reduced meal eligibility forms are available in any of the school offices.

BUS GUIDELINES & DISCIPLINE

Please keep in mind that **riding the school bus is a privilege** and that this privilege can be revoked if your child is not willing to follow the regulations necessary to insure the safety and comfort of all passengers.

Loading of Bus (on the road near home and at school):

1. Be on time at the designated school bus stop.
2. Stay off the road at all times while waiting for the bus.
3. Do not move toward the bus at the school loading zone until buses have been brought to a complete stop.
4. Wait until the bus comes to a complete stop before attempting to enter the school bus.

Bus Guidelines:

1. Be respectful to other people and property.
2. Do not destroy bus property. Damage to seats, etc. will be paid for by the offender.
3. Do not use profanity.
4. Do not eat or drink on the bus; keep the bus clean.
5. Violence is prohibited.
6. Remain seated.
7. No smoking.
8. Keep your hands/feet and head inside the bus.
9. For your own safety, do not distract the driver through misbehavior.
10. Keep books, backpacks, coats, and all other objects out of the aisles.
11. Do not throw anything out of the bus windows.
12. Remain absolutely quiet when approaching a railroad crossing stop.
13. Since fighting jeopardizes the health, safety and welfare of other people, it is prohibited and will not be tolerated.

Consequences:

1. The bus driver may assign seats as needed.
2. Minors & Majors will be written at the discretion of the driver based on behavior and/or not following directions.
3. On the 3rd minor offense parents will be notified of their child's behavior on the bus and the child will receive a major.
4. A Major offense will result in a lunch detention and/or other consequences at the discretion of the building principal.

Bus Safety Procedures:

1. The bus rider is expected to be on time at the designated bus stop. **The bus will not wait for anyone.**
2. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
3. The bus rider will be careful when approaching the bus stop by walking on the left side of the road toward oncoming traffic.
4. On daily routes, students are expected to get on and off the bus at their regular stops and they are not to get off elsewhere unless their parent or guardian sends a **written request** to the building principal prior to the change.
5. **If the bus rider crosses the road, he/she will do so in front of the bus after making sure that the highway is clear, and after receiving a signal from the bus driver.** The student will stay at least ten feet in front of the bus while crossing the road.
6. Remain in the bus in case of road emergency, unless directed to do otherwise by the bus driver.

USE OF VIDEO CAMERA ON SCHOOL BUSES

The School District of Florence County approves the use of video cameras on school buses for the primary purpose of reducing disciplinary problems and vandalism on the bus, thereby allowing the driver to focus on driving the bus and providing for safer transportation of students.

Parents of bus riders shall be notified once a year via the student handbook that video cameras are being used on the buses. A sign will be placed at the front of each bus indicating that video cameras are present.

Only administrators and bus drivers are authorized to view the video for the purpose of documenting a problem and determining which student may be involved. Disciplinary action may be taken with students based on video documentation. The isolated segment of the video that documents the incident can be viewed by the identified students and his/her parents/guardian. The school administrator will view the video with the student and parents/guardian. Any disciplinary action arising from administrative review of a video will be in accordance with school policy and state statutes.

The video will not be available for viewing by the general public, the media or other individuals. The school administration may authorize other individuals such as a guidance counselor, school psychologist or social worker to view segments of a specific video if appropriate.

If there are no reported bus problems pertaining to the date a video was recorded, the school district may erase and reuse the video after ten (10) school days.

CLASS LISTS

All teachers at each grade level work together in May to develop class lists for the following school year. Throughout the summer, the enrollment is monitored by the District Office. If the enrollment increases producing class sizes which require the hiring of additional staff, class lists are reorganized to meet the educational needs of all children and balance classes. The following criteria are used to form classes:

- Balancing the ratio of boys and girls
- Equalizing class size
- Balancing the ability levels of children so there is a rich variety of strengths in every classroom.
- Separating children who have demonstrated personality conflicts that interfere with their learning.

CLOSINGS/CANCELLATIONS/DELAYS

Closing School Early Because of Weather or Other Emergencies

Occasionally, it is necessary to send children home early because of weather or other emergencies. Announcements will be made via CodeRED and on the local radio stations (WIBK 99.1 FM – Iron River, WIMK 93.1 FM – Iron Mountain, WJNR 101.5 FM – Iron Mountain, and WZNL 94.3 – Iron Mountain) and on Channel 6 whenever possible. Parents should monitor these stations during the days of inclement weather. It is the parents’ responsibility to make arrangements if children are sent home early and parents are not home. Children need to know what to do. Children cannot remain at school if school closes early. Please make sure your “Registration Emergency Card in the office is up to date so your child can leave with or be dropped off with your designee in the event of an emergency.

Cancellations/Delayed Start

During severe inclement weather or emergencies, classes may be delayed 1 or 2 hours or classes could be cancelled for the day. Please listen to local radio and Channel 6 for instructions. If classes are delayed 1 or 2 hours, all busses will be exactly 1 or 2 hours later than usual (as announced). Students who walk to school should arrive 1 or 2 hours later as instructed.

The following radio stations will carry the announcement:

WIBK 99.1 FM, Iron River	WIMK 93.1 FM, Iron Mountain
WJNR 101.5 FM, Iron Mountain	WZNL 94.3 FM, Iron Mountain

Notifications will also be made via CodeRED for those who sign up for the service.

COLLECTION OF RECEIPTS & BOX TOPS

The following product labels can be sent to the school with your child or placed in the elementary Commons Area in the labeled bins:

- **Super 1/Econo Foods store receipts & Box Tops**

CONFERENCES

Parent-teacher conferences are scheduled after completion of the first and second quarter of school. All parents are expected to attend both conferences. According to research, for your children to be successful at school, parents must be involved. Letters containing scheduling information and opportunities for parents to indicate a time preference will be sent home in advance. Teachers spend a lot of time in preparation for each conference. Prior to the conference, decide on questions you want to ask the teacher. If both parties are prepared, the conference will be meaningful. In addition to scheduled conferences, parents are encouraged to call their child’s teacher to discuss their child’s progress.

DIRECTORY DATA

The Family Educational Rights and Privacy Act (FERPA), which is a Federal law, requires that the School District of Florence County, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, the School District may disclose appropriately designated “directory information” without written consent, unless you have advised the District not to. The District designates the following as “directory information”:

*Student’s name	*Address	*Telephone (Home and Cell)
*Photograph	*Date and place of birth	*Dates of attendance
*Grade level attended	*Honors and awards received	

*Participation in officially recognized activities and sports

*Weight and height of members of athletic teams

The purpose for directory information is to allow the Florence Elementary School to use SOME/NOT ALL of the directory data information in the following manner:

*Class Pictures

*Yearbooks

*Locker Labels

*Winter and Spring Concert programs

*Valentine's Day Class Lists

*Art displays in hallways

*Photograph displays in hallways

(The three components of the directory data information that would be shared at our level would be: student's name, photographs, and grade level attended. **We have not or will not** in the future share info relating to address, telephone, weight/height, dates of attendance, or date & place of birth without first receiving a consent from the child's parent's.)

There will be a Compliance and Release Form in your Back to School packet to initial giving permission for directory data information to be disclosed in the above manner.*

*Please note that if you choose not to initial giving consent to the School District of Florence County, we will not be able to include your child's name and photograph in activities mentioned above such as class list, class pictures, art work, etc.

DRESS CODE:

Proper student dress and grooming is the responsibility of the child and his/her parents. A child's dress and grooming must be in the best interests of himself/herself and the school. Therefore, all children will be expected to attend school in neat, clean, and modest clothing. Grooming is an indicator of personal pride and growing maturity and educators believe that there is very real correlation between the way children dress and the way they behave and achieve.

It is required that all children wear shoes in the building as a health and safety measure. The wearing of hats and caps in the building is not permitted. Display of patches, pins, signs, mottos, or slogans on clothing that involve vulgarity, obscenity, or profanity, or advertise alcohol, drugs, sex or gang affiliation is not permitted.

Modest Clothing includes, but is not limited to:

1. Proper undergarments must be worn and not visible. Girls' shirts must have a two inch strap. No spaghetti straps.
2. Skirts and shorts should not be shorter than the student's fingertips when their arms are held straight down along their sides.
3. Bare midriffs (any gap between pants and shirts) are not permitted.
4. Low-cut: tops, blouses, or dresses are not permitted.
5. Sleeveless shirts may be worn if they are hemmed or neatly cut. Excessive cuts will not be permitted.
6. Clothing shall not be so tight that it is revealing or so loose that it is inappropriate.

The following styles or manners of dress are prohibited:

1. The wearing of hats.
2. Clothing advertising words which suggest double meanings.
3. Mutilated clothing (excessive tears or holes that reveal undergarments, too much skin, or inappropriate body parts).
4. Sunglasses or studded chains/bracelets

Backpacks and jackets in the classroom will be left to the discretion of the classroom teacher.

DRUG ABUSE RESISTANCE EDUCATION (D.A.R.E.)

Each year our 6th grade students participate in D.A.R.E. (Drug Abuse Resistance Education). This highly acclaimed program teaches children the skills they need to avoid involvement in drugs, gangs, and violence. The D.A.R.E. curriculum is designed to be taught by a trained police officer. Our D.A.R.E. officer meets with our 6th grade students throughout the year. Upon completion of the program, students participate in a D.A.R.E. graduation in the spring.

EMERGENCY CARDS

A registration/emergency card is sent home with each child. Parents are asked to fill it out and return it immediately. These cards are used when we need to contact parents. Information on the card also alerts us to chronic or severe medical problems a child may have. **It is important that this card be kept up to date.** Should any important health conditions change or become known about your child or if you change your address, place of employment, phone number, etc., please call the school so we may make necessary changes.

It is also important, that each parent provide the office with a list of friends/relatives whom we can call in the event you cannot be reached in case of an emergency. This list is for emergency purposes only, not everyday pickup (a note will need to be sent with a child for a daily pickup.) Please make a sincere attempt to list three people. Remember, if your designees change throughout the school year, parents must come into the office to personally change this information. These should be people who are able to come to school to pick up your child and take him/her to their home for interim care. Do not list people who do not have access to an automobile, who cannot leave their workplace or who live a significant distance away. Be sure to ask the person's permission before listing their name.

EMERGENCY PROCEDURES

Fire, Tornado & Bus Drills will be conducted without prior notice throughout the school year.

Fire Drill Procedure:

1. Walk quickly and quietly to the designated exits.
2. Go to the assigned area and line up.
3. Remain quiet at all times so instructions from your teacher can be heard immediately.
4. Only re-enter the school when instructed to do so by your teacher or principal.

Tornado Drill Procedure:

1. Walk quickly and quietly to your assigned area in the school.
2. Remain quiet at all times so that instructions from your teacher can be heard immediately.

Bus Evacuation Drill:

1. Walk quickly and quietly out the front door or the emergency exit of the bus to the area the driver has assigned you to.
2. Remain quiet at all times so instructions from your driver can be heard immediately.

FIELD TRIPS

Daily field trips and extended field trips provide opportunities for children to participate in a variety of learning experiences outside the classroom. These activities link learning with real-life situations in ways that cannot be duplicated in the classroom. These activities are a valuable part of the recognized curriculum.

Parents/guardians must review the following consent agreement information and initial the **Parent/Student Handbook Information, Compliance and Release Form** under the section ANNUAL FIELD TRIP ACKNOWLEDGEMENT at the beginning of each school year.

DAILY FIELD TRIP

ANNUAL ACKNOWLEDGEMENT

(To be read by the Student and Student's Parent/Legal Guardian at the Beginning of the School Year)

I understand and acknowledge that my participation in daily field trips sponsored by the School District of Florence County is wholly voluntary. When I agree to participate in the Trips, I understand and acknowledge that I agree to the following:

1. **Personal Conduct:** I understand that as a participant in the Trips I will be viewed as a representative of the School. It is my intention to conduct myself in a responsible and appropriate manner.

I understand that I am bound by the School's rules of conduct contained in the student handbook and the student activity book. I also understand that I am bound by the specific rules of conduct necessary for the operation of the Trips, which are attached to this Agreement. I agree to comply with all school and trip specific rules during the entire period of the Trips, including free time.

I understand that the School has the authority to dismiss me from any of the Trips if, in its sole judgment, my conduct is unacceptable. If I am dismissed from any Trips, I will remain responsible for all Trip costs I have incurred, those that have been incurred on my behalf, and any additional costs relating to my dismissal from the Trips including, but not limited to, additional transportation costs. Further, I may also be subject to further disciplinary or other action, up to and including suspension and expulsion from school.

2. **Attendance at all Trip Activities:** I understand that I am responsible for attendance at all classes and other Trip activities.
3. **Physical or Medical Condition:** I am responsible for consulting with a physician concerning my medical needs during the Trips and informing the teacher of any necessary information.
4. **Authorization of Medical Treatment:** If emergency medical attention is necessary, the trip organizer or any volunteer authorized by the school to participate in the trip may authorize a licensed physician to provide me with medical treatment.
5. **Health and Accident Insurance:** I represent and warrant that I will be covered throughout the Trips by a policy of comprehensive health and accident insurance that provides coverage for injuries and illnesses I sustain or experience while on the Trips.
6. **Right of Modification or Cancellation:** The School District of Florence County School Board, the School District of Florence County, and the School reserve the right to modify or cancel the Trips, in their sole discretion, with or without notice, if any one of them determines that there is a heightened risk of injury or illness to any person participating in the Trips, or for any other reason. The Board, the District, and the School, and its employees, agents, officers, trustees, faculty, staff and representatives (in their official and individual capacities) will not be liable for any loss to me by reason of such modification or cancellation.
7. **Fee:** The school will notify parents/guardians of any fees for participating in the Trips as soon as that information is available to the trip organizer.
8. **Items Needed to Participate:** The school will notify parents/guardians of items needed to participate in trips as soon as that information is available to the trip organizer.

**PLEASE INITIAL/ SIGN THE SALMON FORM PROVIDED
AFTER YOU HAVE READ THE ACKNOWLEDGEMENT!**

Specific field trip permission forms will go home with students throughout the school year as field trips are scheduled.

FRIDAY FOLDERS

Friday Folders are sent home weekly on Fridays or the last day of the school week to show a child's progress, needs, and behavior, as well as any work completed by the child. Notes or letters may be included for parents' information. Folders are to be signed and returned to school the following school day. Weekly folders are an excellent form of home/school communication and parents are encouraged to write comments.

FUNDRAISERS

If parents/guardians choose to allow their child to participate in school-based fundraising activities that take place in the broader community (for example, fundraisers involving door-to-door- sales or sales to the general public in public places), please be aware of the following state law which creates a limited exception to the general prohibition of the participation of a minor under 12 years of age in any "street trade":

Wisconsin State Statute 103.23(2) Age minimum.

(2) A minor under 12 years of age may work in a fund-raising sale for a nonprofit organization, a public school, a private school, or a tribal school under the following conditions:

- (a) Each minor must give the nonprofit organization, public school, private school, or tribal school written approval from the minor's parent or guardian.
- (b) Each minor under 9 years of age or each group containing one or more minors under 9 years of age must be physically accompanied by a parent or a person at least 16 years of age.

HARASSMENT

The Board of Education recognizes the need to create and maintain an atmosphere for both district employees, students and others which is free from unsolicited and unwelcome overtones. The Board further recognizes that sexual and other harassment is prohibited under both Title VII of the Civil Rights Act of 1964 and the Wisconsin Fair Employment Act. Accordingly, the Board hereby prohibits harassment of employees, students and others engaged in the operation of the programs and activities of the district.

***The Definition of Harassment:** Verbal or physical conduct relating to an individual's membership in a protected class (including, but not limited to: age, sex, race, creed, national origin, color, marital status, pregnancy, etc.) that has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment or interferes with the individual's work or learning performance. If you would like a copy of the complete Board policy, contact the building principal.*

HOMEWORK

Homework is a part of your child's education. The purpose of homework is to enhance the academic potential of our children by encouraging them to practice, review, and gain a greater understanding of skills and knowledge. Teachers will assign homework in various subjects throughout the year.

Expected Results of Our Homework:

- Enhance the child's understanding of the classroom lesson.
- Develop academic accountability outside of the classroom
- Set the "Homework Habit"
- Actively involve parents with skills and knowledge being taught

Student's Role:

- Ask your parent for assistance when needed
- Prioritize enough time to complete your homework assignment
- Remove the distraction of TV, video games, radio while doing your homework
- Bring home all materials needed (Grades 4-6 utilize daily planners)
- Cooperate with parent/adult to complete assigned work
- Return homework to school on time

INJURIES/ILLNESSES

Each building has assigned personnel who are trained in administering first aid to children who become ill during the school day. When a child is sent to the office because he/she is not feeling well, he/she will have their temperature taken and/or encouraged to rest in the health room, if their symptoms are vague. Children are encouraged to return to the classroom if they are feeling better. When children continue to feel ill, parents are contacted. If parents wish to be notified every time their child comes to the health room, they must submit their request in writing to the building principal.

For your child's protection please follow these guidelines:

1. Children must report any injury that occurs on school premises to the person on duty or to the principal's office immediately.
2. **All parents must fill out a new emergency contact card each year.** Parents registering a child for the first time in our district are asked to fill out an emergency medical card. It is important to complete all the necessary information, including permission for an ambulance to be called, if necessary.

3. If a child becomes ill during the day, he/she must inform his/her teacher. The teacher will make a referral to the office. When necessary, parents will be contacted to take a child home. Children cannot be sent home alone; a parent or another person authorized by the parent must come for the child.
4. If a parent or designated person is not available, the principal will authorize professional medical assistance.
5. Please remember that **if your child is too sick to play outdoors during recess, he/she should be kept home.** Children will go outdoors for recess unless the temperature is 0° F or below or the wind chill factor is 0° or below.*

*As a general rule children will remain indoors if the air temperature or wind chill factor is below 0° F. The temperature will be checked on the NOAA National Weather Service web site.

Lice Screening Procedures

Our district conducts head lice screenings for children in our elementary schools on an as needed basis.

- If lice or nits (eggs) are found on a child at school, treatment literature is sent home with infected children and/or you can contact your healthcare provider.
- Parent’s cooperation and understanding in this matter is appreciated. We require parents to follow treatment procedures for the health and safety of their own child and in order to prevent the spread of lice to others.
- If you have any questions on how to check for head lice or on environmental controls, please ask your healthcare provider, the County Nurse’s Office at 528-4837 or the school office.

INTERNET

The Internet is used to support research and education. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each child will be required to read and/or understand, with a parent/guardian, the **Student Acceptable Use of Technology Rules** and initial/sign the salmon colored form under the Student Internet/LAN Acceptable Use Agreement.

*School District of Florence County
Policy IM
Administrative Rule*

Student Acceptable Use of Technology Rules

A. OVERVIEW OF ACCEPTABLE USE

The District’s technology resources, including the District’s technology-related equipment, software, networks, network connections, 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.

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

1. has a legitimate educational or other school-authorized purpose;
2. is legal;
3. is ethical (including, for example, avoiding plagiarism);
4. 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.);
5. avoids harm to property (including, for example, damaging hardware, software, equipment, another person’s work or electronic files, etc.);
6. avoids accessing or transmitting harmful or inappropriate material;
7. is respectful of others; and
8. 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.

Students should approach their use of technology resources with the understanding that all of 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 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 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.

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.

B. NOTICES AND WARNINGS TO STUDENTS WHO USE SCHOOL DISTRICT TECHNOLOGY RESOURCES

1. The District owns, controls, and oversees all of the schools' technology resources, including the District's technology-related equipment, software, applications, networks, network connections, and Internet access.
2. Unless otherwise prohibited by law, at all times and without further notice:
 - a. Each user of District technology resources is subject to direct and regular District oversight of, and District access to, any and all data, files, communications, or other material that the user creates, stores, sends, deletes, receives or displays on or over the District's Internet connection, network resources, file servers, computers or other equipment;
 - b. All aspects of any individual's use of the District's technology-related equipment and resources, including any online activities that make use of District-provided Internet access, are subject to monitoring and tracking by District officials.
3. Except as to any privacy rights that independently exist under state or federal law, no person who accesses and uses the District's electronic networks and other technology-related equipment and resources does so with an expectation that any privacy right exists that would prevent District officials from (a) monitoring the person's activities; or (b) accessing any user's equipment, data, communications, and other materials.
4. Any person who uses the District's technology resources does so solely at their own risk regarding possible damage to or any other potential loss of data, content, software, or equipment. This includes loss of data for any reason whatsoever, including the District's own negligence, errors, or omissions. The District offers no warranties or remedies to users regarding any damage, deletion, or other loss of user property/data. Further, except as to any mandatory duties imposed by law, the District makes no promises or warranties of any kind, whether expressed or implied, for the technology-related services it provides. The District is also not responsible for the accuracy or quality of non-District content obtained through the District's technology resources.
5. 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.
6. If a student uses District 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:
 - a. Suspension, restriction, or revocation of the privilege of use of District technology resources;
 - b. The imposition of academic consequences for academic-related violations;
 - c. Suspension and/or expulsion from school; and/or
 - d. Referral to law enforcement.

C. ADDITIONAL RULES, REGULATIONS, AND EXPECTATIONS FOR STUDENT USERS

1. **THE STUDENT MUST BE AN AUTHORIZED USER.** No student shall use District technology resources unless he/she is currently an authorized user, as determined by the District.
 - a. Grades 4K-6. Students are authorized to use particular equipment by staff at the building level. Students in grades 4K-6 will generally use technology resources in structured educational settings, and with a greater degree of monitoring and supervision than is expected for older students.
 - b. Grades 7 through 12. The primary step in becoming an authorized user for any student in grade 7 or above is that the student and the student's parent or guardian must first sign a "*School Technology User Acknowledgement or Agreement.*" Access to specific networks, domains, applications, etc. may be further restricted pending a determination of need and/or pending successful completion of District-specified training/instruction.
 - c. The District reserves the right to deny, revoke, suspend or limit specific user accounts and/or the user's access privileges.
 - d. If a student who is not an authorized user nonetheless proceeds to use District technology resources in violation of District policies and rules, all other District rules and expectations regarding acceptable use still apply to the student and may become independent grounds for discipline.
2. **UNAUTHORIZED ACCESS AND OTHER PROHIBITED ACTIVITIES.** Students are prohibited from engaging in (or attempting to engage in) the following conduct at all times:
 - a. Installing any software programs or applications without District permission.
 - b. Knowingly exposing the District's technology resources to possible viruses, malware, spyware, or any other similarly harmful material.
 - c. Accessing any network, drive, file, application, database, or system that the District has not authorized for the student's use/access, including all forms of computer or computer system hacking.
 - d. Modifying the security settings (including any settings or filters that limit access to particular content) on any system, network, application, portal, web site, or device.
 - e. Using another person's login or password information; or allowing another person to use the student's own login or password information.
 - f. Physically connecting any personally-owned technology equipment to a District network (including computers, laptops, tablets, smart phones, printers, etc.) except for (1) authorized connections to the wireless network the District provides expressly for students and guests, if

any; and (2) temporarily connecting data drives/devices to District equipment for the purpose of transferring data or files for an educational or other authorized purpose.

g. Modifying without permission any District records, any District-controlled web pages or web-based accounts, or any of the District's Internet-based resources.

h. Removing any District equipment from school grounds or from its District-designated location within a building.

i. Using District technology resources for any private commercial activities (for example, solicitations or advertisements) or for any activities that involve political advocacy connected to any election.

3. RULES AND EXPECTATIONS RELATED TO COPYRIGHT LAW, LICENSING AGREEMENTS, AND RELATED ISSUES.

a. While using the District's technology resources, students are individually responsible for following applicable laws, regulations, and agreements that relate to the use of any other person's or entity's products, services, or content.

b. Students may not use any electronic content, application, software, or technology service (1) that has not been properly purchased or licensed; or (2) in any manner that violates a license, user agreement, or the terms of use established by the owner/manufacturer/vendor of the product, service, or content.

c. Students may not use District technology resources in connection with any unlawful or any non-school related file-sharing activities, including the improper copying, storing, downloading, uploading, or transferring of copyrighted works such as music, images, video, or movies.

d. Students are expected to verify their authority (by obtaining permission when necessary) to copy, use, incorporate, or adapt any work that is subject to copyright, trademark, or other similar legal protection. This expectation applies regardless of the format of the work in question. Students are cautioned that the fact that an image, video, recording, article, file, program, book, or other work that is subject to copyright or trademark protection is available through the Internet does not mean that it is in the public domain (i.e., able to be freely used), or that it can be further used, copied, or adapted without first obtaining appropriate permission from the person or entity who holds the applicable rights.

e. Property created by a student that is submitted as an assignment or for an assessment, or for a grade or course credit, may be retained by the District as a student record and displayed for school purposes subject to laws and any District policy or procedures that govern such records. The District may further extend its right to retain, reproduce, distribute or otherwise use student-created intellectual property by obtaining specific permission from the student and the parent or guardian of a minor student.

f. To the extent consistent with applicable law, the District retains the exclusive right to determine, at its discretion, the content that is permitted to be displayed or otherwise made available to the school community and/or to the general public through the District's technology resources.

WASB PRG Policy 363.2, Sample Rule 1

4. RULES AND EXPECTATIONS RELATED TO ACADEMIC INTEGRITY

a. District and individual teacher expectations regarding honesty and fairness in academic contexts apply fully to activities that involve the use of technology.

b. Students may not use or access the District's technology resources in a manner that would give them an unfair academic advantage over other students.

c. Due to the scope and nature of electronic resources, the District has a heightened expectation for students who are using technology resources and/or engaging in electronic research to take special care to avoid plagiarism, which includes copying, close paraphrasing, or representing as one's own the writing, ideas, or other work of another person without appropriate attribution.

5. ELECTRONIC COMMUNICATION BY STUDENTS

a. There are various forms of electronic communication that students may be able to access and use through the District's technology resources. Examples include course-management applications that permit student submissions, email, social media platforms, chat functionality, message boards, applications that function like text messaging, etc.

b. Students using District technology resources to engage in any form of electronic communication are expected to follow the District's rules and expectation for "acceptable use" as defined in this document, and, as far as the content and purpose of their electronic communications, students are expected to adhere to the school rules and expectations that apply to in-person interactions.

c. The following are specific examples of conduct that is prohibited in connection with a student's use of District technology resources for electronic communications:

(1) Electronic communications must not contain defamatory, discriminatory, threatening, offensive, racist, deceptive, sexually-explicit, or obscene content.

(2) Electronic communications must not be used to bully, harass, degrade, or intimidate another person.

(3) Electronic communications must not be used to facilitate any unlawful activity or any violation of school rules.

(4) Students shall not engage in electronic communications with persons who are not affiliated with the District unless the communication is for a legitimate educational or other authorized purpose and the student is reasonably sure of the identity of the person or entity with whom they are communicating.

(5) Students shall not attempt to access or send electronic communications using another person's account or user ID. Similarly, students shall not impersonate another person using electronic communications.

(6) Students shall not create, transmit, or forward messages, Internet-links, images, files, or attachments that do not have a legitimate educational purpose (for example: spam, jokes, etc.) and/or that may be harmful (for example: executable files, viruses, requests for personal or confidential information, material from an unknown source, etc.).

(7) Electronic communication received from another person should not be forwarded or shared gratuitously when the original sender has clearly indicated their intent that the message should not be forwarded or shared. This limitation is not intended to prevent a student from addressing a safety concern or reporting a violation of school rules by contacting a responsible adult.

- d. Examples of acceptable electronic communications involving the use of District technology resources include:
- (1) Communicating with a teacher regarding schedules, assignments, curriculum content, class projects, and class activities.
 - (2) Communicating with other students to facilitate collaboration, planning, and research for school-related projects and activities.
 - (3) When authorized by a teacher, communicating with third parties outside of the District as a means of collaborative learning, academic research, or other school-related purpose.
 - (4) Giving careful and respectful consideration to the possible consequences for others before sending, transmitting, or forwarding any electronic communications.

6. STUDENT EMAIL ACCOUNTS

- a. To promote effective communications, students in grades 4K – 12 will be provided District email accounts. District-provided student email accounts remain under the ownership and control of the District and student use of his/her account is a privilege.
- b. Student email accounts that have been issued by the District are to be used for school-related, educational purposes only. Students are not permitted to use their school-issued email account to send or receive personal messages. If a student receives a personal email, he/she should notify the sender that such messages are not permitted.

WASB PRG Policy 363.2, Sample Rule 1

- c. A student email account provided by the District is not confidential or private, and a student's email may be read by District employees or authorized agents of the District. Students who use a District provided email account should view the messages that they send in the same manner that they view (1) verbal exchanges that occur in a classroom; and (2) assignments that are presented to a teacher. The content of emails can lead to disciplinary and other consequences.

7. STUDENTS HAVE LIMITED PERMISSION TO POSSESS AND USE PERSONAL ELECTRONIC DEVICES AT SCHOOL ("BRING YOUR OWN DEVICE" (BYOD) RESTRICTIONS)

- a. A student may bring a personal electronic device to school and use the device only to the extent consistent with this document, related Board policies JFCJ - Student Use of Two-Way Communication Devices and JNA - Privacy in Locker Rooms, and any other rules or directives issued by the District or school staff to govern the time, place, and manner in which students may possess and use personal electronic devices.
- b. The District assumes no responsibility for the loss or theft of, or for any damage to, any personal electronic device that a student chooses to bring to school or to a school activity regardless of (1) when the loss, theft, or damage occurs; or (2) where the device is located/possessed at the time the loss, theft, or damage occurs. The District is permitted, but not obligated, to investigate or otherwise resolve the loss or theft of, or any damage to, any personal electronic device.
- c. Where the District has reason to suspect that any personal electronic device is present or has been used in violation of any Board policy or school rule, school personnel may temporarily confiscate the device. Staff shall make an effort to store a confiscated device in a reasonably secure location. To the extent consistent with applicable law, a confiscated device may be subject to a search by a school administrator or law enforcement officials.
- d. Students are required to relinquish electronic devices to school personnel when directed. Refusal to comply or interfering with such a directive (e.g., by removing the battery or memory card without permission) will be considered insubordination and the student will be subject to disciplinary action.
- e. Taking pictures or making or transmitting any video or audio recording of other students or school staff is prohibited at all times unless the student has obtained advance permission from a teacher or administrator per District guidelines.
- f. Students are strictly prohibited from using or allowing another person to use any electronic device with recording (audio, photos, video, etc.) or communications capabilities in locker rooms, rest rooms, or any other area that could constitute an invasion of any person's reasonable expectation of privacy. Except in an emergency situation, all such devices should be turned off and put away in all such areas of the buildings. (See also the Board policy JNA – Privacy In Locker Rooms)

WASB PRG Policy 363.2, Sample Rule 1

- g. Students who bring a personal electronic device to school are responsible for keeping their device(s) silent during instructional time, or completely turned off and put away to the extent otherwise required or directed.
- h. Students using headphones or ear buds are individually responsible for ensuring that they are still adequately able to hear relevant activity (voices, vehicles, announcements, etc.) in their surroundings. The District recommends that at least one ear should be completely clear any time students are moving from one location to another, not including when the student is only a passenger in a vehicle.
- i. A student may connect an Internet-ready device with wireless connectivity to the building's "Student/Guest" wireless network in order to use the device for an authorized purpose. A personal electronic device shall not be physically connected to any District network other than the "Student/Guest" wireless network.
- j. Unless otherwise directed by a District staff member, a student of any age may engage in instructional and limited personal use of a personal electronic device that is connected to the District's "Guest" wireless network if the use (1) occurs outside of the hours of the school's instructional day; (2) does not interfere with any student's education or any school-related activity; (3) does not unduly burden the District's network resources or materially interfere with others' use of the network; and (4) imposes no tangible incremental costs to the District.
- k. If a student possesses and uses a personal electronic device that can access a data connection (e.g., 3G/4G) other than a District network, any use of such a device that occurs at school or in connection with a school activity still must be consistent with District rules of conduct for students, including rules regarding the time, place, and manner of such use. The student shall not use the device to access or transfer harmful or inappropriate material, including but not limited to material that is obscene, sexually-explicit, unlawful, threatening, or harassing. These expectations apply even though a device using a non-school data connection is not subject to the District's Internet filtering and related security measures.

l. As an important exception to all rules and directives that might otherwise limit a student's permission to possess and use a personal electronic device, all students at all grade levels may use a device (at any time of day) to contact a responsible adult in any emergency situation that involves an immediate threat to the health or safety of any person. When carrying out school emergency response plans, however, students may be asked to turn off their personal electronic devices so emergency communication networks are not overwhelmed and emergency response efforts are not jeopardized.

m. At all times other than emergencies as identified in the paragraph above, permission to possess and/or use personal electronic devices at school or in any school-supervised setting is subject to further modification or limitation by a teacher, activity supervisor, or any school administrator. When a staff member issues a specific directive or limitation related to the possession or use of any electronic device, students are expected to follow that directive/limitation.

WASB PRG Policy 363.2, Sample Rule 1

n. Students and parents/guardians are advised that the best way to contact each other during the school day for all non-emergency reasons is through the school office.

8. REPORTING STUDENT/PARENT CONCERNS, MISUSE, OR OTHER POSSIBLE VIOLATIONS OF ACCEPTABLE USE

a. Any time a student feels unsafe, victimized, or in any way uncertain about a situation involving the use of District technology resources by any person, the student (or his/her parent or guardian) should immediately contact a teacher or an administrator.

b. Students are required to report and provide to a teacher or administrator any electronic communication that they receive while using a District-provided email account, or using any District-provided electronic software, program, application or platform if any of the following apply:

(1) The communication is from an unknown source and either contains inappropriate content, asks the student to respond, or requests the student to reveal personal information;

(2) The content of the communication is defamatory, discriminatory, threatening, offensive, racist, deceptive, sexually explicit, or obscene;

(3) The communication represents an attempt to bully, harass, or intimidate another person; or

(4) The content of the communication represents an attempt to facilitate or encourage any violation of the law or school rules.

c. A student may report to any teacher or to the building principal or any other administrator any concerns about possible violations of the policies, rules, regulations and directives that govern the acceptable, safe, and responsible use of the District's technology-related resources.

d. If a student has a concern that any District technology equipment, network, or system may have a security vulnerability, or that any breach of security may have occurred, the student shall report the issue to a teacher or to the building principal or any other administrator. The student should not demonstrate the potential security problem to anyone other than to the person to whom they report the concern.

e. If a student or parent or guardian has a concern that any content that is available through the Internet is (1) appropriate material that is currently being blocked or filtered, or (2) harmful or inappropriate material that is not being blocked or filtered, the individual may report that concern to the student's building principal. The District will review the issue and report back to the person making the report.

WASB PRG Policy 363.2, Sample Rule 1

Adoption Date: September 28, 2015

LIBRARY MEDIA CENTER (LMC)

The Library Media Center exists to provide access to information for all children and staff, to support the curriculum, to provide an open friendly atmosphere for learning and to promote lifelong learning. Children visit the LMC weekly for instruction on how to use the LMC along with working on curriculum based grade level units. During this time children are also encouraged to check out books and materials. We appreciate your cooperation with the care of the LMC books and materials and greatly appreciate returns in a timely manner.

LOST AND FOUND

Unclaimed items find their way into the office with great regularity---gloves, mittens, hats, books, lunch boxes and just about anything a child might bring to school. If your child has misplaced an article, he/she should check the front hall "Lost and Found" table. Encourage your child to check often since it takes several days for items to show up.

As a preventive measure, please put your child's name on personal belongings such as clothes and lunch boxes. (Caution: put the name where it will not be readily seen. This is a suggested safety precaution since children respond to strangers more readily if called by name.) If articles are not claimed by the end of the school year, they are donated to a local charity.

LUNCH PROGRAM

The District's food service program is intended to provide nutritious and appetizing meals to students. The food service program is operated in conjunction with federal and state school nutrition programs, including the National School Lunch Program and the School Breakfast Program.

The district policy reads:

Student meals shall be prepaid by the families. Notices will be sent home at minimum bi-monthly. If a family is in arrears by \$25.00 or more, students should bring a cold lunch. Students (4K-12) will be offered a peanut butter/jelly sandwich and milk at current cost (\$1.30) until their meal account is brought below \$25.00. A la carte will be cash only anytime a family's balance is above \$25.00.

Current prices are:

Student Breakfast	\$1.45	4K-5 th Grade Lunch	\$2.55
6 th -12 th Grade Lunch	\$2.80	Adult Lunch	\$3.75
White Milk	\$0.30	Chocolate Milk	\$0.35

One milk is included with the meal any additional milks or milk break purchases must be paid in advance. **Afternoon milk breaks and additional milk purchases are not covered under the Federal Free and Reduced meal program.**

Lunch Account Payments can be made online using our RevTrak system

Attention Families! The Florence County School District's Web Store provides a streamlined way to collect online payments with your Skyward Family Access login. You will be able to use your login to make food service payments for all your students on one page within the Web Store!

Remember, the Web Store empowers you to save time, reduces trips to the district office, and eliminates the need to send cash and checks with your student. Make a quick payment in the evening or during your lunch hour with just a few clicks!

Please Note: A Service Fee of 3.61% will be added to your shopping cart at checkout.
Our Web Store accepts debit or credit cards from Discover, MasterCard, and Visa

Online Payment Instructions

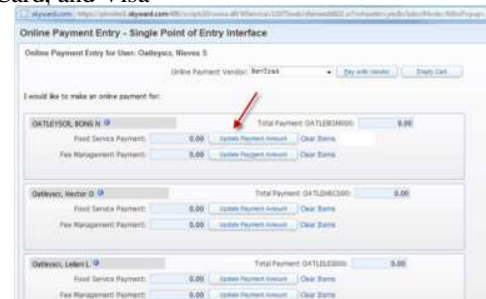
- Visit our district website at www.myflorence.org
- Click **Skyward Family & Staff Access**. Enter your **Login ID** and **Password**.
- Click on the **Food Service** button
- Update **Payment Amount** for multiple students
- Update **Cart**
- Follow prompts
- Select **Pay with Vendor** (you will be redirected to your shopping cart in the Web Store)
- Double check fees in cart, and click **Go to Checkout** if all fees are correct
 - **PLEASE NOTE: If adjustments need to be made to your payment in Family Access:**

- Please **Empty** your shopping cart
- **Sign out of Family Access**
- **Sign back in to Family Access** to start over

DO NOT USE BACK BUTTON TO MAKE ADJUSTMENTS

- When all fees are in shopping cart, click **Go to Checkout**
- If you are a **new customer**, select **I am a new customer**. Enter your email address and "Sign In." If you are a **returning customer**, select **I am a returning customer**. Enter your email address, password, and select **Sign In**.
- **Enter** your **billing** and **payment information**. **Create a password** if required.
- Verify information for accuracy and select **Complete Order**.
- **Payment will be processed** and Receipt can be viewed and printed.

A copy of your receipt will also be sent to the email address provided during account set up
Logout (A logout link can be found under **My Account**)



Your Shopping Cart

Create an account with us, and make reordering a snap!

Enter your email address:

I am a new customer (You'll create a password later)
 I am a returning customer and my password is

[Sign in using our secure server](#)

[Forgot your password? Click here.](#)

Step 1: ViewCart Step 2: Order Info Step 3: Payment Step 4: Receipt

Shopping cart contents:	Price	Qty	Total
Baseball Notes: xxxxxx 1st participant#: 2-4 grade 2nd participant part 2: 2-4	\$90.00	1	\$90.00
			Total: \$90.00
Order Total: \$90.00			

RETURN TO CART

BILLING INFO:

* First Name: * Last Name:
 * Address 1: * Address 2:
 * City or Province: * State / Country:
 * Zip Code: * Telephone:

ACCOUNT INFO:

* Email Address: john_anderson@demo.com * Password: See Hints
 * Please re-enter password:

*Required field

or by sending Food Service Payments to:

Florence School District - Food Service
Brooke Carlson
P.O. Box 440
Florence, WI 54121

Free and Reduced Lunch Eligibility

New application forms for free or reduced price school lunches will be mailed to families in the Florence School District prior to the first day of school. If you did not receive one, they are available in the elementary or high school offices. We encourage you to complete the application and return it to your child's school. The information you provide is strictly confidential. Even if your child does not choose to eat our school lunch, we would appreciate you completing the form because, should you qualify or not for the free or reduced breakfast and lunch, or even if you and your child chooses not to participate in the breakfast/lunch program, any federally funded Title monies given to our district are based on the number of free or reduced lunches. (For the elementary, Title I Reading and AGR (Achievement Gap Reduction) funding is based on this number.) If your income level changes at any time during the year, you may apply at that time. Questions about the program can be directed to Brooke Carlson, Food Services, at the Administration office (715-528-1178).

MEDICATION

If it is necessary for your child to take medication at school, parents must complete a Medication Control Form and submit it to the office. All medication will be kept in and dispensed from the principal's office by designated district personnel. Wisconsin State Law requires written permission from parents/guardians and doctor to dispense medication. **Parent's must provide the medication in the original properly labeled container to their child's principal's office with the name of the drug, dosage to be given, and the name of the physician.** Children will be excused from class at the proper time to come to the office for medication. **Medication can only be administered to a child by ingestion** unless directed by the principal.

Designated district personnel will administer the medication in compliance with the regulations that follow:

1. Written instructions signed by parent and physician will be required and will include:
 - a. Child's name
 - b. Name of medication
 - c. Time to be administered
 - d. Dosage
 - e. Possible side effects
 - f. Termination date for administering the medication
2. Non-prescription medication, such as aspirin, will only be administered by designated personnel following instructions on the non-prescription medication consent form. Self-administration of medication is not allowed unless specifically requested in writing by a physician and in accordance with district policies and procedures.
3. The district personnel will:
 - a. keep a record of the administration of medication
 - b. keep medication in a secure place
 - c. return unused medication to the parent/guardian **only**
4. The parents of the child must assume responsibility for informing the district personnel of any change in the child's health or change in medication.
5. The school district retains the discretion to reject requests for administration of medicine.
6. A copy of this regulation will be provided to parents upon their request for administration of medication during school hours.

MISSION STATEMENT

The School District of Florence County, as a team, promotes a culture of continuous improvement for both students and staff in academics, positive behaviors and instruction through progressive, research driven best practices.

NEWSPAPERS

On occasion, schools may have reason to publish in our local newspapers, names and/or pictures of students. Pictures of their accomplishments or pictures of their participation in district programs may also be included. If you agree to have your child's picture, name, and/or project included in these publications, please initial it on the Compliance and Release Form included in your child's "Back To School" packet.

OFFICE HOURS

The school office hours are 7:45 A.M. to 4:00 P.M. Our school telephone is equipped with a voice mail system; please feel free to leave a message in the general mailbox on the answering machine any time of the day or night. 715-528-1172.

PARENT TEACHER ORGANIZATION (P.T.O.)

We know that parental involvement in their children's education leads to greater success. That is part of the reason the Parent Teacher Organization was created in Florence. The Florence P.T.O. has provided many opportunities that our students would not get if not for the financial support from the P.T.O. Some of these have been Florence Elementary Playground Equipment, Field Trip Transportation, Classroom Weekly Readers, Snacks during Testing, Evening Programs, Laminating Materials, and much more! We want to continue this financial support for our students. We are always looking for people to participate!

PERSONAL POSSESSIONS

Label your child's possessions so that lost items may be returned. Do not write the phone number or name where it is visible on personal possessions for safety reasons. Cell phones, iPods or video games are not permitted during instructional time. At the start of the school day the item should be left in their backpack or with their teacher until the end of the school day. The school is not responsible for lost or damaged items.

Cell Phones and Electronic Communication Devices

Because of the fast development of technology and the possible negative uses of these devices, use of such devices is prohibited from the time a student enters the building or boards the bus until the end of the school day. The device must be left in the student's locker or given to their teacher.

1. **First Offense** – Item will be confiscated until the end of the school day and the student will receive a detention.
2. **Second Offense** – Item will be confiscated for the remainder of the school day and the next full day (If a Friday or holiday, the device will remain at school until the next school day, unless the parent picks up the device) and the student will receive a detention and/or other disciplinary action at the discretion of the principal.
3. **Third Offense** – Item will be confiscated until the parent/guardian and student meet with the building principal.
4. **Subsequent Offense** – will result in possible suspension or expulsion, dependent upon the student's use of the device.

PHYSICAL EDUCATION

Physical fitness is vital to a genuinely happy and healthy life. In addition to learning healthy habits, the social values of sportsmanship, cooperation, and teamwork are developed in physical education.

Each student is required to have a pair of non-marking sole gym shoes for physical education class. These shoes should be left at school and labeled with the child's name. Street shoes are not permitted on gym floors.

Our students have physical education two - three times per week. Units are taught in physical education just as they are in any other class, thus it is important to have good attendance. If your child must miss physical education for an extended period of days, a doctor's excuse must be obtained.

RECESS

All students will be required to go outdoors during recess times. Please remember that **if your child is really too sick to play outdoors during recess, he/she should be kept home**. As a general rule children will remain indoors if the air temperature or wind chill factor is below 0 F. The weather will be checked on the NOAA National Weather Service web site.

REPORT CARDS

Report cards are issued at the end of each nine-week grading period (quarterly). Teachers may call parents to inform them of their child's progress and/or send written notice if necessary between grading periods. Please sign and return report card and envelope promptly to the teacher. Parents are welcome to contact the teacher directly at any time to set an appointment to discuss their child's progress.

SCHOOL COUNSELING

Our district's elementary school counseling program is set up to assist children in the areas of educational, emotional and personal/social needs. Through instruction, group interaction and individual counseling the school counselor stresses prevention of problems by providing children with skills and information age appropriate.

The school counseling program is most effective as a cooperative effort between the child, his/her parents, teachers, school administration and community. Communication between home and school is very important in meeting the needs of each child. However, because of confidentiality, parents may not always be informed that their child has seen the school counselor. If you would like to request notification prior to your child meeting with the school counselor, please contact the school counselor by phone, letter or email.

If you have any concerns about your child throughout the school year, please feel free to contact the school counselor.

SNACKS

Designated snack times will be determined by individual teachers. Please send in healthy snacks that will help nourish the brain.

SPECIAL NEEDS

Our school offers classes to children with special needs such as: speech therapy, learning disabilities, remedial reading, and other special classes. Children can be referred for services by any teacher and/or parent. All referrals for special education services will be screened by the building principal and the school psychologist, and when necessary, a special education teacher. If you need more information, please contact the Director of Pupil Services.

TESTING

Wisconsin Student Assessment System: In accordance with state mandates, all students in 4K through grade 12 are tested at least yearly. Statewide assessments given at each grade level are as follows:

- 4K-2nd grades (Fall, Spring): Phonological Awareness Literacy Screening (PALS)
- 3rd-8th grades (Spring): Wisconsin Forward Exam*
- 9th grade (Spring): ACT Aspire*
- 10th grade (Spring): ACT Aspire and Wisconsin Forward Exam*
- 11th grade (Spring): ACT and WorkKeys*
- 12th grade: Civics Exam
- Students who are English Language Learners will take the ACCESS for ELLs annually

*Students who use the Common Core Essential Elements standards will instead take the statewide alternate assessment, Dynamic Learning Maps (DLM).

Parents will be notified of the results when they become available. More information about the Wisconsin Student Assessment System is available at http://oea.dpi.wi.gov/oea_parents

TITLE I

What is Title I?

"Title 1, Part A of the Elementary and Secondary Education Act of 1965, Reauthorized by the No Child Left Behind Act of 2001." It's a federal program to help students in our nation's schools. There are two types of Title Schools. First, there is a Targeted Program that targets intervention for the lowest achieving children, typically known as a "Pull Out Program" and School-wide-Program that offers opportunities and services to all students.

Florence Elementary School has a School Wide Program.

Schools and communities that meet certain income requirements can use Title money for the "Whole School." Everyone benefits from a school-wide program because every teacher is considered a Title Teacher so every child receives Services.

What School-wide Title I Programs Offer.

Equal Treatment: Students don't need to be pulled from class to get Title I services. Because the whole school is getting services, students are less likely to feel singled out.

More Ways to Use Resources: A School-wide program has more freedom in how it can use resources.

What Goes Into A School-wide Program?

A school-wide program is based on: performance standards, attention to diversity, goals, community support, well-trained staff, extra help when needed & progress you can measure.

How A School-wide Title Program is Set Up:

1. **A Needs Assessment:** School staff, teachers, and parents see what is needed for all students to meet educational standards. They may base the measurement on grades, results of assessment test, samples of student work, surveys of parents and teachers. Surveys were utilized for input and data was disseminated during the data retreat.
2. **Planning:** School staff, teachers, and parents plan on how to best meet the needs shown in the needs assessment. This takes place within our School-wide Title Meeting. Ms. O'Donnell calls parents who have indicated that they would like to participate in planning our school-wide program. Please call her if you are interested 715-528-1123.
3. **Teacher Training:** Teachers and aides receive on going staff development to ensure that they maintain highly qualified status. This is accomplished through conferences, in-service, classes, ex.
4. **Yearly Reviews:** Teachers, school administration, and parents see if there has been enough improvement, otherwise adjustments are made. This is reflected in assessment documentation and identified within the Data Retreat.

Parent Rights: Right to check “High Quality Status” of the teachers in the district. Contact Lisa Novak (715-528-1183)
Right to ask about assessments your child has taken. Contact Zach Wedge (715-528-1181 or 1182)

Parent Involvement: Parents are vital in a successful School-wide Program.

They can: work as a volunteer in classrooms, attend parent-teacher conferences, help with homework, limit TV & Video games, review homework, and volunteer to participate in planning the school-wide program.

VISITORS

If you plan to visit school, you must stop in the school office to sign in and check with office staff before proceeding to a classroom. According to board policy all visitors will be asked to sign in and wear a Visitor's Badge. This policy is in effect to provide a safe environment for Florence Elementary School. We appreciate your support in following this policy each time you visit.

Students are not permitted to have a guest at school without prior approval of the teacher and principal.

VOLUNTEERS

Parents are our main source of volunteers! Your child's success in school is our top priority. You were your child's first teacher and your continued partnership is needed along each step in your child's K-6 education.

There are many volunteer opportunities at the Florence Elementary School for parents, grandparents, mentors, senior citizens, etc. If you would like to volunteer at any point throughout the year (working in your child's room, shelving books in the library, reading with students, or chaperoning fieldtrips, etc.) please pick up a Volunteer Background Disclosures Form in the office.

WEB SITE & SOCIAL MEDIA

The School District of Florence County is currently using our website, Facebook, Twitter and Instagram pages to communicate information to our community. We update all these sites periodically to provide timely and accurate information. You can find our website at www.myflorence.org. Please like us on Facebook at <https://www.facebook.com/florencecountyschooldistrict/>. You can also find us on Twitter at <https://twitter.com/FlorenceSchools> and on Instagram at <https://www.instagram.com/florencecountyschools/>.

As we use these sites to share information, parent/guardian must give permission to the School District of Florence County to publish pictures and visual recordings of their child for the purpose of education and information on District's sites. Examples of pictures include classroom pictures, all school activities and various project based pictures. There is a Compliance and Release Form in your “Back To School” packet to initial giving permission for educational and informational pictures or videos of your child to be placed on the school website, Twitter, Instagram & Facebook Pages.