

Tonawanda School



2019-2020 Elementary Handbook

13605 Underwood River Parkway

Elm Grove, WI 53122

(262) 785-3950

Dear Tonawanda Community,

Welcome to the 2019-2020 school year!

The Tonawanda Elementary School staff is excited to work with our students again this new school year. Our school theme is Tonawanda Where We All Belong. We work diligently to create a school where every learner has a strong sense of belonging within our community. In addition, we make special efforts to promote a safe learning environment for our students guided by our Tonawanda Behavior Expectations: Be Safe, Be Respectful, and Be Responsible. Our students are always at the center of all we do at Tonawanda.

We value the collaborative relationship between home and school and appreciate the genuine support from our parent community. Together, in partnership, we can foster student growth and achievement for each child.

It is our hope that this student handbook will be a reference, now and throughout the school year, to many of our school's guidelines and procedures.

We trust the school year will be a successful one for all in our school community.

Sincerely,

Mrs. Kristin Olson, Principal and the Tonawanda Staff



TONAWANDA MISSION

As a connected and nurturing community, we inspire kind, engaged, and resilient thinkers who belong and meaningfully contribute to our world.

TONAWANDA VISION

Tonawanda Elementary School engages and inspires all learners to drive their own learning and to grow academically, socially, and emotionally through opportunities to communicate, collaborate, and think critically and creatively. All members of our community take care of one another with thoughtfulness, open communication, and respect.

TONAWANDA BEHAVIOR EXPECTATIONS

1. Be Safe.
2. Be Respectful.
3. Be Responsible.

Let's Be Mindful!



SCHOOL DAY HOURS

Outside Supervision: 8:30 a.m. until 8:42 a.m. Upon morning arrival, students may play on the playground. Students enter the school building at the 8:42 a.m. bell through the two main entrances and the kindergarten doors.

Morning Bells: 8:42 a.m. and 8:50 a.m.

School Day Hours: 8:50 a.m. - 3:43 p.m.

Dismissal Bells: 3:41p.m. for parent pick-up students and 3:43 p.m. bus riders are dismissed to the gym until their bus has arrived.

BUILDING SECURITY

We have a comprehensive set of security plans in place at Tonawanda that are reviewed continually with school staff. The Tonawanda staff creates many opportunities for our students to feel a strong sense of belonging. We continue to reinforce with students that we do everything possible to create a safe learning environment.

1. **Exterior Doors** – all exterior doors remain locked from the outside during the school day.
2. **Signs** – Signs are posted at each entrance to remind visitors to report to the office and sign in as either a volunteer or visitor.
3. **Security Cameras** – The perimeter of our building, including all entrances, is monitored via video by office staff.
4. **Visitors and Volunteers** – All visitors and volunteers, including parents, **MUST** check in at the office during the school day through the Raptor system. Raptor identification stickers are given at the front window entrance and must be worn at all times while in the school.
5. **Student Pick Up** – Parents must sign their children in and out of the office during the school day. Parents may be asked to show identification if staff is unfamiliar with them.
6. **Items Being Brought to School** – Items that need to be taken to the classroom must be dropped off in the office so that classroom learning is not interrupted.
7. **Playground Emergencies** – Playground supervisors carry a walkie-talkie with them when on duty. The office is notified in the event of an emergency, including a stranger on the playground.
8. **Safety Plans** – Plans for a variety of situations including inclement weather, fire, interior/exterior threat, health emergencies, etc. are presented annually with staff.

LOST & FOUND

A lost and found cabinet is located in the main hall. Children and parents should check these boxes periodically. Items not claimed are given to a charitable organization periodically during the school year.

LUNCH

We love having visitors for lunch! If you will be joining your student for lunch, and would like to order a hot lunch, please call the school office at 262-785-3950 by 9am with your lunch choice. Adult hot lunch payments

will be automatically deducted from your student's meal account, unless the office is made aware of alternative arrangements.

NUTRITIOUS SNACKS

Many of our classroom teachers offer a snack time, usually mid-morning. This should be a light snack, so lunch appetite is not spoiled. Suggestions would be: low fat snack crackers, graham, animal or saltine crackers, pretzels, dried fruit, veggies, dried cereal without sugar coating, string cheese, or low fat granola bars. **To promote health, we do not allow students to have soda, coffee, or energy drinks at school.**

PARENT TEACHER ORGANIZATION (PTO)

Tonawanda has a PTO that supports the school program and students in a number of special activities and programs. These services are encouraged and valued by our school. All parents are welcome to participate. More information regarding our PTO can be found at:

<http://www.elmbrookschoools.org/tonawanda-elementary-school/family-resources/tonawanda-pto>

SCHOOL SPIRIT DAYS

Tonawanda's school colors are orange and black. Every Friday is Tonawanda Spirit Day! Students are encouraged to wear school colors or Tonawanda spirit clothing. Spiritwear is typically sold twice per year.

Student clothing should be appropriate for the academic setting. Clothing that distracts from the academic setting should not be worn to school; including images of drugs, alcohol, weapons, vulgar language, etc.

STUDENT CONDUCT & POSITIVE BEHAVIOR INTERVENTIONS and SUPPORTS

The primary function of the elementary school is to provide students with the fundamental building blocks of knowledge that will allow the student to grow into and accomplish the goals of the student, the parents, and the community. Each student has the right to the best educational opportunities that school, teachers, parents, and the community can provide. To accomplish this goal, we wish to maintain an atmosphere conducive to study and teaching. Read the Code of Conduct Policy 5131.1 in the District [Policies](#) and Procedures..

The Tonawanda School community believes in teaching students to be lifelong learners and problem solvers. Our school has a behavior management program, which includes the principles of a positive behavior intervention program. We have developed expectations for behavior in all settings throughout the school. The ultimate goal is to have children take responsibility for their own actions and behaviors. Staff will help children to reflect on the situation, make better choices, and apply these to future situations. Should a student not meet the expectations, it is up to the adults in the school and at home to help teach the student how to act in a more appropriate manner.

In most situations, we feel that children have the right to make a mistake and correct it before we institute consequences. However, when consequences are placed on a child, they are designed to extinguish inappropriate

behaviors in a way that children will be able to understand their mistakes and make better choices in the future. These consequences vary, depending on 1) the number of times which the child has not followed the expectations, 2) the severity of the actions, and 3) the developmental level of the child. Possible consequences include (but are not limited to) detentions, time-outs, call to parent, letter home, in-school suspensions, out-of-school suspensions, and bus suspensions. In some cases, the severity of the actions leads us to make a parent contact immediately. Parent communication may be more frequent when the needs of the child make it necessary.

Behavior management, for the most part, begins in the classroom. The teacher will work with children to modify their inappropriate behavior. If the inappropriate behaviors continue or increase in severity, teachers will refer the children to the Principal for assistance. Bus and some playground issues, will also be handled by the Principal. Para-professionals will continue to be in place during the lunch/recess hour to be an immediate contact for children when problems arise.

Through this process, Tonawanda Elementary School has seen great results with students growing and learning to be responsible community members.

STUDENT NONDISCRIMINATION AND STUDENT RELIGIOUS ACCOMMODATIONS

No person shall be denied admission to any public school in the School District of Elmbrook or be denied participation in, be denied the benefits of or be discriminated against in any curricular, co-curricular, pupil services, recreational or other program or activity because of the person's sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, learning disability, or handicap. The complaint process can be found in the practice statement attached to policy [6005-Equality of Educational Opportunity-Pupil Nondiscrimination/Anti-Harassment](#).

TRANSPORTATION TO/FROM SCHOOL

Students are not to be on the playground prior to 8:30am. Supervision will be provided from 8:30 – 8:42am. Students may play on the playground upon arrival. When the 8:42am bell rings, teachers will welcome in students at that time. On rainy or cold days, children will enter the main entrance at **8:30am** and wait quietly in the gym until 8:42am.

Tonawanda's seven buses transport over 300 students each day. The driveway along the curbside of the front of the building is reserved for buses. **All cars should stay out of the bus lane at all times.**

If you are picking up or dropping off your child(ren), you are welcome to park and meet them at the parent-pick-up corral area. If you decide to stay in your car, please:

- Pull up as far as you can (as close to the stop sign as possible) at the flagpole parent pick-up corral area on the east side of our school's parking lot.
- Place your Orange Family Sign in the front passenger's window of your car.
- Stay in a single file line. Patience is requested with such a high volume of cars.
- Have students enter and exit the car (on the sidewalk side of the car) quickly so that we can keep the line moving. If you have something to unload, please find a parking spot.

- Do not stop in the street in front of the school. If you are unable to pull into the circle, you may need to drive around the block to park and walk up to meet your student(s).

Please drive slowly and carefully in our parking lot and use the designated entrance and exit. **At all times, buses have the right-of-way.**

At dismissal time, parent pickup students are dismissed to the area near the flagpole and bus riders are dismissed to the gym. Walkers and bikers will be dismissed from their classrooms.

Please communicate changes regarding after school dismissal in written form (note or email) to your child's teacher, our administrative assistant, and health room assistants on a daily basis and as early as you can, but preferably before noon. Teachers may not check their emails after 12 noon therefore messages may not be received.

Any student may bring a bicycle to school as long as he/she has parent permission to do so. Please help us by having your child cooperate with the following:

1. Letter of permission to ride to school is signed and returned to the school office.
2. All bicycles are to be parked in the bicycle rack.
3. A sturdy lock and chain must be used to lock bikes to bike rack.
4. Bicycles are to be walked on sidewalks, playground area, playgrounds, or grassy areas at any time.
5. A student is not permitted to leave school early via their bicycle.
6. The principal strongly recommends that each student wear a helmet when riding his or her bicycle to and from school.

TELEPHONE CALLS AND STUDENTS' PERSONAL CELL PHONES

Students must have permission to use all classroom and office phones within the school building. Phone calls home are for emergencies only.

We ask that students who have personal cell phones or technology devices keep them off in their backpack during the school day. Students may use their phones before or after the school day to communicate to their parents.