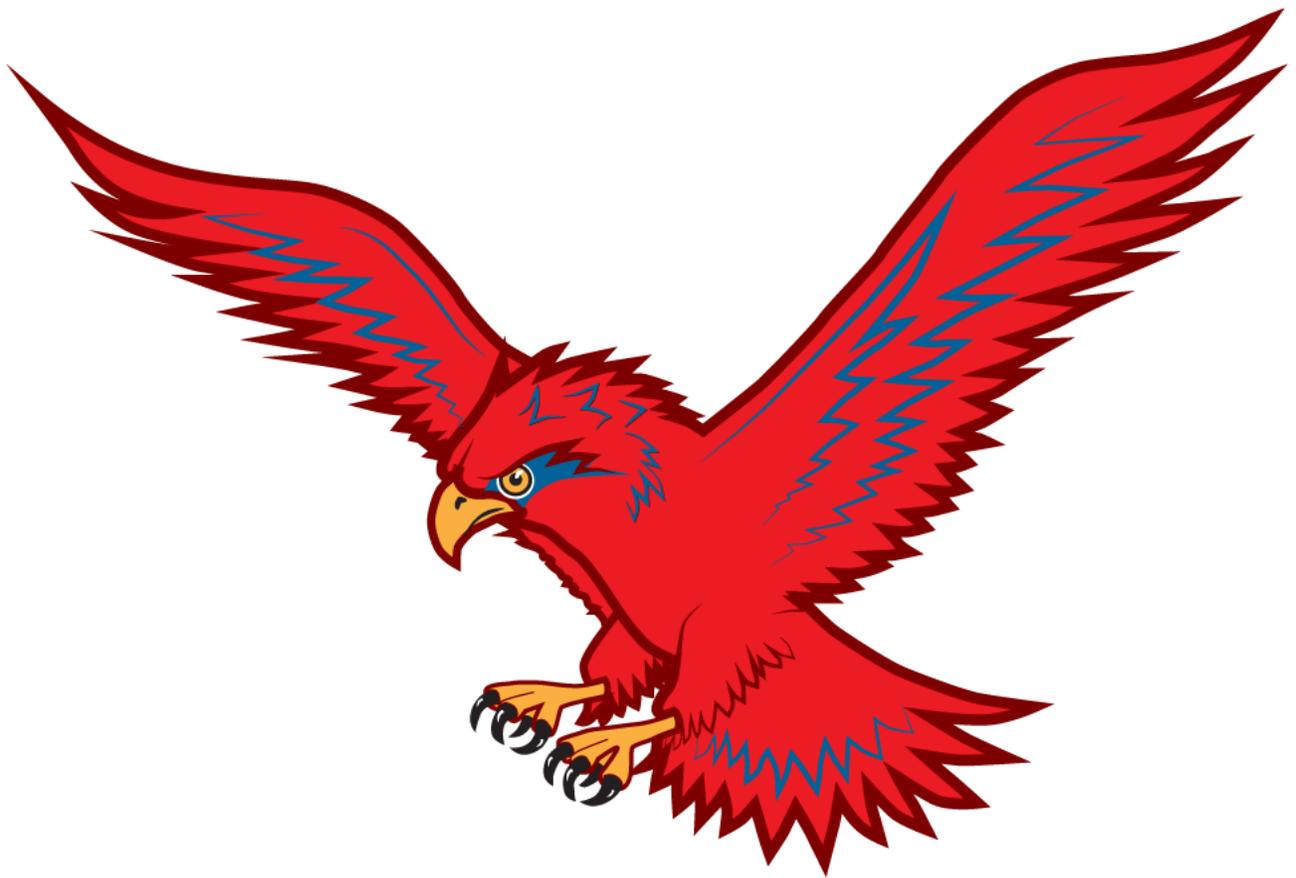


# **Gale-Ettrick-Trempealeau Elementary School Family Handbook**



**2022-2023**

<b>TABLE OF CONTENTS</b>	<b>PAGE</b>
PRINCIPAL WELCOME LETTER	3
MISSION / VISION STATEMENTS	4
VALUES STATEMENT / ANNUAL NOTICES	5
ARRIVAL AND DISMISSAL	5
ASSIGNING CHILDREN TO CLASSROOMS	6
ATTENDANCE	6
BICYCLES/BIRTHDAY	6
BULLYING & HARASSMENT	7
BUS CONDUCT	7
CALENDAR FOR THE SCHOOL YEAR	7
CANCELLATION OF SCHOOL / PROCESS FOR CONCERNS	8
CHANGE OF ADDRESS/CLOTHING / CODE OF CONDUCT	8
COMMUNICATION REGARDING STUDENT PROGRESS/COUNSELORS	9
EMERGENCY DRILLS / FIELD TRIPS	10
FOOD SERVICES / MENUS / LUNCH MONEY	11
ILLNESS OR INJURY	11
IMMUNIZATIONS	12
INSURANCE / IPADS / LOST AND FOUND	12
MEDICATIONS	13
NON-DISCRIMINATION POLICY	14
PARENT VOLUNTEERS	15
PERSONAL WIRELESS COMMUNICATION DEVICES	15
PETS	15
PLAYGROUND EXPECTATIONS	15
PBIS	16
PSYCHOLOGIST	17
PARENT-TEACHER ORGANIZATION	17
PUBLIC SOLICITATIONS	17
STUDENT RECORDS	17
STUDENT SAFE & RESPONSIBLE USE POLICY FOR DIGITAL RESOURCES	18-19
TELEPHONE / TRAFFIC PATTERNS & PARKING	20
4K SPECIFIC INFORMATION	20-22
REQUEST FOR SPECIFIC TEACHER (Policy 433.1)	23
CHANGE OF INFORMATION FORM	24

## **WELCOME, RED HAWKS!**

Welcome to another school year. To anyone new to the Gale-Ettrick-Trempealeau School District, we welcome you, and are excited to get to know you and your students in the years to come! To our returning families, we are anxious to see everyone back in the buildings and look forward to the year ahead!

This Elementary Student/Family Handbook is meant to serve as a guide to our district's elementary policies and procedures. Please let us know if you have any questions or concerns regarding this information.

Sincerely,

**Terri Fanta**  
Ettrick Elementary Principal and  
Curriculum

**Sam Ruud**  
Trempealeau Elementary Principal

**Melissa Wilber**  
Galesville Elementary Principal

# Gale-Etrick-Trempealeau School District

## **Mission Statement**

The mission of the Gale-Etrick-Trempealeau School District is to provide an education based upon a strong academic foundation in order to equip all students with skills to be productive and responsible citizens.

## **Vision Statement**

If the Gale-Etrick-Trempealeau School District is to be an exemplary school district, then it must have a clear sense of the goals it is trying to accomplish, the characteristics of the district it strives to become and the stakeholder contributions that must be made in order to transform these ideals into reality.

The following vision statement is intended to provide the standards that the Gale-Etrick-Trempealeau School District should strive to achieve and maintain.

### *I. Culture and Climate*

An exemplary school district provides an inviting climate that enables all to enjoy the school. It results in a shared sense of pride for the school district.

### *II. Communication*

An exemplary school district is committed to fostering effective communication.

### *III. Students*

In the final analysis, the effectiveness of a school district is determined on the basis of the conduct, character, and achievement of its students.

### *IV. Personnel*

An exemplary school district operates on the premise that a school can only be as good as the people that it employs.

### *V. Curriculum and Instruction*

An exemplary school district provides a balanced curriculum.

### *VI. Community Partnerships*

An exemplary school district recognizes the importance of establishing and maintaining partnerships with parents, community members, businesses, organizations, governmental agencies, and other educational systems.

### *VII. Facilities*

An exemplary school district ensures that facilities support the curricular needs of the district.

## **Values Statement**

The Gale-Ettrick-Trempealeau School District values:

- \* the willingness to accept and explore everyone's ideas.
- \* a variety of leadership.
- \* ownership of education by the entire community as a long-term commitment.
- \* all levels understanding and striving to fulfill their roles.
- \* active two-way dialog.
- \* effective communication.
- \* respect and responsibility.
- \* learner-centric.
- \* embracing change.
- \* being models of service to schools and community.
- \* pro-active evaluation of curriculum, facilities, and equipment.

## ANNUAL NOTICES

*The following annual notices can be found on the Gale-Ettrick-Trempealeau School District website:*

Asbestos Management Plan Notification  
Child Nutrition Programs  
Education of Homeless Children and Youths  
Human Growth and Development Instruction  
Meningococcal Disease Information  
Notice of Child Find Activity  
Notice of Suicide Prevention Resources  
Programs for English Language Learners  
Recruiter Access to Students/Records  
Request for Program or Curriculum Modifications  
School Performance Report  
Special Education Procedural Safeguards

Special Education Referral and Evaluation Process  
Student Attendance  
Student Bullying  
Student Directory Data  
Student Locker Searches  
Student Nondiscrimination  
Student Privacy  
Student Records  
Student Religious Accommodations  
Title I Programs  
Use or Possession of Electronic Communication Devices

## ARRIVAL AND DISMISSAL

4-year-old Kindergarten runs in two sessions, five days a week:

- AM Session: 8:00-10:45
- PM Session: 12:15-3:00

Wednesdays:

- AM Session: 8:00-10:35
- PM Sessions: 11:50-2:25

K-5 grade classes begin at 8:00 AM and end at 3:00 PM. On Wednesdays all students end their day at 2:25 PM.

Supervision begins at 7:30 AM. In the event that there is a wind chill advisory, students will be let into the building beginning at 7:30 AM. Otherwise, supervision will take place outdoors. All students are dismissed at 3:00 PM. Students are expected to leave the school grounds immediately after school and should not return to play until after 4:00 PM at the Ettrick Elementary School and 5:30 PM at Galesville and Trempealeau Elementary School. This is due to after school activities and supervision.

## ASSIGNING CHILDREN TO CLASSROOMS

As we plan each year's student classroom assignments for returning students, the thinking and rationale employed in making such decisions includes the following:

- Students' interactions with peers
- Proportional representation of student needs across classrooms in several areas including gender and ability

Student classroom assignments are determined by input received from the child's current teachers, guidance counselor, special education teachers, and the building principal.

The G-E-T School District has a process for considering parent requests for a specific teacher. By ***no later than April 1st*** of the current school year, a parent may fill out a Teacher Request Form located on the district website, at the end of this handbook, or available from any building secretary. Parent requests for a specific teacher will be taken into consideration when forming classes for the following year, but may not be able to be granted.

## ATTENDANCE

Regular attendance is essential to a student's success in school. The U.S. Department of Education completed a long term attendance study in which they determined that students who are chronically absent (miss more than 15 days in a school year) at Preschool, Kindergarten and First Grade are less likely to read at grade level by the end of third grade. Students who do not read at grade level by the end of third grade are four times more likely than proficient readers to drop out of high school.

When a student is unable to attend school, parents should call prior to 8:30 AM. Parents should give the student's name, teacher's name, and reason for absence. If a parent forgets to call, the school will call the home to confirm the reason for the student's absence. This is done to be sure that if the student does not arrive at school safely, the student is at home. If the school and parent do not connect, the absence will be marked unexcused. **A student may be excused by the parent/guardian for no more than 10 days in any given school year.** Please bring a medical excuse for medical or dental appointments when possible. After three consecutive days of illness, or more than ten total days absent in a school year, a medical note may be required for future absences.

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time. Any student who arrives at school after 8:00 AM is considered tardy, and any student arriving after 9:00 AM is considered absent for the morning. Repeated tardiness will be handled in accordance with the Gale-Etrick-Trempealeau District truancy policy.

## BICYCLES

Students may ride bicycles to school; however, the school assumes no responsibility for bicycles. Bicycles should be properly parked and locked in the school bicycle racks. Bicycles are not to be ridden on school grounds. Bicycles are not to be taken off school grounds during the school day except with prior approval.

## BIRTHDAYS

Birthday treats may be brought to school. The school encourages healthy snacks. Please contact your child's teacher prior to bringing in a treat to ensure arrangements are made for any classmates with allergies. **In order to prevent hurt feelings, birthday invitations are not to be distributed at school.**

## **BULLYING/HARASSMENT**

The Gale-Ettrick-Trempealeau School District **Policy #411.1** on harassment-violence-bullying can be viewed at the link above or on the school district website.

## **BUS CONDUCT**

### Be Safe

- Stay seated with feet out of the aisle
- Keep hands to yourself
- Use a voice level of 1 to 3

### Be Respectful

- Use appropriate language
- Use body basics
- Follow directions given by bus drivers
- Respect school district equipment and property

### Be Responsible

- Keep your space clean and the aisle clear
- Board and depart bus properly

**Bus riding is a privilege.** Violations of the above expectations will be brought to the attention of parents and could result in consequences including suspension off of the school bus or the denial of bus transportation.

4-year-old Kindergarten and Kindergarten students must have an adult present and visible at the drop off location or the driver is not allowed to leave the child at the stop. If a parent is unable to be reached, the child will be brought back to the school. It will then be the parent's responsibility to pick up the child at their school.

Children will be required to follow their daily transportation plan unless the office receives notification. Transportation changes must be made with the building secretary prior to 2:30 pm to ensure communication to the student. If at any point during the school year you need to change your child's transportation plan, please contact your child's building secretary for guidance.

## **G-E-T Calendar Dates for 2022-2023**

Please see the district calendar (linked above or available on the school district website) for up to date calendar information.

## **CANCELLATION OF SCHOOL/VIRTUAL LEARNING DAYS**

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. School will not be canceled unless a significant safety risk has been created by unusual circumstances. On days when the weather is threatening, you will be notified automatically by our emergency notification system. This automated system will be used for emergency closings and other emergency situations.

**You may also check our district website ([www.getsd.org](http://www.getsd.org)) and local media outlets for weather statements.**

On days when in person learning is canceled due to weather related issues, students may be asked to participate in a virtual learning day. Virtual learning days will require students to log into their class from their iPads and meet with their teachers. Teachers and staff will have a predetermined virtual schedule that will be shared with parents and students ahead of time.

## **PROCESS FOR CONCERNS**

If you have concerns about classroom procedures, instructions, or about an incident in the classroom, you should call the school for an appointment to discuss it with the staff member directly involved or email the person directly. Communication between parents and staff members is very important and most of the time problems can be resolved at this stage. If there is no improvement in the situation after discussing it with the staff member involved, you should then contact the principal.

## **CHANGE OF ADDRESS/TELEPHONE/EMPLOYMENT**

A Student Information Change Form can be downloaded from the District Website, found at the end of this handbook, or be requested from the school office .

## **CLOTHING**

Students should come to school dressed for the activities and events of the day. Students should have shoes that can be worn for P.E. and at recess. Clothing should be worn that is appropriate for weather conditions. The outside temperature affects the warmth or coolness of the classrooms as well, so please take this into account when planning what will be worn. Clothing that involves profanity, inappropriate material for schools, or becomes a distraction to learning is prohibited.

## **[GALE-ETTRICK-TREMPEALEAU SCHOOL DISTRICT](#) [STUDENT CONDUCT](#)**

The Gale-Ettrick-Trempealeau School District **Policy #443** on student conduct can be viewed at the link above or on the school district website.

## COMMUNICATION REGARDING STUDENT PROGRESS

Parent/Teacher conferences are scheduled twice yearly, in the fall and spring. Parent attendance at conferences is very important. A parent may request a conference with their child's teacher at any time during the school year. Please call the school for an appointment if a conference is desired. Likewise, a teacher may sometimes find it necessary to request a meeting with a parent.

Report cards are issued following the completion of each semester grading period. Please carefully review your child's progress and contact the school if you have questions regarding grades.

You, as a parent or guardian, may also check your child's progress through our student management system, PowerSchool. Parents can access their child's grades, lunch balances, and attendance. Letters are mailed to all parents at the beginning of the school year with PowerSchool access information. **Please keep your letter in a safe, secure place.** If you happen to lose it, check with the office to see how you may access the program.

## COUNSELORS

An elementary school guidance counselor is available to meet with students, parents, and teachers in their school. The counselor helps in the development of academic, personal, and social growth of the student and sees students in classrooms, small groups, and on an individual basis.

Our guidance counselor is here to help children understand themselves and others, to help prevent problems from developing, to help identify children with special needs, to provide crisis intervention, to develop personalized programs for students, to provide guidance related information and activities, and to coordinate or facilitate efforts of the psychologist, social workers, parents and other caregivers, teachers, students and administration.

During the regularly scheduled classroom guidance times, the counselor provides age appropriate information and activities to all children in the areas of learning skills, self-concept, personal safety, friendship/social skills, cooperation, alcohol and other drug information, making choices and understanding the consequences of various choices, feelings, and career awareness.

Individual and small group counseling can help children understand, accept and express feelings, develop social skills, make better choices, develop problem solving skills, and better understand how to deal with the problems and changes that life presents. Small groups are formed as needs arise. Some typical issues that can be addressed in counseling are: problems with unhappiness, anger and other feelings, social/friendship concerns, frequent school absences, classroom academic or behavior concerns, and coping with family issues such as drug and alcohol problems, violence, illness, death, absent parent, separation, divorce, or any other areas of concern.

Parents and other caregivers are encouraged to call the counselor with any questions or concerns they have about their child, as well as any parenting questions or concerns they may have.

## EMERGENCY DRILLS

Fire drills are conducted several times during the year and tornado drills are conducted at least once each year. For fire drills, each class has a route to an outside area a safe distance from the building.

During tornado drills, each classroom goes to a designated area within the building. Children are moved to these designated areas in less than 75 seconds in a safe, quiet, and orderly manner.

The school district uses the ALICE system for emergency situations. Students and parents will be educated on this during the school year.

Planning is important in most of the activities that we do. Planning ahead is also important for emergency situations. We have developed an emergency evacuation plan for each building that will be implemented in emergencies.

In an actual emergency, students may be forced out of the school quickly without jackets, hats, boots, or mittens. Having a pre-arranged location and plan available will do several things to reduce the trauma of an emergency evacuation.

The emergency plan will proceed in the following steps:

1. The school building will be evacuated as soon as the emergency (fire, bomb threat, etc.) occurs.
2. Staff members will escort students to a safe off site emergency site.
3. District administration and local emergency responders will be advised of the emergency.
4. Bus transportation will be arranged through the district transportation director's office.
5. **Students will only be released to parents (or their designees) at the emergency sites as directed by law enforcement and/or school officials.**

## FIELD TRIPS

Field trips are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips in advance of the scheduled trip date and will fill out one permission slip for all field trips at the start of the year. Sometimes a small amount of money may be requested from each student to help defray transportation or facility use costs. Parent volunteers may be asked to attend field trip outings with their children.

## FOOD SERVICES/MENUS/LUNCH MONEY

Breakfast and hot lunch is served every day. The menu varies each day. Each breakfast and lunch is nutritionally balanced and is served in adequate amounts to supply students with the energy needed for the rest of the school day. Our Food Service Manager determines the daily menu for our school breakfast and lunch programs.

## ILLNESS OR INJURY

It is important that your child attends school, but if your child is ill, he/she should stay home. A day of rest, fluids and lots of loving care may be the “best medicine” available.

### General guidelines for keeping your child at home:

1. **Fever:** A fever of 100.4 degrees or more signals an illness that is probably going to make a student uncomfortable and unable to function well in class. Your child should stay at home until he/she is fever-free. (Fever-free without the use of medication such as Tylenol or Ibuprofen for 24 hours.)
2. **Vomiting, Diarrhea or Severe Nausea:** A student should remain at home until a normal diet is tolerated the night before and the morning of school. A student with diarrhea should not attend school.
3. **Infectious Diseases:** Impetigo, pink eye with thick drainage or strep throat may require a health provider's examination and prescription medication. After 24 hours of medication and when the student is feeling better, he/she may return to school.
4. **Chickenpox:** A student may return to school when all scabs are completely dried and no new lesions are developing (usually 5-7 days).
5. **Rashes/with or without fever:** Rashes or patches of broken, itchy skin need to be examined by a health provider if they appear to be spreading or not improving.
6. **Injuries:** If a student has an injury that causes continuous discomfort, the student should not attend school until a physician checks the injury or it improves. Injuries that interfere with class participation need a medical evaluation. If participation in physical education class is not recommended, a health provider's written excuse is required.

In the event of one of the following conditions, the school nurse or a member of the school staff may call a parent/guardian to pick up their child:

- The child has a fever.
- The child has vomited.
- The child has diarrhea.
- The child is coughing persistently.

In case of illness or injury, the school nurse or a member of the school staff will care for a student temporarily. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the student will be transported to the emergency room/hospital, designated on the student's emergency/health form. **Current** emergency telephone numbers, including parental work, home, family doctor, and hospital preference must be on file with the school. **We rely on parents to update this information** with the school's **office**.

## **IMMUNIZATIONS**

Wisconsin State Law requires that every student who is admitted to public school must present a complete vaccination record. This must be completed before admission to school. All students must have received the following grade appropriate vaccinations:

### Grade K-5:

4 DTP/DTaP/DT, 4 Polio, 2 MMR, 3 Hepatitis B, 2 Varicella

If your child has received additional immunizations, please notify the school in writing. Personal conviction, health or religious waivers are recognized by the State of Wisconsin. Please note that students not completely immunized may be excluded from school if an outbreak of one of these diseases occurs.

## **INSURANCE**

School insurance will not be offered by the district, however a private carrier policy will be available at the beginning of each school year. The cost is small compared to the potential cost of medical care and parents are encouraged to examine this service carefully.

## **IPADS**

Every student in grades K-5 will be assigned an iPad. All students are given a secure Apple ID account that can only be accessed and utilized by them. Devices will be the responsibility of the students during the school day and stored in a safe location in the classroom. Students may have the opportunity to take them home to enhance instruction once forms are signed and turned in to the main office. Parents are asked to supervise their students' use of the device when it is home.

## **LOST AND FOUND**

All clothing found at school, regardless of its value, is placed in the lost and found. Money, jewelry or other valuable articles are turned in at the office. Students may claim them after proper identification. Lost and found items left unclaimed for more than one month may be donated to a local charity.

# MEDICATIONS

## ADMINISTERING MEDICATIONS TO STUDENTS

## Policy 453.4

Medications should be given at home when possible. Medication given at school is administered by the school nurse or other assigned staff. If medication is needed during the school day, the following is required:

### Prescription

1. A medication order must be obtained from a healthcare provider/dentist/podiatrist. Medication cannot be given until the medication form is on file at school. If the student's medication dose, time or drug should change, a new medication form must be submitted. This is not a parental request, but a physician's order.
2. All medications must be in properly labeled containers. Pharmacy-labeled containers must have the student's name, name of the drug, dose the student should take, frequency/time of administration, mode (method) of administration, directions and date of drug expiration. Do not send medication in a student's lunch box or a plastic bag. Improperly labeled medication will not be given, and will be returned to parents at the end of the school day.
3. All medication must be turned in to the office at the beginning of the school day.
4. The parental consent portion of the medication form must be signed.
5. Epinephrine Auto-Injectors and Asthma Inhalers may be carried by the student. Age appropriateness is determined by the student's healthcare provider. All other medications should be kept in the school office.

### Non-prescription Medications

1. Complete the medication form. A health provider's signature is not required. A parental signature is required, giving permission for school personnel to administer the student medication.
2. Supply the medication in a properly labeled container. No baggies, envelopes or home based containers.

### Acetaminophen/Ibuprofen

A non-aspirin form of medication can be given at school for an occasional headache or body aches. Fevers will not be treated. Students with a temperature of 100.4 degrees or more must be sent home. A medication form should be completed, signed by a parent, and sent to school with the medication.

### Cough Drops

Please do not send cough drops to school.

*Medication forms are available on our district website, at the school or local clinic.*

## NON-DISCRIMINATION POLICY

The Gale-Ettrick-Trempealeau School District does not discriminate against pupils on the basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education program, or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or handicap.

The District encourages informal resolution of complaints under this policy. If any person believes that the Gale-Ettrick-Trempealeau School District or any part of the school organization has failed to follow the law and rules of s.118.13, Wis. Stats., or in some way discriminates against pupils on the basis listed above, he/she may bring or send a complaint to the district office at the following address:

Gale-Ettrick-Trempealeau District Office  
17511 North Main  
Galesville, Wisconsin 54630

### STEP 1

A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the superintendent of schools. The superintendent shall send written acknowledgement of receipt of the complaint within 45 days.

### STEP 2

A written determination of the complaint shall be made by the board within 90 days of receipt of the complaint unless the parties agree to an extension of time; appeals under 20 USC s. 1415 and ch. 115, Wis. Stats., relating to the identification, evaluation, educational placement, or the provision of a free appropriate public education of a child with an exceptional educational need shall be resolved through the procedures authorized by ch. 115. subch. V, Wis. Stats. Complaints under 20 USC s. 1231e-3 and 34 C ss. 76.780-76.782, commonly referred to EDGAR complaints, that the state or subgrantee is violating federal statute of regulation that applies to a program shall be referred directly to the state superintendent.

### STEP 3

If a complainant wishes to appeal a negative determination by the board, he/she has the right to appeal the decision to the state superintendent within 30 days of the board's decision. In addition, the complainant may appeal directly to the state superintendent if the board has not provided written acknowledgment within 45 days of receipt of the complaint or made a determination within 90 days of receipt of the written complaint.

Appeals should be addressed to:

State Superintendent  
Wisconsin Department of Public Instruction  
125 South Webster Street  
Madison, WI 53707-7841

## **PARENT VOLUNTEERS**

G-E-T considers its parent volunteers as a very special resource. Parents are encouraged to help in all classrooms, programs, and extracurricular activities. All visitors to the building, including parent volunteers, must sign in at the main office.

When volunteering at school, we ask that you do not bring siblings to school. Please call the office if you have time or skills you can share to make our school a better place for students to learn and grow. Typically we suggest approximately 60 minutes of a time commitment.

**All volunteers must submit to a background check annually as well as view a video on confidentiality. Please contact the school's office for necessary forms authorizing the school to perform this vital safety check.**

## **PERSONAL WIRELESS COMMUNICATION DEVICES**

We strongly encourage students to keep all cellular phones and/or personal electronics at home. Any devices brought to school will be the responsibility of the student owner and will not be allowed to be used during the school day.

## **PETS**

Per policy 835, No live domestic animals may be brought into school district buildings or permitted on school district property, except on sidewalks used for normal pedestrian traffic.

Exemptions shall be allowed under the following circumstances:

1. For the day-to-day operations of classrooms where animals are normally used in the course of study or in classrooms where they are normally displayed for either educational or decorative purposes with prior approval of the building administrator.
2. For display of animals not mentioned above on a short-term basis. Building administrators shall determine under what circumstance this will be allowed, and will require prior notification from building staff of such displays.
3. Animals trained to assist persons who are physically impaired shall have unlimited access to district property when being used for that purpose.
4. Animals under the control of public safety officials shall have unlimited access to district property for exercise, educational and public relations purposes. Proper notification of such visits shall be left to the discretion of the controller of such animals.

## **PLAYGROUND EXPECTATIONS**

Students are to remain on the play field or blacktop area during outdoor recess. When the fields are muddy, the area will be off-limits. Tackle football and other contact games are not permitted. Other potentially dangerous activities such as skateboarding, piggyback riding, rock throwing, and snowball throwing are not permitted. Misuse or destruction of playground equipment will not be allowed.

Students will have supervised recess inside on days when bad weather prevents outside recess. School staff will supervise the playground beginning at 7:30 a.m. An adult is on the playground during regularly scheduled breaks. The playground is not supervised after school, and students are expected to leave for home immediately following dismissal.

## PBIS

PBIS is a process for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. PBIS is not a program or a curriculum. It is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn.

We have adopted a unified set of expectations for behavior in our school. You will see these expectations posted throughout the school and your child will be learning them during his or her first days at school. Our unified classroom expectations, found in every classroom and non-classroom setting in the school, are as follows:

- Be Safe
- Be Respectful
- Be Responsible

The following expectations will be taught and reinforced throughout the year:

### **Be Safe**

- Use equipment safely
- Use words to solve problems

### **Be Respectful**

- Show good sportsmanship
- Respect self, others, staff, and property

### **Be Responsible**

- Be a problem solver
- If you take it out, put it away
- Line up quickly and quietly

As part of our PBIS process, teachers and other staff members use evidence-based practices to increase student learning and decrease classroom disruptions. To keep students on the expectations in a positive manner, we do the following when teaching academics and behavior:

- Constantly teach and refer to our school-wide expectations.
- Provide students with more praise than correction.
- Talk to students with respect using a positive voice tone.
- Actively engage everyone in the class during instruction.
- Use pre-correcting, prompting, and redirecting as we teach.
- Look for the positive first and provide positive, immediate, frequent, and explicit feedback.

We also have a school-wide system of rewards and logical consequences as we have in the past. Consequences may include loss of privileges, re-teaching, meeting with the principal and parents.

## **PSYCHOLOGIST**

A staff psychologist visits the school on a regular basis. The psychologist is available as a special counselor to students and provides the teaching staff with different kinds of evaluation tools.

The psychologist is also available to parents who have special concerns about their children.

## **P.T.O.**

The P.T.O.s (Parent Teacher Organizations) have been highly involved in improving our school. All parents are urged to become members and to actively participate. Meetings are scheduled throughout the year and are announced several days in advance. P.T.O. information is also available on the school websites and in the monthly newsletters.

Each year, the P.T.O. sponsors some money making projects. With the help of all parents, these projects can be very successful. They allow the P.T.O. to fund many important activities at the school.

## **PUBLIC SOLICITATIONS ON SCHOOL PREMISES**

Per policy 850, The Gale-Etrick-Trempealeau School District preserves the privacy of staff and students, as well as the safe and orderly operation of school activities. Therefore, any printed materials, questionnaires, business promotions, and/or other materials from non-school related organizations or individuals must be first reviewed and approved by the district administrator. All materials must state "these materials are not endorsed by the G-E-T School District." If the materials are approved, they will be available at the building offices for a specified period of time. General announcements will be made for events but students wishing to have a handout will need to pick it up at the main office, this is at the discretion of the building administrator.

## **STUDENT RECORDS**

The classroom teacher keeps specific records on each student. There are four different records which parents may need to refer to at some time during the year. Parents should simply call the school and request the information or ask for an appointment with the teacher. The records include the student's permanent academic record, grade report cards, record of lunch and miscellaneous fees owed, and a daily attendance record.

The school will maintain records on all students. Information included in these records may not be released without written parental consent except when a student moves from the district. A transcript of student records will be forwarded to another school when a student transfers.

# **STUDENT SAFE AND RESPONSIBLE USE POLICY FOR DIGITAL RESOURCES**

The Gale-Ettrick-Trempealeau School District is providing access to the Internet and other digital resources as a means to enhance the curriculum and learning opportunities for all of our students and staff. The district will provide access to Google Apps for Education (GAFE), a free, web based program for students and teachers. This service is available through an agreement between Google and the district. Apps for Education runs on an Internet domain purchased and owned by the school and is intended for educational use only.

The district has established the Student Safe and Responsible Use Policy for Digital Resources to ensure appropriate use of the resources. All digital resources are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to this policy and these procedural guidelines may result in the suspension or revocation of the offender's privilege of access or other disciplinary actions.

To view the complete policy you may access it on our district web page at <http://www.getsd.org/> or in the policy handbook located in the school district office. The Gale-Ettrick-Trempealeau School District is CIPA (Children's Internet Protection Act) compliant, meaning that all computers are filtered for objectionable content, which includes visual depictions that are obscene, contain child pornography, or are harmful to minors.

## **Limitation of Liability**

The district cannot assure the rights of privacy on district computer systems. Due to the nature of digital resources, there can be no absolute guarantee that the implementation of the safe and responsible use measures contained in this policy will fully protect against access to material or people that may be considered inappropriate or potentially harmful. The district will not be responsible for any damage students may suffer if they accidentally or intentionally are exposed to such materials or people. The school board will not be responsible for any damages a user may suffer, including loss of data.

## **Educational Purpose**

1. All students will have access to digital resources through their classroom, library, or school computer lab.
2. Any student produced web pages must be approved by the supervising teacher and building principal before being linked to or stored on any district web server. The district web master shall approve all web pages hosted on district servers. All student web pages must relate to their specific school, educational, and/or career informational activities and should follow web page construction guidelines as provided on the district server or by the classroom teacher.

## **Rule, Student Safe and Responsible Use Policy for Digital Resources**

Safe and responsible uses of the Internet and other digital resources include activities which support learning, collaborative work, and teaching. Students are encouraged to develop uses which meet their individual needs and which take advantage of the functions: communication, education, information storage and retrieval. Acceptable uses include (but are not limited to):

- Using subscription databases and other websites for research
- Using classroom wikis and blogs for student projects
- Using the Internet to send electronic mail (email) to others for classroom projects
- Respecting and upholding copyright laws and all other applicable laws and regulations
- Respecting the rights and privacy of others by not accessing private files
- Following the directions of the adult in charge of the computer lab or other room where computers are in use
- Using Google Apps and tools for communication, collaboration, and productivity on school assigned projects

## **Unacceptable Uses**

- Accessing inappropriate material (as described in the district's Technology Protection Measure) using digital resources
- Swearing, using vulgarities or any other inappropriate language, pictures or gestures in any form using any digital resource
- Violating the rules of common sense or etiquette
- Changing any computer configuration, password or file that does not belong to the user
- Using the system for commercial use, financial gain or illegal activity
- Using an account other than your own or misrepresenting your identity
- Attempting to "hack" into any computer or digital resource
- Creating and/or distributing a computer virus over the network
- Using the system to illegally transfer software (i.e. pirating) in violation of copyright law
- Downloading unacceptable digital materials in any form
- Revealing personal addresses or telephone numbers of students or staff
- Using the network in such a way that would disrupt the use of the network by others (i.e. streaming music, streaming videos and emailing large attachments, unless directed by a teacher)
- Causing damage to digital resources or assisting others to cause damage
- Accessing resources that are inconsistent with the school's rules or district's educational goals or showing others how to do this
- Playing online games, accessing chat rooms or other resources which have little learning potential
- Installing or storing any software on any district computer without the permission of the teacher or staff member responsible for the device
- Using any digital resource without permission of the teacher or staff member responsible for that device
- The student and their parent/guardian must read the district's Student Safe and Responsible Use Policy for Digital Resources and sign the Parent/Guardian Digital Resource Responsibility Form. Access to digital resources may be withdrawn at any time.

## **TELEPHONE**

The office telephone is a business phone and is not to be used by students except in an emergency. Students cannot use the phone to make personal arrangements (such as requesting permission to go to another student's home after school).

## **TRAFFIC PATTERNS AND PARKING**

All visitors during the day or parents who are waiting to pick up students at the end of the day are asked to park their vehicles in the parking lot, not on the playground. In Ettrick, please park on State Street. This will allow students to get to your vehicles safely. In Galesville, vehicles should remain in the lane closest to the sidewalk and continue pulling forward towards the front doors giving buses the right of way at all times. In Trempealeau, vehicles should pull as far forward on the yellow curb by the front doors as possible to allow the maximum number of cars to line up.

Should you need to enter the building, you will need to enter through the main entrance. We have a buzzer system in order for a safe and secure learning environment. Please buzz upon arrival. You will need to indicate your name and your purpose for wanting to come into the school prior to the secretary buzzing you in. All other doors will be locked after the school day begins and will remain locked for security reasons. Please allow for buses to depart first at the end of the day.

## **G-E-T 4K PROGRAM**

The Gale-Ettrick-Trempealeau School District strives to provide a quality learning experience for all four-year-old children and their families.

- We believe that every child in Galesville-Ettrick-Trempealeau has a right to high-quality, developmentally appropriate preschool education.
- We believe that the important components of this program should:
  - Recognize that children learn through play
  - Provide developmentally appropriate experiences
  - Meet the individual needs of each child
  - Have a strong parent involvement component
  - Support the parents as primary caregivers
  - Create a positive learning environment
  - Incorporate strong language and communication components
  - Foster creativity
  - Include all children
  - Include a variety of learning experiences

## ATTENDANCE

The state of Wisconsin has a compulsory attendance law that requires that all students enrolled in grades K-12 attend school each day. While compulsory attendance does not specifically apply to 4-year old kindergarten students, research shows, and the G-E-T staff believes that attendance patterns are formed when children are young and carry over into the rest of their school career.

Studies have shown that missing even 10% of the days offered in a preschool program can affect a child's learning, including making it more difficult to pick up on basic reading skills. Please ensure your child is in attendance each day school is in session unless they are ill. Follow your elementary school's attendance phone-in guidelines for any day your child will be absent, including calling the building secretary the night before or morning of the absence.

## IMMUNIZATIONS

Wisconsin State Law requires that every student who is admitted to public school must present a complete vaccination record. This must be completed prior to admission to school.

All students in the G-E-T 4K program must have received the following vaccinations:

4 DTP/DTaP/DT, 3 Polio, 1 MMR, 3 Hepatitis B, 1 Varicella

*Waivers are available for personal conviction, religious or medical/health reasons. Children for whom waivers are filed are compliant, but may be subject to exclusion from school in the event of an outbreak of a disease for which they are not completely immunized. If a waiver is selected, all vaccines the child has already received should be listed on the Student Immunization Record by the parent or guardian.*

## CURRICULUM OF THE G-E-T 4K PROGRAM

The goal of our early childhood curriculum is to create an environment that promotes learning and social skills appropriate for our four-year-olds.

Each child will be given the opportunity to learn at his/her own pace and in the way preschoolers learn best...through play! What looks like play in our classrooms has been planned by professionals to develop specific skills that your child will need for later school years and into adult life.

Your child's daily schedule will include a balance between the following types of activities:

- Active and quiet times
- Large group activities, small group activities, as well as time to play alone or with others
- Indoor and outdoor playtime
- Time for children to select activities on their own and time for the children to participate in teacher directed activities

The following are a few examples of how what appears to be play is actually a learning experience that helps the child prepare for school!

**When Children Do This:**

**They are Learning To:**

Put blocks in a truck and dump them out	Understand size, weight, and number concepts (math and science)
Put pegs in a pegboard	Eye-Hand Coordination (reading and writing)
Finish a puzzle	Complete a task from start to finish
Play beside other children	Social skills
Follow directions in a recipe	Understand measurements
Turn pages of a book	Learn to read left to right
Scribble on paper	writing as communication tool/fine motor skills

# Request For Specific Teacher Prior To Assignment

## Gale-Ettrick-Trempealeau School District

### Policy 433.1-Exhibit

Name of Student: \_\_\_\_\_ Present Grade: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Requested Teacher: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian

Printed Name \_\_\_\_\_ Day Phone: \_\_\_\_\_

\_\_\_\_ Approved  
\_\_\_\_ Denied

Comments: \_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal

Copies to: Student file Parent **DEADLINE DATE: April 1**

[LINK TO FILLABLE FORM](#)



17511 North Main ★ Galesville, WI 54630 ★ p: (608) 582-4657 ★ f: (608) 582-4961 ★ www.getsd.org

**PLEASE FILL IN ALL AREAS THAT APPLY TO CHANGE**

Student Name: \_\_\_\_\_ Building/Grade: \_\_\_\_\_

**Information Changes:**

Home address: \_\_\_\_\_  
(Street) (City)

Mailing address:  Same as above OR \_\_\_\_\_  
(Street) (City)

Home Phone: \_\_\_\_\_

Joint Custody?  Yes  No

Lives with:  Both Parents  Mother  Father  Other \_\_\_\_\_

Father/Guardian: \_\_\_\_\_ Mother/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Place of Employment: \_\_\_\_\_ Place of Employment: \_\_\_\_\_

E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Stepmother: \_\_\_\_\_ Stepfather: \_\_\_\_\_

Second Family Mailing: \_\_\_\_\_

**Emergency Contact(s):** In case parent(s) can not be reached in an emergency, please list 2 contacts other than parent(s).

#1 Contact Name: \_\_\_\_\_ #2 Contact Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Day Care Provider: \_\_\_\_\_ Phone: \_\_\_\_\_

**Blackboard Connect Numbers** (automated alert system to inform of emergencies, school closures, late buses, etc.)

Phone #1 \_\_\_\_\_ Phone #2 \_\_\_\_\_

**Do these changes apply to other students currently enrolled at G-E-T?**  Yes  No **If yes, please provide:**

Student Name: \_\_\_\_\_ Building/Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Building/Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Building/Grade: \_\_\_\_\_

**Effective date of changes:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

(revised March 2018)

[LINK TO PDF VERSION](#)