

Elementary School Handbook 2024 - 2025



STEVENS POINT
AREA PUBLIC
SCHOOL DISTRICT

#PointProud

*Prepare Each Student to
Be Successful*



www.PointSchools.net

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NOTE: Copies of all School Board Policies are available on the District's website at www.pointschools.net or through your school Principal.

Chris Nyman, Assistant Superintendent/Director of Elementary Education
Bliss Educational Services Center
1900 Polk Street, Stevens Point, WI 54481
Ph: (715) 345-5466 Fax: (715) 345-7355



August 2024

Dear Elementary School Parents and Guardians,

Welcome to the new school year! On behalf of the School Board and administration, let me say how excited we are for this coming year of opportunity – the chance to partner with you in the education of your children. Please allow me to introduce myself to you. My name is Chris Nyman, and I am serving the district as Assistant Superintendent and Director of Elementary Education.

We are fortunate to have a wonderful district and community to support the needs of students and families. The reputation of the Stevens Point Area Public School District is well-known throughout the state. All of the stakeholders that make up this system – teachers, support staff, administrators, and School Board, are actively pursuing excellence each and every day, with the sole purpose of achieving the district’s mission: ***Prepare Each Student to Be Successful.***

Our District Pillars organize our continuous improvement work at the system and school level over the long term focusing on:

- Fostering Student Engagement, Growth, and Learning
- Recruiting, Developing and Retaining Quality Staff
- Responsibly Managing Finances, Facilities, and Operations
- Connecting School, Family, and Community

Our school handbook is a valuable tool for you to gain information regarding procedures and systems at your child’s school. Please review the Elementary Handbook carefully with your child, so you are informed and understand your school’s expectations and guidelines. We ask that you cooperate with the school staff in adhering to these expectations and supporting our commitment to advancing student learning and achievement.

Finally, we recognize that you are the primary teachers of our students and will always remain their foundation. We ask that you work with the other piece of this partnership – the classroom teachers – to create a truly meaningful relationship that supports your child's growth and success. To that end, please communicate positively, honestly, and respectfully about your child’s needs and progress, and let’s make this an amazing year. This handbook is the first step in establishing the school/family relationship we know is so important.

Education is an integral part of the Stevens Point Area family. In partnership with all families and students we look forward to another year of success and excellence.

Respectfully,

A handwritten signature in black ink that reads 'C. Nyman'.

Chris Nyman, Assistant Superintendent / Director of Elementary Education

SCHOOL BOARD

Jennifer Bushman (President)
Ted Kowalski (Treasurer)
Gee Pope
James Lepak
Alex Sommers

Dennis Raabe (Vice President)
Barbara Portzen (Clerk)
Margaret Erler
Will Scheder



•District School Board members may be contacted through the Superintendent's office.

DISTRICT ADMINISTRATION

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Jon Vollendorf, Ed.D

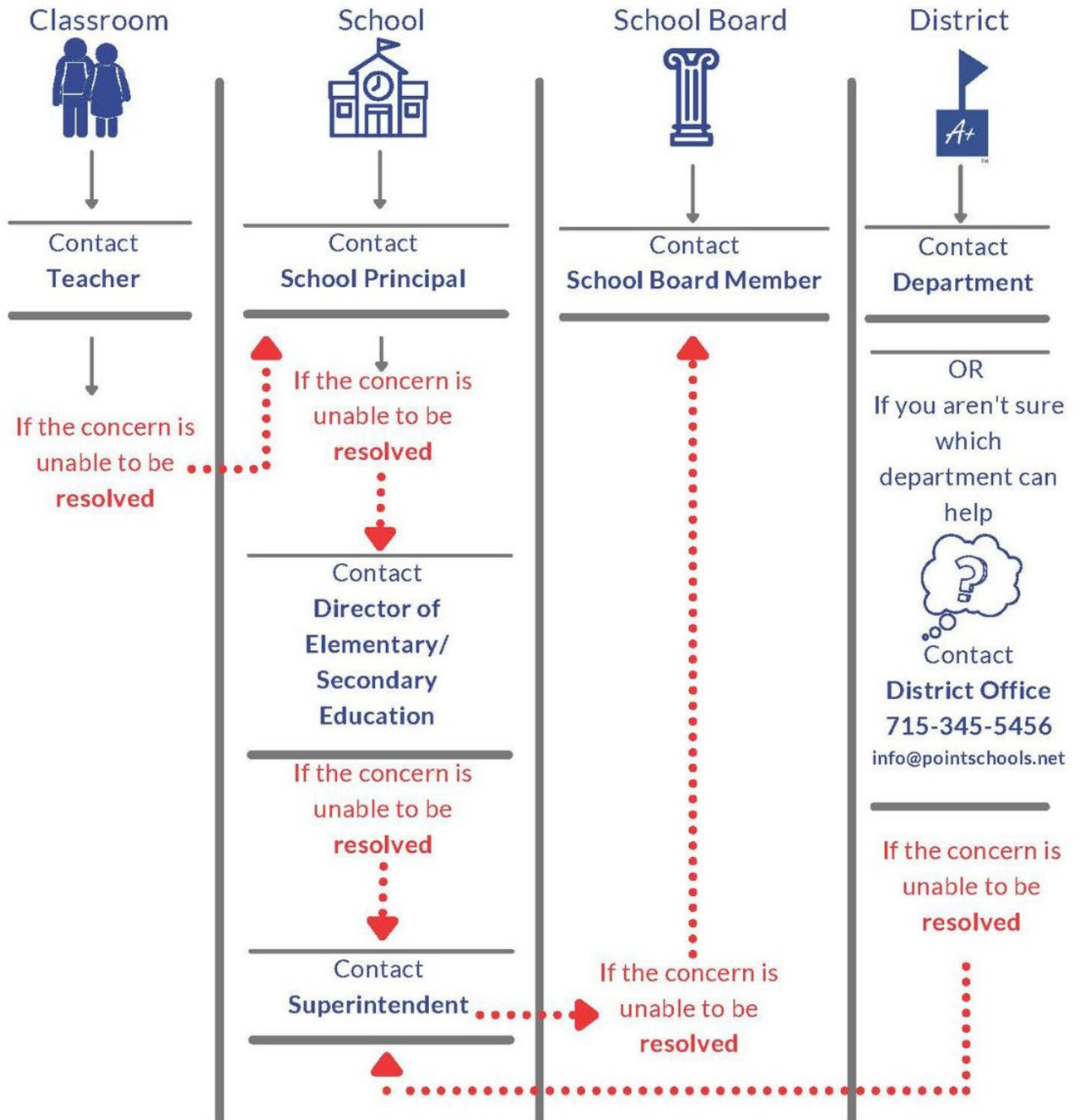
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Charles F. Fernandez Center for Alternative Learning

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Parent Guide for Addressing Concerns



ATTENDANCE

Parent Right to Restrict Schools' Release of Public Information ("Directory Data")

Wisconsin law permits parents/guardians to request that public schools not release certain information about their students. At the elementary level, that information is: 1) student name; 2) address; 3) telephone listing; 4) date and place of birth; 5) participation in activities 6) weight and height; 7) dates of attendance; 8) photographs; 9) awards received; and/or 10) name of school attended.

Parents/Guardians who want to deny release of all or part of this directory information during the school year should send a letter by the second Friday in September to the Superintendent of Schools, Bliss Educational Services Center, 1900 Polk Street, Stevens Point, 54481. The letter should state the specific information to be withheld from public disclosure. The student's school office should be notified, as well. More information is found in School Board Policy 8330; Student Records, including Directory Data.

Student Enrollment

All enrollments are processed at the District Office, Bliss Educational Services Center, and 1900 Polk Street. For more information on enrollment, please call 715-345-5456.

Attendance Guidelines

Any student residing in the Stevens Point Area Public School District must attend school regularly from age six (6) to age eighteen (18) unless the student falls under one of the exceptions in Wisconsin Statutes or graduates from high school.

Wisconsin Statute 118.14 requires a child who is enrolled in a 5-year-old kindergarten in a public or private school to regularly attend kindergarten during the school year. This law also requires a child to complete 5-year-old Kindergarten before they may be enrolled in 1st grade in a public school.

Students who have been identified as having exceptional educational needs are eligible to receive educational services from age three (3) through twenty-one (21) as determined through an Individualized Educational Plan (IEP). (See "Meeting Individual Needs" in the "Educational Program Description" section of this handbook.)

School Hours

Elementary student school day hours are from 8:45 a.m. to 3:35 p.m.

Arriving at School

Students are encouraged to arrive at school at 8:20 a.m., at which time playground supervision begins. All our schools serve breakfast; please contact your school office to find out what time your school's program starts. Parent(s)/Guardian(s) are reminded to be sure their students are dressed appropriately for the weather.

Attendance Records and Notifying School of Student Absences

A record of attendance is kept for each student. Parents/guardians should call their school's office by 8:30 a.m. on the day the student is absent or late. Messages may be left on the school's voice mail. Phone numbers for each school are listed in the front of this handbook.

In the event that parents/guardians do not notify schools, school offices will attempt to contact parents/guardians by alternate means, e.g., work or cell telephone numbers, email, etc. to verify the location of the student that day.

Excused and Prearranged Absences

An excuse from a parent/guardian is required for any student absence. For an extended absence due to illness, a statement from a physician or other appropriate medical personnel may be required.

Absences arranged in advance are considered an excused absence. Principals are responsible for approving excused and prearranged absences.

Procedure for Prearranged Absences:

1. Parents/Guardians are encouraged to schedule their children's medical and dental appointments outside of the school day.
2. Parent(s)/Guardian(s) should send a request to the Principal in writing stating the date(s) of the absence and the reason(s). Such requests should be made ten (10) school days prior to the absence.
3. If the prearranged absence is approved, the student will be given assignments to be completed while absent.
4. Principals shall notify parent(s)/guardian(s) within five (5) school days of the request if the request is denied.
5. In order to ensure student safety, students will not be allowed to leave school during the school day without the following four conditions being met:
 - a. Written or verbal confirmation of the leave by parent/guardian;
 - b. Excusable reason for leaving;
 - c. Provisions for makeup work; and/or,
 - d. Parents/guardians have reported to the office to pick up their children in cases of any excused absences.

Unexcused Absence/Truancy

According to Wisconsin Law, parents are required to have students between the ages of five (5) and eighteen (18) attend school on a regular basis.

“Unexcused absence” refers to a student absence when schools have not been notified by the end of the next school day following the student's absence and/or the reasons for the absence are not excused.

“Truancy” means any absence for part or all of one or more days from school during which the school attendance officer (Principal) has not been notified of the legal cause of such absence by the parent(s)/guardian(s) of the absent student. Truancy also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law. **“Habitual truant”** means a student who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during the school semester.

An unexcused absence is a truancy and in violation of Wisconsin Law. Consistent with School Board Policy 5200, Unexcused Absence/Truancy, school attendance officers, building Principals, and/or the Director of Student Services may initiate legal proceedings against the student and/or parent(s)/guardian(s) in response to truancy.

Early Admission

The legal age for admission to kindergarten is five (The student must be five on or before September 1.). Early admission for those students who are not age eligible may be granted if the student shows evidence of readiness for Kindergarten or 1st grade as determined by a placement team. Immunization requirements shall be met and admission shall be subject to proof of age. See School Board Policy 5112, Entrance Age.

Transferring Students

Please notify your student's school office as soon as you become aware that your address will change. Your student's records will be transferred, as appropriate. If you are moving out of your student's current school attendance area but wish your student to continue attending the same school, please request a Pupil Transfer Request form from the school office. Families whose status qualifies them as homeless will be referred to the District's Homeless Coordinator for appropriate support.

EDUCATIONAL PROGRAM DESCRIPTION

The Stevens Point Area Public School District has adopted the Wisconsin Model Academic Standards as the basis for all K-12 curriculum. Embedded in those standards are two fundamental principles: (1) Wisconsin's Guiding Principles for Teaching and Learning inform the design and implementation of all academic standards and (2) The Common Core State Standards (CCSS), which are derived from the more rigorous National Assessment of Education Progress (NAEP) national standards which drive Math and English/Language Arts. *The Guiding Principles for Teaching and Learning* and the *CCSS* emerge from research and provide the touchstone for practices that affect the vision of every child a graduate and well prepared for college and career. When implemented through rigorous curriculum and teacher practices, these principles inform what happens in the classroom, the implementation and evaluation of programs, and remind us of our own beliefs and expectations for students.

Accommodation of Sincerely Held Beliefs

If either the class content or activities conflicts with the parent's religious beliefs or value system, the school will honor a written request for their child to be excluded from particular classes. Parents have the right to have accommodations of Sincerely Held Beliefs for their student. See School Board Policy 2270.

Curriculum Content

Elementary students are engaged in English Language Arts, science, social studies, mathematics, technology, health, art, music, and physical education. See School Board Policy 2210, Curriculum Development.

Meeting Individual Needs

In keeping with the philosophy of serving every student's needs, the District provides many special services. The expertise of many people is considered in the placement of your student. Under Wisconsin law, parents/guardians and adult students have the right to request an educational evaluation. Such requests must be in writing and submitted to the school psychologist or the district's Student Services Office.

A qualified team of educators, along with parents, will assess and analyze the resulting data to determine whether a student will qualify for special education services under IDEA. This team will also determine appropriate placements. Parents must provide written consent for evaluation prior to special education evaluation. Parents are included in eligibility determination meetings and Individual Education Plan (IEP) meetings and must provide written consent prior to the school providing any special education services to a student.

If a program or service is scheduled or available only in a location which is inaccessible due to a disability, reasonable steps will be taken to relocate the program or service to an accessible location to afford a qualified individual with a disability an equal opportunity to participate in and enjoy the benefits of the programs and services provided by the District. The person(s) making the request to relocate the

program, service or activity must provide advance notification of the inaccessibility and advance request for reasonable steps to be taken must be made.

Primary consideration will be given to the request of a qualified individual with a disability unless another equally effective accommodation is available, or relocation would result in a fundamental alteration of the program, service or activity, or an undue financial or administrative burden.

Notification of inaccessibility and requests for the relocation of programs or services should be directed to the Director of Buildings and Grounds.

School social workers and school psychologists also assist in the assessing of learning styles, developing behavior modifications, and counseling students who need assistance.

(Non-Special Education): Reading teachers provide interventions for students in the areas of reading comprehension and fluency.

Library Media Center (LMC) - The Library Media Center is an important part of each school's instructional program. Besides library books and reference materials, audio-visual equipment, computers/technology are available to teachers and students. We value and appreciate the assistance of parents/guardian to help teach their students to be responsible for the materials checked out and also to see that the materials are returned on time.

Physical Education

In order to ensure your child's safe and enjoyable participation in P.E. class, please be sure your child has a pair of snug fitting soft-soled shoes, such as tennis shoes, for class (no sandals, crocs, or flip-flops). Please purchase shoes with non-marking soles and avoid shoes with built in devices, such as "wheelies" as they tend to mark up the floors.

Special Activities

Orchestra –Interested students in 5th and 6th grade are screened for orchestra participation at the beginning of the school year. Elective orchestra participation requires that each student:

- be recommended for participation after the initial screening process which takes into account past classroom performance and behavior;
- indicates an interest in playing a string instrument and is willing to participate in the group's performances;
- is physically able to hold and play the instrument selected. The teacher will help in the selection process;
- agrees to a four-month try-out period (instrument rental information will be sent home) after which an evaluation will determine future participation, and returns a permission slip signed by the parent/guardian.
- an essential music book fee will be added to student's Skyward account

Band – Interested students in the 6th grade are screened for band participation at the beginning of each school year. 5th grade students will only be accepted if they transfer in from a district that offered band in the 4th or 5th grade. Participation would need to be coordinated with the child's 5th grade teacher.

Elective band participation requires that each student:

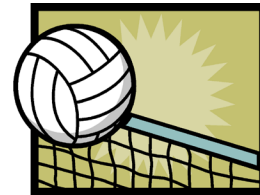
- be recommended for participation after the initial screening process which takes into account past classroom performance and behavior;

- indicates an interest in playing a band instrument and is willing to participate in the performances;
- is physically able to hold and play the instrument selected. The teacher will help in the selection process;
- agrees to a four-month try-out period (instrument rental information will be sent home) after which an evaluation will determine future participation
- returns a permission slip signed by the parent/guardian.
- an essential music book fee will be added to student's Skyward account

***NOTE:** Due to the limited number of positions open for percussion study (typically a maximum of four at each school), students will be selected by the teacher from among those who meet the following criteria: (Please see your school's band teacher for more information.)

- a minimum of two years of piano lessons is preferred (a thorough knowledge of the keyboard is helpful);
- a strong demonstration of achievement on teacher-directed rhythmic activities;
- a strong recommendation from the classroom general music teacher regarding;
- positive attitude, understanding of rhythmic pulse, and ability to count rhythms
- accurately, and
- background as a conscientious student.

Intramural Sports – Boys and girls in 5th and 6th grades may participate in after-school basketball or volleyball. Information is distributed through the P.E. teachers in each building.



Student Council - This student organization in grades 4-6, is formed each year to serve as a decision-making body to promote school-wide activities.

This organization will be chaired by a designated staff member and:

- council membership varies from school to school.
- a minimum of one meeting per month will be held during the school year.
- the Student Council chairperson will make known to the Principal on a regular basis the decisions and ideas about school-wide activities planned at Student Council meetings.
- the Student Council will plan school activities throughout the year, to include such things as special days (hat day, crazy hair day, pajama day, spirit wear day, etc.) and fundraising events.

Cadets - Children in 5th and 6th grades serve as Safety Cadets to assist the other students at school crossings, building entrances, and other student traffic areas. Schedules are developed at each building based on that school's needs. All students are expected to comply with the direction given by the Cadets to help ensure good order, as well as everyone's safety.



Student Fees

Elementary students are annually assessed a student fee. This fee helps to cover the cost of items. The cost for K-4th grade is \$20.00; 5th and 6th grade is \$35.00. If you have more than one student attending the same school, you may send all fees in one envelope. If a student decides to take Band or Orchestra, a music book fee will be added to the Skyward account.



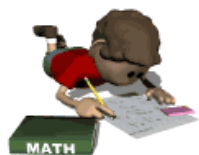
Semester milk money has a separate envelope.

A Request of Waiver, Reduced Fee, or Payment Options form may be obtained from your school office. Please return the envelope as soon as possible. Fees may also be paid on-line; for more information on how to pay fees on-line, refer to the RevTrak information beginning on page 31.

Field Trips

Field trips are an important part of learning for students. They help students apply what they have been taught in the classroom and learn more about the community in which they live. Parents/guardians are notified when field trips are scheduled, and students need to have written parental permission to participate in each separate field trip that involves leaving the school grounds. A minimal cost may be involved, especially for those field trips requiring bus transportation.

School rules for student behavior apply to all field trips. Students who exhibit disruptive behavior may be sent back to school and/or required to remain at school for future trips.



Homework

Homework is assigned to further develop skills in basic subject areas, as well as to provide a means to develop responsibility and independent work habits. We also recommend at least 20 minutes of daily reading at home.

Kindergarten, 1st and 2nd grade: Parents should read to their children and/or listen to their child read nightly. Other homework is limited.

3rd through 6th grade: Some homework is expected of students but not necessarily on each night of the week.

We appreciate parents' support of students completing homework. If you have any questions/concerns about your child's homework, please contact your child's teacher. If there is something that needs further discussion, the Principal is responsible for resolving these homework concerns.

Academic Honesty

It is expected that all schoolwork submitted are the original efforts of the student. This includes, but is not limited to: test taking, homework, class assignments, creation of essays, compositions, research and other projects. Students who participate in academic dishonesty will be disciplined on a case-by-case basis depending on the nature of the violation, prior violations, and any other factors. Disciplinary measures include, but are not limited to: parent notification, re-doing assignments/re-taking tests, detention and/or suspension.

Parents Right to Inspect Instructional Materials

Parents have the right to inspect instructional materials. See School board policy 2416.

Reporting Student Progress

The purpose of the reporting system is to keep parents and students informed regarding progress in school. Parent/Teacher Conferences and Progress Reports are examples of this reporting system. Progress Reports are sent home at the end of each quarter and conferences are scheduled at the end of the first quarter and again during the second semester.

Elementary students are given a number value, rather than a letter grade to reflect progress towards meeting grade-level academic standards and individual effort. You will find an interpretive guide for you below:

Grading Key

4 Meets all skills and understandings at the end of the year, grade-level standard

3 Consistently demonstrates progress toward grade-level standard

2 Inconsistently demonstrates grade-level standard

1 Demonstrates minimal understanding of grade-level standard

* Not assessed at this time

Teachers may provide comments regarding your child's progress along with the number to further explain your child's performance. Questions regarding comments on progress reports should be directed to the specific teacher.

Parents/Guardians are encouraged to call or make an appointment to visit with the teacher if there are any concerns with their student's progress.

Staff Contact with Students

There are many staff members who can provide support and help to our students. Depending on the issue the student is dealing with, the student may speak with any one of a number of staff members. Included in the list of staff members who assist our students in need are school psychologists, school counselors, school social workers, and behavior support specialists. It is not required that we receive parent permission prior to a student speaking with any given staff member. Depending on the outcome of the conversation, the staff member may or may not follow up with the student's parents, either to share what was discussed or to gather more information from the parent. If you have any questions or concerns about any such conversation, please contact your school's principal.

Student Records

The purpose of student records is to help the student, parent, and school to keep track of the student's progress and help him/her to grow and improve as a student. Confidentiality of student records is maintained as required by Wisconsin Statutes and the Federal Family Educational Rights and Privacy Act of 1974.

Wisconsin law gives parents/guardians and adult students the right to inspect and review the student's education records and to question information they believe to be inaccurate. All requests must be in writing and submitted to the principal.

When a student transfers to a different school, the student's records will be transferred within five (5) school days to the new school or school district upon written request from the other school or school district where the student has enrolled. Parents may request copies, but not the originals, of a student's records file.

Testing

The District currently uses standardized tests, state mandated tests, and local assessments to help identify students' strengths and deficits in basic skill areas. This information is used in planning programs and developing curriculum designed to meet students' needs.

Promotion and Retention

See School Board Policy 5410; Promotion, Placement, and Retention.

Retention Process

- Retention in the same grade level for a second school year should be viewed as a decision made in the child's best interest.
- Parents/Guardians will be kept up-to-date concerning failing grades and/or other difficulties.
- A letter notifying parents/guardians of possible retention will be sent from the school office prior to the end of third quarter.
- The possibility of retention will be discussed with parents/guardians during the second parent/teacher conference.

The final decision on retention will be made during the last month of the school year following a conference with the parent(s)/guardian(s). The decision will rest with the school Principal. A confirming letter will be sent to parents/guardians if students are retained.

School Counseling and Academic and Career Planning

Please see School Board Policy 2411 School Counseling and Academic and Career Planning. The School Board requires that a planned program of school counseling be an integral part of the educational program of the District. The plan shall be developed by licensed school counselors in collaboration with student services staff, teachers, parents, and community health and human service professionals. The developed plan will be adopted by the Board and maintained by the District. Such a program shall be available to all students without regard to race, color, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex or gender identity), physical or mental, emotional, or learning disability ("Protected Classes").

The plan should be developmentally appropriate and:

- A. assist students in achieving their optimum growth;
- B. enable students to draw the greatest benefit from the offerings of the instructional program of the schools;
- C. help integrate all the student's experience so that the student can better relate school activity to life outside the school;
- D. help students learn to make their own decisions and solve problems independently;
- E. enable counselors to effectively communicate with students who have limited English proficiency and/or are sensory impaired.

Academic and career planning services, including individualized support and access to software tools and staff assistance, shall be provided to students in grades 6 to 12. The mission of academic and career planning is to provide a comprehensive plan, which will be developed and maintained by a student, that includes the student's academic, career, personal, and social goals and the means by which the student will achieve those goals both before and after high school graduation.

The District shall inform parents in each school year about what academic and career planning services their child receives.

The Superintendent shall implement the school program which carries out these purposes and:

- A. involves appropriate staff members at every level;
- B. honors the individuality of each student;
- C. is integrated with the total educational program;
- D. is coordinated with available resources of the community;
- E. cooperates with parents and recognizes their concern and ideas for the development of their children;

- F. provides means for such sharing of information among such appropriate staff members as may be in the best interests of the student;
- G. provides that an appropriate amount of time and effort shall be given to providing school counseling services to those who do not intend to enroll in an institution of higher education after graduating from high school or who require or desire employment in connection with their continued education;
- H. establishes a referral system which utilizes all the aid the schools and community offer, guards the privacy of the student.

Social Emotional Learning

Social Emotional Learning is an important part of the school structure. All students at the elementary level participate in lessons facilitated by either student services staff or teachers, using the Second Step Curriculum. Universal screeners are also utilized to identify students' level needs based on internalizing or externalizing factors. It is through this screening process that students can be recommended or referred for additional school facilitated interventions or community support. Each building has a student service staff member(s) that is well versed in the screening process, and develops individualized plans to support students and families.

The district collaborates with community partners to provide additional education and services to our students and families in need. Partners include Portage County Health and Human Services (AODA Coalition, CCS/CST, CCOP), Suicide Prevention and Mental Health Coalition of Portage County CAP Services, Aspirus, among others. Additional counseling services with licensed therapeutic providers are also available in school buildings during the school day. School staff can assist with connecting families to these providers and scheduling appointments.

HEALTH AND SAFETY

General

Health and safety habits are learned through practice at an early age. These can then become life-long behaviors. Some of our school procedures are built around building safety and other drills which are practiced routinely to better prepare students should an actual emergency happen, i.e. fire drill, severe weather drill, and CODE React (building lock-down procedure). Parents/Guardians can reinforce these concepts and other safety considerations:

- Practice personal hygiene, such as proper hand washing with soap.
- Dress for the weather. Proper winter attire is most important since students go outdoors for recess during the school day when the wind chill is above 0 degrees Fahrenheit.
- Look both ways before crossing streets.
- Walk on sidewalks and cross streets only at crosswalks.
- Obey all people responsible for safety, including the school Safety Cadets.
- Go directly to and from school, taking the safest routes.
- Observe the school's playground rules when waiting outside before school.

School Access System

All District schools use the School Access "Buzz-In" system to gain access to the building during the school day. The system, operates as a video/audio intercom between the individual seeking access to the building and the office staff. To gain access to school buildings at their main entrances (door 1) during the day, **please follow the procedure below:**

1. Press the call button, stand back a few feet from the camera and wait for a response.

2. State your name and reason for visiting the school building.
3. You will hear a metallic click as the door unlocks.
4. Enter the school.
5. **Proceed to the Visitor Check-in Desk or Main Office to sign in.**

For specific times the building will be locked, please contact your student's school.

Accident and Illness/Injury – Care for Students

Any injury suffered by a student during school hours or at a school function must be reported to the teacher or supervisor on duty and care/first-aid will be performed as needed. An Incident/Accident Report Form will be completed if the injury may require follow-up care. If needed, parents/guardians will be notified when a student is sick or injured. If the parent/guardian cannot be reached, staff will attempt to contact those people listed as Emergency Contacts. In the event physicians or other persons named on the emergency card cannot be contacted, school officials are authorized to take whatever action is deemed necessary in their judgment for the health of the student. Complete and accurate information is important.

Contact information provided to the school should include the following:

- Parents' /guardians' names, address, current telephone number(s);
- Name, address, telephone number of a relative or friend approved by the family who will accept responsibility for temporary care of the child when parent(s)/guardian(s) cannot be reached;
- Telephone number of a neighbor or friend who will call or get a message to the parent/guardian;
- Family physician and dentist names and telephone numbers;
- Notations regarding medical condition (i.e., asthma, ADHD, diabetes, etc.);
- Please notify the school immediately of any changes to your child's emergency contact information. See School Board Policy 5340 and 5310.01, student Accidents/Illness/Concussion and Emergency Nursing Services.

Insurance

As a service to parents/guardians, the District provides information on a voluntary student accident insurance plan for your child. Details are provided in a letter and packet sent home with your student at the beginning of the school year and in the District website under [Departments/Business Services/Student Accident Insurance](#).

Illness

Children learn best when they are healthy, well-rested, and have appropriate nutrition to meet their needs. We work very hard to provide a healthy atmosphere in our schools; however, episodes of communicable diseases such as flu and colds happen throughout the school year. These outbreaks affect both students and staff. If your student exhibits the following symptoms, please keep him/her home and contact your health care provider for advice, if needed. Rest and treating symptoms early often shortens the length of an illness as well as preventing its spread to others.

Is my child well enough to go to school?

The student should stay home if he/she has/had:

- A fever of 100 degrees or more and should remain at home for 24 hours after the temperature returns to normal without medication to keep the temperature down;
- Vomiting and/or diarrhea should remain at home for 24 hours after it has stopped;
- A persistent cough;
- Any rash with fever;
- Open or draining skin sores, and/or

- Inflamed or draining eyes or ears.
- Contact the school nurse for more information.

Should a student exhibit any of these symptoms at school, parents/guardians will be contacted to pick up their students. If parents/guardians are not available, we will call the emergency phone contacts on file.

If your student contracts a communicable disease or contagious condition (e.g., chicken pox, pertussis, strep throat, bacterial pink eye, scabies, etc.), it is necessary that she/he remains home the required time as defined by state health regulations. Students found to have head lice at home should follow the treatment recommendations below. Parents/guardians should contact the school to verify the required time their student must stay home with any communicable disease or contagious condition before returning to school. See School Board Policy 8450, Control of Casual-Contact Communicable Diseases and 8453 Director Contact Communicable Diseases.

Pediculosis (Head Lice) and Scabies

Head lice infestation is a common concern worldwide, with both social and medical implications. In the United States it is estimated that 6-12 million head lice infestations occur in children 3-11 years of age each year. A head lice infestation is not a communicable disease and no health risks have been associated with head lice (Pontius, 2014; CDC, 2015, para. 2; CDC, 2019, Do Head Lice Spread Disease section). Current research indicates that families are over- or incorrectly treating pediculosis, which may be a contributing factor in lice resistance (Cummings et al., 2018; Koch et al., 2016). Head lice infestation, including “no live lice” and “no nit” policies, causes unnecessary school absences for students and loss of parent workdays and family wages. Exclusion from school can adversely affect students emotionally, socially and academically (Devore et al., 2015; Pontius, 2014).

It is the position of the National Association of School Nurses (NASN) that the management of head lice (*Pediculus humanus capitis*) infestations in school settings should not disrupt the educational process, including but not limited to the elimination of classroom screening, forced absences from school for nits and/or live lice and broad notification that a case of head lice has been found.

Both AAP and CDC assert that treatment should only be initiated when at least one live louse has been identified (Devore et al., 2015; CDC, 2015, para. 3). Since it is likely that a child’s infestation has been present for 30 days or more prior to the identification of live lice, the affected child in school poses little risk of transmission to others and should remain in class (Devore et al., 2015). Health care providers and their staff should collaborate with school nurses and families to provide safe, affordable, evidence-based treatment recommendations that ensure effective management of head lice infestations and promotion of regular school attendance (Devore et al., 2015). If a child in the District is found to have lice, the child’s parent will be contacted. Current best practice and recommendations from the CDC and the American Association of Pediatrics (AAP) is for the students to remain in class and to be treated at home. Please let your school nurse know if you are in need of assistance in the treatment of head lice. The District DOES NOT practice a “no nits policy” as a criteria for return to school.

Scabies are caused by a different small insect that can easily spread among students. Head lice can be treated with over-the-counter medication, but scabies requires a physician’s prescription. Instructions for treating head lice and scabies are available from school or the Portage County Health and Human Services department 715-345-5350.

Lyme’s and Other Tick-Bourne Disease

Lyme’s disease is an illness which, if not diagnosed and treated properly, can cause serious health problems. This disease is transmitted to humans and animals through the bite of a deer tick. While Lyme

disease is the most common vector-borne illness, ticks may carry multiple infectious organisms (co-infections) along with Lyme.

During the year, students will have opportunities to work on school activities outside the school building and/or taking a field trip to the Boston School Forest, Central Wisconsin Environmental Education Center, Iverson Park, Schmeckle Reserve, and/or other areas where tall grass and trees are prevalent.

On days when students will be going on field trips where the potential for tick bites is increased, parents/guardians should do the following:

- Remind children about the danger of tick bites and how to handle a tick should one be found on them.
- Prepare children for the out-of-school field trip/activity in outdoor areas.
- Have children wear light-colored clothes.
- Have children's pants tucked into boots or socks.
- Have children wear long-sleeved shirts, buttoned at the cuff and collar.
- Have children wear hats.
- Apply tick/insect repellent to children's pants, socks, and shoes.
- Check children for ticks upon return from a field trip.

Sun Protection

Children need some sun to help their bodies make Vitamin D, which is important for things like strong bones and muscles. Too much sun can lead to sunburn, skin damage, eye damage, skin cancer and a weekend immune system. Children's skin needs protection from the sun's harmful ultraviolet rays whenever they are outdoors for an extended period such as while participating on outdoor fieldtrips and outdoor sports activities.

Below are some tips to keep your child sun safe:

- Select clothes made of tightly woven fabrics. Cotton clothing is both cool and protective.
- Try to find a wide-brimmed hat that can shade the cheeks, chin, ears and back of the neck.
- Sunglasses with ultraviolet (UV) protection are also a good idea for protecting your child's eyes
- Teach your child how to apply "kids' sunscreen stick" with SPF 15 or greater and sunscreen lip balm.

Meningococcal Disease

State law requires that schools provide parents/guardians information about meningococcal disease. Meningococcal disease can cause meningitis or blood infections. Symptoms include headache, fever, altered sensations, and seizures. Meningococcal disease is a bacterial disease that is spread through close, face-to-face contact. The vaccine to prevent Meningococcal disease is recommended for 11-12-year old students. Vaccinations and more information about the disease are available at your doctor's office or at Portage County Health Department. The Meningococcal vaccine is not required at this time for school attendance.

School Health Services

School nursing services are provided by Portage County Health and Human Services. The nurses are available in each school on a part-time basis each week. Trained secretaries and office assistants also provide health room services. Community Health Assistants conduct hearing and vision screening services to students in designated grades each fall. Healthy Smiles for Portage County dental screenings, sealants and fluoride varnish with parental consent. If you have any questions for the school nurse, call your student's school or the Health and Human Services department at 715-345-5350.

School Health Rooms

The health room is located in the main office. The health room can be a busy place with students who require medication, students who are ill, and students who are injured. All elementary health rooms have at least one cot for a child to lie on.

If a student isn't feeling well, he/she needs to ask his/her teacher for a written pass to the health room. If the student doesn't have an elevated temperature and/or does not have other signs/symptoms of illness, he/she may rest in the health room (if the cot is available) for approximately ten minutes. After resting the student will be sent back to class. Parent/guardians will be contacted if their child has signs and symptoms of illness and or has had a serious injury.

Dispensing of Medication

Wisconsin state law (118.29) requires written permission and medication in the original container before school staff can administer medication during school hours. This applies to either prescription or non-prescription (over-the-counter) drugs. Medication Permission Forms are available from your physician's office or school office, the www.pointschools.net, and in this handbook on pages 27 and 28. All medications must be taken in the presence of a DPI trained and authorized school staff member. See School Board Policy 5330, Administration of Medication/Emergency Care.

If the medication is prescriptive, then the following applies:

1. Medication Permission Forms must be signed by the physician and parent/guardian.
2. Ask the pharmacist to prepare two labeled containers so that you can keep one container at home and one at school. We cannot dispense medications from unlabeled containers.
3. Clearly indicate the dosage and time(s) the medication is to be given on the form.

Over-the-counter medication must also:

1. Be in the original containers;
2. Have specific instructions on administration;
3. Have written parent/guardian approval before school staff can administer the medication, and
4. Include student's name on original container.

School personnel will only administer medication upon written instruction from the student's physician detailing the name of the drug, time to be given, and when the medication is to be discontinued.

Questions regarding this policy should be directed to the Principal or Director of Student Services. A copy of the medication policy can be obtained from your student's school office.

Immunizations

School-required immunizations protect students from 9 different diseases. Even though your student meets these minimum requirements, additional boosters may be needed. Please refer to the Student Immunization Law Age/Grade Requirements information.

STUDENT IMMUNIZATION LAW AGE/GRADE REQUIREMENTS

The following are the minimum required immunizations for each age and grade level according to the Wisconsin Student Immunization Law. These requirements can be waived for health, religious, or personal conviction reasons. Additional immunizations may be recommended for your child depending on his or her age. Please contact your doctor or local health department to determine if your child needs additional immunizations.

**Table 144.03-A
Required Immunizations for the 2021-2022 School Year and the Following School Years**

Age/Grade	Required Immunizations (Number of Doses)								
5 months through 15 months	2 DTP/DTaP/DT		2 Polio			2 Hep B	2 Hib	2 PCV	
16 months through 23 months	3 DTP/DTaP/DT		2 Polio	1 MMR		2 Hep B	3 Hib	3 PCV	
2 years through 4 years	4 DTP/DTaP/DT		3 Polio	1 MMR	1 Var	3 Hep B	3 Hib	3 PCV	
Kindergarten through grade 6	4 DTP/DTaP/DT		4 Polio	2 MMR	2 Var	3 Hep B			
Grade 7 through grade 11	4 DTP/DTaP/DT	1 Tdap	4 Polio	2 MMR	2 Var	3 Hep B			1 Mening
Grade 12	4 DTP/DTaP/DT	1 Tdap	4 Polio	2 MMR	2 Var	3 Hep B			2 Mening

- Children 5 years of age or older who are enrolled in a Pre-K class should be assessed using the immunization requirements for Kindergarten through Grade 5, which would normally correspond to the individual's age.
- D = diphtheria, T = tetanus, P = pertussis vaccine. DTaP/DTP/DT/Td vaccine for all students Pre-K through 12: Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. **Note:** A dose four days or less before the 4th birthday is also acceptable.
- DTaP/DTP/DT vaccine for children entering Kindergarten: Each student must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th dose) to be compliant. **Note:** a dose four days or less before the 4th birthday is also acceptable.
- Tdap is an adolescent tetanus, diphtheria, and acellular pertussis combination vaccine. If a student received a dose of a tetanus-containing vaccine, such as Td, within five years before entering the grade in which Tdap is required, the student is compliant and a dose of Tdap vaccine is not required.
- Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. **Note:** a dose four days or less before the 4th birthday is also acceptable.
- Laboratory evidence of immunity to hepatitis B is also acceptable.
- MMR is measles, mumps, and rubella vaccine. The first dose of MMR vaccine must have been received on or after the 1st birthday. Laboratory evidence of immunity to all three diseases (measles and mumps and rubella) is also acceptable. **Note:** A dose four days or less before the 1st birthday is also acceptable.
- Varicella vaccine is chickenpox vaccine. Students with a reliable history of varicella disease are not required to receive the Varicella vaccine. A physician, physician assistant, or advanced practice nurse prescriber must document a reliable history of varicella disease by indicating that the student has had varicella and signing the Student Immunization Form (DHS Form 04020L). Current Wisconsin students with a parental report of varicella prior to February 1, 2023 are not required to receive Varicella vaccine.
- One dose of Meningococcal vaccine (serogroup A,C,W,Y) is required for students entering 7th grade, and a booster dose is required for students entering 12th grade. Students are assessed for this requirement in 7th grade and 12th grade only. Current Wisconsin students in 8th-11th grade will not be assessed for this requirement until they enter 12th grade. A second dose is not required for students who received their first dose of MenACWY at age 16 years or older.





Wisconsin State Statute 252.04 (2), requires that all students through grade 12 who do not submit waivers, must present evidence that they have received at least the first dose of each vaccine required for their grade within 30 school days of admission, the second dose of DPT/DT/Td and polio vaccines within 90 school days of admission, and the third and fourth doses of DPT/DT/Td and polio vaccines, if required for their grade, within 30 school days of the beginning of the next school year. Compliance by students must be reported each year to the local public health agency by the 40th school day.

Portage County provides low-cost (approximately \$5.00 each) childhood and adolescent immunizations for those who meet eligibility requirements. For more information, contact Portage County Health and Human Services at 715-345-5350.

Inclement Weather

During days of inclement weather (rain, wind-chill factor below zero, extreme heat, etc.), students will not go outside for recess. If, for medical reasons, a student should not go out for recess, a parent/guardian should send a note to their student's teacher.

School Closings and Early Dismissal

If the District Transportation Department must cancel school or dismiss early because of inclement weather, the following communication channels will be used:

1. District website - www.PointSchools.net
2. Phone, text and email notification (contact your school to update your contact information)
3. District and School Social Media Channels
4. Local media outlets.

Parents should have a plan in place in case such an event occurs. Be certain your student knows where to go if she/he arrives home due to an emergency closing and you are not there. From time to time, discuss with your student what they would do in this type of situation.

NOTIFICATIONS

Child Abuse and Neglect

All school personnel are required by law to report the facts and circumstances of any suspected child abuse and neglect to the Portage County Human Services department. See School Board Policy 5540.01, Investigations Involving Suspected Child Abuse.

Non-Discrimination

The Stevens Point Area Public School District does not discriminate on the basis of race, color, national origin, ancestry, marital status, pregnancy, parental status, arrest or conviction record, membership in the military reserve, religion, political beliefs or affiliations, citizenship, use or non-use of lawful products off school premises during non-working hours or any other factor prohibited by law. Discrimination on the basis of age, sex (including sexual orientation) or disability is prohibited except where specific age, sex or other requirements constitute a bona fide occupational qualification necessary to the proper and efficient operation and administration of the District. The Director of Student Services, Jennie McMahon, is the District's Compliance Officer. If you have concerns, please call (715) 345-5454.

Asbestos

In an effort to comply with the EPA AHERA regulations, the District buildings will be re-inspected by a State of Wisconsin accredited inspector in order to continue to monitor the current condition of all asbestos materials present. The re-inspection will alert us to any change in condition of asbestos materials detected and a plan for corrective action will be implemented. An Asbestos Management Plan has been prepared and is available for review upon request. It has been the policy of the District to remodel or build new facilities which are free of asbestos material.

STUDENT CONDUCT

Our District continues to participate in an important initiative called Positive Behavior Interventions and Support (PBIS). Please also refer to School Board Policy 5500, Student Code of Classroom Conduct.

What's Positive Behavior Interventions and Support?

PBIS is a process for creating safer and more effective schools. It is a systems approach to enhance the capacity of schools to educate all students by developing research-based, school-wide behavior support systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. Rather than a prescribed program, PBIS provides systems for schools to design, implement, and evaluate effective school-wide classroom, non-classroom, and student specific plans. 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.

What is PBIS at our school?

We have adopted a unified set of classroom rules. These rules define our expectations for behavior in our schools. You will see these rules posted throughout all schools, and your student will be learning them during his/her first days at school. Our respective buildings will have the rules and expectations posted clearly throughout the school.

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 rules 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 positive voice tones.
- 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.

If you have questions about Positive Behavior Interventions and Support (PBIS), please feel free to contact your student's teacher or your Principal. We look forward to a wonderful year of teaching our mutual students!

Student Behavior - General

The Stevens Point Area Public School District has a responsibility to create, foster, and maintain an orderly and safe environment conducive to teaching and learning. Appropriate conduct is expected of

students. Students must be aware of school rules, use common courtesy, and show respect at school. Therefore, the District, in conjunction with the larger community stakeholders, has developed a rubric for shaping responsible behavior as part of the District’s commitment to our Positive Behavior Interventions and Supports (PBIS) initiative. (See rubric on this page.)

PBIS is a framework or approach for assisting school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students. PBIS is not a packaged curriculum, scripted intervention, or a strategy with a manual. PBIS is a prevention-oriented way for school personnel to do the following:

- a. organize evidence-based practices;
- b. improve their implementation of those practices; and
- c. maximize academic and social behavior outcomes for students.

PBIS supports the success of all students. The District has integrated PBIS efforts within the Comprehensive School Counseling Model, anti-bullying program, and overall efforts to create a culture that is supportive of the social/emotional/behavioral needs of all students.

<h1 style="text-align: center;">POINT Toward Responsible Citizenship</h1>				
5 <i>Greatly Exceeds Expectations</i>	4 <i>Exceeding Expectations</i>	3 <i>Meets Expectations</i>	2 <i>Inconsistently Meets Expectations</i>	1 <i>Not Meeting Expectations</i>
A. Dreams/Plans for the future	A. Plans day/Sets goals	A. On time for class	A. Often tardy/absent	A. Severe attendance issues
B. Helps shape school values	B. Models rules/values	B. Follows school rules	B. Needs rule reminders	B. Breaks rules on-purpose
C. Group leadership	C. Effective group member	C. Works with all classmates	C. Focuses on self/Excludes others	C. Constant disruptions
D. Humble about success	D. Seeks to improve	D. Works hard/up to ability	D. Poor sportsmanship	D. Failing due to effort
E. Healthy relationships	E. Leads by example	E. Independently on task	E. Minimal/limited effort	E. Disengages from task
F. Earns respect/Integrity	F. Responds well to adversity	F. Shows respect	F. Doesn't own behavior	F. Blames others/Challenges Authority
G. Shows fairness to others	G. Open minded	G. Values property	G. Misuse of property	G. Damages school property
H. Helps/Motivates others	H. Healthy competitiveness	H. Is honest	H. Dishonest	H. Stealing/cheating
I. Is kind to everyone	I. Courage to think for self	I. Organized/Prepared	I. Unproductive/Misuse of work time	I. Disorganized/Unprepared
J. Appreciates differences	J. Uses positive language	J. Demonstrates fairness	J. Negative language	J. Physical/Verbal harassment
			K. Targets others	K. Aggressive to self/others

Stevens Point Area Public School District

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Each of the 5 columns in the rubric above describes a level of behavior categories. The goal of this program is to challenge students to go above and beyond the basic behavior expectations listed in column #3. Classrooms that are safe and successful have students who demonstrate behaviors in columns #4 and #5. Students displaying behaviors in columns #2 and #1 disrupt the learning process and may need support to help them grow and make better choices. School staff members and adults involved with community-based, student-centered programs before and after school, will also use the common language in the rubric to assess behavior and communicate more efficiently, effectively, and with students and parents.

In order to support an atmosphere conducive to learning, the following rules will be enforced: The list is not all inclusive.

- 1. Students will respect all adults in the school.
- 2. Students will respect school property and other students:

- a. There will be no fighting, pushing, shoving, loud talking, stealing, vandalism (writing on walls, desks, etc.)
- b. Locker areas are to be kept clean.
- c. There will be no foul language/verbal harassment.
- b. Students will walk in the halls.
- c. School equipment is to be used in the proper manner.
- d. Toys, collectibles, electronic toys, etc. should be left at home.

Discipline will be administered when deemed appropriate by school staff. Disciplinary actions vary according to the severity of the offense, the frequency of the event and any other circumstances involved. Violations will be handled on an individual basis. In some cases this may include in-school suspension, out-of-school suspension and/or police referral.

In addition, each school will develop ways to recognize students who are following their school's expectations for behavior.

Harassment/Bullying/Anti-Bullying

The district is committed to maintaining a policy of non-discrimination in all aspects of the district's operations. Acts of discrimination will not be tolerated. The district is committed to maintaining a learning and working environment free from any form of harassment, including, but not limited to sexual harassment. The district is committed to maintaining a policy of equal opportunity for students in curricular, co-curricular, students' services, and other programs operated by the district. The district is committed to maintaining a policy of equal opportunity in all personnel matters and procedures. It is the intent of the district to comply with both the letter and spirit of the law in making certain that discrimination, including harassment, does not exist in its policies, regulations, and operations. Parents/Guardians can also report the concern to these employees. See School Board Policies 5517, Student Anti-Harassment; 5517.01, Bullying; and 2260 Nondiscrimination and Access to Equal Educational Opportunity.

Dress Code

Parents/Guardians should be aware of their student's attire and make sure that clothing is appropriate for school. Principals will have final determination of the decision on appropriate dress. See School Board Policy 5511, Dress and Grooming.

The following will apply:

- Students are expected to wear hair styles and clothing that will not present a health or safety hazard.
- Grooming and clothing styles that prevent the student from doing his/her best work because of blocked vision or restricted movement is not permitted.
- Likewise, students are not permitted to wear clothing styles that create or are likely to create a disruption of classroom order, school order, distract from or interfere with the educational process.
- Articles of clothing that cause excessive maintenance problems, i.e., cleats on boots, shoes that scratch and/or mark floors, and trousers with metal rivets that scratch furniture are unacceptable.
- Students are not to wear slashed clothing, spandex-type clothing, sunglasses, bandanas, chains, jackets, tank tops, or muscle shirts.
- Shirts are to be properly sized and bare midriff will not be allowed to show.
- Clothing items such as halter tops, strapless tops, spaghetti-strapped (less than 1 inch) tops, sheer/see-through items are not allowed, except when being worn as a layering piece. Shorts/skirts should extend to the mid-thigh at a minimum.
- Students will ensure that underwear is completely covered with outer clothing.

- Clothing with ads or slogans related to alcohol, tobacco, drug products, drug paraphernalia, racial slurs, sexual implications, or obscenities is strictly prohibited.
- Students who wear inappropriate clothing will be required to change clothes before returning to class. This may involve students making arrangements for appropriate clothing to be delivered to school.

Cell Phone and Personal Electronic Devices

The use of cell phones and all other personal electronic devices during the school day is not allowed, as they are an unnecessary distraction and can be disruptive to the learning environment. If brought to school, students are expected to have these items turned off and put away during the school day. Students who violate this policy will be required to surrender their device for the remainder of the day. Parents may be required to pick up the device and students may have disciplinary consequences. The District will not be held responsible for lost or stolen items.

Email Opt-Out Form

The District strives to communicate and work together with the parents and guardians of the students we serve. The use of e-mail has become an excellent tool for convenient two-way communication between parents/guardians and teachers.

This communication may include student grade information, non-statute based attendance, or non-statute based discipline information of your minor child. Unless permitted by law, the District does not intend for such email communication to include notices related to truancy, suspension, expulsion, special education, or student health records. Though today's technology is quite secure, we cannot guarantee that an e-mail sent from the District e-mail server will remain secure once it leaves our system.

This notice does not include directory data disclosure.

If you do NOT want your student's teacher communicating with you via email, please contact your school office for an opt-out form.

Photography/Video/Audio Recording

Photography, videotaping, audio recording, using cell phones and/or electronic devices is not permitted in private places. Examples: bathrooms, locker rooms, changing facilities, etc. No exceptions will be allowed to this rule. Photography, videotaping, and audio recording may not be conducted in classrooms, assemblies, lunch rooms, hallways, and other locations without permission of the staff member in charge. Photography, videotaping and audio recording may be conducted at athletic events, school dances or designated activities without the permission from the staff member in charge. See School Board Policy 9151, Photography, Filming and/or Videotaping of Students in the School.

The District may photograph, videotape and record audio files of students and their accomplishments for presentations in newsletters, web pages and/or the District's social media channels. Occasionally the media, either television and/or newspaper, will feature activities of individual students or groups of students who have excelled at a particular activity, and along with the story, will want to videotape and/or photograph students.

If you do NOT want your student's image (video, photo, and/or audio) to be displayed, please send a letter stating the same to the Superintendent's Office in writing by September 13, 2024.

Use of Internet Policy

Students and staff will have access to the Internet. The purpose of the Internet is to facilitate communication in support of research and education consistent with the educational goals and policies of

the District. Students must have permission from their teachers before using the Internet and abide by all policies and procedures set forth in School Board Policy 7540.03, Computer, Network, Internet, and Other Technology Acceptable Use.

Damage to School Property

Damage to property (school or private), theft, or other criminal actions will result in immediate referral to parents/guardians and, where necessary, to law enforcement officials. Students and parents are responsible for paying for damaged property. See School Board Policy 5500, Student Code of Classroom Conduct.

Dangerous Weapons in School

As stated in School Board Policy 5772, Weapons, the possession of a dangerous weapon on school premises, in a school vehicle, at a school event, or other setting under supervision of a school is prohibited except as otherwise specifically provided. "School premises" includes any school building, grounds, recreation area or athletic field, or any other property owned, used or operated for school purposes or administration.

A person found in violation of this policy may be subject to a criminal misdemeanor or felony charge. A child in violation of this policy is subject to the provisions of Chapter 48 of the Wisconsin statutes unless jurisdiction is waived to adult court.

School Board Policy 3217, Weapons, defines dangerous weapons in very specific detail. The most important thing to remember is that any object which, by the manner in which it is used, intended to be used, or could be used, is capable of inflicting bodily harm, could be considered a weapon.

Drug and Alcohol Abuse

The possession and/or use or sale of chemicals in the schools, the schools' parking lots, on school buses, at athletic events, and other school-sponsored functions is strictly prohibited.

School Board policies and procedures have been established to respond to individuals possessing, distributing, and/or selling alcohol and other controlled chemicals/substances or their "look-alike" counterparts. See School Board Policy 5530, Drug Prevention.

Tobacco Use on School Premises by Students & Community

Smoking and use of other tobacco products is prohibited on school district property. This includes school buildings, grounds, and school-owned vehicles. Possession of tobacco products by students on school property is prohibited. See School Board Policy 5512, Use of Tobacco, Nicotine and Vapor Products by Students.

Students under 18 years of age who violate this policy for use or possession of tobacco products will result in the following disciplinary action:

First Offense - One-day suspension and referral to police department.

Second offense - Three-day suspension and referral to the police department.



Conduct on School Buses

We want our students to have a safe and enjoyable ride to and from school each day. Students being transported in District-owned or contracted school buses or vehicles should conduct themselves in a lawful and orderly manner at all times. Drivers and/or Bus Assistants are responsible for maintaining discipline and order in any such vehicle. Students who do not follow bus riding rules and become

disciplinary problems may have their riding privileges suspended. In such cases, the parent(s)/guardian(s) of children involved are responsible for their children's transportation to and from school. The bus driver has full authority to make seating assignments. See School Board Policy 5500, Student Code of Classroom Conduct.

Cameras on Buses

Video and audio recording cameras are in use on school buses for the safety of the students riding the bus. The content of the video may be used to discipline students. Students are not informed when the video cameras are or are not in use.

Violation of Bus Riding Rules

The following student behaviors are specifically prohibited while students are being transported in district buses or vehicles:

1. Disobedient or disrespectful conduct toward bus driver or bus assistant;
2. Moving around while the vehicle is in motion;
3. Sticking head, hands, or any portion of the body out of the window;
4. Throwing objects within the vehicle or out of windows;
5. Unusually loud talking or making undue noise;
6. Tampering with the vehicle or any of its equipment;
7. Using or in possession of tobacco products;
8. Scuffling or fighting;
9. Using obscene or inappropriate language;
10. Littering in the vehicle;
11. Disturbing fellow passengers;
12. Using the emergency exit in non-emergency situations;
13. Assaulting another student or adult on the bus; and
14. Any other conduct that would tend to prohibit or adversely affect the orderly and efficient transportation of students.

When a student has violated a rule, the driver involved or the transportation director will report the violation immediately, in writing, using the Bus Misconduct Report, to the school's Principal (or his/her designee). The school official will follow the procedure below, which is begun anew, each school year.

First Offense: The Principal (or his/her designee) will meet with the student. The parent(s)/guardian(s) will be sent a copy of the Bus Misconduct Report with the expectation that the parent(s)/guardian(s) will correct the student's behavior. If there is a question regarding the offense, the transportation director and/or the driver will be involved at the request of the Principal.

Second Offense: The Principal (or his/her designee) may hold a conference with the parent(s)/guardians(s), the driver, and/or the transportation director to determine the degree of discipline necessary to correct the violation. If, after being contacted, the parent/guardian does not come in for a conference within three days, the Principal (or his/her designee) will invoke a penalty against the offender. In most cases, the second offense usually results in an assigned seat on the bus.

Third Offense: If the preceding steps have not corrected the situation, the offending student's bus riding privileges may be suspended for a time deemed appropriate by the principal or designee.

Immediate Bus Riding Suspension

In addition to the procedure outlined above, the Principal or designee may, in response to the severity of the offense, immediately remove the offending student from the bus for a period of time deemed

necessary to correct the situation. However, bus riding privileges may not be suspended for more than three (3) consecutive days, unless a hearing has been scheduled.

Students whose bus riding privileges have been suspended are required to be in school.

Students who have been found guilty of destroying particular parts of a bus will be required to pay for such damage.

If students from more than one school in the District are involved in a particular incident, each Principal will be made aware of the incident so there can be equality in the disciplinary action taken against the students.

Due process procedure shall be followed in disciplinary matters. Parents/guardians may appeal the Principal's decision to the Director of Student Services.

Students Walking to School

Students who walk to school should remain on the sidewalks at all times and cross streets only at designated areas.

Bicycles, Skateboards, and Rollerblades

Bicycles, skateboards, and roller-blades are not to be ridden on school grounds. Bikes should be walked across school property to the designated bike racks. Students may bring a bike lock to secure their bicycle. The school assumes no responsibility for these items.

Suspension of Students from School

Students may be suspended from school between 1 and 5 school days for noncompliance with school rules or for conduct which endangers the property, health, safety, or learning of others while at school or under the supervision of a school official. A student may be suspended from class and still stay in school or may be assigned an out-of-school suspension. See School Board Policy 5610, Suspension and Expulsion.

The length of suspension depends upon the nature of the offense, its seriousness, and/or the frequency of previously occurring incidents. Parents or guardians will be contacted by phone and notified in writing of the action taken. For an Out-of-School Suspension, the parent or guardian will have complete custody and jurisdiction of their child during the suspension. In some cases the student's parents will be called in for a conference before the student is allowed to return to school.

Expulsion of Students from School

Expulsion is an action of the School Board denying a student the right to attend the Stevens Point Area Public School District, take part in school activities or be on school property for a period which may extend to the student's 21st birthday.

The School Board may expel a student from school when it is satisfied that the interest of the school demands expulsion. Due process for students will be followed in disciplinary matters. See School Board Policy 5610, Suspension and Expulsion.

Student Complaints

The Board or its employees will hear the complaints of the students of this District provided that such complaints are made according to procedures established by the District Administrator. Multiple policies provide complaint procedures available to students which include but may not be limited to:

- A. Policy 5517.01 – Bullying
- B. Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability
- C. Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity
- D. Policy 5517 – Student Anti-Harassment; and
- E. Policy 9130 – Public Requests, Suggestions, or Complaints

If a student has a complaint that does not appear to fit any of the above categories or another adopted policy of the Board, the student should present the complaint to the student’s Principal or the District Administrator for review and response. See School Board Policy 5710, Student Complaints.

GENERAL

Visits to Schools

Parents/guardians and other approved visitors are valuable members of our educational team and, as such, visits to our schools are welcomed and encouraged. Please make arrangements with your child’s teacher prior to the scheduled visits and follow the check-in procedures in the school office. All visits to school are subject to approval by the building principal. See School Board Policy 9150, School Visitors.

Students may only bring peer-guests to school with prior approval from the building principal.

Volunteering/Parental Involvement

As a school district, we recognize that parental involvement is like an iceberg. So much of it takes place "beneath the surface." Many parents may not be able to be visible at school as volunteers. However, as a parent, you can help support your child's schooling by doing things such as: keeping in touch with their teachers about concerns and successes, supporting the school staff on student behavior issues, reading to your child at home, listening to your child as they tell you about their day at school, helping support their completion of homework, etc. These are so important to a student's success in school, and yet are perhaps "invisible." The positive effects, however, are not.

Parent volunteers who work directly with students and without the immediate supervision of a district staff member shall be subject to a formal criminal background check conducted by Wisconsin Department of Justice (DOJ) prior to being allowed to work with students. See School Board Policy 8120, Volunteers.

Volunteers shall not provide transportation to students in their personal vehicles for any school-sponsored activities without the approval of the principal (or his/her designee).

Breakfast, Lunch and Milk Programs

The school breakfast and lunch prices for the 2023-2024 school year are below.

	<u>BREAKFAST</u>	<u>LUNCH</u>
Elementary Students	Free	\$2.10 daily/\$10.50 weekly
Junior High Students	Free	\$2.30 daily/\$11.50 weekly
Senior High Students	Free	\$2.40 daily/\$12.00 weekly
Adults and Non-students	\$3.00 daily/\$15.00 weekly	\$4.00 daily/\$20.00 weekly

Milk Prices per carton \$0.35

Reduced Meals: Breakfast - Free and Lunch - Free

The fee for milk is \$.35 per carton and \$30.00 per semester in the elementary schools. Semester milk payments will be due by Friday September 13, 2024 for 1st semester and by Friday, January 24, 2025 for the 2nd semester.

Only those students who intend to purchase semester milk should be receiving milk for breaks prior to the due date of September 13, 2024.

Milk fees must be paid by the deadline in order for the student to receive milk. All students, grades K through grade 5, who are eligible for free or reduced price meals will also be eligible to receive free milk for morning milk break. Free and reduced meal applications need to be received by September 30, 2024.

Lunch and milk payment can be made online. Please refer to page 29.

The Food Service Department uses an automated lunch accounting system at the elementary level to record lunch and semester milk payments and to monitor all lunch transactions. The system functions as a debit system similar to a checking account. There must be sufficient money in the account to serve the student in the lunch line. Parents/guardians are expected to maintain a positive balance in their student's lunch account.

Families will be notified via email notification several times each week when they have a balance of \$10.00 or below.

Free and Reduced Meal Program

A letter and application regarding the Free and Reduced Lunch program will be sent home with your student. Only one application is to be returned for each family. Please remember to include all members of the family who are attending school on one form. DO NOT SEND SEPARATE APPLICATIONS TO EACH SCHOOL. Return completed applications to the Food Service office or the school office as soon as possible. If you have already received a "Notice of Direct Certification" for the current school year, you do not have to fill out an application. Homeless students are eligible immediately for free meals.

Students enrolled in the District, who were eligible at the end of the previous school year will be entitled to free and/or reduced lunches for the first 30 days of the new school year.

Lost and Found

Clothing and personal belongings should be labeled with the student's name. Lost and found items will be placed in a designated location at each building.

School Pictures

Each year a photographer is selected to photograph all public elementary school students. Watch for dates in your school newsletter. These photographs will be used for the school yearbook. Parents may also purchase picture packages if desired.

Personal Valuables

The District is not responsible for personal property brought to school by students. Students are discouraged from bringing money or other valuables (including electronic devices) to school unless parents/guardians are notified of a specific need by the school in advance. If students bring something valuable or a large amount of money to school for some reason, they should leave it in the office for security purposes.

Locker Policy

Each student will be assigned a hall locker where available. Lockers are provided for student use in storing school supplies and personal items necessary for use at school. They are not to be used for any other purpose without prior approval. Locks other than those approved by the Principal are not allowed. Backpacks need to fit into the lockers, so please do not send backpacks with wheels.

The school is not responsible for anything taken from your locker. Students are not to keep items of value in their locker. Students are not allowed in any other student's locker. The lockers are the property of the school and are provided for student use. The locker is not the student's private property and may be opened and inspected by school administrators at any time for any reason including searching for stolen items, weapons, drugs, or other items which place students or staff in danger. School personnel may take possession of any item in a locker which violates Wisconsin law or school rules. The school officials may also employ a search dog as part of the locker security program.

Animals in School

Pets may be brought to school with prior permission of the child's teacher and the principal. A form is available at the office and approval is requested in advance of the visit. See School Board Policy 8390, Animals on District Property.

Distribution of Party Invitations

If a student is having a private party and wishes to invite their classmates, we ask that invitations not be distributed at school. The exception to this would be a situation in which **all** students in the class are being invited. We realize that sometimes students do bring and distribute invitations to just some students. Unfortunately, we are not able to monitor this. However, we do not support it, due to other students possibly feeling left out if they do not receive an invitation.

Contacting School Staff

Teachers are generally available for phone conferences before school, after school, and during other preparation times. As a general rule, teachers are unable to respond to phone calls during normal teaching hours. Suggested ways to contact the teacher include but are not limited to the following:

- Sending a note requesting that the teacher call you at a convenient time,
- Calling the school and asking that the teacher return your call, and/or
- Contacting the teacher through District email

PRESCRIPTION MEDICATION PERMISSION FORM

PHYSICIAN AND PARENT REQUEST FOR
SCHOOL ADMINISTRATION OF MEDICATION
(Wisconsin Statute 118.29, 118.291 and 118.292)

Date Form Received by the School: _____

Name: _____ Date of Birth or Age: _____

Grade: _____ Teacher/Classroom: _____

TO BE COMPLETED BY AUTHORIZED HEALTH CARE PROVIDER

Reason for Medication: _____

Name of Medication (one per form): _____

Form of Medication/Treatment:

Tablet/capsule Liquid Inhaler Injection Nebulizer Other: _____

Instructions (Schedule and dose to be given at school): _____

Restrictions and/or Important Side Effects: None anticipated

Yes. Please describe: _____

Special Storage Requirements: None Refrigerate Locked Other: _____

Duration:

Start: date form received Other date: _____

Stop: end of school year (may include summer school) Other date: _____

For Inhaled Medications or Epinephrine Auto-Injectors Only:

This student is capable and responsible for carrying and self-administering:

No Yes-Supervised Yes-Unsupervised

For Other Non-Controlled Prescription Medications:

This student is capable and responsible for carrying and self-administering:

No Yes

The health care provider whose signature follows hereby authorizes school personnel to administer medication/treatment as prescribed and also agrees to accept communication regarding the administration procedures. It is understood that non-licensed, trained personnel may give the medication/treatment.

Provider Signature/Title _____ Print Ordering Provider Name _____ Date _____

Address _____ Phone Number _____

TO BE COMPLETED BY SCHOOL NURSE

If provider checked yes for carrying and self-administering, is this student capable and responsible to do so:

No Yes Signature _____ Date _____

TO BE COMPLETED BY PARENT/LEGAL REPRESENTATIVE

The school personnel have my permission to administer this medication/treatment as indicated above and according to school policy. Per WI N6.03 Nurse Practice Standards, the nurse may consult with the provider if there are questions or concerns about the order.

Parent/Legal Representative Signature _____ Relationship _____ Date _____

Updated 02/05/2014

NON – PRESCRIPTION MEDICATION PERMISSION FORM

PARENT REQUEST FOR SCHOOL TO ADMINISTER MEDICATION PROVIDED BY PARENT//GUARDIAN
(Wisconsin Statute 118.29)

ONE CHILD AND MEDICATION PER FORM

I REQUEST THAT (child's name) _____ GRADE _____

RECEIVE THE FOLLOWING OVER THE COUNTER MEDICATION*:

NAME OF MEDICATION _____

AMOUNT TO BE GIVEN _____

TIME OF DAY TO BE GIVEN _____

EXPIRATION DATE OF MEDICINE _____

START: date form is received at school other date _____

STOP: end of school year/
end of summer session other date/
duration _____

PARENT SIGNATURE _____ DATE _____

*THE MEDICATION MUST:

- BE IN ORIGINAL CONTAINER
- INCLUDE CHILD'S NAME ON ORIGINAL CONTAINER
- BE UNEXPIRED
- BE PICKED UP BEFORE THE LAST DAY OF SCHOOL IN JUNE
(any meds left after students leave for the summer will be discarded)

NOTE: THIS FORM IS VALID FOR ONE SCHOOL YEAR and/or SUMMER SESSION

JUNE 2014

Prepare Each Student To Be Successful
www.pointschools.net

Bliss Educational Services Center
1900 Polk Street, Stevens Point, WI 54481
Ph: (715) 345-5456 Fax: (715) 345-7302



ONLINE STUDENT FEES AND MEAL PLAN PAYMENTS/BALANCES

As a convenience to parents, the Stevens Point Area School District now provides parents an easy way to add money to their student food service account and to pay for many school-related fees. Online payments can be made into food service accounts and for fees through the Skyward Family Access parent portal they currently use. We have contracted with *Revtrak*, a national credit card payment processor, to provide a secure site for making payments.

Parents can make payments online, any time of the day. If their student food service balance is low, it only takes a few minutes to add money to it using a VISA or MasterCard credit or debit card. Payments are made through Skyward's Family Access. A link to Family Access can be found on the School District's website at www.pointschools.net.

To Make Online Payments, the parent will need:

- ECheck, or MasterCard, VISA (Debit or Credit Card) – card number & expiration date
- Skyward Family Access Login and Password

Payments made through Family Access will immediately be posted to the student's food service account. All credit card statements will show the payment has been made to the Stevens Point Area School District. There will be a convenience fee of \$1.00 applied to each transaction made through this online service.

Please visit the Stevens Point Area School District website for future updates.

Fee Waiver Request Form



Complete this form, one per child, to request a waiver and/or reduction of co-curricular fees and/or K-12 student fees. Please note that Drivers Education fees are not subject to reduction or waiver.

1. Waivers, Reduced Fees, and Payment Options Information

- A. There are four possible alternative fee payment plans:
 - 1) Students qualifying for free lunch may request fee waiver and/or participate in activities at no charge.
 - 2) Students qualifying for reduced lunch may request a 50% fee waiver reduction and/or participate in activities with a 50% reduction of assessed fees.
 - 3) Students not covered under a) or b) above, may request a payment plan to have fees paid by April 1st, and/or may request a payment plan of 2 or 3 installments over the course of each sport season or activity.
 - 4) Families experiencing special financial hardship may request a waiver/reduction of fees by filing the form and attaching a statement of circumstances.
- B. Fees for free and reduced participants will not be waived without a parent or guardian signing this form.
- C. The **district athletic director or principal** will approve or deny payment plan requests and financial hardship requests for **school sponsored athletics**.
- D. The **principal** will approve or deny payment plan requests and financial hardship requests.

2. Please complete the form below

Student Name _____ Grade _____ School _____

A. Select the areas to apply the waived/reduced fee option. (The first six are 7-12 fees.)

- | | | |
|--|--|--|
| 1) <input type="checkbox"/> Course Fees | 2) <input type="checkbox"/> Activity Fee | 3) <input type="checkbox"/> Planner Fee |
| 4) <input type="checkbox"/> Towel Fee | 5) <input type="checkbox"/> Textbook Fee | 6) <input type="checkbox"/> Co-Curricular/Athletic Fee |
| 7) <input type="checkbox"/> Elementary Student Fee | Sport, Club, or Activity _____ | |

B. Select an alternative fee payment plan

1) If the **Waived Fee or Reduced Fee** option is selected below, permission must be provided by the parent or guardian for free or reduced lunch information to be released to the school principal. By signing below, you are giving the food service office permission to release that information to both the district athletic director and/or principal.

- a. _____ Waived Fee – Free Lunch Option
- b. _____ Reduced Fee (50% reduction) - Reduced Lunch Option

2) If you wish to design your own payment schedule, it **must** be written on the back of this form or attached separately. Your signature below requests consideration of the payment schedule option.

- a. _____ Payment Schedule (May also be requested in conjunction with Reduced Fee request above)

3) If Special Financial Circumstances apply, a written explanatory statement **must** be recorded on the back of this form or attached separately along with your fee reduction payment schedule (if applicable).

- a. _____ Special Financial Circumstances; Requesting waived/reduced fees

Parent/Guardian Signature

Date

Print Parent/Guardian Name

Parent/Guardian Phone Number

For Office Use Only

- | | | |
|--|----------------------------|--------------------------|
| 1. _____ Verification Reviewed for free lunch | a. _____ Waiver Approved | b. _____ Waiver Denied |
| 2. _____ Verification Reviewed for reduced lunch | a. _____ 50% Fees Approved | b. _____ 50% Fees Denied |
| 3. _____ Approved for Payment Schedule Option | a. _____ Schedule Approved | b. _____ Schedule Denied |
| 4. _____ Special Financial Circumstances | a. _____ Request Approved | b. _____ Request Denied |

Signature of Principal/District AD _____ Date _____

3. Payment Schedule Information

I am unable to pay my child’s school fees at this time. Please accept the following payment schedule below with dates and amounts. The school district can expect to receive my payments according to this schedule:

Total amount of school fees for my child: \$_____

Amount	Will be paid by: (Date)
	TOTAL \$

 Guarantor (Parent/Guardian) Signature

 Date

4. Special Financial Circumstance: Explanation

- I am requesting a student fee waiver for this school year.
- I am requesting a student fee reduction for this school year. I am able to pay \$_____ on the following dates in the following amounts:

Amount	Will be paid by: (Date)
	TOTAL \$

 Guarantor (Parent/Guardian) Signature

 Date

Make Online Fee Payments

The screenshot shows the Stevens Point Area Public School District website. At the top left is the district logo with the tagline "Prepare Each Student To Be Successful". At the top right are utility links: "Select a School", "Translate", "Skyward Access", and a search icon. Below this is a blue navigation bar with links for Home, Our District, Departments, School Board, Schools, Students, Parents, and Staff Resources. A yellow star highlights the "Parents" link, which has a dropdown menu. The "Skyward Family Access" link in the dropdown is also highlighted with a yellow star. A red-bordered text box on the left contains the following text: "From the Stevens Point Area Public Schools main page, choose the Parents, then Skyward Family Access link from the column on the middle of the screen. A login Screen will appear. Enter your login and password." To the right of the dropdown menu is a "Stevens Point Area Public Schools Welcomes You to Skyport" banner. Below the banner is the Skyward login screen, which includes the Skyward logo, the district name, and a login form with fields for "Login ID" (containing "skywardfamily") and "Password" (with masked characters). A "Sign In" button and a "Forgot your Login/Password?" link are also visible. A yellow star highlights the "Sign In" button. At the bottom right of the login screen is the version number "05.12.10.00.23-10.2".

From the Stevens Point Area Public Schools main page, choose the Parents, then Skyward Family Access link from the column on the middle of the screen. A login Screen will appear. Enter your login and password.

Stevens Point Area Public Schools Welcomes You to Skyport

SKYWARD®
Stevens Point Area Public School District

Login ID: skywardfamily
Password:
Sign In
Forgot your Login/Password?
05.12.10.00.23-10.2

Click the Open Family Access box to view your family's student information, or you may click on a student name to open to that child's view.

The screenshot shows the Skyward Family Access dashboard. At the top is a banner that says "Stevens Point Area Public Schools Welcomes You to Skyport". Below the banner is a navigation bar with "Calendar", "Family", and "Select Widgets" options. On the right side of the navigation bar is a "Sign out Andy E" button. The main content area is divided into several sections. On the left is a "Discover Common Sense Wireless™ element" advertisement. In the center is a "Guardian's Students" section with a yellow star highlighting the "EXAMPLE, ANNA" entry, which shows "Date of Birth: 04/02/2004" and "School: MADISON". To the right of the "Guardian's Students" section is an "Open Family Access" button with a person icon. Below this is a "Guardian Account Information" section.

Stevens Point Area Public Schools Welcomes You to Skyport

Calendar Family - + Select Widgets Sign out Andy E

Discover Common Sense Wireless™ element

Guardian's Students

EXAMPLE, ANNA
Date of Birth: 04/02/2004
School: MADISON

Open Family Access

Guardian Account Information

Skyward Family Access - Mozilla Firefox

https://skyward.wisp.k12.wi.us/scripts/wsisa.dll/WService%3DwsEApus/sfwmnu01.w?whereTo=&ButtonID=

Student: ANNA EXAMPLE School: MADISON ELEMENTARY

ANDY EXAMPLE's Account Information

Name: ANDY EXAMPLE Phone (715) 345-3
 Address: 200809 POLK ST RM 32
 STEVENS POINT, WI 54481
 Email:

The district office does not have your email address. Please provide your email address by selecting the 'Change Andy's Email' button, or mark the check box if you choose not to provide an email address to the district at this time.

Record no Address

LILLY W. EXAMPLE's Account Information

Name: LILLY W. EXAMPLE Phone (715) 345-3
 Address: 200809 POLK ST RM 32
 STEVENS POINT, WI 54481
 Email:

The district office does not have your email address. Please provide your email address by selecting the 'Change LILLY's Email' button, or mark the check box if you choose not to provide an email address to the district at this time.

Record no Address

If you have more than 1 student, click the down arrow to the right of the student name to select another name. If your student is in Madison Elementary School, clicking the arrow to the right of the school name will allow you to select Madison Elementary School.

Clicking on the Fee Management link on the left side of the screen opens your student's Fee Management page.

https://skyward.wisp.k12.wi.us/scripts/wsisa.dll/WService%3DwsEApus/sfwmnu01.w?whereTo=&ButtonID=

Student: ANNA EXAMPLE School: MADISON ELEMENTARY English Spanish Account Info Print Logout

Fee Management Fee Activity All Payments

Unpaid Balance: \$20.00 [refresh] Make Online Payment

School Year	Ent	Due Date	Billing Description	Amount Charged	Amount Paid	Amount Due	Class
2013	104	06/13/13	STUDENT FEES K-4	\$20.00	\$0.00	\$20.00	
TOTAL				\$20.00	\$0.00		

Click on Make Online Payment button to begin the online payment process.

Online Payment Entry - Single Point of Entry Interface - Entity 104 - 05.12.10.00.23-10.2 - Mozilla Firefox

https://skyward.wisp.k12.wi.us/scripts/wsisadll/WService%3DwsEAPlus/sfamaedit021.w?pFrom=FEE&noheader=yes&vSelectMode=N&isPopup=true

Online Payment Entry - Single Point of Entry Interface

Online Payment Entry for User: EXAMPLE, ANDY

Online Payment Vendor: RevTrak

I would like to make an online payment for:

EXAMPLE, ANNA	Total Payment EXAMPANN000:	0.00
Food Service Payment:	0.00	<input type="button" value="Update Payment Amount"/> <input type="button" value="Clear Items"/>
Fee Management Payment:	0.00	<input type="button" value="Update Payment Amount"/> <input type="button" value="Clear Items"/>

EXAMPLE, ETHAN	Food Service Payment:	0.00 (Insuf)
	Fee Management Payment:	0.00 (Insuf)

Total Payment

You will see all of your children's fees listed. Food Service payments are by family; you may make a payment for just one child and it will apply to your entire family.

Fee payments for course fees need to be applied for each child. Click on the Update Payment Amount button.

https://skyward.wisp.k12.wi.us/scripts/wsisadll/WService%3DwsEAPlus/sfamaedit023.w?pStuId=67681&pEntities=104&isPopup=true

Update Fee Management Payment Amount

Update Fee Management Payment For ANNA EXAMPLE

Fees for student ANNA EXAMPLE

Due Date	Description	Amount Due	Pay Charge	Pay Amount	Remaining Balance
06/13/2013	STUDENT FEES K-4	20.00	<input type="checkbox"/>	0.00	20.00

1 records displayed

Total Payment Amount for Selected Charges:

Click the Pay Charge box. The amount due will show in the Pay Amount box. (You may make a partial payment by simply clicking in the Pay Amount box and entering the desired amount of your payment.)

Update Fee Management Payment Amount - Entity 104 - 05.12.10.00.23-10.2 - Mozilla Firefox

https://skyward.wisp.k12.wi.us/scripts/wsisa.dll/WService%3DwsEApplus/sfamaedit023.w?pStuId=67681&pEntities=104&isPopup=true

Update Fee Management Payment Amount


Update Fee Management Payment For ANNA EXAMPLE

Fees for student ANNA EXAMPLE

Due Date ▲	Description	Amount Due	Pay Charge	Pay Amount	Remaining Balance
06/13/2013	STUDENT FEES K-4	20.00	<input checked="" type="checkbox"/>	20.00	0.00

1 records displayed

Total Payment Amount for Selected Charges: 20.00



Next, click the Update Cart button at the bottom of the screen.

Online Payment Entry - Single Point of Entry Interface - Entity 104 - 05.12.10.00.23-10.2 - Mozilla Firefox

https://skyward.wisp.k12.wi.us/scripts/wsisa.dll/WService%3DwsEApplus/sfamaedit021.w?pFrom=FEE&noheader=yes&vSelectMode=N&isPopup=true

Online Payment Entry - Single Point of Entry Interface

Online Payment Entry for User: EXAMPLE, ANDY

Online Payment Vendor:

I would like to make an online payment for:

EXAMPLE, ANNA

Food Service Payment:

Fee Management Payment:

EXAMPLE, ETHAN

Food Service Payment:

Fee Management Payment:

Total Payment for all Students:

You will see the payment you have indicated for each student, as well as the total amount of all payments on this screen. If these amounts are correct, click the Pay with Vendor button.

https://wisp.revtrak.net/tek9.asp?pg=cart&sess=39416b5211dc995eaf76f7b97e6c656f

Prepare each student to be successful

STEVENS POINT AREA PUBLIC SCHOOL DISTRICT
1900 Polk St. Stevens Point, WI 54481 | Phone 715-345-5456

Welcome to the Web Store

Your Shopping Cart

Thank you for shopping with us! Here are the items you have chosen for purchase. (Your shopping cart, Step

Items:	Price	* Qty	Total
Skyward Family Access STUDENT FEES K-4 For: ANNA EXAMPLE (220035)	\$20.00	1	\$20.00
			Total

Empty (E) [Go to Checkout](#) >

Note: A service fee may be applied at checkout.

*Set the Quantity field to zero (0) to remove an item from your cart. Remember to click the "Update Totals" button if you modify quantities. When you are ready for Step 2, click the "Go to Checkout" button.

Services
*Home
Contact Us
Frequently Asked Questions
My Account
Password Reminder
Policies
Privacy Policy
Products

GODADDY.COM
WEBSITE PROTECTION
TESTED 2013-06-13

You are now using the RevTrak payment system. There will be a \$1.00 transaction fee applied to your total payment.

Click the Go to Checkout link to continue with your payment.

Prepare each student to be successful

STEVENS POINT AREA PUBLIC SCHOOL DISTRICT
1900 Polk St. Stevens Point, WI 54481 | Phone 715-345-5456

Welcome to the Web Store

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.](#)

Browse
All Products
Shopping Cart

Services
*Home
Contact Us
Frequently Asked Questions
My Account
Password Reminder
Policies
Privacy Policy
Products

GODADDY.COM
WEBSITE PROTECTION
TESTED 2013-06-13

You will be asked to create an account with RevTrak. Once you have an account, you will be able to enter your credit card information to complete your payment transaction.

School district employees do not have access to see any of the information you enter in RevTrak. If you need assistance with the RevTrak system, please contact them by using the help links available on the left side of the screen.

Thank you for choosing the online payment option.



Student Image Waiver

The District may photograph, videotape and record audio files of students and their accomplishments for presentations in newsletters, web pages and/or the District's social media channels. Occasionally the media, either television and/or newspaper, will feature activities of individual students or groups of students who have excelled at a particular activity, and along with the story, will want to videotape and/or photograph students.

The District is proud of the tremendous accomplishments of our students, your children, and looks forward to sharing their successes with the larger community; however, we are also sensitive to the fact that for reasons unique to each family, it may not be wise for pictures of students to appear in any media.

If you do NOT want your student's image (video, photo, and/or audio) to be displayed, please send a letter stating the same to the Superintendent's Office in writing by September 13, 2024:

**Superintendent's Office
Bliss Educational Services Center
1900 Polk Street
Stevens Point, WI 54481**

Please be advised that this notice is only intended to address consent related to photographing, filming and/or videotaping conducted by the District, its officers, employees, agents, and/or representative. This non-permission will be in effect until revoked in writing by the parent/guardian.

Additionally, please inform your student of your desire so that they may assist us in fulfilling your request. Be aware that if a student is involved in a high profile activity, or is a public figure by choice (such as athletics or student council), it is likely he/she will be photographed and/or videotaped. Also, because the school and grounds are relatively public places, we cannot guarantee that your student's image will never appear as part of an incidental crowd photo or video. For more information, please reference Board Policy.

We value your family's right to privacy and look forward to communicating the accomplishments of students in the upcoming year.

Commonly-Used Educational and District Acronyms

-A-

AARP	American Association of Retired Persons
AASA	American Association of School Administrators
AASPA	American Association of School Personnel Administrators
ACM	Asbestos Containing Materials
ADA	American with Disabilities Act
ADD	Attention Deficit Disorder
ADHD	Attention Deficit Disorder with Hyperactivity
AFSCME	American Federal of State, County and Municipal Employees
AHERA	Asbestos Hazard Emergency Response Act
AODA	Alcohol and Other Drug Abuse
ASBO	American School Business Officials
ASCD	Association of Supervision/Curriculum Development
ASCD	Association of School Curriculum Directors
ASCUS	Association of School College University Staffing
ASFSA	American School Food Service Association
AWSA	Association of Wisconsin School Administrators

-B-

BBP	Bloodborne Pathogen
BSF	Boston School Forest

-C-

CARE	Concerned About Reaching Everyone
CESA	Cooperative Education Services Agency
CICC	Council for Intergovernmental Cooperation and Communication
CSSC	Charter School Steering Committee
CWASM	Central Wisconsin Association of School Managers
CWPIC	Central Wisconsin Private Industry Council
CWUC	Central Wisconsin Uniserv Council

-D-

DOE	Department of Education
DOT	Wisconsin Department of Transportation
DPI	Wisconsin Department of Public Instruction

-E-

EAP	Employee Assistance Program
EBD	Emotionally Behaviorally Disabled
EC	Early Childhood
ED	Emotionally Disabled
E4E	Education for Employment
EEN	Exceptional Educational Needs
EPA	Environmental Protection Agency
ESC	Educational Services Center
ELL	English Language Learner

-F-	
FAST	Families and School Together
FERPA	Family Educational Rights and Privacy Act
FFA	Future Farmers of America
-G-	
GT	Gifted and Talented
-H-	
HI	Hearing Impaired
HVAC	Heating, Venting, Air Conditioning
-I-	
IASA	Improving America's School Act (formerly ESEA – changed 5/2/1995)
ID	Intellectual Disabilities
IDEA	Instructional Differentiation for Education Achievement
IEP	Individualized Education Plan
-J-	
JTPA	Job Training Partnership Act
-L-	
LD	Learning Disabilities
LEP	Limited English Proficiency
LVEC	Local Vocational Education Coordinator
-M-	
MAPES	Music, Art and Physical Education Specialists
MH	Multiply Handicapped
MSDS	Material Safety Data Sheet
MSRTS	Migrant Student Record Transfer System
MLSS	Multi-Leveled Systems of Support
-N-	
NAEA	National Art Educational Association
NAESP	National Association of Elementary School Principals
NASE	National Academy for School Executives (Division of AASA)
NASSP	National Association of Secondary School Principals
NSBA	National School Board Association
NSPRA	National School Public Relations Associations
-O-	
OSHA	Occupational Safety and Health Administration
-P-	
PASS	Portable Assisted Study Sequence
PIC	Program Improvement Committee
PTO	Parent Teacher Organization
PTSA	Parent Teacher Student Association
PBIS	Positive Behavioral Intervention and Support

PBL	Project-Based Learning
PLTW	Project Lead the Way
PO	Purchase Order
-Q-	
-R-	
-S-	
SSA	School Administrators Alliance
SMI	Scholastic Math Inventory
SAP	Student Assistance Program
S/L	Speech/Language
SMART	Systematic Methodology Accountability Recruiter Trainer
SPAEA	Stevens Point Area Education Association
SPARC	Stevens Point Area Religious Council
SPARTA	Stevens Point Area Retired Teachers' Association
SPC	Strategic Planning Committee
SIT	Student Intervention Team
STEP	SPASH Turn-around Evening Program
-T-	
-U-	
-V-	
VI	Visually Impaired
-W-	
WAMLE	Wisconsin Association of Middle Level Education
WAPP	Wisconsin Association of Public Purchase
WAPT	Wisconsin Association of Pupil Transportation
WASB	Wisconsin Association of School Boards
WASBO	Wisconsin Association of School Business Officials
WASC	Wisconsin Association of School Councils, Inc.
WASCD	Wisconsin Association of Curriculum Development
WASDA	Wisconsin Association of School District Administrators
WASPA	Wisconsin Association of School Personnel Administrators
WASSA	Wisconsin Association of School Superintendent's Assistants
WEMA	Wisconsin Educational Media Association
WERC	Wisconsin Employment Relations Commission
WESSA	Wisconsin Elementary and Secondary School Accounting System
WFEA	Wisconsin Foundation for Educational Administration
WIAA	Wisconsin Interscholastic Athletic Association
WiLS	Wisconsin Library Services
WIP	Wisconsin Improvement Program
WISE	Wisconsin Institute for School Executives
WMEL	Wisconsin Model Early Learning Standards
WREA	Wisconsin Retired Educator's Association
WRTI	Wisconsin Regional Teen Institute

WSBA	Wisconsin School Bus Association
WSFSA	Wisconsin School Food Service Association
WSPRA	Wisconsin School Public Relations Association
WSSCA	Wisconsin School Safety Coordinators Association

-X-

-Y-

-Z-

Stevens Point Area Public School District Initiatives

Listed below are a few District initiatives not described in the Handbook that, as parents, you may wish to know about.

Differentiation

Differentiation instruction is simply providing instruction in a variety of ways to meet the needs of a variety of learners.

Online Learning

Online learning allows students to complete coursework through a virtual platform.

Student Computers

Every elementary school has one Chromebook per student. Students have access to the Chromebooks on carts in each classroom. Chromebooks are used to support curricular tools for math, reading and many other subjects such as typing and coding. The Chromebooks are used as needed during the instructional day and at home. Students in grade K-4 will keep their Chromebooks at school during the school year and may be taken home at the teacher or parent's request. Students in grades 5-6 will bring their device home daily-please be sure you have a designated safe location for charging them nightly. Each school also has 30 iPads located in the LMC. The iPads are checked out by teachers for use with special projects requiring a tablet. When students enter the Junior High School in seventh grade they are issued a Chromebook to use at school and home. In the ninth grade, students receive a laptop to use at school and at home.

Play-Based Learning Opportunities in Kindergarten

Kindergarten students across the district are provided with a safe, developmentally appropriate, nurturing environment that promotes social, emotional, cognitive and physical growth, as well as positive self-image and love of learning.

Positive Behavioral Intervention and Support

Positive Behavior Intervention and Support (PBIS) is a process for creating school environments that are more predictable and effective for achieving academic and social goals. For some schools, PBIS will enhance their current systems and practices, for others it will radically change the culture for the better.

MLSS-Multi-Leveled Systems of Support

All K-6 students are screened in reading, math and social/emotional learning three times each year. This information is used to identify specific skill deficiencies and inform personalized instruction based on changes in need over time.

My Child's School At A Glance



School Main Office Phone #:

1st Student's Name: _____ Grade: _____ Locker #: _____

Teacher Name: _____

Email Address: _____ Phone: _____

Student's Scheduled Lunch Hour Time: _____

Student's Scheduled Recess Time: _____

If student receives transportation to and from school, the bus # is: _____

Important dates to remember:

- _____ Reason: _____
- _____ Reason: _____
- _____ Reason: _____

2nd Student's Name: _____ Grade: _____ Locker #: _____

Teacher Name: _____

Email Address: _____ Phone: _____

Student's Scheduled Lunch Hour Time: _____

Student's Scheduled Recess Time: _____

If student receives transportation to and from school, the bus # is: _____

Important dates to remember:

- _____ Reason: _____
- _____ Reason: _____
- _____ Reason: _____

My Child's School At A Glance



3rd Student's Name: _____ Grade: _____ Locker #: _____

Teacher Name: _____

Email Address: _____ Phone: _____

Student's Scheduled Lunch Hour (Time): _____

Student's Scheduled Recess Time: _____

If student receives transportation to and from school, the bus # is: _____

Important dates to remember:

- _____ Reason: _____
- _____ Reason: _____
- _____ Reason: _____

4th Student's Name: _____ Grade: _____ Locker #: _____

Teacher Name: _____

Email Address: _____ Phone: _____

Student's Scheduled Lunch Hour Time: _____

Student's Scheduled Recess Time: _____

If student receives transportation to and from school, the bus # is: _____

Important dates to remember:

- _____ Reason: _____
- _____ Reason: _____
- _____ Reason: _____

2024 - 2025 Stevens Point Area Public School District Calendar



July 2024							August 2024							September 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					

October 2024							November 2024							December 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

January 2025							February 2025							March 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29
														30	31					

April 2025							May 2025							June 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29						

KEY DATES

- 7/1/2024 - 7/5/2024 ~ No Summer School
- 8/29/2024 ~ Orientation Day, gr K, 7, 10 ONLY
- 8/30/2024 ~ No School
- 9/2/2024 ~ Labor Day, No School
- 9/3/2024 ~ First Day of School
- 9/30/2024 ~ Professional Development, No School
- 10/24/2024 ~ No School, grades K-6 ONLY
- 10/25/2024 ~ No School
- 10/28/2024 ~ Professional Development, No School
- 11/14/2024 ~ Evening Conferences: 4-8 pm - Jr High
- 11/18/2024 ~ NO SCHOOL, Conferences 11:00 - 7:00
- 11/21/2024 ~ Evening Conferences: 4-8 pm Elem & HS
- 11/26/2024 ~ No School, grades K-6 ONLY
- 11/27/2024 - 11/29/2024 ~ Thanksgiving Break
- 12/23/2024 - 1/1/2025 ~ Winter Break
- 1/02/2025 ~ No School 4K ONLY
- 1/17/2025 ~ No School, grades K-6 ONLY
- 1/20/2025 ~ Professional Development, No School
- 1/27/2025 ~ Professional Development, No School
- 2/17/2025 ~ No School ELEMENTARY (PK-6) ONLY. Conferences 11:00 - 7:00
- 2/20/2025 ~ Evening Conferences: 4-8 pm High School
- 2/21/2025 ~ E-Learning
- 2/24/2025 ~ No School, grades K-6 ONLY
- 4K Registration begins for 2025-2026
- 2/27/2025 ~ Evening Conferences: 4-8 pm Elem & JH
- 3/17/2025 - 3/21/2025 ~ Spring Break*
*Align with UWSP, may change
- 3/24/2025 ~ Summer School 2025 registration BEGINS
- 4/18/2025 ~ No School
- 4/21/2025 ~ E-Learning
- 4/22/2025 ~ No School, grades K-6 ONLY
- 5/19/2025 ~ No School, grades K-6 ONLY
- 5/16/2025 ~ E-Learning
- 5/16/2025 ~ Summer School 2025 registration CLOSES
- 5/23/2025 ~ SPASH Commencement
- 5/26/2025 ~ Memorial Day, No School
- 6/5/2025 ~ Last Day of School

- Pale Yellow = Orientation Day, grades K, 7, 10 ONLY
- Blue = Professional Development Day, NO SCHOOL
- Light Blue = E-Learning Day
- Light Purple = Summer School classes begin/end
- Neon Green = No School, grades K-6 ONLY
- Yellow = First and Last day of classes
- Gray = NO SCHOOL/Holidays
- Purple = Quarter Ends
- Light Orange = 4K & KDG Trimester Ends
- Black = Educator Onboarding Days
- Green = Parent Teacher Conferences
- Red = SPASH Commencement
- Light Teal = Inclement Weather make-up

SCHOOL HOURS	START TIME	DISMISSAL TIME
SPASH	7:35 a.m.	3:00 p.m.
CFC Alternative	7:30 a.m.	2:40 p.m.
PoDS	7:38 a.m.	2:45 p.m.
Junior Highs	7:40 a.m.	2:55 p.m.
Elementary Schools	8:45 a.m.	3:35 p.m.



District Calendar of Events



School Lunch Menus



Download the District Mobile App

FINAL SPAPSD calendar REVISED: 5/13/2024

