

# Arcadia Elementary School (4K-4th) Handbook

School District of Arcadia, Arcadia, WI



**Engaging, Excelling, Empowering, Everyone**

**#arcadiastrongtogether**

*\*This handbook is updated throughout the year as procedures and policies change.*

Updated: 7/2/26

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# AES School Day Hours

7:30 - 7:50 Parent/Guardian Drop-off / Breakfast Served / Supervised Morning Recess

**\*\*No supervision is available before 7:30**

7:55 Beginning of School Day/Instructional Time

Various Grade Level Lunch Times (provided by teachers)

3:00 End of School Day/Instructional Time



# I. OUR SCHOOL

## Welcome!

This Arcadia Elementary School Family Handbook has been designed as a yearlong reference guide for the students and families. Contact the school office with any questions or concerns. We welcome and encourage your feedback and suggestions.



Arcadia Elementary School offers exciting educational opportunities that provide our children with a solid foundation in the basic academic skills. Programs for students with unique learning needs are provided in addition to a variety of special programs. The community is always welcome in our school.

## AES Mission, Vision, and Collective Commitments

**MISSION:** A community nurturing, inspiring, and empowering all learners to reach their highest potential.

**VISION:** Uniting to learn, grow, and thrive as one.

**COLLECTIVE COMMITMENTS:** Communication, Data-Driven Practices, Flexibility and Vulnerability, Positive Intent, Diversity and Inclusion, Trust

## Teaching and Learning

We believe in taking each child from where they are and bringing them as far as they can grow. We use a variety of formal and informal assessments to help determine the best instructional strategies to match each individual child. We monitor progress regularly to gauge if further researched based interventions or enrichments need to be implemented.

The School District of Arcadia believes strongly in collaboration. Our staff members collaborate on our curriculum and work together to best meet the needs of all children. Your child may work with various teachers throughout the school year. Communication regarding your child's progress may come from any of the professionals working with your child. Please know that we all care deeply about your child's success and will do what it takes to help them on their path to success!

## Contact Information

Arcadia Elementary School  
358 East River Street  
Arcadia, WI 54612  
Phone: 608-323-3315  
Website: <http://www.arcadia.k12.wi.us>

**Nic Schmidt, Principal**



## II. SCHOOL OPERATIONS

### ATTENDANCE

Regular school attendance is a critical factor in student achievement. When children have frequent absences, it reduces their opportunities to learn required material.

- If a student accrues more than 10 days of absences per year as calculated by DPI and the district's student information system, the student's attendance will be evaluated for truancy throughout the remainder of the school year.
- Families are discouraged from taking vacations while school is in session. We understand that there may be extraordinary circumstances that arise allowing your family to take a once in a lifetime vacation causing your child to miss school. In such circumstances, state law allows parents to excuse their children for up to 10 days in any given school year. The law requires that parents provide a written excuse to the school office before the absence occurs, which indicates the dates and reasons for the absence. While the state law allows these absences, we believe that 10 days of absences are not in the best educational interest of student learning.
- Pre-Planned Absences: Parent/guardian must notify the school office of any pre-planned absences at least one week prior to the pre-planned absence. Parents and (Middle/High School) students need to complete a [Pre-Planned Absence Form](#) and will be responsible for obtaining each of their teachers' signatures as notification of the upcoming special absence. The student will return the signed form to the office before departure.
- Please schedule medical appointments, whenever possible, outside of the school day. If missing school for medical reasons, provide a doctor or dentist note upon return to school to be considered as an excused absence.
- Once a child reaches 5 days of absences, a school official (teacher, counselor, and/or administrator) will reach out to parents/guardians by phone, message, and/or letter. A 10 Day Attendance Letter will be sent home for any child who misses 10 or more days of school. If attendance challenges are on-going and limited improvements are experienced, parents/guardians will be required to attend a meeting with the school's Student Support Team to develop a plan for success. If limited improvements in attendance continue, the student and/or parent(s)/guardian(s) may be referred to Trempealeau County and/or the City of Arcadia for Truancy. Continued tardiness to school and/or class will follow the same system as above with the number of tardies noted below:
  - AES = 20 and 25 Tardies to School
  - AMS = 30 and 60 Class Periods
  - AHS = 35 and 70 Class Periods
- If your child will be absent, please remember to call the school office or leave a message before 8:30 a.m. Please tell us your child's name, teacher name, and reason for the absence. When an absence is of a known duration, just one call is necessary. If the illness is of undetermined length, please call before the start of each school day.
- An absence is unexcused if no phone call or written excuse is received within two (2) days of the absence.
- All tardy students must report to the school office, sign in, and receive a pass to be admitted to class.
- For additional attendance policy information, refer Board Policy 5200 and the Compulsory School Attendance - WI Statute 118.15.



## BEFORE AND AFTER SCHOOL

Students may enter the building and/or be on school grounds **STARTING AT 7:30 a.m.** It is the parent's/guardian's responsibility to supervise their child(ren) prior to 7:30 a.m. No supervision will be provided, in the building or on the playground, until that time. If students arrive at school prior to 7:30 a.m. they must remain in their parent's/guardian's supervision.

### Parent Drop-off and Pick-up

Head Start and Four-Year-Old Kindergarten (4K) Students: Drop-off and Pick-up is located at the 4K Early Learning Center doors on Van Buren Street.

Kindergarten - 4th Grade Students: Drop-off and Pick-up is located at the front, main entrance of the building on East River Street.

THESE ARE DROP-OFF/PICK-UP AREAS ONLY. PARKING IN THE DROP-OFF/PICK-UP ZONE IS PROHIBITED. STAY IN YOUR VEHICLE. Teach and practice, with your child, how to **safely** get out and in of the passenger side of your vehicle on their own. You do not need to wait until you get to the front doors to unload your child. Your child can get out of your vehicle in front of the school and use the sidewalk to get to the front doors.

### End of the Day Parent Pick Up

**Students are PROHIBITED from crossing the street on their own.** If a parent parks across the street or in another spot away from the Drop-off/Pick-up Zone, **an adult MUST escort any student across the street.** Remember, student safety is our main priority.

### Change in After School Plans

It is important your child is well aware of his/her after school arrangements. Supervision is not available for students after school dismissal times. Students need to go directly home or to their childcare provider at the end of the day.

**If you must change your child's after school plans, contact your child's teacher or call the school office before 1:30 p.m.**

WE ARE UNABLE TO GUARANTEE MESSAGES WILL REACH YOUR CHILD BEFORE HE/SHE LEAVES SCHOOL IF CONTACTS OR CALLS ARE MADE AFTER 1:30 PM.

### Student Release

Students will be released to a parent, legal guardian, or an emergency contact listed in your Infinite Campus Portal. If a question arises, confirmation with the parent or legal guardian will be requested in writing.

Legal custody arrangements or restraining orders must be current and on file.

If a student(s) must leave during the school day, the parent/guardian is required to come into the school office to pick him/her up and sign-out the student before leaving with their child.

### Students Arriving at School After Start of the Day

Parents/Guardians bringing a student to school late, or returning to school after an appointment, must sign-in the student in the school office before he/she returns to class.



## **LITTLE RAIDERS CHILDCARE CENTER**

The Little Raiders Childcare Center (LRCC) offers before and after school Surround Care to students in grades PK-5. LRCC is open Monday through Friday 5:45 a.m. – 5:45 p.m. To sign up for LRCC Surround Care, call 608-323-3315, Ext. 2117.

## **USE OF PHOTOGRAPHS OR VIDEOTAPES OF STUDENTS**

Throughout the school year, students will have their pictures taken or be videotaped during activities at school. These pictures will periodically be placed on our school website, newsletters, Facebook pages, etc. If a parent or guardian wishes to opt out of the posting of their child's picture on any of our social media sites, he/she must choose the "opt out" option when completing their child's Annual Update in Infinite Campus. If a parent/guardian wishes to opt out during the school year, he/she must submit a written notice to the school office stating so. Students, whose parent/guardian has chosen to opt out, will not have their names, pictures, samples of student work or biographical information shared on any social media, website, or newsletter, etc.

## **STUDENT FEE** *(Fees subject to change)*

Grades K, 1, 2, 3, 4 = \$25.00

Student fees will be used to help offset the costs of student materials throughout the year.

***Student fees may be sent to school or paid at registration.***

## **YOUNG RAIDERS FUND**

Grades 4K, K, 1, 2, 3, 4 = \$10.00

In an effort to limit monies requested and some fundraising events through the year, we are creating the Young Raiders Fund. A portion of your Young Raiders funds will be used for classroom activities and parties throughout the school year. Another portion will support the school's PAW PRIDE-PBIS efforts such as special celebrations, assemblies, and acknowledgments in the classroom, grade level, and/or building-wide.

*This fee is optional and may be sent to school or paid at registration.*



# III. CHARACTER AND COMMUNITY

## EXPECTATIONS AND RULES

In the School District of Arcadia, we believe every student has certain rights and responsibilities. To provide a positive educational experience for all, we believe in the following expectations:

### **Be Respectful • Be Responsible • Be Safe**

Students will be taught school-wide, classroom, and school bus expectations and rules. If/When needed, they will be provided reteaching opportunities and additional practice of those expectations and rules with which they are struggling.

Additional details regarding school-wide, classroom, and school bus expectations and rules can be found on the school's website or by contacting your child's teacher.

Major and Minor behavior incidents will be handled on a case by case basis by staff and/or Building Principals.

## WALKING TO AND FROM SCHOOL

Parents should help their child(ren) choose the safest route to and from school. Where there is no sidewalk and it is necessary to walk in the roadway, instruct your child(ren) to always walk on the side facing traffic.

Your child(ren) should cross streets ONLY at marked crosswalks. DO NOT cross at mid-block or between parked cars. Your child(ren) should watch for turning vehicles, and your child(ren) should WALK, not run, when crossing the street.

All students crossing Main Street should cross with the crossing guard at the corner of Main Street and St. Joseph Avenue. The crossing guard is on duty from 7:30 to 7:50 a.m. and from 2:55 to 3:10 p.m.

## RIDING A BIKE TO SCHOOL

Bicycles must be walked at all times when they are on school grounds.

Children should ride on the right side of the road, close to the edge of the pavement and in the same direction as the flow of traffic.

Pedestrians have the right of way. Allow pedestrians to go first at crossings and on sidewalks.

Children should obey all stop signs and signals.

Children should signal all turns and stops using proper hand signals.

Children should ride single file and pass parked or moving cars with care.

Instruct your children to walk his/her bicycle at busy intersections and corners, especially if they are turning left. They should use the pedestrian crosswalk.

A bicycle lock is recommended, and bicycles should be parked in the racks provided near the school entrance.

Students are encouraged to wear bicycle helmets for their safety.



## **IV. STUDENT SAFETY**

### **FIRE, TORNADO AND SAFETY DRILLS**

We strive to make Arcadia Elementary School a safe place for all students and staff. Safety drills, including fire, tornado, and emergency response drills are regularly conducted and practiced as required by law and school policy. Teachers discuss safety-drill procedures with the students in each classroom.

### **COLD/WINTER WEATHER GUIDELINES**

During cold weather and/or when there is snow on the ground, make certain your child leaves home with boots, mittens, hats, scarves and an appropriate jacket, snow pants, etc. The following guidelines will be adhered to whenever students are on school grounds:

- Students will go outside when the temperature is +1 degrees or above
- Students will stay indoors when the temperature is 0 degrees or below and/or when the wind chill is 0 degrees or below.
- Students WITHOUT snow pants and boots will ONLY be allowed to play on the blacktop areas of the playground, rather than in the snow or on equipment. This may also be the case when the snow is melting and/or when our grassy areas are wet.
- If you are unable to provide proper winter clothing items for your child, contact your child's teacher.

## **V. STUDENT HEALTH**

### **IMMUNIZATIONS**

The Wisconsin Student Immunization Law requires schools and day care providers to keep records of each child's immunization history. Waivers of the immunization requirements shall be granted only for medical, religious, or personal convictions. For additional information regarding immunization, refer to School Board Policy 5320

### **MEDICATION**

- A "School Medication/Procedure Form" must be completed annually before medication can be given at school. If the medication is prescribed, the health care practitioner must sign the form as well.
- Medication must be in the original pharmacy-labeled container, which must list the student's name, medication, dosage, and schedule. A new form must be completed if there is a change in dosage.
- Parents/guardians should pick up the medication at the end of the school year; medication left after the end of the school year will be disposed of.
- Students may carry their inhalers and epi-pens with them, providing there is a medication form signed by a physician and parent stating so in the Health Office



## STUDENT INSURANCE

The school district does not provide student accident insurance. However, for parents wishing to purchase additional coverage, supplemental insurance application forms will be given to all students. Completed applications should be returned to the school office on or before September 11th.

## VI. SCHOOL COMMUNICATION

### PARENT/TEACHER COMMUNICATION

Teachers will communicate student progress with parents using various methods and techniques, including online messages, phones, notes and/or in-person conversations.

Parent/teacher conferences for tri-semesters at all grades will be scheduled individually by teachers with parents and students. Interpreters can be scheduled to interpret as needed.

### EARLY DISMISSAL AND SCHOOL CANCELLATIONS

In the event school must close or be released early because of inclement weather or other unforeseen occurrences, families will be notified via local radio, television, and media outlets, our district website, text messages, and/or e-blasts. Please make sure to keep your contact information current in Infinite Campus to make sure that you receive these important messages.

## SCHOOL BOARD POLICIES

All rules or guidelines according to school board policy will be followed. The School District Arcadia School Board Policies can be found and referenced on our website at [www.arcadia.k12.wi.us](http://www.arcadia.k12.wi.us). Go to District and then Policies. You may request a copy of any policy and/or this handbook from the school office.

Policies of Interest:

|                                          |                   |
|------------------------------------------|-------------------|
| Accommodation of...Religious Beliefs     | Policy 2240, 2270 |
| Nondiscrimination on the Basis of Sex... | Policy 2266       |
| Program/Curriculum Modification          | Policy 2451       |
| Parents Right to Inspect...Materials     | Policy 2522, 9130 |
| Immunizations                            | Policy 5320       |
| Administration of Medication, et al      | Policy 5330       |
| Academic Honesty                         | Policy 5505       |
| Student Drug Prevention                  | Policy 5530       |
| Bullying                                 | Policy 5517.01    |



|                                       |                         |
|---------------------------------------|-------------------------|
| Student Code of Conduct               | Policy 5500, 5511, 5600 |
| Student Locker Searches               | Policy 5771             |
| Technology Use Agreement for Students | Policy 7540.03          |
| Asbestos Abatement                    | Policy 8431.01          |
| School Wellness                       | Policy 8510             |

**FERPA**-(Federal Education Rights and Privacy Act and Protection of Pupil Rights Amendment): The district administrator of the School District of Arcadia is the contact person for anyone who feels their rights under this amendment have been violated. The address and phone numbers are: 756 Raider Drive, Arcadia, WI 54612, (608) 323-3315.

**Civil Rights Compliant Officer:** The district administrator is also the contact for our district if you have a complaint or concern in this area. The contact information is the same address and phone number as stated above.

#### **Title IX Coordinator(s):**

Katie Schaefer, Pupil Services Director, 608-323-3315, [schaeferk@arcadia.k12.wi.us](mailto:schaeferk@arcadia.k12.wi.us)

Carmen Lee, Curriculum Director, 608-323-3315, [leec@arcadia.k12.wi.us](mailto:leec@arcadia.k12.wi.us)

#### **Violence (Language/Dangerous Weapons/Physical Force) - Policy 3217, 4217, 5772, 7217**

- Students are not to use physical force or threatening language toward any person in school.
- By School Board Policy 5772, no one shall possess a dangerous weapon on school property (before, during, or after school), on school buses, in school vehicles, or at school-sponsored activities. A dangerous or look-alike weapon is defined as any object by the manner in which it is used or intended to be used, or by its appearance as a dangerous weapon, is capable of inflicting bodily harm, and/or of being used to threaten, frighten, or intimidate. In no case may ammunition or explosives in any form (i.e. firecrackers) be brought to school, on school buses, or to school-sponsored activities.
- According to State Law, any person who knowingly possesses or goes armed with a dangerous weapon on school premises is guilty of a misdemeanor, or a felony, depending upon the seriousness of the offense. All persons violating these policies shall be subject to penalties outlined in state law and suspended and/or expelled from school.
- Parents/Guardians and law enforcement officials will be notified immediately in all cases.
- Confiscated weapons must be turned over immediately and given to the proper authorities.
- The school will provide or ensure that evaluation and counseling are available to students involved.
- NO employee shall be expected to act in a situation in which she/he feels threatened.

#### **Personal Devices (Cell phones, etc) - Policy 5136**

- We strongly encourage students to always keep any and all personal devices at home.
- The use of personal devices is prohibited during school.
- Any personal device brought to school must stay in students' backpacks.
- If a student is found with a personal device at school, it will be taken and given to the office for pick-up by a parent or guardian.



## **Student Records/Directory Information - Policy 8330**

Certain information such as name, address, student email and telephone listing is deemed public information according to stature. The School District of Arcadia will release "Directory Information" to the public unless you check NO during initial student registration or the Annual Online Registration (OLR). If restricted from public access, NO student information will be released, including information normally listed in: sports or activities programs, honor rolls, awards of any kind, articles and pictures in newspapers or other printed and online/social media, video, commencement ceremonies, scholarship information and yearbooks.

## **VII. STUDENT SERVICES**

### **NUTRITION SERVICES PROGRAM - BREAKFAST AND LUNCH**

The lunch program requires a prepaid balance of \$10.00 per student. Accounts will be set up by a family unit with each student receiving an individual lunch number. The number will be entered when a meal or milk is purchased. This will automatically debit the family account. Detailed statements may be requested from the school office.

Some students may qualify for free or reduced lunch based on guidelines for family income. Families whose income is below an established guideline are also entitled to apply for free milk. Contact the school or district office for these applications. All applications are confidential.

**Breakfast is served each morning from 7:30 to 7:50.**

Students may wish to bring bag lunches from home. Students bringing a lunch from home may purchase milk at school.

#### **Meal Prices for 2025-2026 School Year**

- Breakfast      \$1.60/student per meal      \$2.70/adult per meal
- Lunch            \$2.70/student per meal      \$4.65/adult per meal
- Carton of milk is \$0.50

Parents/Guardians are welcome to join their children for lunch. (Adults are required to pay the full adult price even if your child is eligible for free or reduced priced meals and may be deducted from the family account balance).

#### **School Day Milk Program**

A school day milk is available to all students once a day. Students have a choice of chocolate or white. Students in grades 4K-4 who qualify for free lunches are entitled to one (1) free milk in addition to milk supplied with the noon lunch.

## **TRANSPORTATION**

Safety on the school bus is the most important goal of our transportation service. The use of school transportation includes your agreement with school procedures allowing for the use of video and audio recording devices to promote safety.



If you have a need for a change in transportation on a regular basis (i.e. child care), contact the Transportation Department as soon as possible.

Families are encouraged to discuss student concerns with their bus driver first. Route concerns and requests for changes in transportation should be directed to the Transportation Department at 608-323-3315 ext: 3300.

## **BUS STOP LOCATIONS**

Students will be grouped at bus stops, which are usually at corners, or other identified locations. It is impossible to locate all bus stops within the sight of homes. Caregivers are encouraged to bring young children to bus stops. Students are asked to be at bus stops five (5) minutes before scheduled pick-up time. Bus pickup and drop off times may change throughout the year as students come and go and after school activities take place. The times given are approximate. Only one AM and one PM stop will be authorized. Seats may be assigned by the driver or the transportation team at any time.

## **[Expectations and Rules on the School Bus - Click Here](#)**

### **Expectations of Parents**

- Parent must remain at least six feet from the bus entry door
- Parents are prohibited from entering the bus.
- Parents must remain in their vehicle when dropping off or picking up their child(ren).
- Stay well off the road while waiting for the bus.

Major and Minor offenses will be handled on a case by case basis by the Driver, Transportation Department and/or Building Principals. Any offense could result in loss of bus riding privileges. Reminder: Bus transportation is a privilege, not a right.

## **CELL PHONES ON BUSES**

The bus driver has the authority to confiscate any electronic device (s) that they believe is being used inappropriately while riding on the bus. The driver shall give the electronic device (s) to the school building principal or the transportation director. An opportunity for the device to be returned to the student/parent must be made prior to the end of the day.

## **BUS TAGS**

Students are required to have and show the driver a bus tag to ride the bus to and from school. Report lost/missing tags to the school office. One replacement bus tag will be provided at no charge. Additional replacement bus tags will cost \$4.00 each.

Changes in bus transportation must be approved by the Transportation Department, which will provide a Change of Transportation Note to the student in order to board a different bus.

## **VIDEO CAMERA TRANSPORTATION POLICY**

All people around the outside or inside of the Arcadia School District's School Buses may be video and/or audio recorded.

## **TRANSPORTATION DEPARTMENT WEBSITE**

Updated and additional transportation information is always available on the department's website at [arcadia.k12.wi.us/departments/transportation](http://arcadia.k12.wi.us/departments/transportation).



## STUDENT DISCRIMINATION COMPLAINT PROCEDURES

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

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

School District of Arcadia, 756 Raider Drive, Arcadia, WI 54612

