

Athens Elementary School
209 North Schlegel Street
P.O. Box 190
Athens, WI 54411

PHONE: 715-257-7571
FAX: 715-257-9206

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

Any student, parent, or resident of the district complaining of discrimination based on any of the above, shall report the complaint in writing to the district administrator.

MISSION

The School District of Athens exists to provide the highest quality of education possible in an increasingly complex technological world. We will strive to meet the needs of individual students in a safe and supportive environment through the partnership of school, family, and the community.

MISSION OF ATHENS ELEMENTARY

Our mission at Athens Elementary School is to ensure students learn in a safe and nurturing environment that meets the needs of individual students and actively involves the family in the learning process. Furthermore, it is our mission to foster social-emotional development and to provide each student the opportunity to reach their highest potential, embrace life-long learning and creativity to become productive, successful citizens.

ATTENDANCE

Regular attendance is essential to a child's success in school. Time missed can never be completely made up; the interactive learning of that day will never be repeated.

Parents are responsible for requiring their children to attend school in compliance with Wisconsin State Law. According to State Law, a student is considered truant if he/she is absent without an acceptable excuse for all or part of one or more days during which school is held. A student qualifies to be habitually truant when he/she is absent without an acceptable excuse all or part of five or more days in a school semester. §118.16(1)(a) and (c), Stats. Attendance is taken by **8:10 a.m.** Dismissal is at 3:00 p.m. Students who arrive at school after **8:10 a.m.** will be considered tardy.

● **PLEASE FOLLOW THIS PROCEDURE if your child is absent for any reason:**

- ✓ Parents or guardians should call the elementary school office before 8:10 a.m. to inform the office of the absence. (A message can be left at ext. 511.) If the school has not received a call by 8:30 a.m., contact will be made until a satisfactory explanation of the absence has been obtained.
- ✓ Students are encouraged to get assignments from their teachers so that they do not fall behind in their schoolwork.
- ✓ If it is known that a child will be missing school in advance, please arrange his/her absence with the office and his/her teacher.

ARRIVAL AND DISMISSAL

School hours for students are from **8:00** a.m. to 3:00 p.m. If a child wishes to eat breakfast at school, he/she may report to the AES multi-purpose room (gym) starting at 7:30 a.m.

Students should go directly home at dismissal time, as the playground is not supervised after the departure of the buses. Specific procedures for students and visitors entering and leaving the building are as follows:

Building Procedures

- During the day, secure entrance is available using the main office door (Door A) by pressing the doorbell on the entrance wall.
- All doors, except the main door (Door A), will be locked before, during, and after school hours. The exception to this procedure is Door D. This door will be open from 7:30 a.m. to 8:10 a.m. to accommodate students being dropped off by car or for walkers. After arriving, car riders and walkers should follow the procedure below.
- Upon arrival at school each day, students will report to the gym to drop off their backpacks and eat breakfast (if desired) or report outside for an a.m. recess. Supervision will be provided starting at 7:30 a.m.; please do not drop off children before 7:30 a.m. If the weather is too cold, or it is raining, students will remain in the library. No students will be allowed in the hallways or classrooms before 7:55 a.m. Teachers will be in morning meetings and/or preparing for the school day. Students will come inside at 7:55 a.m. to start their school day.

Note: During the first few days of school, when it is traditionally a time when parents drop off their students and escort them into the building, please park your car in the AES parking lot and enter the building at Door D and walk your child to the gym.

Early Leave

- In the event a child must leave the school building during school hours (e.g., doctor/dentist appointment), the student must be signed out from the front office by the child's parent or legal guardian. In the case of an extended family member or neighbor taking the child to an appointment, in lieu of the parent/guardian, a note to the child's teacher must be presented to the teacher on the day of the appointment. In both preceding cases, the child must also be signed back into the office by the parent, guardian or designated representative. If an older student (4th/5th grade only) is to walk to the appointment, a note must be presented to the student's teacher on the day of the appointment. At the time the student is to leave for the appointment, the student must first report to the office before leaving the building and sign-out of the building, so the office staff can note the student's departure time. Upon returning from the appointment, the student must again report to the office and sign-in, so the office staff can note the student's return time.

Visitors

- When parents or visitors come to Athens Elementary School during school hours to visit, or participate in an educational activity, the parent/visitor will be required to report to the main office and sign into the building on a visitor sign-in sheet. At this time, a "Visitor" badge will be issued and the parent/visitor will be free to go to the area of the school the activity is taking place. When the parent/visitor leaves the school, he/she will be required to return the "Visitor" badge to the office and sign out of the building.

Drop-Off /Pick-Up Procedures

- There will be no parking on the north side of Maple Street during school hours. These areas have been posted by the village.
- All students who are dropped off and/or picked up by parents/guardians in automobiles, will enter/exit the building under supervision of an AES staff member from doorway D. In the morning, parents/guardians will be asked to pull up to the curb on the north side of Maple Street and drop their children off on the curb side of the street. Parents are then asked to carefully pull away from the curb and circle around the school parking lot and exit on Maple Street. At the end of the day, parents are asked to lineup on the north side of Maple Street, to extend into the parking lot, and wait for their child(ren) to be released to them by the AES staff member. Students who are car riders will be released to parents/guardians at Door D after the 3:00 p.m. bell.
- Walkers and car riders will enter the building through door D beginning at 7:30 a.m.
- Walkers will be released from Doors A & B after the buses have departed.

- Parents/guardians who meet their walker children at school, please enter the school at door A and wait in the corridor between doors A & B.
- Parents who do not normally pick-up students at school, but wish to do so for a special occasion, please call the Main Office (257-7571) so a message can be delivered to the child's teacher.

SCHOOL CLOSING

In cases of inclement weather or other emergencies, a delayed starting time or early dismissal will be announced on the following radio and television stations:

Marshfield: WDLB – 1450 AM, 106.6 FM; WOSQ – 92.3 FM
Medford: WIGM – 1490 AM, 99.3 FM
Wausau: WDEZ – 101.9 FM; WRIG – 1390 AM; WSAU – 55 AM;
WIFC – 95.5 FM; WOFM – 94.7 FM; WAOW/TV9; WSAW/TV7

Emergency alerts can also be sent through our Campus system. Contact Nathan Brost at nbrost@athens1.org to sign up for these alerts.

BREAKFAST PROGRAM

The breakfast program will run from 7:30 a.m. to 7:55 a.m. in the AES multi-purpose room. The menu will consist of a variety of breakfast foods. Free and reduced rates for breakfast meals will apply for those families that qualify. The cost of the meal will be deducted from the family lunch account in the same manner lunches are charged.

LUNCH PROGRAM

Hot lunches are served every day. Free or reduced priced lunch is available to families who qualify. Forms are included in the district newsletter at the beginning of the year, or may be obtained by calling the main office. The food service program is based on a pre-pay, positive balance in family accounts. It is important to keep a positive food service account balance.

SCHOOL DRESS CODE

Pride is taken in the appearance of our students. Students' dress reflects the quality of the school and the pride in conduct. All students are expected to be dressed and groomed neatly in clothes that are suitable for school activities and do not disrupt the learning environment. Clothes with alcohol, drug, or tobacco labels are considered inappropriate. Tank top straps need to have a one inch width. Shorts need to extend past the mid-thigh. Students will be asked to change or parents will be contacted to bring a change of clothing in the event of inappropriate dress. Teachers and the principal will determine appropriateness of clothing. Wearing hats or caps is not allowed inside the school building.

SEASONAL DRESS

By dressing properly, students can still have fun in spite of winter weather. Always supply children with warm caps, scarves, mittens, boots, and jackets. These items need to function

properly (i.e., the zipper works, etc.) Please send dry shoes to school to be changed into upon arrival and after outdoor recess. In warmer weather, spaghetti strap tank tops, short-shorts, and flip-flops are not appropriate for school wear.

BRINGING PERSONAL ITEMS TO SCHOOL

The only time students should bring personal items to school is when their teacher instructs them to do so. Any items that are brought to school (such as kick balls) need to fit into a bag with handles so they can be easily carried, and should be labeled with the student's name. Personal items like household pets, *hand-held electronic devices*, *trading cards*, are not appropriate for the learning environment and should stay at home. Please make arrangement with the child's teacher if a pet is to be brought to school.

ENSURING THE SAFETY OF ATHENS STUDENTS

● HEALTH AND WELLNESS

▪ Medication at School

Per school policy, medication will be given at school only when the student's health requires this during school hours.

- For **PRESCRIPTION MEDICATION**: A new form must be filled out each year with directions and a new signature by a parent and physician.
- For **NONPRESCRIPTION MEDICATION**: A new form must be filled out each year with directions and a new signature of the parent.
- Medication is stored in a secure location and given under the supervision of the school nurse.

▪ Illnesses/Injuries

Students who become ill at school are assessed by the health aide. If a student has a temperature over 100° F, is vomiting or has diarrhea, has an undiagnosed rash, or is too sick to be in school, a parent will be contacted to take the child home. Please provide the school with adequate information to help in these situations.

When a student is injured while participating in any school activity, he/she should notify the instructor/supervisor immediately. First aid and emergency care will be given. After this has been done, parents will be contacted in regard to further medical treatment. If an injury is severe, 911 will be called.

The School District of Athens has a health aide who is in the district every day. The school nurse comes weekly. Please contact either of them for any student health concerns.

▪ Nut Free Environment

For the health and safety of all students, all food items brought to school for snacks or lunch must be nut free. It is good practice to send the list of ingredients or packaging to school when supplying a class snack.

▪ **Emergency Card**

It may be necessary for the school to contact parents throughout the year; therefore, it is very important that we have an updated emergency card with a working phone number and an additional emergency contact person in case the parent is unavailable. New emergency cards will be distributed at the beginning of each year and should be returned to the school office as soon as possible.

● **SCHOOL WIDE DISCIPLINE**

All students need to behave appropriately while at school. Students are not allowed to stop the teacher from teaching or prevent other students from learning. Each classroom establishes rules, rewards, and consequences. There are also guidelines for out-of-class behavior, halls, bathrooms, cafeteria, playground, and bus. The choice of behavior is the student's. Minor problems are handled in a routine manner by the classroom teacher. Repeated disruptive classroom incidents, assault, vandalism, and other severe violations will be handled by an office referral. When a child is sent to the principal for disciplinary consequences, it is considered a serious matter. The principal will make a record of the student's visit. Based on the severity of the situation, students may be assigned office detention, in school suspension, or suspension from school. In some cases, parents will be contacted when their child is sent to the office.

● **General School-Wide Above the Line Guidelines**

Be Safe
Be Respectful
Be Responsible

● **Playground Safety**

All students shall play outdoors during supervised play periods unless excused for health reasons. Notes requesting students stay in are discouraged. If a student is well enough to be in school, it will be assumed they are well enough to go outside for recess. In general, the school policy is to keep children in when there is heavy rain, snow, or a chill factor below 0° F.

Students are reminded to follow the rules of safe play and to always be courteous and respectful to supervising staff. Students should report any accidents or problems to the supervisor in charge at the time of the occurrence. This is especially important when an injury may require prompt medical attention.

STUDENT PLACEMENT

The primary responsibility for the placement of students in classrooms is that of the school principal. Information regarding the child's social, emotional, and academic development can be extremely useful in placing the child and should be directed to the principal. Factors considered by the principal in educational placement include multiple-ability groupings, gender equity, learning styles, programming for children with special needs, allowing for social-emotional needs, and balancing

class size. Parents' input regarding the placement of their child will be considered, but preferential placement will not be guaranteed.

TRANSPORTATION TO BABYSITTERS

The legal responsibility of the district in transporting children to and from school is limited to providing services to their legal residence. The district will provide service on those occasions, which meet the following criteria to accommodate a working parent by transporting the student to and from a babysitter:

1. request must be in writing; (forms are available in the main office)
2. there shall be no additional cost to the district,
3. there shall be no modification or change in any bus route
4. there shall be seating available on the bus being requested
5. the student will be picked up and dropped off at the same location every day of the week for the entire school year

EMERGENCY BUS PASS

In the event of an emergency that requires a student to be dropped off at an alternate location, the school must be notified immediately. An emergency bus pass will be granted once it is approved.

BUS DISCIPLINE

Safety on the bus is the prime consideration and students should be reminded frequently about the rules for good behavior on the bus. When problems occur, the bus driver should be contacted first, and then Fischer Bus Co. If the problem continues, the school will be notified and the problem will be handled at the office level and may involve the student, parents, bus company, and the bus driver. Consequences will vary depending on the severity of the violation, but can include suspension of bus riding privileges.

WEAPONS

No one shall possess or use a weapon or look-alike weapon in school buildings, on school grounds, in school vehicles or buses, or on school sponsored activities. This includes firearms, whether operable or inoperable, loaded or unloaded, BB, spud and pellet guns, explosive devices, ammunition, knife, razor, martial arts equipment, metal buckle, chains, etc. or any toy weapon. Disciplinary measures will be the responsibility of the building principal and can include suspension, referral to law enforcement, and referral for expulsion