

## 4th Grade Recognition

May 31st, 2019

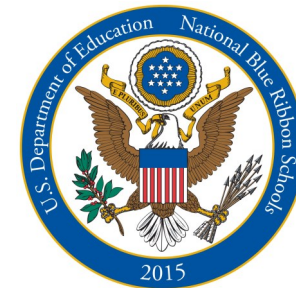
9:00 A.M. in the Magee gym



# Magee Elementary School



Parent/Student Handbook



2018-2019

## Spooky Story Night



*We celebrate Halloween with a Spooky Story Night.*

*Students do NOT wear costumes to school on this day. As a school, students have the option to participate in orange and black day. At night we come together in costumes for spooky stories.*

*Teachers read or tell stories in various rooms throughout the school.*

Tuesday, Oct. 30th

Spooky Story Night is held from 6:00 to 7:00 p.m.

Fun Family Night

Snacks

Costumes

(No blood/guts or gory costumes)

**Spooks, goblins and other creatures welcome!!!**

*Mark your calendar!*

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### Other Programming

#### Music

Formal band instruction begins in fifth grade. Fourth graders are introduced to the band program in the last quarter of the school year. All fourth graders purchase and learn to play a recorder as part of the introduction to musical instruments. Recorders are nominally priced.



#### Elementary Chorus

Chorus is available to any interested 3rd or 4th grade student. The chorus will meet on designated days as assigned by the music teacher. Information will be sent home with your child prior to the start of after-school chorus.

#### Student Council

Magee Elementary School has a Student Council represented by students in grades 3 and 4. Periodically, the Student Council sponsors special theme days. These days are designed to kindle school spirit. Notices will be sent home with information on these special days.



#### Book Orders

School book clubs give families an opportunity to purchase paperback books at very reasonable prices. Do not make checks out to Magee Elementary School. The classroom teacher will let you know who to make the check out to for your child's books.

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## Library

The school library is an integral part of the student’s learning environment. Resources available to the students include reference, fiction, non-fiction, easy books, and periodicals. Students are expected to return materials on time so other students are able to use them. **Students are responsible for paying for lost or damaged library materials.**



### Reading is Fundamental (RIF) Reading Week

*Dates: March 1st-8th*

Under this program, children choose a free paperback book of which is theirs to keep at home. This reading challenge week fosters a new generation of lifelong readers by having children read for fun and involving families and community members in motivating children to read regularly. During their library time, each student needs a guest reader to come in and celebrate reading with them. Reading Motivational Week information will come home mid February!



## Additional Support Provided

### Summer School

Several enrichment and remedial programs are scheduled through the summer school program. All students are invited to participate in the enrichment programs. However, students must attend their required classes first. These remedial classes are based on grade level exit criteria (brochures with this information is given at the beginning of the school year or can be found in the office).

Registration materials are distributed mid May, online registration will be a first come, first serve process.

#### *Magee PTO*

*The PTO (Parent Teacher Organization) works in cooperation with the staff to make Magee a great place to be. The following activities are sponsored by the PTO.*

- *Birthday celebrations— Students have their birthday announced and receive a birthday pencil on their birthday. Summer birthdays are celebrated too!*
- *Classroom purchases— The PTO supplements classrooms during the school year with needed supplies.*
- *Room Parents— Each classroom is provided a room parent to help with classroom parties, celebrations and to lend a hand when needed.*
- *Family Nights— Bingo Nights, Movie Nights and other family gatherings are planned during the school year.*

*All parents are encouraged to join us for the PTO meetings. These dates can be found in the calendar of events page.*

### Mission Of Magee

The mission of Magee Elementary School is to blend our rich heritage as a family-oriented neighborhood school with an emphasis on high expectations for our future. We celebrate the importance of parents, staff, and the community working together in a safe and caring environment to achieve academic readiness and a positive self-concept for our children as they progress to middle school and future learning. Every child is guided to reach his/her fullest potential.

**No Exceptions!**



**The Two Rivers Public School District does not discriminate on the basis of race, color, religion, sex, national origin or handicap.**

#### **Right to Privacy: Media Coverage**

**Photographs, pictures, and names are used in newsletters, media and/or school-related activities. Parents should contact the school office if they do not give consent for the release of this information.**

## Principal's Message

I am excited to begin the 2018-2019 school year here at Magee.

This is my ninth year at Magee and I truly enjoy coming to work here each day! Working alongside families and helping our students reach their fullest potential is my motivation to do the best I can each day.

As the educational leader, it is my job to make sure our teachers and students are doing the best they can each day. You, as a parent, play an important role in that process also. Be involved with your child's school. Take the time to ask questions and give your child time to share. Nightly reading is a non negotiable for our Magee students. Readers get better by practicing.

Building an open line of communication with your child's teacher also helps to ensure success. Take the time to read the Friday folder each week and fill out needed paperwork in a timely manner. Most issues arise when communication breaks down. By staying informed, students can become more successful.

I am available by email, phone or in person. Please don't hesitate to contact me if I can be of any assistance. I look forward to another great year at Magee!

Our focus this school year will be on Kid's At Hope. A belief that all children are capable of success, no exceptions. Look for materials throughout the year as we become treasure hunters for all students!

Yours in education,

Chad Bauknecht  
Magee Principal

## Yearly Assessments



The Two Rivers Public School District uses STAR assessments for all K-11 students. This is a computer assessment taken to measure academic growth in the areas of reading and math. Students in grades K-4 take this assessment 3 times per year - September, January (for those in need of progress monitoring) and May.

In Spring of 2019 Grades 3 and 4 will complete the Forward Exam in math, reading, and social studies. All students in grades 4-8 and 10 enrolled in public schools in the state of Wisconsin are required to take this test. If you have any questions or concerns, please contact the Principal, or Guidance Counselor.

In 4 year old Kindergarten students also are assessed via a state wide initiative called "PALS" (Phonological Awareness Literacy System) two times yearly.

On-Demand Writing assessments are given three times a year grades K-4. These On-Demand assessments identify the strengths of the child as a Narrative, Opinion/Persuasive and Informative writer.

*All assessments are included on the exit criteria and are used for grade advancement and/or summer school requirements.*

## Special Education

The Two Rivers School District is committed to providing a free appropriate education to all of its students. A wide variety of programs to meet the needs of students identified with special needs are available. The district identifies students and provides programming for students with special needs.

Services are provided to help the student benefit from their special education services. Related services may include occupational therapy, physical therapy, special transportation, technology equipment, counseling, and psychological services.

Parents, teachers, or any individual who has concerns about a child may initiate a referral to have a building consultation team meeting to discuss concerns. Contacting the director of special education, the building principal, the school guidance counselor, or your child's classroom teacher can initiate referrals for evaluation.

Please contact your child's teacher, guidance counselor, school psychologist, principal or Pupil Service Director Bridgett Klein if you have any questions.

## 2018-2019 Magee School Staff

Art	Barb Kopetsky, Torre Webster
Custodians	Adam Rohrer, Vicki Reilly
ELL	Cathy Tegen, Colleen Froelich
Food Server	Jody Gauthier
Grade 1	Felicia Bunnell, Jami Rittich, Colleen Willman, Sara Zimmerman
Grade 2	Anna Burtschi, Dawn Daley, Amy Evenson, Diane Gibeault
Grade 3	Katrina Benzinger, Mary Glaser, Nancy Henderson, April Jatczak
Grade 4	Zac Krause, Stephanie Kinscher, Edith Weiler, Crystal Wester
Kindergarten	Lynn Fabian, Brittany Kuehn, Linda Scheuer, Rhonda Stenzel
Guidance	Mary Boehlke
Library Specialist	Deana Collins, Amy Fessler
Music	Janet Rank
Noon Supervisors	Shauna Olivera, Lindsey Smith, Tammy Weber, Karen Achten,
Nurse	Jamie Rohrer
Occupational Therapy	Tammy Reigles COTA: Jody Garcia
Physical Education	Michael Schultz
Physical Therapy	Danielle Bramstedt

## Magee School Staff Cont.

Psychologist	Chong Yang
Resource (CD, LD EBD)	Stephanie Korte, Jennifer Phillips, Rachel Kaderabek Angela Blashka
Resource Aides	Lisa Stechmesser, Dennise Rakovszky, Kassie Ahlswede, Stephanie Frey
Secretary	Jacque Schmitt
Speech	Angela Popp
Technology	Brooke Stahl, Sharon Sleger
Title I Reading	Kirsten Sleger, Lori Zimney
Walking/Activity	Shauna Olivera

## School Wide Programming For Communication

### Key Proficiencies



Key Proficiencies are academic expectations for each grade level. Every grade level has a brochure that outlines the criteria students must meet to exit each grade level. These brochures are available in the main office and will be discussed with you at your child's first parent/teacher conference. It is important for you to understand what we expect your child to achieve. Understanding grade level key proficiencies and keeping good communication between home and school is a great way to support your child and develop educational goals for the school year.

### Friday Folders

Communication with parents will be maintained through a school folder. This folder goes home regularly. It includes your child's work as well as important messages. We ask that you go through this folder with your child and return it the following school day. If you are in need of two separate folders, please make sure you contact your child's teacher. It is important that all information is reviewed weekly .

### Progress/Report Cards



Report cards are issued to parents at the end of each quarter. Progress reports will be sent home in the Friday folder midway through each quarter. Families are encouraged to communicate more frequently with the classroom teacher as needed.

### Parent Teacher Conferences

Scheduled conferences are held for each student at the end of the first quarter and also mid-way into the third quarter. Families will be notified of their designated time to meet with their teacher the previous week. These conferences are a vital connection between school and home, Therefore, 100% participation is necessary.

Dates: Week of November 12th and April 8th



## School Wide Programming

### Student Dress and Personal Grooming

Students should be dressed in such a way that does not interfere with the instructional program of the school. Magee School expects students to follow good judgment in determining their school attire. Parents' cooperation in this matter is vital to good grooming and appropriate attire. Tank tops, bare midriffs, shirts with questionable slogans or pictures are not considered appropriate. Shorts will be permitted in September and May (weather permitting). Short shorts, short skirts and short dresses are not permitted. As a rule of thumb, shorts, skirts and dresses should extend beyond the palm of one's hands with arms down at the side. Students are also not allowed to wear hats or scarves on their heads in school.

Examples of dress code violations (not permitted at any school function) include:

- Shirts with advertising or slogans containing drugs, alcohol, tobacco, profanity, sex, violence or gruesome graphics
- Writing on any body parts
- Gang related fashions
- Inappropriate clothing for elementary aged children
- FLIP FLOPS-flip flops and playgrounds are not a good mix!

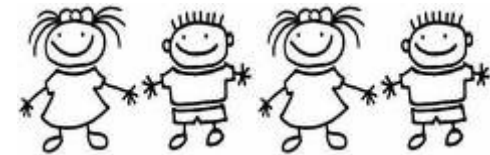
Any other inappropriate attire or grooming as determined by the building administrator.

**Students wearing any items not considered appropriate, will immediately contact their parents to bring the suitable apparel.**



## District Administration

District Administrator.....Lisa Quistorf  
Accounting Manager.....Mary Kay Slattery  
Director of Pupil Services .....Bridgett Klein  
Director of Maintenance and Operations.....Bob Bauknecht



## Two Rivers Board of Education

President	Jaimie Salta
Vice President	Jennifer Harteau
Clerk	Julie Schroeder
Treasurer	Randy Williams
Commissioner	Zac Peterson
Commissioner	Gregory Ross
Commissioner	Maria Veldre

## PARENT/TEACHER ORGANIZATION

Meeting Dates: Sept. 20th, Nov. 15th, Jan. 17th, March 21st and  
May 16th at 6:00 in the Magee library



## **Parent Concerns**

It is our goal that as issues arise they are resolved as soon as possible. Please direct your concerns to the appropriate personnel.

As issues arise during the school year, parents are encouraged to talk their child's teacher first. The majority of issues relate to the classroom. If the situation is not resolved, parents may discuss the matter with Mr. Bauknecht, building principal or Ms. Quistorf, district administrator.

They may be reached by phone or e-mail:

chad.bauknecht@trschoools.k12.wi.us      793-1118

lisa.quistorf@trschoools.k12.wi.us      793-4560



## **Safety Procedures Cont.**



### **Student Lockers**

Students may be issued lockers for the storage of coats and boots. These lockers are not locked, so valuable items should not be kept in them. The lockers are the property of the school district and may be searched by the principal or his designee if such a search is thought to be necessary in order to enforce school rules or School Board policy.

### **Volunteers**

Magee recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the support staff responsible for the conduct of those programs and activities. The volunteer will adhere to district guidelines while on duty as a volunteer and will agree to verification of a satisfactory background check. Volunteers must release all information related to convictions, arrests, charges, detention, plea agreements, or summons. Failure to do so may result in termination of service. A criminal record does not necessarily constitute an automatic bar from service. Only convictions that are substantially related to the circumstances of the job will be considered. See Board Policy 4120.09

### **Pet Visitation Policy**

Pets often add teachable and memorable special moments to classroom experiences. Our policy requires teacher notification and written permission prior to the animal visit. Forms are available in the office. Depending on the size and nature of the animal, there must be an adequate means of control either by leash, cage, or other acceptable feature. An adult, preferably the parent of the student must accompany the animal during the entire visit, unless special arrangements are made and accepted by the teacher.



## Safety Procedures Cont.

Harassment means behavior toward a student or group of students based, in whole or in part, on their sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or any other characteristic protected under State, Federal, or local law, which substantially interferes with the student's school or academic performance or creates an intimidating, hostile, or offensive school environment. Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female.

**What to do if harassed?** Students and all other members of the School District community, as well as third parties, are encouraged to promptly report incidents of unlawful harassing conduct to a teacher, administrator, supervisor, or District employee or official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with any of the District's Anti-Harassment Compliance Officers at his/her first opportunity.

Members of the School District community, which includes students, or third parties who believe they have been unlawfully harassed are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

If, during an investigation of reported act of bullying and/or harassment in accordance with Policy 5517.01 – Bullying and Harassment, the principal or his/her designee believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on sex, race, color, national origin, religion, or disability, the principal or his/her designee will report the act of bullying and/or harassment to one of the Compliance Officers who shall investigate the allegation in accordance with this policy. The following individual serves as "Anti-Harassment Compliance Officers" for the District -Chad Bauknecht.

## Magee Calendar 2018-2019

Sept. 4th	School Begins
Sept. 10th	First Semester Milk Money Due
Sept. 14th	Fall Fundraiser Kick off
Sept. 17th	Morning Milk Starts
Sept. 17th	STAR Assessment thru Sept 28th
Sept. 24th	After School Resource starts (grades 1-4)
Sept. 25th	Picture Day
Oct. 4th	Mid Quarters Go Home
Oct 5th	No School
Oct. 18th	PTO Family Bingo Night @ 5:30 P.M.
Oct. 22nd	Red Ribbon Week
Oct 24th	Hansen's Fundraiser Pick Up
Oct. 30th	Spooky Story Night
Oct. 31st	Orange and Black Day
Nov. 2nd	End of Quarter
Nov. 5th	No School
Nov.6th	Picture retake
Nov. 9th	Veterans Day Program
Nov. 12th-16th	Parent/Teacher Conferences with Book fair
Nov. 21st-23rd	No School; Happy Thanksgiving
Dec. 4th-7th	Christmas Store Week
Dec. 7th	Mid Quarters Go Home
Dec. 13th	Winter Concert 1:15, 6:00 and 7:00 @TRHS
Dec. 19th	Sing Along: Wear Green/Red
Dec 24th-Jan 2nd	No School

# Magee Calendar 2018-2019 cont.

Jan. 11th	All school Jazzercise
Jan. 14th	Second Semester Milk Money Due
Jan. 17th	Second Quarter Ends
Jan. 18th	No School
Jan. 21st	Second Semester Milk begins
Feb. 18th	No School
Feb. 18th	Child Development Days at Koenig
Feb. 21st	PTO Family Bingo Night @ 5:30 P.M.
Feb. 22nd	Mid Quarters Go Home
March 1st- March 8th	Reading Celebration Week
March 11th-March 15th	No School-Spring Break
March 18th-May 3rd	Wisconsin Forward exam grades 3 and 4
March 28th	PTO Family Movie Night
March 29th	Third Quarter Ends
April 8th-12th	Parent/Teacher Conference Week
April 11th	Tornado Awareness Day
April 18th	Talent Show-1:30 @ Magee
April 19th-22nd	No School
April 29th-May 3rd	Spring Book Fair
May 3rd	Grandparents Day
May 3rd	Mid Quarters Go Home
May 6th	STAR Assessment begins
May 24th-28th	No School
May 29th	4th and 5th Grade Track Meet
May 31st	4th Grade Recognition @ 9:00
June 7th	Last Day Of School with release at 12:45

# Safety Procedures

## Child Abuse and Neglect

Wisconsin State Law requires teachers to report any suspected case of child abuse or neglect to the Manitowoc County Human Service Department. Failure to do this can result in penalty to the teacher, principal, and superintendent. The Two Rivers Public School District follows the requirements of the law.

## Weapons and Firearms

Any item brought to school to cause physical harm or used to threaten another student shall be considered a weapon. The Board of Education has set a policy of immediate suspension with the possibility of expulsion when students bring a weapon to school. In these cases, authorities will be contacted immediately for possible charges.

Items that students bring to school which are not considered regular school items and may be viewed as dangerous, regardless of intent, shall be taken away from the student and will only be returned when collected personally by a parent.

## Discrimination and Harassment Policy

The Board of Education is committed to an educational environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

For purposes of this policy, "School District community" means individuals subject to the control and supervision of the Board including, but not limited to, students, teachers, staff, volunteers, and Board members. "Third party" means individuals outside the School District community.

## School Hours 8:00 a.m. to 3:00 p.m.

### Kindergarten—4th Grade

\*\*\*\*\*

Outdoor morning supervision begins at 7:30 along with the start of our breakfast program. ***Students should not arrive before 7:30 a.m. as children will be un-supervised. For their safety, please do not send them earlier.***

The bell rings at 8:00 a.m. Students line up by class and teachers will meet them on the playground and walk them to their classroom. When it is raining or when the temperature is below zero, students will gather in the gym and line up by class at the 8:00 bell.

### School Resource Officer

The Two Rivers Public School District in cooperation with the Two Rivers Police Department employs three full-time School Resource Officers (SROs). One officer is assigned to the high school, one officer is assigned to LBC, and one to Koenig and Magee. The SRO is the trained law enforcement officer assigned to the elementary to assist in keeping our schools safe and acts as our attendance officer. He plays an important role in the education of our children. He focuses on student safety using the “Triad Model” which consists of law enforcement, student counseling, and law-related education. Officers may also be contacted by school personnel to assist with student safety issues.

### Guidance Counselor

School counseling is a process designed to help students achieve optimum development in their personal growth. Counseling goals for students include positive behavior change, self-acceptance, and various personal improvement skills. Services are provided to all students in and out of the classroom by Mrs. Mary Boehlke.

The guidance counselor facilitates classroom activities and is available for individual and small group counseling. A child, parent, or teacher can request to see the counselor. Please feel free to contact the counselor at 793-1118 ext. 3103.

### Student Dismissal Times

Normal School Day	3:00
Early Release	12:45



### School Closing/Early Dismissal

Occasionally it becomes necessary to close school because of extreme weather conditions. This decision is made by the District Administrator and should be announced before 7:30 a.m. Please listen to the following radio stations: WGBW-AM (1590), WQTC-FM (102.3), WCUB-AM (98), WOMT-AM (1240), WLTU-FM 92.1, WLKN-FM 98.1, WIXX-FM (101.1)

Weather closings will also be posted on our facebook page, website, district cable Channel 998, and channels 2, 5, 11 & 26. **Parents should have a plan developed for childcare if children arrive home earlier than usual.**





## School Procedures

### Parking/Pick Up/Drop Off

**Bus Drop Off:** The buses will drop off and pick up in the circle drive on Glenwood St. Please be aware of the bus drop off areas. The police department will ticket vehicles using this zone. After students are dropped off they will proceed to the playground until the 8:00 bell.

**Automobile Drop Off/Pick Up:** All students in vehicles must be dropped off on the 36th street drop off lane **after** 7:30 am. Students will then remain on the playground until the 8:00 bell. Please drop off your child in the designated drop off locations, not in the middle of the street as the child must then cross in front of other cars.

**Parking:** When visiting school, cars should be parked in the “Visitor Parking” stalls in the school parking lot. Handicapped spaces are also provided in that area. Please follow safe parking lot procedures.

**Dismissal:** All parents and families picking up students at the end of the school day will need to wait until the 3:00 bell to enter the building.

**Inclement weather:** Even during rain or cold weather students should be *dropped off on 36th street not in the front of the building*. Students will then go to the gym until the 8:00 bell.

## Bullying Cont.

### Procedure for Reporting/Retaliation

It is the responsibility of all school staff members, students and individuals who observe or become aware of acts of bullying, or are victims of bullying to reports these acts confidentially to any school staff member, administrator or the district human relations officer. All such reports, either verbal or in writing are to be made in a timely manner and will be taken seriously. A clear account of the incident is to be documented. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated.

### Procedure for Investigating Reports of Bullying

An investigation to determine the facts will take place in a timely manner to verify the validity and seriousness of the report. Affected parents and/or guardians will be notified that a report has been made. The district shall keep the complaint confidential to the extent required by law for both the accused and the accuser.

### Sanctions and Supports

If it is determined that students participated in bullying behavior, or made false reports in violation of the policy, the district will take remedial/disciplinary action up to and including expulsion and/or referral to law enforcement officials for possible legal action as appropriate.

Students found in violation of the bullying policy may be referred to school counseling staff or other educational programming designed to prevent repetitive bullying behavior. Employees, volunteers, parents, coaches and visitors found to have participated in bullying behavior, or having become aware that bullying was taking place and failed to report the behavior, are considered to be in violation of the prohibition expressed by this policy. They may be subject to disciplinary action practice.

## Bullying

### Introduction

The Two Rivers Public School District strives to provide a safe, secure and respectful learning environment for all students in school buildings and on school grounds, on school buses and at school-sponsored activities. Bullying has harmful social, physical, psychological and academic impact on the bullies, the victims and the bystanders. The district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

### Definition

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be isolated or repeated behavior. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; genetic information; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be, but is not limited to:

1. Physical (e.g. assault, hitting or punching, kicking, theft)
2. Verbal/Written (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet- also known as cyber bullying) Between students and students, students and adults, or adults and adults.

### Prohibition

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. Educational environments include, but are not limited to, every activity under school supervision.



## School Procedures Cont.

### Parking Lot Safety Reminders:

Parent drop off and pick up lane works best when we keep traffic moving. If your child is not to the pick up area, you may be asked to circle around. The front of school is for bus traffic in the morning and after school. Please avoid the front area for dropping off/ picking up students.



### Parents/ Visitors Entering the Building

For the safety of your children all visitors MUST enter the building through the front doors. It is tempting to enter a door that is near your child's classroom. Because of safety concerns, this is a practice that will not be allowed. The school office must be aware of who enters our building at all times. All parents and visitors must sign in at the office if visiting a child's classroom. Any visitors to the school please see the *Board Policy 9150* for further details.

All doors are locked from 8:00 to 3:00. You must use the door bell and the school secretary will buzz you in.

Parents must wait outside until after the dismissal bell. The purpose of this wait is that the closing of a school day instills many learning procedures that are part of developing independence as well as the importance of building safety.

## School Procedures Cont:

### Bus Transportation



Bus service is provided by Two Rivers Buses, Inc. Bus schedules and routes are published in the Herald Times Reporter and the Lakeshore Chronicle in late August as well as on the district webpage. Questions should be directed to Two Rivers Buses, Inc. at 793-2541. Students are expected to act appropriately on the bus. Students are to remain seated at all times. Other rules will be at the discretion of the bus company. The Bus Company will revoke the bus privilege for repeated rule violation and a written report will be submitted to families.

### Bicycles/Skateboards/Roller Blades

A bike rack is provided for students who ride their bikes to school.

Bikes should be locked.

Scooters need to be folded and stored in a student's personal locker or locked at the bike rack. Skateboards and roller blades also need to be stored in a student's locker.

These items of transportation are not allowed on the playground for obvious safety reasons.

The school is not responsible for lost, stolen, or damaged bikes, skateboards, roller blades, etc.

Please make sure that you discuss proper safety procedures with your child concerning their mode of transportation. Also, make sure that they have the proper safety equipment.

## Student Behavior and Procedures

To continue to improve the school atmosphere, attitude, and general climate, it is necessary to insist on appropriate student behavior. All elementary schools within the Two Rivers Public School District have implemented a discipline plan including a "clip up, clip down" chart system. Rules and consequences will be discussed with all students and copies will be sent home to all parents. Positive behavior will be rewarded throughout the year with the use of such things as activity days, good slip drawings, award recognition, etc. The responsibility for appropriate student behavior rests with the student. Should a problem arise, the parents will be contacted. Parents are asked for their support and follow through in the matter. A letter of a school wide discipline plan will come home at the start of the school year as well as an explanation of the school wide clip up, clip down system.

### School Rules

All students are expected to:

- ◆ Treat all teachers and each other with respect.
- ◆ Walk quietly without disrupting other classrooms.
- ◆ Use good manners.
- ◆ Keep hands, feet, and other objects from interfering with others.
- ◆ Obey all reasonable requests given by the adults who work at school.
- ◆ Respect the property of others and Magee.
- ◆ Use appropriate language and gestures.



**Bullying is not allowed in my school.**  
**I will not hit, shove, kick, or punch anyone or anything.**  
**I will not tease, call names or put people down.**  
**I will not gossip or spread rumors.**  
**If I see someone being bullied, I will speak up and go for help.**  
**I will treat everyone with respect and kindness.**



## Field Trips

School sponsored trips to museums, parks, etc. provide a powerful educational benefit to classroom lessons. All out of district field trips will require special permission slips. Parental notification will be made for all trips.



While the majority of the school supplies are provided by the school, students are expected to provide items such as gym shoes, scissors, rulers, erasers, pens, pencils, crayons, etc. Each teacher requires specific supplies. The supply lists are posted at the stores in the area and on our school page of the district website(www.trschools.k12.wi.us). **Please label gym shoes, art boxes, and any other major items.** If you have difficulty in purchasing needed items, please let the office know your circumstances and we will address your needs.



## School Incentive Programs



Pick N Save and Piggly Wiggly no longer offer school incentives for store receipts.

The programs we ask you to support are:

“Box Tops For Education”, “Kwik Trip Milk Caps” and “Shoparoo”

**Please save your milk caps, wash them and send to school!**

## Office Procedures

**Attendance** Parents must call the school office 793-1118 in the morning if their child is unable to attend class for illness or other acceptable reasons. The school office is equipped with an answering machine if you need to call school before office hours. **Parents who do not call school to report their child’s absence will be called at home or work for verification.** *If a student is absent for 3 or more days parents may be required to provide a doctor’s excuse for the student to return.* Absences and tardies will be monitored on a monthly basis and information will be sent to families who are not in compliance with attendance policies.

**When your child is absent it is important to make arrangements to have your child’s work picked up at the office.**

## Telephone

The school telephone is a business phone. Only in the case of necessity will a child be permitted to use the phone.

*Parents should make every effort to arrange after school activity schedules before leaving for school in the morning. If you are picking your child up early for any reason, please remember to send a note with your child in the daily folder and call the office.*

## Illness/Injury

In the event that your child becomes ill or is injured at school, the parents will be contacted immediately. If the illness or injury is serious or possibly life threatening, emergency personnel will be called before parents. It is important that the emergency information is kept up to date and a person to contact is designated in the event the parent cannot be reached. School will use their discretion in calling home.

If your child is not feeling well in the morning, please keep him/her home. Many times the school calls the parents just after the school day starts because a child is ill and felt that way before leaving for school. Ill children do NOT belong in school. A student should be fever and symptom free for 24 hours before returning to school.



## Office Procedures Cont.

### Emergency Cards

All address and medical forms will need to be completed online. Please take a look on the Two Rivers Public Schools website under Family Access. If at any time throughout the year your information changes you need to call the school office at 793-1118 to update your information.

### Nurse

The Two Rivers School District has a nurse. She provides services to all of the schools in the district. She can be contacted during the designated building times. Please contact the school office if you need to meet with the school nurse.



### Medication

School staff, without first securing appropriate authorization, cannot administer medication including over the counter medications such as Tylenol and cough drops. If your child needs to have medication administered in the school setting, you must complete a medication authorization. Forms are available in the school office, online or from your family physician. The authorization form requires the signature of the parent (for non prescription medication) and both the parent and child's physician for prescription medication.

**Students are NOT allowed to carry medications to, from and within school. A parent or guardian must deliver medications to the school office.**

### Materials User Fee

Fees are established by the Two Rivers School Board on an annual basis. The school board approved a \$10.00 fee to all students in grades K-4 for the 2018-2019 school year. This fee may be paid on back to school night or should be sent with your child to the school office the first week of school, or paid online.



### School T-shirt

Magee Elementary purchases grade level t-shirts for every child. These T-shirts are worn on various days throughout the year. They instill team pride and allow everyone to share in that pride. They are also worn on class trips. This allows all students to be easily identified in the Magee grade level shirts. We house the shirts in each classroom. Tee shirts are purchased with school funds and reused each year.

**All fees must be put in a separate envelope and clearly labeled with the child's name, amount of money and the type of fee, or paid online.**



## School Fees Cont.

### Breakfast

Breakfast is available at Magee School. Serving times are from 7:40 a.m. until 8:00 a.m. Breakfast is \$1.70 (\$0.30 for reduced) per meal. Those students who qualify for free or reduced lunches also qualify for free or reduced breakfast.

### Free/Reduced Lunch

Applications for free or reduced lunch and breakfast can be found online. **One application per family needs to be turned in yearly.** The school district will notify you by mail whether or not you qualify. If your child qualified for free or reduced lunch/breakfast last school year, the status will carry over for the first 2 weeks of the new school year.

### Meal Accounts

Family meal accounts are set up within the district. Money may be put in your family account by sending it to school or making an online payment on the district website. Please be sure to include the child's name and parents' names on the check and/or envelope. Notices will be made by phone to those families who have a negative balance. If your lunch balance is more than \$10.00 your child will need to take cold lunch until the balance is paid. The school office is able to inform you on the status of your account.

### Cold Lunch

Students eating cold lunch may purchase a half-pint of milk for \$0.30. Please remember a nutritious meal should include a fruit/or vegetable, grain, dairy, and protein if you are planning on providing your child with his/her own lunch. Soda is not allowed as a drink for cold lunches.



## School Fees

### Online Payments

Two Rivers Public Schools now offers on line payment for lunch, morning milk, and user fees. Visit our website for more info.

### Morning Milk Break and Snack

The Two Rivers Public Schools offers a morning milk break to all elementary students. Milk money is collected by the semester. The cost is \$20.00 per semester. A notice will be sent home in a timely manner. If you choose to not pay for morning milk, please send a juice for your child. Students are also given the opportunity to have a healthy snack. It is important for your child to have healthy nutrition to keep the brain and body fed for him/her to do his/her best.

If your child's class does not provide group snacks, please make sure your child has a healthy snack for everyday!



### Hot Lunch

Hot lunch is served daily except on days when school is in session for only half a day. Daily cost is \$2.50 (\$0.40 for reduced). District menus are available on the district webpage. The Two Rivers Public Schools provide an "Offer Versus Serve Provision." This allows students to decline up to two of the five food groups being offered each day. *Students MUST have at least three of the five food groups on their tray.*