

4th Grade Recognition

June 4th, 2021



Magee Elementary School



Parent/Student Handbook



2020-2021

Other Programming

Elementary Chorus

During the 2020-2021 school year, our chorus will not meet.

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

Everyday Heroes

Dates: March 4th-March 11th

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. Reading Motivational Week information will come home mid February!

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Additional Support Provided

Summer School

More information will be provided in the Spring of 2021 on the status of Summer School programming.

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.

- *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.

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 2021 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.

Students in 4K-1st 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.



Take Action Now - Stop the Spread

- Physically distance at least 6 feet from people with whom you do not live.
- Wear a cloth face mask over your nose and mouth.
- Wash your hands frequently with soap and water or use hand sanitizer with at least 60% alcohol.
- Sanitize common areas.
- Indoors, do not gather with people outside of your household.
- Outdoors, limit gatherings, physically distance and wear face coverings.
- Self-monitor for symptoms of COVID-19 for 14 days after return from travel.
- If symptomatic, call your healthcare provider, get a test, and stay home while awaiting results.
- Cooperate with public health officials if you test positive or are a close contact.

Do it for our kids!

Vision Of Two Rivers Public Schools

All students will become independent critical thinkers that value life long learning, apply the knowledge and skills necessary to achieve their full potential, and develop into informed citizens who are actively involved in their community.

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.

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.

Title One K-3 Reading

On an annual basis, parents are given information about the curriculum, means of assessment, and the proficiency levels students are expected to achieve and maintain before implementation of Title One Support Services. The child's individual performance will be communicated to parents in the Fall of the year. Parents will be provided with assistance in providing help to their children in achieving the objectives of the program as well as participation activities to improve the academic achievement and school performance of their children. Progress reports will be sent home to families on a regular basis.

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.

All

Dates: Week of November 16th and April 12th

parent

Principal's Message

Welcome to another school year at Magee. Whether this is your first year, or your fifth year, we are excited to work with your child on reaching their fullest potential.

In these unprecedented times, it is now more important than ever to work together, communicate with each other and keep our focus on student learning. Our students need us each and every day.

As a Kid's At Hope district, we believe that all children are capable of success, no exceptions. This school year will include a focus on SEL curriculum, social and emotional learning. This includes the use of PBIS, positive behavioral intervention and supports, and universal curriculums for Positive Action and Zones of Regulation. These additions will focus on making sure our children are ready to learn at high levels each day.

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!

Yours in education,

Chad Bauknecht

Magee Principal

2020-2021 Magee School Staff

Art	Barb Kopetsky, Torre Webster
Custodians	Mark Sawyer, Jean Vanderlinden
ELL	Cathy Tegen, Ashley Roehr
Food Server	Karen Achten
Grade 1	Felicia Boknevit, Payton Schmidt, Jami Rittich, Sara Zimmerman
Grade 2	Dawn Daley, Colleen Jansky, Mollie Landt, Lacey Schneider
Grade 3	Katrina Benzinger, Mary Glaser, April Jatczak
Grade 4	Zac Krause, Stephanie Kinscher, Edith Weiler, Crystal Wester
Kindergarten	Lynn Fabian, Brittany Kuehn, Linda Scheuer, Jordan Walesh, Rhonda Stenzel
Guidance	Mary Boehlke
Library Specialist	Deana Collins, Amy Fessler
Music	Janet Rank
Noon Supervisors	Lindsey Smith, Zac Waack, Cindey Sarnowski, Jacqueline Tice, Kristin Wautier
Nurse	Rebecca Waskow
Occupational Therapy	Tammy Reigles COTA: Jody Garcia
Physical Education	Michael Schultz
Physical Therapy	Danielle Bramstedt

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.



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

At this time, volunteers are not allowed in our school buildings.

Pet Visitation Policy

At this time, pet visitations are not allowed in our school buildings.

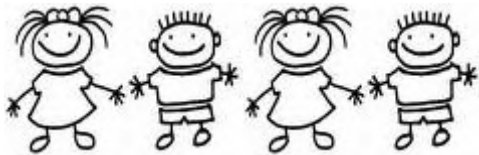


Magee School Staff Cont.

Psychologist	Chong Yang
Resource (CD, LD EBD)	Stephanie Korte, Jennifer Phillips, Mellisa Steffens
Resource Aides	Lisa Stechmesser, Dennise Rakovszky, Kassie Ahlswede, Shauna Oliveria, Mary Sayeski, Nancy Derenne
Secretary	Jacque Schmitt
Speech	Angela Popp
Title I Reading	Kirsten Sleger, Nicole Debroux-Hrudka

District Administration

District Administrator.....Lisa Quistorf
 Accounting Manager.....Mary Kay Slattery
 Director of Pupil ServicesBridgett Klein
 Director of Maintenance and Operations.....Adam Rohrer



Two Rivers Board of Education

President	Jaimie Salta
Vice President	Michael Canty
Clerk	Julie Schroeder
Commissioner	Maria Veldre
Commissioner	Randy Williams
Commissioner	Zac Peterson
Commissioner	Gregory Ross

PARENT/TEACHER ORGANIZATION

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.

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.

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



Magee Calendar 2020-2021

September 8 th	School begins
September 14 th	Milk Money Due for 1 st semester
September 21 st	Morning Milk starts
September 21 st	STAR Assessment begins (Ends Oct 2 nd)
September 25 th	Friday Healthy snack starts
September 28 th	Mindfulness Day
October 8 th	Mid-Quarters Reports go home
October 26 th	Red Ribbon Week
October 26 th	Yoga Day
October 29 th	Orange and Black Day
November 5 th	PT confirmation letter goes home
November 6 th	End of 1st quarter
November 11 th	Vet's Day
November 16 th	Conference Week
November 17 th	All School Conference Night
November 25 th -27 th	Thanksgiving Break
Nov 23rd-Dec 11th	PTO Christmas Store
December 11 th	Mid-Quarter Reports Go Home
December 22 nd	Pajama Day with hot chocolate
December 23 rd -Jan 3 rd	Winter Break-Enjoy!
January 4 th	School Resumes
January 11 th	Milk Money due for semester 2
January 18 th	Mindfulness Day
January 22 nd	End of Quarter
January 26 th	2 nd semester milk starts
January 29 th	STAR Assessment window closes
January 29 th	Report Cards go home
February 15 th	No School for students/ Inservice Day
February 15 th	Child Development Day at KOE
February 26 th	Mid Quarter Reports go home
February 23 rd	PTO Family Bingo Night 5:30-7:00
March 5 th -March 12 th	RIF Reading Incentive Week
March 15 th -March 19 th	No School Spring Break
March 22 nd -April 30 th	Forward 3-8 window
March 25 th	Spring Picture Day
March 25 th	PTO Meeting 6:00
March 29 th	Forward testing starts at Magee
April 1 st	End of Quarter
April 2 nd -5 th	No School ₂
April 8 th	PTO Family Movie Night 6:00-7:30
April 12 th	Yoga Day

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.



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.

Magee Calendar 2020-2021 cont.

April 29 th	Magee talent show
April 30 th	Forward window closes
May 3 rd -7 th	Teacher Appreciation week
May 3 rd -May 7 th	Book Fair
May 7 th	Grandparent's Day
May 7 th	Mid-Quarter Reports Go Home
May 10 th -14 th	Law Enforcement Week
May 20 th	PTO Meeting 6:00
May 28 th -31 st	No School
June 1 st	4 th grade track meet @ TRHS 8:30
June 4 th	4 th Grade Recognition 9:00 am
June 10 th	Last Day of School-Early release 12:45

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

Kindergarten—4th Grade

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.*

Our instructional day begins at 8:00 AM Monday through Thursday. As of the time of this publication, students do not have school on Fridays.

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 6:30 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, and channels 2, 5, 11 & 26. **Parents should have a plan developed for child-care if children arrive home earlier than usual.**

Please also sign up for the Two Rivers Public Schools App. It can be

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.



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 using the framework of PBIS, Positive Behavior Interventions and Supports. 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.

Zones and Positive Action

Raider Way



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.

Automobile Drop Off/Pick Up: All students in vehicles must be dropped off on the 36th street drop off lane **after** 7:30 am. 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 dismissal bell to pick up students.

Inclement weather: Even during rain or cold weather students should be *dropped off on 36th street not in the front of the building.*



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

At this time, parents and visitors are not allowed in our school buildings. Please call the office to make arrangements for any school related business.

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

Field Trips

At this time, students are not participating in field trips.

Supplies



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.

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 2020-2021 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 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.

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 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 without the aid of medication for 24 hours before returning to school.

School Fees Cont.

Breakfast

Breakfast is available at Magee School. Serving times are from 7:30 a.m. until 8:00 a.m. and for the 2020-2021 school year, all meals are free to all students in Two Rivers Public Schools.

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.

Cold Lunch

Students eating cold lunch may purchase a half-pint of milk for \$0.35. 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 \$23.00 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.

Please make sure your child has a healthy snack for everyday!



Hot Lunch

Hot lunch is served daily and for the 2020-2021 school year, all meals are free to all students in Two Rivers Public Schools. 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.*

Office Procedures Cont.

Emergency information

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 school.