

4th Grade Recognition

May 17th, 2024

9:00 A.M. at Magee Elementary



Magee Elementary School



Parent/Student Handbook



2023-2024

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.

Thursday, Oct. 26th

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 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

Lights Camera Action

Dates: March 4th-March 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. 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.*
- *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

It is the mission of the Two Rivers Public School District to guide learners to become independent critical thinkers that value lifelong learning, apply the knowledge and skills necessary to achieve their full potential, and develop into informed citizens who are actively involved in their community.

Vision

The policies, programs, and practices of the Two Rivers Public School District reflect its commitment to building a collaborative culture, building relationships and engaging our community, and empowering staff in order to ensure high levels of learning for each and every member of our school community.



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 2023-2024 school year here at Magee. This is my 13th 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 the adoption of a new English Language Arts curriculum called Wit and Wisdom.

You will also see materials and information about PBIS— Positive Behavior Interventions and Supports. This system will help all students reach their fullest potential.

Yours in education,

Chad Bauknecht

Magee Principal

English Language Learner Program

The Wisconsin Department of Public Instruction supports school districts in educating students who are English learners (EL). We believe in the assets our multilingual students bring to school and work with districts to honor those assets while preparing students for future education and the workplace.

Federal and state laws require that students identified as English Learners (ELs) be assessed annually to determine their level of English language proficiency (ELP) and ensure that they are progressing in achieving full English proficiency.

Yearly Assessments

The Two Rivers Public School District uses STAR assessments for all K-8 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 2024 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 School Counselor.

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 counselor, or your child's classroom teacher can initiate referrals for evaluation.

Please contact your child's teacher, school 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.

2023-2024 Magee School Staff

Art	Barb Kopetsky, Torre Webster
Custodians	Chris Anklam, Brian Henrickson
ML	Brenda Carle
Food Server	Mary Stuewe/ Cindy Sarnowski
Grade 1	Felicia Boknevit, Payton Schmidt, Sara Zimmerman
Grade 2	Carlye Burk, Stephannie Blish, Mollie Landt, Aubreigh Denil
Grade 3	Katrina Benzinger, Mary Glaser, Staci Smogoleski, April Jatczak
Grade 4	Alysa Katerski, Stephanie Kinscher, Stephanie Menges, Crystal Wester
Kindergarten	Annie Gesteland, Brittany O'Connell Rhonda Stenzel, Jordan Weber
Guidance	Katie Wilsman
Library Specialist	Deana Collins, Karly Brown
Music	Janet Rank
Noon Supervisors	Kim Sargent, Faith Rauens, Zac Waack,
Nurse	Jamie Rohrer, Kelly Tice
Occupational Therapy	Tammy Reigles COTA: Jody Garcia
Physical Therapy	Megan Ludke
Physical Education	Michael Schultz

Magee School Staff Cont.

Psychologist	
Resource (CD, LD EBD)	Katie Pape Jennifer Phillips, Betsy Bierdek
Resource Aides	Shauna Olivera, Mary Sayeski, Kam Mohorne, Tyah Bratz, Cambria Dellemann, Hope Cedano, Coty Jagodzinski, Ashley Hultgren, Nicole Tessier, Jen Lacrosse, Sami Schmidt, Jacqueline Tice
Secretary	Jacque Schmitt
Speech	Angela Popp
Technology	Brooke Stahl
Title I Reading	Melody Knight, Neysa Bianchi
Coach	
School Social Worker	Jennifer Schneider

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 13th and February 26th

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!

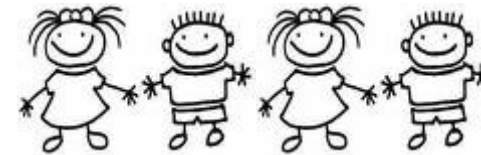
Any other inappropriate attire or grooming as determined by the building administrator.

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



District Administration

- District Administrator.....Diane Johnson
- Accounting Manager.....Mary Kay Slattery
- Director of Pupil ServicesBridgett Klein
- Director of Maintenance and Operations.....Adam Rohrer
- Director of Teaching and LearningKyle Korinek



Two Rivers Board of Education

President	Jennifer Henrickson
Vice President	Maria Veldre
Clerk	Randy Williams
Treasurer	Zak Peterson
Commissioner	Gary Shavlik
Commissioner	Tim Klinkner
Commissioner	Nicole Benthein

PARENT/TEACHER ORGANIZATION

Meeting Dates: Sept. 21st, Nov. 16th, Jan. 18th, 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 Mrs. Johnson, district administrator.

They may be reached by phone or e-mail:

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

diane.johnson@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, detainment, 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. Release and Waiver of liability and indemnity agreement 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 2023-2024

Aug 28th	School Begins
Sept. 8th	First Semester Milk Money Due
Sept. 11th	STAR Assessment thru Sept. 21st
Sept. 15th	Grandparent's Day
Sept. 18th	Morning Milk Starts
Sept. 19th	Picture Day
Sept. 25th	Homecoming Spirit Week
Sept 29th	Mid Quarters Go Home
Oct. 16th-17th	Vision Screening
Oct. 19th	PTO Family Bingo Night @ 5:30 P.M.
Oct. 23rd	Red Ribbon Week
Oct. 23rd	Picture Retake Day
Oct. 26th	Spooky Story Night
Oct 27th	End of Quarter
Oct 27th	No School
Oct. 31st	Orange and Black Day
Nov. 10th	Veterans Day Program
Nov. 13th-17th	Parent/Teacher Conferences
Nov. 22nd-24th	No School; Happy Thanksgiving
Dec. 1st	Mid Quarters Go Home
Dec. 4th	Winter Concert 1:15, 6:00 and 7:00 @TRHS
Dec. 5th-8th	Christmas Store Week
Dec. 22nd	PJ and Hot Chocolate Day
Dec. 22nd	Sing along
Dec 23rd-Jan 1st	No School

Magee Calendar 2023-2024 cont.

Jan. 2nd-12th	STAR Assessments
Jan. 8th	Second Semester Milk Money Due
Jan. 12th	Second Quarter Ends
Jan. 15th	No School
Jan. 15th	Second Semester Milk begins
Jan. 19th	Report Cards go home
Feb. 19th	No School
Feb 26th	Parent/Teacher conference week
Mar 4th-Mar. 8th	Reading Celebration Week
Mar 15th	Third Quarter Ends
Mar 15th	No School
Mar 21st	Talent Show
Mar. 25th– Apr 1st	No School-Spring Break
Mar. 19th-April 19th	Wisconsin Forward exam grades 3 and 4
April 11th	Tornado Awareness Day
April 22nd-May 3rd	STAR Assessment
April 23rd	PTO Bingo Night 6:00pm
April 26th	Mid Quarters Go Home
May 6th-10th	Teacher Appreciation Week
May 13th	4th and 5th Grade Track Meet
May 13rd	Law Enforcement Week
May 17th	4th Grade Recognition @ 9:00
May 23rd	Last Day Of School

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.

Policy 2140: The School District does not discriminate against students on the basis of sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities.

The School District prohibits discrimination in employment on the basis of age, race, color, national origin, sex, handicap, disability, or any other legally protected factor.

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

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

Kindergarten—4th Grade

Indoor 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.***

Students will enter the building starting at 7:30 and enter the gym. At 7:45, students will head to their classroom. Grab and go breakfast will be available for those students interested.

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 schools to assist in keeping our schools safe and acts as our attendance officer. She plays an important role in the education of our children. She 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.

School 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. Katie Wilsmann.

The school 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
Wednesday early release	2:15



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 7:00 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.

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 3:00 bell for students to be dismissed. Please have a meeting location outside to meet your child.

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

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 report 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.

An annual summary report shall be prepared and presented to the school board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will 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

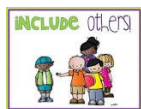
Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be isolated or repeated behavior. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; 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.



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. Please make an appointment to talk with school staff, rather than just dropping 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 on the district website 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 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. 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 expectations.

Zones of Regulation:

This curriculum is called Zones of Regulation. Using a cognitive behavioral approach, the curriculum's learning activities are designed to help students recognize when they are in different emotional states called "zones", with each of the four zones represented by a different color. In the activities, students learn how to use strategies or tools to stay in a zone or move from one zone to another. Students explore calming techniques, cognitive strategies and sensory supports so they will have a toolbox of methods to use to move between zones. It is very important to remember and teach students that there are no "good" or "bad" zones. The Zones of Regulation is intended to be neutral and free of judgement when helping students to recognize their level of alertness and feelings.

Positive Action:

Positive Action is organized into seven units by grade level.

This allows educators to align an entire school behind Positive Action lessons and concepts. The program starts with helping students identify themselves and understand their Self-Concept. Students learn that self-concept means the way they think and feel about themselves, and that families and friends influence their self-concepts.

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.

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 without the aid of medication before returning to school.

Office Procedures Cont.

Emergency Info

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. Our nursing staff is Jamie Rohrer and Kelly Tice.

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 2023-2024 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 7:30 a.m. until 8:00 a.m. During the 2023-2024 School year, breakfast is free. 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 \$0.35. 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 \$27.00 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. During the 2023-2024 school year, lunch is free. 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.*