

**LITTLE CHUTE  
ELEMENTARY SCHOOL  
2024-25 FAMILY/STUDENT HANDBOOK  
Grades 4K-4**



**LITTLE CHUTE**  
*Area School District*  
*fostering a community of learners*

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# PRINCIPAL'S MESSAGE

Welcome to Little Chute Elementary School!

We are so excited for this upcoming school year! Our staff and community are the best you can find and help to make our elementary school an amazing place to be. We focus on providing a safe and nurturing environment for students to grow in learning and prepare them for their future. Academics and their social and emotional growth is very important to us. We want them to have success in and out of the classroom and feel a sense of success as they continue to grow through the Little Chute Area School District.

Our wonderful PTO (Parent Teacher Organization) provides us with opportunities to give our students the best. We are able to celebrate the accomplishments of our students and staff with their help and support. By working together we make LCES a better place to be.

Little Chute Elementary School is a great place to be. We are excited to help our students learn and grow through our challenging curriculum and fun experiences while being part of a community that fosters a positive social and emotional community amongst everyone.

Sincerely,

Melissa Yuska

# LITTLE CHUTE AREA SCHOOL DISTRICT FOSTERING A COMMUNITY OF LEARNERS

**MISSION:** The Little Chute Area School District exists to foster a community of learners by providing quality-learning experiences so that ALL can safely maximize their full potential and become contributing members of society.

**VISION:** Little Chute Schools will be learning communities where students hunger to learn in a welcoming and secure environment. We will challenge every learner to become engineers of their own future by nurturing their creative and intellectual growth. We will provide the launch pad for students to excel in any field of interest by developing the whole child in a data-driven society.

**DISTRICT LEARNER GOALS:** Consistent with its adopted mission and philosophy, the Little Chute Area School District believes that in order to lead productive and fulfilling lives in a complex and changing society and to continue learning. Our graduates shall demonstrate the knowledge, skills, and attitudes to be:

- Self-Directed Learners who set priorities and achievable goals, create options for themselves, monitor and evaluate their progress, assume personal responsibility, and use core values to create positive visions for their future;
- Effective Communicators who are able to decipher and assess information and who effectively express ideas mathematically, orally and in writing;
- Problem-Solvers and Critical Thinkers who identify, assess, integrate, and use the available resources and information to reason, make decisions, and solve problems in a variety of contexts;
- Utilize Technology to be Quality Producers who use advanced technologies to create practical, intellectual, and physical products, which reflect originality and high standards;
- Cooperative Societal Contributors who share time, energies, and talents to improve the quality of life and who are able to appropriately gather information to vote responsibly in a democratic process;
- Global Cultural Participants who are aware of local, national, and international issues and cultures; who can interact in a responsible manner and who understand how these interactions impact others;
- Artistic Appreciators who perceive the world's creative values as intrinsic and who understand that the application of design principles enhances their lives;
- Responsible for Personal Wellness who are capable of taking action to achieve physical, mental, and social well-being.

## KINDERGARTEN THROUGH GRADE 4 SCHOOL DAY

### Start of Day

The school day begins at 8:00 a.m. Students are expected to be in their classroom at 8:00 a.m. (students not in the classroom at 8:00 a.m. will be marked as tardy). Morning supervision begins at 7:50 a.m. There is no adult supervision outside of the school building before the doors open at 7:50 a.m. Students enter the building beginning at 7:50 a.m. through assigned doors based on grade level. All doors are locked. Students who arrive after 8:00 a.m. need to enter through Door 1. Students who participate in the breakfast program should enter through Door 6 from 7:30 a.m. to 7:50 a.m. Students who participate in the Boys and Girls Club before school program should enter through Door 6 beginning at 7:00 a.m.

### End of Day

School is dismissed at 3:00 p.m. After school outdoor supervision begins at 3:00 p.m. and continues through 3:10 p.m. All students MUST be picked up or have left the school grounds by 3:10 p.m. with the exception of students who participate in the Boys and Girls after-school program. Students not picked up at 3:10 p.m. will be taken to the office and a telephone call will be made to the parent.

### Early Release School Days Kindergarten Through Grade 4 (*Wednesdays*)

- **Early Release Start of Day-** Start of the day schedule is the same as for regular/full days.
- **Early Release End of Day-** An early release day constitutes a full day for attendance purposes. School is dismissed at 1:45 p.m. After school outdoor supervision begins at 1:45 p.m. and continues through 2:00 p.m. All students MUST be picked up or have left the school grounds by 2:00 p.m. with the exception of students who participate in the Boys and Girls after school program. Students not picked up at 2:00 p.m. will be taken to the office and a telephone call will be made to the parent.
- **Early Release Dates:**
  - September 18
  - October 2, 16
  - November 6, 20
  - December 4, 18
  - January 15
  - February 5, 19
  - March 5, 19
  - April 2, 16
  - May 7, 21

## FOUR-YEAR-OLD KINDERGARTEN SCHOOL DAY

Four-year-old kindergarten attends school as usual on early release days. For safety reasons, parents/caregivers are responsible for picking up and dropping off four-year-old kindergarten students at Door 2. Parents/caregivers should provide supervision at drop-off until a staff member is present.

### Morning Session

The school day begins at 8:00 a.m. Students are expected to be with their teacher at 8:00 a.m. Students enter the building beginning at 7:50 a.m. through Door 2. All doors are locked electronically. Students who arrive after 8:00 a.m. need to enter through Door 1. The school day ends at 10:40 a.m. Parents are required to provide a responsible individual to pick up their child. After-school supervision begins at 10:40 a.m. and continues through 10:50 a.m. All students must be picked up by 10:50 a.m. Students not picked up at 10:50 a.m. will be taken to the office and a telephone call will be made to the parent.

### Afternoon Session

The school day begins at 12:20 p.m. Students are expected to be with their teacher at 12:20 p.m. Students enter the building beginning at 12:15 p.m. through Door 2. Students who arrive after 12:20 p.m. need to enter through Door 1. If it is raining or extremely cold, students will be permitted to enter the building beginning at 12:15 p.m. Parents are required to provide a responsible individual to pick up their child. After-school supervision begins at 2:55 p.m. and continues through 3:05 p.m. All students must be picked up by 3:05 p.m. Students not picked up at

3:05 p.m. will be taken to the office and a telephone call will be made to the parent.

## STUDENT TRANSPORTATION

Many students ride bicycles, rollerblades, scooters, and skateboards to school. For safety purposes, all items must be **walked** after reaching school property or reaching streets adjacent to school grounds. Students are not allowed in the faculty parking lot which is located on the west side of the building. Rollerblades, skateboards, etc. cannot be used during recess. LCES is not responsible for lost, stolen, or damaged bicycles, skateboards, etc. Any item that is lost, stolen, or damaged should be reported to the police school liaison officer.

The LCASD does not provide general bussing to students. Bussing is only provided to students who live in an area deemed as hazardous (typically no sidewalks) by the Outagamie County Sheriff's Office. Students with special education needs may be provided transportation as a related service per the Individualized Education Program (IEP). Questions related to bussing should be directed to Alexandra Baierl, Director of Pupil Services, at 920-788-7610.

If transportation is a barrier to school attendance, the parent is encouraged to contact the LCES Office to discuss their concerns.

## PETS ON SCHOOL GROUNDS

For safety and health reasons, dogs and other pets are **not allowed** on school property without the permission of the principal. If you walk to school with your pet, please wait for your child on the public sidewalk near the street. Even though your pet may be friendly, some students are fearful of animals. The policy is 8390

## STUDENT ATTENDANCE AND ABSENCES

Student attendance at school is directly related to student success in school. At Little Chute Elementary, we want to maximize the day's students are in attendance. If student learning and growth are to take place, parents, students, and school staff must acknowledge their responsibility to assure student attendance. Wisconsin state law requires that students are in school during all days and hours that school is in session.

**If a student is going to be absent from school, the elementary office must be notified. Please contact the office prior to 8:30 a.m.** Voicemail is available for before or after-hour calls. If the office does not receive notice of an absence, you will be contacted by telephone. This contact is to prevent children from getting lost or loitering on their way to school. If a student is not reported absent by a parent, the absence will be considered unexcused.

## STUDENT ATTENDANCE (*Policy 5200*)

It is critical to our student's success that they attend school regularly. Study after study links the value of students attending school and being on time, with a higher level of achievement. If student learning and growth are to take place, parents, students, and school staff must acknowledge their responsibility to assure student attendance. Wisconsin state law requires that students are in school during all days and hours that school is in session. Our full board policy on attendance can be found on our website under Policy 5200. The LCASD Attendance Procedures are designed to ensure that our students and parents not only comply with state statutes, but also gain the most value from their education.

Any person having under their control a child who is between the ages of 6 and 18 years of age (including through the end of the term in which the child becomes 18 years of age), or a child enrolled in 5-year-old kindergarten in the District, shall cause the child to attend school regularly in accordance with state law. The child is expected to attend school on each day school is in session, unless he/she is excused from school attendance.

## School Attendance Officer

The principal or designee shall serve as the school attendance officer for each school in the District. The school attendance officer shall deal with all matters relating to school attendance and truancy as defined by state statute 118.16.

## Excused Absences

All excused absences require parent/guardian verification to be submitted verbally or in writing to the school attendance officer or designee in advance of the absence or prior to re-admittance to school. Please contact the office by telephone/online. Voicemail is available before or after school, as is online absence requests through the parent portal of Infinite Campus. If the office does not receive notice of an absence, a parent/guardian will be contacted by telephone. This contact is to prevent children from getting lost or loitering on their way to school. The student must sign out in the office before leaving for the appointment and must sign back in upon return to school.

- A. **Illness** - The District may request the parent/guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or psychological condition of the student. Such an excuse shall be made in writing, shall state the period of time for which it is valid, and shall not exceed 30 school days.
- B. **General Absences:** It is recommended that parents contact school to report absences by 8:30am on the day of the absence to be excused. All absences must be reported within 1 school day to be considered excused. The school attendance officer or designee is empowered to approve a legal excuse to any student for the following reasons:
  - 1. A family emergency or other crisis requiring the student's absence.
  - 2. The death of an immediate family member or funeral for relative or close friend
  - 3. Religious holidays
  - 4. Attendance at special events of educational value as approved by school attendance officer or designee.
  - 5. Approved school activities during class time.
  - 6. Special circumstances approved by the school attendance officer/designee.
  - 7. Any Suspension, in or out of school

Pre-arranged absences such as vacations, surgery, etc. must be pre-arranged with the Pre-Arranged Absence form from the school office. Parents need to call or send a note stating dates students will be gone. The students will then be given a pre-arranged absence form to be filled out by teachers. Pre-arranged absence forms are to be started **3-10 days prior** to the absence, completed and returned to the school office before the anticipated absence. When your students teacher/s have signed the form, the principal will sign off the sheet for approval before said absence. Students are responsible for all missed assignments.

Parents/guardians will be notified verbally and/or in writing when a student is developing excessive absence or tardy patterns. If the problem continues, the principal/associate principal may request a parent-student-counselor meeting to discuss a particular attendance concern. This authority is granted to school administrators under State Statute 118.15. This will be done whether the absences are excused or unexcused, unless the student is under medical supervision and a written statement from a physician is on file. If excused absences become excessive, the school will notify the parent that further absences may require a physician's excuse.

As indicated above, absence from school during a period of suspension will be considered an excused absence for purposes of this policy. Students serving a suspension will be permitted to make up class work and examinations missed during their suspension from school under the same conditions as other excused absences.

Students who are participating, with District approval, in extracurricular activities, athletics, and other District-sponsored programs or events during any portion of an instructional day are not considered absent from

school, but teachers shall treat their absence from class as excused with the right to make up work to the same extent permitted in connection with excused absences from school.

## **Truancy**

Students who are absent from school without an acceptable excuse as authorized above will be considered truant and shall be dealt with in accordance with state law and established District procedures. Truancy is defined as to be absent without a valid excuse from all or any part of the school day. Habitual Truant means a pupil who is absent from school without an acceptable excuse under sub (4) of State Statute 118.15 for the following:

- A. Part or all of 5 or more days on which school is held during a school semester (18 weeks)
- B. If the student meets the state-definition of being a “habitual truant,” a court referral will be initiated.

Students with unexcused absences (truant students) will be permitted to make up tests and examinations that were missed during the unexcused absence period provided that that test/examination can be completed independently and by a reasonable deadline that is established by the teacher. Such students will also be permitted to make up assignments missed during their truancy to the extent such assignments can be completed independently and were not integrated with an in-school or group-based activity that the student missed while truant.

Students who are absent without an acceptable excuse for any part of five or more days on which school is held during a semester are considered to be **habitually truant**. Once a student is identified as being habitually truant, legal action can be taken against them and their parents in either the municipal or the circuit court system and services can be mandated to address the truancy problem.

## **Tardiness**

The District recognizes that a student, without an acceptable excuse, may arrive late for school or for a particular class or activity on an occasional and sporadic basis, and that such tardiness should not immediately and in all cases result in a finding of truancy. At the same time, repeated tardiness is inconsistent with the purpose of the compulsory attendance law and can be disruptive to a student’s learning and/or to school/classroom operations. Further, regularly tolerating tardiness without any consequence can inhibit the development of a student’s personal responsibility.

In grades K through 4, a student will be marked tardy (rather than absent) if he/she is not present at school and in his/her assigned classroom at the established start of the instructional day, but the student arrives within 30 minutes of that time. Tardy students who initially arrive at school after the normal arrival time for students on the day in question shall check in at the designated school attendance office before proceeding to their classroom or other assigned location.

- **Tardiness Definitions**

- **Tardy:** Students are expected to be in the classroom before the bell rings or class begins. If they are not, a student is “late” for class.
- **Unexcused Absence:** A student is late for the majority of a class(s) or day without a written or phone excuse from a parent or guardian.

- **Tardy Procedures**

If a student accumulates more than five tardy notations in his/her attendance record during a semester, the school attendance officer or a designee will attempt to contact parent or meet with the student and/or the student’s parent or guardian to evaluate the reasons for the tardiness, to consider any available strategies the parent/student can use to avoid future tardiness, and to establish progressive consequences.

## **Make-Up Policy**

Although a student cannot “fail” a grade solely on attendance, it is the student’s responsibility upon returning to school from any absence to check with the teachers involved for assignments or any other work missed. The



assignment of make-up work should not be construed as being a punishment for being absent, but rather a vehicle to assist students in covering the material that was missed. All students involved in co-curricular activities and any field trip are required to complete and return any assignments due on a day of participation prior to leaving to the assigning teacher.

Teachers will provide missing work and allow one day for each day of school missed to complete missed work. Other mutually agreeable arrangements may be made between the teacher and the student. When a student has been informed in advance of an impending assignment or test, and then has been absent from school, the student is expected to turn in the assignment or take the test on the day they return to school.

## **SCHOOL CLOSING RELATED TO WEATHER**

The District Administrator will close schools when weather conditions threaten the health or safety of students. The following stations will broadcast notices of school being closed: **WBAY, Channel 2; WFRV, Channel 5; WLUK, Channel 11; WGBA, Channel 26; WHBY 1150 AM; WIXX, 101.1 FM.** In the event of a late start due to severe weather conditions, school will start at 10:00 a.m. Before school supervision will begin at 9:50 a.m. for late start days. If school is closed while in session, the same media will also be notified. Please do not call the school to ask about school closing early. Telephone lines need to be open to communicate between buildings and for emergency situations. If you are at work and do not have access to a radio, please have a friend or neighbor give you a call in case school closes. Please plan ahead as to how you will handle a school closing.

## **CRISIS RESPONSE**

The LCASD and LCES have a detailed crisis response process as well as a trauma response process. Staff and students participate regularly in various drills (fire, tornado, school lockdown, etc.) to promote an orderly school environment in the event of an emergency. Actual school emergencies will be communicated to parents, as time permits, through the LCASD's mass communication protocol (telephone and e-mail).

## **VISITORS**

A safe environment for students, staff, and parents is a priority at LCES. Staff members are required to wear identification badges. **All visitors MUST bring their state-issued ID and enter through Door 1, where our electronic Raptor system will be utilized to conduct a background check. Visitors must wear a name tag while in school.** Any adult in the building without a name tag will be asked to report to the office. In order to provide a safe school environment, all doors are locked during the school day with the exception of Door 1 (a buzzer system is in place at Door 1). When visiting, please use the buzzer and state your purpose for your visit through the intercom system. Office staff have the discretion to deny a visitor access to the building.

## **VOLUNTEERS**

All individuals interested in volunteering at LCES MUST comply with the LCASD Visitor Policy 9150. This policy requires a background check to be completed and school approval prior to an individual being allowed to volunteer at LCES.

## **CUSTODIAL AND NON-CUSTODIAL PARENTS**

LCES will maintain strict neutrality between parents who are involved in legal action affecting the family unless otherwise directed by court order. If there are court-imposed restrictions regarding visitation, contact, or exchange of information for a parent, a certified, original copy of the current court order needs to be on file in the office. Without written legal documentation, the school cannot impose restrictions on the non-custodial parent.

## **PARENT-TEACHER ORGANIZATION**

PTO meetings and activities provide a relaxing, informal opportunity for parent involvement in the school. Please watch for notices of meetings/activities and plan to attend! Through the PTO, parents are encouraged to contribute

their time and talents to the school. More information on volunteering will be provided during the school year. The PTO also financially supports supplemental activities for students. Please get involved!

## HOME/SCHOOL COMMUNICATIONS

- **Social Media:** LCES will post school information on social media, including the district Facebook page and LCES PTO Facebook page.
- **Website Postings:** In an effort to reduce the amount of paper sent home with students and to better communicate with all significant adults in a student's life, LCES will post important school information and events electronically. Parents will get more information on how to access electronic information at registration. Please also visit the Family Communications Page at LCASD.
- **Infinite Campus Communication:** The Infinite Campus Communication System allows the LCASD to send mass emails or telephone messages to parents. Parents will be asked at registration to provide the appropriate contact information. Infinite Campus is utilized to communicate upcoming events, to provide notification of the school/parent newsletter, and/or to communicate emergencies.
- **Parent Communications:** Each Monday, an email will come through our Infinite Campus Communication System directing you to a webpage with any pertinent information for that week. This may include things such as notices, flyers for upcoming events, fundraisers, etc.
- **Monthly Newsletter:** Ms. Yuska will send out a monthly newsletter to all families during the school year.
- **Parent-Teacher Communications:** Teachers are encouraged to have many informal contacts with parents, either face-to-face, by telephone, or by email. If you have any concerns or questions about your child's education, please feel free to contact your child's teacher. If you attempt to contact a teacher by telephone during instructional time, the office will give you the teacher's voicemail so you can leave a message. Parents are encouraged to contact their child's teacher with any questions or concerns that arise throughout the school year.
- **Parent-Teacher Conferences:** Two parent/teacher conferences are scheduled for each child. Parents who are divorced or separated and who wish to attend their child's conference are to attend together so that each adult receives the same information. An exception to this is if there is a specific court order and/or agreement that prohibits parents from attending a conference together. Before parent-teacher conferences, parents will be provided information as to how to schedule a conference using online software.
- **Progress Reports:** Progress reports are issued after semesters and available to view on the student's Infinite Campus parent portal (January and June). Grading of student progress will be based on performance. The district uses meaningful assessment tools to measure student progress. Adequate examples of student work (to support progress) will be kept by the teacher and shared with parents at conference time. Student work habits and social behaviors are also reported on in the progress report.

## BALLOON OR FLOWER DELIVERY

Delivery of balloons or flowers to school is **prohibited in the classroom**. Balloons or flowers in a classroom interfere with the learning environment. If for any reason balloons or flowers are delivered to school, students will be notified at the end of the school day to pick up the delivery from the office when they leave.

## STUDENT DRESS CODE

Students are expected to dress appropriately and take pride in their appearance while at school. Students are not allowed to wear clothing that advertises or promotes alcohol, tobacco products, or other drugs by name or logo. Clothing that could be viewed as offensive or that detracts from the learning environment is prohibited. Parents will be contacted if a student does not comply with the above clothing guidelines. When the weather becomes cold or rainy, please be sure students are dressed appropriately to walk to and from school and to go outside for recess.

## STUDENT CODE OF CONDUCT

LCES is committed to maintaining a favorable academic atmosphere. Teachers are expected to create a positive learning climate for students in classrooms and to maintain proper order in the classroom, cafeteria, and playground. Students are expected to abide by all rules of behavior established by the Board of Education, administration, and classroom teachers. The purpose of the Code of Conduct is to ensure the rights of each student to attend a safe, positive, and productive learning environment.

Dangerous, disruptive, or unruly behavior will not be tolerated in the classroom, cafeteria, or on the playground at LCES. Examples of such behavior may include, but are not limited to the following:

- Possession or use of a weapon or other item that might cause bodily harm;
- Possession or use of alcohol, cigarettes, or drugs not covered under the district's medication policy;
- Fighting;
- Behaviors that create an intimidating, hostile, or offensive environment;
- Taunting, baiting, inciting, and/or encouraging a fight or disruption;
- Pushing or striking a student or staff member;
- Obstruction of classroom activities;
- Dressing in a manner that presents a danger to health or safety, or causes interference in the school environment;
- Repeated interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions;
- Throwing objects or food;
- Repeated violation of classroom, cafeteria, or playground rules;
- Behavior that causes the teacher or students fear of physical or psychological harm;
- Physical confrontations or verbal/physical threats;
- Willful damage to school property;
- Defiance of authority (willful refusal to follow directions given by the staff);
- Leaving the classroom, playground, or other supervised areas out of anger or defiance of adult authority;
- Possession of personal property is prohibited by school rules;
- Repeated use of profanity;
- Leaving school grounds without permission;
- Disregarding student transportation rules

Students will be treated fairly and equitably. Disciplinary action will be based on a careful assessment of the circumstances of each case:

- The seriousness of the offense;
- Student's age;
- Frequency of misconduct;
- Student's attitude;
- Potential effect of the misconduct on the school environment

Consequences for misbehavior may include:

- Verbal warning;
- Conference with the student;
- Telephone call/conference with parent/guardian;
- In-school suspension;
- Out-of-school suspension;
- Referral to police-school liaison or Metro Police Department;
- District disciplinary hearing;
- Expulsion

Based on the philosophy that all students are individuals and that the circumstances surrounding any situation are varied, what is fair does not necessarily mean "the same consequence" in every case. This code is meant to be used as a framework. The school administration reserves the right to decide what type of consequence is most appropriate based on each individual circumstance. Parents will be contacted if a student is removed from class and/or the nature of the problem will be explained to them.

## CELL PHONES AND ELECTRONIC EQUIPMENT

LCES recognizes the legitimate safety purpose of students possessing cellular telephones. However, all students have a right to learn and engage in school activities without distraction or disruption from the use of cell phones or gaming devices during the school day. All devices must be turned off and out of sight during the school day (stored in lockers or backpacks). Violation of this policy will result in the device being taken from the student. The device will be returned at the end of the day or parents will be called to pick up the device from the office. The school is not responsible for any damage to or theft of electronic equipment brought into the school environment.

## TOYS IN SCHOOL

Toys are not permitted in school as they disrupt the learning environment. The exception to this practice is special occasions such as “student of the week” or if a teacher permits to bring a “toy” for classroom use.

## LOCKERS

Lockers are and remain the property of the LCASD. Lockers are provided for student use for grades 2-4. It is the student's responsibility to keep his/her school locker neat and clean at all times. Periodic general inspections of lockers may be conducted by the principal for any reason at any time, without notice.

## FIELD TRIPS

Parents must fill out a parental permission slip each time a student goes on a field trip. Field trips are not optional as they are part of a child's academic day. All students are required to participate unless there are safety concerns.

## STUDENT LUNCH/RECESS

**For safety reasons and for the orderly operation of the school during lunch and recess, parents or other visitors will NOT be allowed to have lunch or participate in recess with a student at school in the lunchroom. Parents can bring lunch to school and eat lunch with their child and only their child in the gathering area outside the library area at the end of the Kindergarten hallway and main office hallway.** Parents may take their child or children to lunch during the lunch/recess period. Students leaving for lunch must be signed out in the office by the parent. Parents may only sign out their own child or children (you may not sign out a child's friend even with permission from that child's parent). Crossing guard coverage is not provided during lunch periods. In order to enable a child to walk home for lunch or to leave school with an adult relative, you must make special arrangements with the Office.

## FOOD SERVICE

LCES has a breakfast and lunch program. Breakfast and lunch menus are published monthly and are posted online. Students decide which days they eat breakfast or lunch. There is no registration or ordering necessary. The decision to participate can be made daily. Milk is provided with a hot lunch. If your child does not take a hot lunch but would like milk, it can be purchased with cash or charged to your child's food service account. Foodservice provides each student with an identification number for breakfast and lunch. Payments can be made by credit or debit card on your parent portal in Infinite Campus. Payments paid by check or cash for the food service program should be placed in an envelope marked with the student's name and number. Families with more than one child can put multiple names and numbers on the envelope. The envelope is placed in a box mounted on the wall in the cafeteria or in the school office. Questions about the food service program should be directed to the Taher Supervisor at 788-7840. Parents may check their child's food service account online. Go to [www.littlechute.k12.wi.us](http://www.littlechute.k12.wi.us) click LINKS, and find Taher Lunch Account. Two access codes are needed to log on. The first code is your family identification number, which appears on the top right of your statement. The second code is your personal identification number, which defaults to the last four digits of your telephone number. You can also enter your e-mail address for an automated low-balance e-mail notification which is sent daily.

## EDUCATIONAL PROGRAMS

LCES offers a variety of programs to assist with student learning difficulties and student adjustment.

Comprehensive special education programs are available to students with disabilities. If you need further information about special education services, please contact Alex Baierl, Director of Pupil Services, at (920) 788-7605. Title One Reading services are available for students who require additional assistance in reading. If you need further information about Title One services, please contact Angela Wachtel, Director of Curriculum and Instruction, at 788-7605. English Language Learner (ELL) services are available for students who speak a second language and require additional academic support. If you need further information about ELL services, please contact Angela Wachtel, Director of Curriculum and Instruction, at 788-7605.

## **POLICE SCHOOL LIAISON PROGRAM**

The PSL is a law enforcement officer who, by definition, should serve, protect, and uphold the law. The PSL is a listener and a friend to young people and a resource person to families, the school, and the community. The PSL serves an educational function by assisting in instruction designed to acquaint students with the law, how it operates on the local/state level, and how it touches their lives.

## **SCHOOL COUNSELOR**

School counseling services are varied and comprehensive depending on the needs of the individual student. Counselor services include one-on-one or group counseling for children with specific behavioral and emotional concerns, developmental guidance curriculum coordination, parent consultation, and crisis intervention. The school counselor works closely with classroom teachers to assist in educating the whole child.

## **SCHOOL PSYCHOLOGIST**

School psychological services are designed to meet the academic, behavioral, and social needs of students. Psychological services include individual educational assessments, intervention planning, crisis intervention, and family outreach. The school psychologist works closely with classroom teachers to assist in educating the whole child.

## **SCHOOL NURSE AND HEALTH SERVICES**

The school nurse provides each student a full educational opportunity by minimizing absences due to illness and by creating a climate of health and well-being in the school. School health aides assist in handling injuries, dispensing medication, and responding to medical emergencies when the nurse is not in the building.

- **Medical Data Sheets-** At the time of online registration, the parent/guardian will complete: a medical section which includes the physician's name, hospital preference, known medical conditions, and a telephone number to call in an emergency when a parent cannot be reached. This medical information is one of the most important pieces of information that the school requires, especially in the event of an emergency.
- **Illness-** Students who indicate that they are ill will have their temperature taken. If a student's temperature is 100 degrees or more, a parent is contacted and the student is sent home. If a parent cannot be reached and if the emergency contact is unavailable, the student will remain in the health office until contact occurs. The student will not be allowed to return to school until they have been fever-free for 24 hours without medication.

## **SCHOOL MEDICATION POLICY**

According to LCASD policy, the dispensing of medication at school should be avoided whenever possible. If a student needs to receive medication during school hours, the following procedures must be followed:

- **Over-the-Counter Medication**– Parents must provide the medication in the original container and complete the medication consent form available in the office.
- **Prescription Medication**– Parents must complete the medication consent form available in the office along with written instructions and a signature **from a physician** for school

personnel to give medication. Parents must provide medication in a pharmacy-labeled container that indicates the student's name, name of the drug, unit measure, dosage, and sequence for giving the medication.

For safety purposes, **parents must personally deliver** prescription and over-the-counter medication to the school office. Students are prohibited from having medication on their person or in their belongings while at school.

## **CLASSROOM TREATS/BIRTHDAY TREATS**

The LCASD expects parents to send only birthday treats that are store-bought and pre-packaged. In an effort to ensure birthday treats can be enjoyed by all classmates, we encourage families to consider non-food related. Some ideas are fun pencils, a new book for the classroom, stickers, etc. If you choose food and if your student is a member of a nut-free classroom, please be aware of this and communicate with the teacher about what treat options you'll have to bring for the classroom.

## **PARTICIPATION IN PHYSICAL EDUCATION**

Without written instructions, all students are expected to participate in physical education. For minor medical problems, a note from the parent excusing the student from one day of class will be honored. If the medical problem is serious or chronic, written instructions from a physician indicating specific restrictions and the duration of non-participation are necessary. It is the responsibility of the parent to make the physical education teacher aware of any changes in the physician's original order.

## **LIBRARY MEDIA CENTER (LMC)**

Our beautiful school library is a place of learning, exploration, and fostering a love of reading! Classrooms come to the Library as part of their Encore rotation on a Monday - Friday schedule. First-grade and kindergarten students come to the library twice each week. The first time they come to the library will be a checkout day. Grades 2 through 4 come to the library once a week. A schedule will come home at the beginning of the school year to let families know which day is library day so that books can be returned in time for each checkout day.

Please note that any students with a book overdue for 30 or more days will not be allowed to check out additional books until the overdue book is returned. Additionally, if a student damages or loses multiple books or habitually returns books late, we may request that their books stay in the classroom. This will be discussed with the student, parent/guardian, and classroom teacher as needed.

Please reinforce the book care rules that your child has learned, such as not writing, drawing, or coloring in library books, not eating or drinking near books, keeping water bottles (and wet snow gear) away from library books, and finding a safe spot to keep books away from younger siblings and pets (if applicable). If damage occurs, please do not try to repair it at home. We have special repair materials that are specifically made for libraries. Please send a note in the book to flag the damage so we can make the repair if possible. If a library book is lost or deemed damaged beyond repair by library staff, the replacement cost of the book may be charged to your Infinite Campus account.

## **INTERNET USER POLICY**

All Little Chute Elementary students must agree to the following policy to use the Internet:

We, the Little Chute Area School District, believe that the Internet is a powerful tool in the search for knowledge and information. The resources available to us stretch across the world. Like any tool, the Internet must be used properly. The vast majority of Internet sites are valuable, important resources. I agree to use this resource responsibly and appropriately. For purposes of this contract, a SUPERVISOR is defined as a teacher, administrator, librarian, paraprofessional, or other adult in charge of the computers. SCHOOL COMPUTERS include personal computers and servers on-premise and leased off-premise for district use.

1. I will never share my password or account with anyone. I have full responsibility for the use of my account. I will be held responsible for any violations of these rules that can be traced to my account.

2. I am aware that giving out personal information on the Internet can be dangerous. Names, addresses, telephone numbers, and other personal information should not be given out.
3. I will not use the network for any illegal activities. Illegal activities include tampering with computer hardware or software, unauthorized entry into computers, or vandalism or destruction of computer files. In some cases, such activity is considered a crime under state and federal law.
4. I will not vandalize computers, software, or network devices.
5. I will not download or upload files to school computers without permission of my instructor and/or technology support personnel. Downloaded files may contain viruses, which could damage the computer and cause the school to shut down its computing availability.
6. I will not intentionally search for, view, and/or distribute inappropriate materials.
7. I will obey the rules of copyright.
8. I will not post personal communications in a public forum without the author's prior consent. All messages posted in a public forum such as a newsgroup may be copied in subsequent communications, so long as proper attribution is given.
9. I will use appropriate language and avoid offensive or inflammatory speech. Profanity or obscenity will not be tolerated on the school network. I must use language appropriate for school situations as indicated by school policy. Internet users must respect the rights of others both in the local community and on the Internet at large. Personal attacks are an unacceptable use of the network. If I am the victim of a personal attack, ("flame") I will bring the incident to the attention of a teacher or system administrator.
10. I understand that certain Internet processes require extensive resources (i.e. streaming audio, streaming video, Real Players, online gaming, instant messaging, etc.). I will not use such processes unless directed by a supervisor.
11. I understand the district utilizes an Internet Filter for my protection. I will not disable nor attempt to bypass this filter.

LCES staff will have access to student activity and files used on school devices and to student folders on the web. All work completed at school will fall under policy guidelines.

## **TITLE ONE NOTIFICATION**

Schools that received Title One funds are required to disclose to parents the qualifications of teachers and Title One support staff. Possible parent questions may include:

- Is my child's teacher licensed to teach the grades or subjects assigned?
- Has the state waived any requirements for my child's teacher?
- What was the college major?
- What degrees does my child's teacher hold?
- Are there instructional aides working with my child? If so, what are their qualifications?

All Little Chute Area School District teachers have a Bachelor's Degree and many teachers have advanced degrees. All teachers are fully licensed for their assignments. A list of teacher qualifications can be accessed through the Department of Public Instruction website at <https://dpi.wi.gov/licensing/license-lookup>. Instructional aides who work within the Title One Program are defined as highly qualified.

## **CONCLUSION**

### **Developing the Whole Child**

Little Chute Elementary School (LCES) is a wonderful learning environment for children. Our school provides educational services for students in four-year-old kindergarten through grade 4. In addition, LCES provides early childhood special education programming beginning at three years of age.

Thanks to the support of our community, our school board, and our dedicated staff, the school building is a warm and welcoming place for children and families. Various upgrades to LCES have resulted in additional learning space, a beautiful cafeteria, student resource areas, and a safe and secure learning environment. Our technology ensures that we are producing 21st century learners who are able to adapt to the rapidly changing world.



In addition to providing an outstanding learning environment for children, LCES focuses on developing the "whole child." At LCES we emphasize and model the Mustang Way, being Respectful, Responsible and Ready. Staff and parents work collaboratively to instill these values into our children. Our pupil service team, which includes a school counselor, school psychologist, school nurse, and police-school liaison officer, all assist staff and parents in maximizing student learning and promoting social and emotional learning.

If you have any questions about LCES or if you would like additional information, please call (920) 788-7610 or stop by the main office located at 901 North Grand Avenue, Little Chute, WI 54140.

## BOARD POLICIES

By signing off on the handbook you agree to abide by the Little Chute Area School District Policies which have been adopted by our Board of Education. Board policies can be found in their entirety on our school website [www.littlechute.k12.wi.us](http://www.littlechute.k12.wi.us) by selecting Board Policies or BoardDocs.

The policies referenced below are required to be posted in our school handbooks. Please note that these policies may be updated throughout the year through our Board of Education adopted process.

This list is not all-inclusive and if students or guardians have any questions regarding policies, they should seek information from their principals or district administration.

### **Nondiscrimination and Access to Equal Educational Opportunity, Title IX- Policy 2260 and 2264 (as of 7/23/24)**

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including gender status, change of sex, or gender identity), or physical, mental, emotional, or learning disability (Protected Classes) in any of its student program and activities. This policy is intended to support and promote nondiscriminatory practices in all District and school activities, particularly in the following areas:

- A. use of objective bases for admission to any school, class, program, or activity;
- B. prohibition of harassment towards students and procedures for the investigation of claims (see Policy 5517);
- C. use of disciplinary authority, including suspension and expulsion authority;
- D. administration of gifts, bequests, scholarships, and other aids, benefits, or services to students from private agencies, organizations, or persons;
- E. selection of instructional and library media materials in a non-discriminatory manner that reflects the cultural diversity and pluralistic nature of American society;
- F. design and implementation of student evaluation practices, materials, and tools, but not at the exclusion of implementing techniques to meet student's individual needs;
- G. design and configuration of facilities;
- H. opportunity for participation in extra-curricular and co-curricular activities provided that separate programs for male and female students may be available provided comparable activities are made available to all in terms of type, scope, and District support; and
- I. the school lunch program and other school-sponsored food service programs.

These policies outline definitions, procedures for reporting, and the investigation and complaint procedures as well as the training of all staff. The District employees who hold each of the positions identified below serve as Title IX Coordinators for the District:

Director of Pupil Services- Alexandra Baierl 1402 Freedom Rd. Little Chute, WI 54140 (920) 788-7605 abaierl@littlechute.k12.wi.us	Business Manager- Karen Moore 1402 Freedom Rd. Little Chute, WI 54140 (920) 788-7605 kmoore@littlechute.k12.wi.us
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**Bullying- Policy 5517.01**

This policy includes the definitions of bullying, and harassment as well as the complaint procedures. If you have any suspicions or concerns regarding bullying, please contact your child's principal or associate principal.

**Student Anti-Harassment- Policy 5517**

This policy speaks to the prohibited harassment, notices, definitions, and the different types of harassment. It also includes procedures to file a complaint and the investigation procedure. Our district Compliance Officers are Karen Moore, Business Manager, and Alex Baierl, Director of Pupil Services

**Technology Resources and Other Electronic Equipment- Policy 5136.01**

Student Technology Acceptable Use and Safety- Policy 7540.03

These policies outline what is defined as technology resources and equipment along with what is acceptable and unacceptable. There is an additional handbook that outlines our student technology procedures and expectations.

**Search and Seizure- Policy 5771**

This policy outlines that the Board has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.