

# 2009-10 Great Lakes Elementary School District Of Superior Student/Parent Handbook



**Great Lakes Elementary School District Of Superior  
Cindy Magnuson, Principal  
129 North 28<sup>th</sup> Street  
Superior, WI 54880**

**Phone (715) 395-8500**

**Fax (715) 395-8505**

**Website: <http://www.superior.k12.wi.us/greatlakes/index.php>**

**District website: [www.superior.k12.wi.us](http://www.superior.k12.wi.us)**

**Great Lakes Elementary School Handbook**  
**Table of Contents**

Page 2 –	Table of Contents
Page 3 –	Welcome Letter
Page 4 –	Behavior Expectations No Tolerance Behaviors Attendance Dress Code
Page 5 -	Emergency Cards Attendance Use of Phone School Visits Physical Education
Page 6 -	Directory Information Food Service Recess Media/Newspaper Internet Use Birthday Invitations
Page 7 -	Medications Tobacco Free School District Appointments Leaving School Early End of Day Dismissal Custody Concerns Insurance
Page 8 -	School Newsletter Personal Items Toys, Spray Aerosols, and Valuables Pick-up, Drop-off, parking

\*\*\*In an effort to reduce paper use, the School District Of Superior's Policies and District Handbook can now be found on the website at [www.superior.k12.wi.us](http://www.superior.k12.wi.us), and an electronic version of the Great Lake's Handbook can be found under the school news tab on the Great Lakes page.

September 2009

Dear Great Lakes Family,

Welcome to the 2009-10 school year at Great Lakes. We are proud to be part of the development of successful students. Our school improvement plan outlines our steps towards continued improvement as a learning community. Our strengths and weaknesses along with the strategies we use to improve are outlined in this plan. If you wish to have a copy please notify your child's teacher or the office.

In addition to academic goals we put helping children develop into responsible and respectful citizens at the forefront of our mission here at Great Lakes Elementary. We have high expectations for students, staff and families. Academic and social development are at the core of our work. We strive to create a learning environment that supports our expectations of ***Work, Respect, Belong.***

School is a child's "place of business." It is our goal to increase time engaged in learning. We stress the importance of being prompt and ready for learning when our day starts. **We ask your help in allowing us to start teaching and learning promptly at 8:45 each day.** Every late arrival delays and interrupts the learning other members of the class. Much the same we strive to maximize each teaching minute; leaving early often means missing on culminating or summarizing activities. The last few minutes of the day are also when teachers preview the work and activities for the following day.

A partnership between home and school is a critical part of a successful education. I invite you to be an important part of your child's education here at Great Lakes. We are fortunate to have two Parent Involvement Coordinators and a very active PTA. Please drop in to our Parent Room or join us at a PTA meeting to see how you can be an active participant in your child's education.

This handbook is a guide to the policies and topics that impact your child's education here at Great Lakes and within the School District of Superior. Please go over the policies and discuss them with your child and reference this document as needed throughout the school year. After reading please send back the signed form stating you have received and read the policies. Please don't hesitate to contact us if you have any questions or concerns.

Especially note our school start and end times. Breakfast is served beginning at 8:00. **Students that are eating breakfast should not arrive at school before 8:00. There is no supervision for students before this time.** Children who are *not* eating breakfast should not arrive to school before 8:35 for the 8:45 start of school. If you need before or after school care for your child, please contact the YMCA to arrange for Latchkey. **The school day ends at 3:15. At the end of school hours children should leave school grounds promptly and check in at home before playing on the playground etc.** Thank you for your help in keeping all of our children safe and well-supervised.

Sincerely,

Cindy Magnuson  
Principal

## **BEHAVIOR EXPECTATIONS**

At Great Lakes, staff students, and families will collaborate to build a safe, respectful and responsible community. We all work toward the same common goal—successful students who are responsible and respectful.

Students are expected to:

1. **WORK**—Do your best at all times on time. Do what is expected and bring the materials needed to do it.
2. **RESPECT** –Treat yourself, others, and property appropriately
3. **BELONG** –Be a positive member of our learning community and make others feel included

Students who choose not to follow the expectations need guidance. Staff will work with parents and children to help correct the behaviors that do not fit the expectations. We use the Above the Line/Below the Line model to help students learn which behaviors are acceptable and desired and which behaviors are unacceptable and need to be changed.

## **NO TOLERANCE BEHAVIORS**

Some behaviors are intolerable and/or illegal. If a student chooses to engage in these behaviors, immediate action must be taken. Parents/Guardians will be contacted to create a plan. This plan may include suspension, charges filed, and/or an intense behavior plan. If parents cannot be reached, other names on the emergency card will be called. If necessary, the Police Liaison Officer will be contacted.

### **No Tolerance Behaviors:**

- Possession of tobacco, drugs, alcohol, weapons, or weapon replicas—Board Policy
- Starting fires or knowingly setting fire alarms
- Vandalism/damage to school or personal property of others—Board Policy
- Leaving the school building property and refusing to immediately return
- Harassment, including sexual harassment
- Physical assault, threatening others, causing injury to others and terrorist threats
- Malicious disrespect and refusal to follow adult directives; including defiance, swearing, hand gestures
- Uncontrollable behavior in need of physical restraint
- Theft

## **DRESS CODE**

School is a child's "place of business" and it is important that children dress accordingly. School clothing should be modest and suitable for the season and daily activity. Students who wear inappropriate clothing to school will be asked to turn it inside-out for the remainder of the day, given an alternate item if possible, or parents contacted to bring a change of clothing. **Sturdy footwear is especially important both for wear indoors to support safe travel on stairways and hallways and outdoors to support physical activity. We ask that you not allow your child to wear Flip-flop type shoes as they pose a danger on our stairs and playground.**

Children should wear appropriate clothing for both the activity involved in physical education and daily noon recess.

No hats, scarves, or bandanas  
No spaghetti strap shirts, halter tops or belly shirts  
No short shorts or ultra mini-skirts  
No gang –related clothing  
No heavy-link chains

No rollerblades, skateboards, or heelys  
No advertisements for alcohol & tobacco  
No violence illustrated on shirts  
No erotic or suggestive illustrations on shirts  
No transparent (see through) clothing

Please label all clothing items, including outerwear and backpacks, with the child's name. Some days the children will be in physical education and every day they will be outside for noon recess (except in extreme weather situations) so appropriate clothing including footwear is required.

During winter we continue to go outside for recess. We follow the NOAA, National Weather Service Windchill Chart for safety. A small break outdoors even in cold temperatures gives a much needed break for optimized learning. **Children must be prepared with snow pants, jackets, boots, hats, and mittens during the winter months.**

### **EMERGENCY CARDS**

The buff emergency card is very important should it be necessary to contact you in case of illness, accident or early school closing. If school should close early because of snow or other circumstances we will follow the instructions you have put on your card. Please complete two (2) of these cards on both sides. One card is kept in the classroom with the teacher and the other is kept in the office. **These MUST be kept current; please help us by notifying your child's teacher or the main office if any information changes.**

### **ATTENDANCE:**

\*8:00 Doors open for breakfast

8:00 Breakfast Begins

8:40 First Bell/Breakfast Over

8:45 Tardy Bell

3:15 Dismissal Bell

**\*Children should *not* arrive at school before 8:00 unless they are in YMCA Latchkey.**

Every child will benefit from regular and prompt attendance. **Please notify the school office before 9:00 a.m. when your child will be absent. The school phone number is 395-8500.** Students may be excused by their parent/guardian up to five (5) days each semester.

Wisconsin Compulsory Attendance law states that five unexcused absences in one semester constitute habitual truancy. When a student accumulates five unexcused absences and/or instances of unexcused tardiness, the student is in violation of the Wisconsin Compulsory Attendance law. We must work together to ensure we are in compliance. When absences involve a contagious illness, the parent must report such illness to the Public Health Department, 398-0404.

### **USE OF PHONE**

Students have access to the school phones for *emergency situations only*. All phone calls MUST be approved by a staff member. We encourage children to make after-school social arrangements outside of school time.

### **SCHOOL VISITS**

Parents are welcome to visit the school at any time. ***Please sign in and obtain a visitor badge in the office when you arrive.*** If you would like to visit a classroom please contact the teacher ahead of time so the teacher can plan activities for a volunteer. If you have a specific concern and would like a conference with a teacher, please make an appointment so you are sure that the teacher can spend the time necessary to address your concern.

### **PHYSICAL EDUCATION**

Children are required to wear tennis shoes in the gymnasium for physical education. We ask that children have Velcro or tie shoes that enclose the entire foot for safety. No black-soled gym shoes please. Please label your child's shoes for easy identification. If your child is unable to participate in physical education please contact the teacher and provide a doctor's excuse.

## **DIRECTORY INFORMATION**

See the District section of the handbook under Student Records regarding the release of student information.

## **FOOD SERVICE**

Information about food service will be provided at the beginning of school. Any questions should be directed to Jeanne Hopkins at 394-8707. Our qualification for Federal Title One funding for extra reading and math services is dependant on our approved free and reduced meal applications. Please fill one out even if you don't think you'll qualify.

A free universal breakfast for all students is served each day from 8:00 until 8:40. Please arrive no later than 8:30 if you plan to eat breakfast to insure in time to have breakfast to insure you can still arrive in class on time at 8:45. Snack milk and lunch are offered daily. Students who qualify for a free or reduced lunch will receive free snack milk also.

You may pay for meals and milk in these ways:

1. VISA over the telephone, 394-8707
2. Mail a check to Food Service, 3025 Tower Ave., Superior, WI 54880
3. Pay in person at the Administration Building (VISA, check, or cash)
4. Pay the cashier in our Great Lakes Wave Café
5. [www.mylunchmoney.com](http://www.mylunchmoney.com)

## **RECESS**

Outdoor recess is held daily during the midday. Children should be dressed for weather conditions keeping in mind that weather in Superior changes quickly. Children need a physical break in their day to help them learn thus they will go outdoors daily except for in extreme weather conditions. If your child is too ill to go outside for a 20-25 minute recess period they may be too ill to be in school. There is **no** supervision for children to stay indoors for recess.

## **NEWSPAPER/MEDIA**

Occasionally students have the chance to have their picture or likeness in the newspaper or television coverage. Most families welcome the event but some do not want to be involved. If you **DO NOT** wish to have your child participate please contact our office.

## **INTERNET USE**

The internet is a valuable tool for today's learner. Great Lakes is wired for internet access. The use of the internet and school's computers/network and internet connections is a privilege, not a right. While internet use will be supervised and is a valuable supplementary tool, it is realized that some parents will have concerns. If you wish to limit access please contact our librarian to sign the necessary forms. (See page 10 of the district handbook.)

## **INVITATIONS/BIRTHDAY CELEBRATIONS:**

Students are usually excited to share their birthdays with classmates. When a birthday treat is sent to school, health requirements dictate that the treat is commercially prepared and wrapped. Birthday invitations or other party invitations should not be sent to school for distribution. This is not a school sponsored event. Please distribute them outside of school or through the mail.

Our parent involvement coordinators will organize a parent-to-parent contact list for voluntary participation. You are encouraged to add your contact information for other families to contact your child for birthdays and other types of social arrangements. Once the lists have been completed each parent will receive a copy of the parent information for their child's grade.

### **MEDICATIONS:**

No medications, including aspirin or other non-prescription medicines, will be given to a child by school personnel without written direction by a physician and/or written request by a parent or legal guardian. The Health Assistant must be informed by parent or legal guardian in writing of all children taking prescribed medications at school. Please see pages 7 and 8 of the district handbook for further details and instructions.

### **TOBACCO FREE SCHOOL DISTRICT**

The School District Of Superior is tobacco free. The use of tobacco in any form on any district ground or in any building is prohibited. Tobacco use is prohibited on field trips and school sponsored activities. Please see the Code of Conduct in the district portion of the handbook for more information.

### **APPOINTMENTS**

If your child has a dental or medical appointment, the child should come to school before or after, if possible, to avoid being marked absent for that half day. You will need to send a note to your child's teacher and sign your child in and out in the office. If your child will be absent for half day or more, get a signed note from the doctor or dentist so it can be marked medically excused on their attendance.

### **LEAVING SCHOOL EARLY**

Our responsibility for student safety is taken very seriously. No child will be released to anyone other than a parent or person listed on the emergency card. Because of the danger involved in a student being picked up by an unauthorized person, it is very important that you, as a parent, send a note if you know beforehand your child will be dismissed from school.

When a child is being picked up early you must come to the office where office personnel will call to the room for the child after verifying the adult is authorized to pick up the child. **Children will not be dismissed to an adult at the classroom; they will only be dismissed by a call from the office.**

### **END OF DAY DISMISSAL**

It is important that your child remain in school until the end of each school day, unless an emergency occurs. If you are picking your child up at the close of the day, please wait in the common area or outside entrance/exit areas in each wing. This will allow your child's teacher to complete the school day without unnecessary interruptions.

### **CUSTODY CONCERNS**

If there is a custody concern as to whom we should release your child/children, we must have a copy of the court order for our files. If you do not notify us we assume neutrality and release the child to either parent.

### **INSURANCE**

The School District does not provide health or accident insurance for injuries involving your child at school. You are encouraged to review your present health family plan to determine if your coverage is adequate. For your benefit a plan is available at a cost. Information regarding this plan will be coming with the beginning of the year paperwork. If you choose to sign up for this plan, you are responsible for submitting any claim necessary.

## **SCHOOL NEWSLETTER**

At least twice each month a school newsletter is published. The newsletter is sent electronically to anyone who wishes via email. If you prefer hard copy please indicate this when you fill out preferences for the Great Lakes Family Folder (at PTA table at Great Start.)

## **PERSONAL ITEMS**

### **Electronic Communication Devices, Cell Phones, Personal Cameras, and Security Cameras.**

Personal electronic communication devices will not be used by students during the school day and should be off at all times. Examples of these items are cell phones, music players, electronic games, cameras, etc. Students using or displaying personal electronic equipment on school grounds during the school day will have the item confiscated and brought to the office where it will be returned at the end of the day. Subsequent incidents will result in the need for a parent to come and pick up the item.

The school is equipped with security cameras. These cameras are located within the school and covering the school grounds. By law, students, parents, and community members must be made aware that these cameras are recording activity twenty-four hours per day.

## **TOYS, SPRAY AERESOLS, AND VALUABLES:**

It is the practice of Great Lakes School to discourage playthings (dolls, radios, play cars, Pokémon or similar trading cards) at school. Play items also cause confusion on school buses. These things become damaged or lost. Please keep them at home. If students bring these items to school, they are at their own risk. Due to allergies and sensitivities to strong odors, students are not allowed to bring spray aerosols, colognes, or other spray items containing strong odors to school.

## **Parking/Drop-off/Pick-up**

We continue to face concerns with our parking and pick-up situation. We will continue to operate with the Mall Side Entrance being our Main Entrance for student arrival and dismissal.

**Morning Drop-off:** Please use the Mall Side Entrance to drop-off. If you are escorting your child please park in a lot. Do not park along the curbs in the drop-off lane.

### **After School Dismissal:**

Walkers/Bikes: Dismissed out the back door at the end of the school day

Bussers: Dismissed out the 28<sup>th</sup> Street Door at the end of the day

**Riders:** Picked up in the Pick-Up Line between 3:15 and 3:25 at the Mall Side of the building.

### **Procedures:**

- Families with last names starting with A-K use the GREEN line (cars enter 28<sup>th</sup> street and take the right lane next to the playground.
- Families with last names starting with L-Z use the BLUE line (cars enter 28<sup>th</sup> Street and stay in the lane going straight next to the clinic.
  - Please pull all the way up in the lanes as cars exit. Do not leave spaces in the line.
  - DO NOT leave vehicles unattended in the lanes.
  - Make sure your child knows which line you will be using to pick them up (green or blue.)
  - Please be courteous to other drivers as well as the school patrol youth who assist in the process.

The 28<sup>th</sup> Street Entrance is for buses and handicap parking only. Do not park along the curb or use this entrance during drop-off and pick-up times.

If you wish to escort your child in to the building please park in a designated spot. Our parking is limited.