



College Park Elementary School  
Student & Family Handbook  
2017-2018 School Year

## **Greendale Board of Education Policies**

Greendale Board of Education Policies are posted on the Greendale Schools website. Click here for the policies: <http://www.greendale.k12.wi.us/policies.html>

### **General Policies**

#### **School Hours**

College Park School is open from 7:30 a.m. to 4:00 p.m.

We welcome parents/guardians to visit our school. All visitors and volunteers are required to stop in the office, register, and pick up a visitor badge. Meetings with teachers should be scheduled to be sure they are available at the time you stop by.

#### Bell Schedule

8:20	Students may enter for breakfast (There is no outdoor supervision at this time.)
8:35	Students may line up to enter building (Supervision Begins)
8:39	Students Enter Building
8:44	School Begins
11:20-12:05	Lunch and Recess for students in K5 and Grade 1
11:45-12:30	Lunch and Recess for students in Grades 2 and 3
12:10-12:55	Lunch and Recess for students in Grades 4 and 5
3:30	Dismissal Bell

**Reminder:** Students should time their arrival to school at approximately 8:35 a.m. There is no outdoor supervision before 8:35 a.m. There is no playground supervision after school. All students are expected to go directly home at the end of the school day.

#### **Before and After School Procedures**

Our building will be locked each day and visitors will need to use the front door for access by our office staff. Students in the Bridges program will use door “10” on the east side of the building inside the playground area. This allows staff to monitor those moving into the building before the 7:30 a.m. opening and after the 4:00 p.m. closing of our office. For the security of our students, and the safe movement of students to their lockers, and outside, our doors will remain locked at the end of the day. Parents dropping students off are asked to say goodbye outside of the building. Parents meeting their children after school will need to meet them outside at dismissal.

Students line up before school in designated areas to aid in traffic flow into the building. First graders line up at the front doors on the right hand (west) side with second graders on the left hand (east) side of the doors. Fourth graders may line up behind the younger students and fifth grade students will wait to the left of the second graders.

Kindergarten students wait for their teachers at the doors outside of their classrooms and closest to the parking lot. Third graders line up with the kindergarten students in their own line.

After school kindergarten and first grade teachers wait with students until parents arrive. All other students exit through the front or side doors to meet parents. Those students

taking a bus or daycare van wait in the gym for their vehicles to arrive. Students in the Bridges After School Program are sent to the cafeteria where attendance is taken.

### **Getting To and From School**

We encourage students and their families to walk or ride bikes to and from school. Students walking to school should observe all the safety and traffic rules, stay off of private property, walk on approved walkways, cross College Avenue on 60th Street or the east College Park driveway exit where Greendale crossing guards are on duty, and obey any stop/go signals that are present.

Students using bicycles must observe all safety precautions and abide by the "laws of the road," license their bikes, respect any pedestrians and park/lock their bike individually in the designated bike area located on the east playground. Helmets should also be worn for safety and may be stored in lockers. Students must walk their bikes on school property. Scooters and skateboards are not permitted in the building or in student lockers. It is requested that students not use these modes of transportation unless they can be safely secured outside of the building during the day.

Busses will drop the children off in a specific area of the parking lot-next to the fence that separates the parking lot from the Kindergarten entrance. This allows us to open up the front driveway for parents to drop their children off in the morning and pick them up after school. However, the front driveway is to be used only if you do not need to leave your car. Following are specific procedures for the mornings and the end of the day.

8:15 a.m. – 9:00 a.m. each day – During this time period, no one will be allowed to park on the front driveway. There is enough room for two lanes, a row of cars along the sidewalk where children will get in and out of the cars and another to drive out of the driveway. If you are willing to pull in, drop your child(ren) off and then pull away, you can use the driveway. We ask parents to pull in as far forward as possible to allow other vehicles to move off of College Avenue. It will be an expectation that parents do not leave their car when dropping off. If you want to walk your child to the door or wait with him/her until the bell rings, you must park your car in the parking lot.

3:00 p.m. – 3:45 p.m. each day – During this time period, parents can begin a single line of waiting cars from the west end of the driveway all the way through the driveway and out onto the east end of College Avenue. After your child gets into the car, you can then pull into the left lane of the driveway to go out. All cars who have not yet loaded their child(ren) will be expected to keep moving forward in the waiting line so that the cars on College Avenue can enter the driveway. Again, no one can get out of the car to meet his/her child at the school door. If your child needs help getting into the car, it may be necessary to park in the lot and meet them at the school door.

No parking is allowed on the North or South sides of College Avenue between the driveway entrances at any time of the day. Children should not cross College Avenue unless by way of the city crossing guard. Please remind your child(ren) of your after school planned designated pickup spot.

**We encourage all families to walk, or ride bikes, to and from school when possible. This promotes fitness, helps our environment and alleviates the parking congestion we have at the start and end of each school day.**

### **Handicap Parking/Building Accessibility**

College Park has several handicapped reserved parking spots. Unauthorized cars parked or waiting for students in handicapped designated areas are subject to being ticketed. The wheelchair accessible entrance is located at the front door. The handicapped accessible bathroom is located near the multi-purpose room. The stage area is accessible by a lift. Please see the office if additional information is needed.

### **Student Absences/Tardies/Early Dismissals**

The Greendale School District Policy states:

In an effort to promote maximum student attendance through home/school cooperation, the following attendance procedures shall be in effect on a semester basis:

1. A parent/guardian shall be required to verify all excused absences with the school.
2. A teacher shall take daily attendance, keep records thereof, and report all absences to the principal/designee.
3. Parents who have not notified the school of their child's absence will be notified via an automated system or by phone.
4. Following the 5th excused absence, the school may require a doctor's excuse.
5. Following the 10th absence from class in a school year, the principal/designee shall notify the parent/guardian of the student by mail of these accumulated absences and a conference will be requested. All future absences will require a signed physician excuse from school.

When your child is absent or tardy please call the school office prior to 9 am to report the absence. The College Park Office and attendance line may be reached at 414/423-2850, please press 1 to report an absence. If a call or note is not received our school office will verify the absence by phone call. Pre-planned absences should be reported to the office when plans are made. While parents may excuse children for extended vacations the days do count toward absences and may result in the need for medical excuses for future absences. Students vacationing for more than twenty consecutive school days will need to re-enroll upon their return.

School begins at 8:44 am each day. Any student arriving to their classroom after this time will be considered tardy. Students who arrive tardy should be signed in at the school office by their parent or guardian. Students who arrive to school after 10:15 am or

leave prior to 2:00 pm will be considered absent for one half day. Students arriving after 8:44 am or leaving after 2:00 pm will be counted as a “partial day” absence.

Students leaving school during the day for appointments or illness will need to be signed out by a parent or guardian in the school office. Parents should contact the school office to inform staff of the need for early dismissals.

Open Enrollment students who are habitually truant may have their Open Enrollment seat revoked for the following semester. For more information, see these Greendale Board of Education Policies:

[423 - Public School Open Enrollment](#)

[423 - Rule - Open Enrollment Guidelines](#)

The complete Greendale School District attendance policy may be found at:

<http://www.greendale.k12.wi.us/district/schoolboardmain/policies/Series400/series400.html>.

### **School Closings**

In the event that school is closed because of severe weather, families will be notified through our SchoolMessenger telephone system stating the closure. The information will also be posted on our district website. When school is closed due to bad weather, after school and evening events are automatically canceled.

### **Work Completion and Absences**

1. Students may be given work that is appropriate for self-study during a prolonged absence; however, such work should not be expected to replace the learning experience in the classroom. Homework requests for long-term absences need to be made two weeks in advance.
2. If a student is absent due to illness the parent may make arrangements to pick up needed assignments from the school office. Please make homework requests when calling in your child’s absence early in the day to allow teachers the time necessary to compile work.

### **Health Concerns**

Students attending school must be in good physical health. Their condition should be such that it will not endanger the health of other students. Children who are ill with a contagious disease may not attend school. Any child experiencing the following symptoms should remain home or will be sent home: a fever over 100 degrees, skin or eye irritations, diarrhea, vomiting.

### **Medication**

The office personnel will administer medicine prescribed by your child’s physician. The medicine must be in the original container, which clearly states the child’s name, the prescribed dosage, the date and the doctor’s name. In order for school to administer prescription medications, a parent and physician must sign a district medication form.

Medication will be dispensed according to the directions on the prescription and physician signed form. Non-prescription medications may be dispensed by office personnel with a signed medication form on file in the office. Medications must be dropped off by parents and in their original container. The Greendale School District Policy regarding the procedures for Student Medication may be found at <http://www.greendale.k12.wi.us/district/schoolboardmain/policies/Series400/series400.html>.

### **Emergency Health Concerns**

The safety and welfare of your child is of great importance to both you and the school. If your child should become ill or injured while under the school's supervision, the following steps will be taken:

1. If your child gets sick during the school day, (s)he will be sent to the health room:
  - A. The child's temperature will be taken and recorded. If the child is running a temperature of 100 degrees or more, you, or the designee of the emergency card, will be called to transport your child home.
  - B. If the child's temperature is normal, the child will be allowed to rest and then return to class. If the child reports to the health room a second time you will be called and asked to take the child home.
  - C. Under no circumstances are over-the-counter medications, such as cold medications, Tylenol or medicated lotions, dispensed at school, without appropriate forms being completed.
  - D. If a child is vomiting or experiencing diarrhea parents will be contacted immediately to take them home.
  
2. If your child has a minor injury:
  - A. First aid will be administered according to the District's Standing Orders for First Aid in Schools. In most cases, cleansing the wound or abrasion, applying a bandage, or applying ice are sufficient first aid.
  - B. Your child will return to class.
  - C. If your child complains of continued pain, even though the injury appears minor, you will be called to determine whether you wish to pick the child up and consult a physician.
  - D. We will contact parents for all head injuries.
  
3. If your child is in need of immediate medical attention:
  - A. First aid will be rendered immediately according to our "Standing Order" for First Aid in Schools.
  - B. You will be called to come to school and pick up the child.
  - C. If the injury or illness is of such seriousness that medical intervention is required, the school will call 911. You will be called and depending on the circumstances, the child may be transported to the hospital. Any charges for transporting a child to a medical facility are the responsibility of the parent.

### **Use of School Telephones**

Student use of telephones should be limited to emergency situations. We try to develop responsibility in students by not allowing them to call home for forgotten items or to arrange last minute playdates with friends. Students are allowed to call home, from their classrooms, for forgotten lunches, permission slips and other necessary items.

We ask that parents do not call and ask to speak to students during the school day. The office can deliver messages to students regarding early dismissals or changes in after school plans.

### **Weather and Recess**

Children will go outside for recess time, except for inclement weather. Children will play outdoors in the winter unless the temperature is below 10 degrees or the wind chill is zero degrees or lower. In winter, please see that your children have warm outdoor clothing, including: hats, coats, boots and mittens. Children in 5K-5<sup>th</sup> grade are required to have snow pants and boots for snow play. Any child without boots will be restricted to play on the black top areas. All children are expected to participate in recess unless s/he has a doctor's excuse or the teacher requires a student to work in the classroom under their supervision. Please call the office if you have a concern regarding outdoor play.

### **Parent Volunteers**

Parent and community volunteers are welcome at College Park. Volunteers can work directly with their child's classroom teacher or in their area of expertise. We'll be glad to have grandparents or other adult relatives who would like to work with the children. All school volunteers are required to have a background check completed. Only volunteers cleared through our central office will be allowed to serve as chaperones or school volunteers. Parents may learn more about volunteer activities and access the online background check by following this link: <http://www.greendale.k12.wi.us/volunteer.html> found on the Greendale School District Website under Parent Resources and Volunteers.

In order for our students to live and work in a safe environment, an atmosphere of confidentiality will be provided. Confidentiality means that discussion of a student's behavior or educational performance is considered privileged information. Volunteers must adhere to all rules of confidentiality.

### **Chaperones**

The staff is very pleased to have parent/guardian volunteers to chaperone field trips. The following are expectations for all chaperones: 1) have students assigned to your group stay with you at all times; 2) sit with your group on the busses; 3) do not purchase gifts for your group; 4) maintain control of the group's behavior. If any difficulties would arise, report the problem to the teacher as soon as possible.

**Chaperones are required to complete the volunteer information form and background check prior to attending the trip.** See link above.

### **Fund Raisers (Not School Sponsored)**

Students may not sell fundraising or other items during school hours or on the bus. Children may take orders for fund raising projects outside of school hours. Parents need to contact the school principal for permission to deviate from the policy.

### **Parties**

Throughout the school year teachers may plan classroom celebrations. If you do not want your child to participate in holiday or birthday celebrations for religious reasons, please notify your child's teacher. In order to be sensitive to all students, the following rules will be observed. Students should not give gifts at school, unless it is part of a class or school activity. Invitations to out of school parties may not be distributed at school. Locker decorations, flower deliveries, etc. are inappropriate in an elementary school and will not be allowed. See **Healthy Habits** (below) regarding birthday treats.

### **Healthy Habits**

A healthy body and alert mind allow students to do their best in school. Our school makes every effort to promote good health practices for our students. This includes educating and modeling good nutrition at snack break, lunchtime, and when special treats are allowed. We encourage daily physical exercise through activities both during and outside of the school day. Each classroom teacher will provide a morning Nutrition Snack Break. Parents will be provided with a list of suggested nutritious snacks. Our hot lunch program follows the national recommended guidelines for nutritious meals that are appealing to young children.

Classroom birthday treats must meet our district standards for health and nutrition. In lieu of a treat, consider giving a book, game or school supplies to the classroom in your child's honor. **We will not be able to serve treats not meeting the district nutritional guidelines. This means the first ingredient may not be sugar or any type of corn syrup, molasses, etc.**

If parents do not want their child to participate in holiday or birthday celebrations for religious reason, please contact the teacher with this information. All wishes will be honored.

### **Distribution of Literature or Materials**

Literature, or materials from outside organizations, may not be distributed at school without the permission of the superintendent, **this includes party invitations.** Items to be considered from groups should be submitted to our superintendent at least two weeks prior to the distribution date.

### **Instructional Program and Activities**

We stress high expectations for all of our students to achieve academic and personal success. We involve our students in standards-based curriculums that stress higher level and creative thinking skills and problem solving strategies. We have a high attendance

rate and incentive programs to encourage good citizenship and effort. Part of our good citizenship and community practices includes reciting the pledge of allegiance daily and participating in school-wide service projects. We also expect and model courtesy, respectful behavior, and appropriate conflict resolution. Our professional and dedicated teachers and staff are responsible for implementing our program. We appreciate a high level of parent participation and support, as this home-school partnership is what makes College Park an excellent school.

**Academics** - At College Park we guide our practice with a balanced educational philosophy. We will help students to build a strong foundation in reading, language arts (writing, speaking & listening), math, science, and social studies. Besides basic skill development, critical thinking and problem solving are important components of learning at every grade level, as well as development in self-discipline and social awareness. The staff plans and implements learning activities in a variety of ways to address the learning needs of each student. We also integrate curriculum across subject areas. The entire curriculum is aligned with the Wisconsin Academic State Standards.

**Art** - A balanced program of skill building activities, coupled with opportunities for self-expression, and aesthetics builds a broad base of experiences in art class. Students explore the aesthetics, heritage, making and critiquing of art. Kindergarten through fifth grade students receive one 50 minute period per week of art instruction with a certified art specialist.

**Music** - The goals of the program include demonstrating the ability to express oneself musically, valuing music for communication and exchange, developing auditory discrimination, and understanding our musical heritage. Students receive two 25-minute music classes per week. At the elementary school level, general music, chorus, orchestra, and band are offered. Strings instruction begins at fourth grade and band at fifth grade. Instrumental music instruction includes weekly small group lessons and large group orchestra or band lessons. Choir is for 3<sup>rd</sup> - 5<sup>th</sup> grades and meets weekly before school.

**Physical Education** - Physical Education classes are designed to promote and develop physical fitness, basic motor skills, game skills, good sportsmanship, and a positive self-concept. Students receive 75 minutes of gym class per week. Tests are given in 3<sup>rd</sup> to 5<sup>th</sup> grade to determine areas of physical fitness competencies. The goal is to instill appreciation for lifelong physical fitness, as well as cooperation and good sportsmanship.

**Technology Education** – Our elementary school has a Macintosh computer lab and there is internet access in all classrooms, the lab and the library. College Park also has two mobile computer labs, two ipad carts, an ipod cart, and classroom access to ipads and ipods. These personal computing devices will give students ready access to information and skill development throughout their school day, and across curricular areas. Technology education includes the use of technology as a tool to provide students with a broad knowledge of computer applications in different subject areas, the ability to access information and the ability to share information acquired in a digital format. At the start

of each year, third through fifth grade students receive keyboard instruction. Classroom teachers provide follow-up practice, application skills and integrate technology into the curriculum.

**World Language** - Elementary students grades K5-5<sup>th</sup> will receive 75 minutes of Spanish instruction weekly. Instruction is based on the State and National Standards for World Languages and is thematic in nature. The program will focus on the five “C’s” of language, culture, communication, connections, comparisons and communities, which are considered the standard for language learning.

### **Student Academic and Emotional/Behavioral Support**

When students’ academic or social/emotional needs are not being met our staff works to provide interventions to support those children with additional resources. Student progress is monitored with the supports to ensure progress is being made. The process of creating interventions and monitoring student progress is called Response to Intervention or RtI.

RtI is grounded in the belief that all students can learn and achieve high standards when provided with effective teaching, research-based instruction, and access to a standards-based curriculum. A comprehensive system of tiered interventions—gifted & remedial—is essential for addressing the full range of students’ academic and behavioral needs.

If you have concerns regarding your child’s progress please contact his/her teacher.

### **Student Activities**

In addition to classroom learning, students are encouraged to take part in additional activities offered through our school. These extra-curricular activities are important in building strong connections to school through new experiences and leadership opportunities.

#### Performance Music

- Students in grades 3-5 are invited to take part in a school chorus. Rehearsals are held one day a week before school. Students perform at school concerts.
- Beginning in grade 4, students are able to join the school orchestra. Students take part in small group lessons during the school day. Full group rehearsals are one morning a week before school. This group performs at school concerts and students may also participate in the district wide Strings Festival in the spring.
- Fifth grade students also have the opportunity to participate in the band program. Full group rehearsals are before school, one morning per week, with small group lessons during the school day. The band performs at school concerts and may also be involved in district wide band events.

Student Leadership Teams – Elementary students in grades four and five have the opportunity to strengthen their leadership skills through participation in Student Leadership. Students serve on committees related to our character education beliefs to promote a positive school and community.

Cadets – Fifth grade students may serve as School Cadets before school, during the lunch hour or after school. They assist staff in helping younger students.

### **Field Trips**

To enhance classroom learning experiences students will be taken on school field trips during the year. Parents must return a signed district permission slip for students to attend these trips. Verbal permission or hand-written notes are not allowed.

Parents sign a permission slip at the beginning of the year giving permission for walking field trips and intra-district travel for concerts or other school wide events.

### **Safety and Security**

#### **College Park Building Security Plan**

The following plan was developed to ensure that all children are safe and secure at College Park while still allowing for an open atmosphere that welcomes parents and encourages community participation.

1. Exterior Doors - All exterior doors will be locked before, during and after the school day. Visitors may enter through the main door during normal office hours of 7:30 am to 4:00 pm.
2. Visitors/Volunteers/Parents -All volunteers must sign in on a log in the office, and wear a visitor badge while in the building. Parents dropping off lunches or school materials must stop in the office. The staff will gladly make sure that the student receives his/her appropriate materials.
3. Strangers -All staff members have been instructed to introduce themselves to anyone not wearing a visitor or volunteer identification badge, and request that the visitor return to the front office.
4. Student Pick-Up - Parents are asked to sign children in and out at the office when children are entering or leaving during the school day. Parents may be asked to show identification if they are unfamiliar to office staff. Students will not be allowed to wait outside.
5. Playground Emergencies - One playground supervisor will carry a walkie-talkie with them when on duty. The playground supervisor is able to contact the office in the event of any emergency.
6. Threat or Danger - A building-wide emergency plan of action to secure all areas and move children away from immediate danger is in place.
7. Chain of Command -The building principal is in charge if an emergency occurs. If the principal is out of the building an upper/lower level teacher is designated as a contact. If needed, Highland View, Canterbury, or Central Office administrators will intervene.

## **Student Conduct**

### **Student Cell Phones**

The district policy states that students may carry cell phones provided they are turned off and remain off during school hours. We discourage elementary students from bringing cell phones to school as our lockers do not have locks. The school is not responsible for damaged, lost or stolen cell phones.

Students violating the district policy will have their cell phones stored in the school office until a parent/guardian picks them up.

### **Electronic Devices at School**

Students are allowed to bring electronic devices, which enhance learning, to school (ipods, ipads, e-readers, etc). As our lockers do not have locks students are responsible for the safekeeping of these items. The school is not responsible if these items are lost or stolen.

### **Backpacks/Book Bags**

Students are encouraged to bring a backpack/book bag to and from school each day. These items should be emptied and stored in the student's locker during the day. Parents/guardians are encouraged to check backpacks each evening to look through the child's folder and remove unnecessary items. We ask that children not bring the backpacks to class.

### **School Attire**

- Clothing should always be appropriate for the learning environment and weather conditions.
- No hats, or jackets may be worn in the classroom.
- Halter, spaghetti strap or strapless shirts are not allowed.
- Students must have gym shoes for physical education.
- Clothing that advertises alcohol, promotes drug use, or has an inappropriate message may not be worn to school.
- Shoes should be appropriate for outdoor play.
- Boots should be worn to school in inclement weather, but because of tracking mud in the classroom, they must be changed to normal footwear in the school.

### **School Lockers**

Students are assigned a locker. The lockers are the property of the Greendale School District and subject to periodic inspection by school personnel, for any reason, without student consent. Items stored in lockers are not insured for reimbursement by the school district. Students are advised not to bring money (or items of value), unless needed for supplies, lunch or field trips. All lockers must be accessible at all times and personal locks are not allowed. Personal locks will be removed by whatever means if necessary by the custodial staff. Locker decorations, pictures or mirrors taped inside of lockers are not appropriate for the elementary setting. Items taped inside lockers will be removed and returned to the student to take home.

## **Computer Usage**

Technology is an integral part of learning in the Greendale School District. Beginning at the elementary level students use technology to enhance their learning through teacher modeling and student application. Teachers work with students to teach them the skills necessary to use technology. The district has put in place measures to protect the safety of students when using approved Internet sites. Students are also asked to review and sign a Student Telecommunication Computer and Network Use Agreement at the start of each school year. The district's policies regarding computer use may be found at: <http://www.greendale.k12.wi.us/district/schoolboardmain/policies/Series300/series300.html>.

## **Homework Guidelines**

Homework is defined as the out-of-class tasks that a student is assigned as an integral element in the educational process. Homework assignments will be tasks that students can perform independently with a high degree of success and the assignments will be directly related to instructional objectives. These tasks may be practice assignments, preparative assignments or an extension of a lesson taught. Students in grades 3 through 5 will complete their assignment notebooks each day with the days' lessons and homework. Students and parents may also check teacher websites for updated homework. Time spent at work will vary with each grade. Parents with concerns regarding homework may contact the teacher by email, note or telephone.

Parents of students not completing homework will be informed if students do not turn in assigned work. A written reminder, to be signed by the parent, may be sent home with the student. If the slip is not signed and returned the teacher will contact the parent by phone. This communication will allow parents to know immediately if children are not completing work.

## **Harassment and Bullying**

The Greendale School District is committed to creating a safe learning environment for all students. Policies are in place to prevent students from harassment and bullying. Our staff teaches students appropriate behaviors and each school has policies in place to deal with unsafe and inappropriate actions. Teachers spend time each week working on appropriate behaviors with their classes and encouraging open communication regarding problems that arise. We encourage parents/guardians to communicate with their children appropriate behaviors and responses to bullying situations.

If your child is being bullied or witnesses bullying behavior:

- Work with your child to develop a "plan" to help in the situation
- Encourage your child to report the incident to a staff member immediately when the problem occurs
- Speak to your child's teacher about problems in the classroom, it is helpful to speak directly to the teacher of the class where the problem occurs

- Contact the school principal if the matter requires immediate intervention or prior strategies have not helped correct the situation

If your child is involved in bullying behavior he/she is subject to immediate discipline up to and including suspension and expulsion from the Greendale School District.

The district policy regarding harassment and bullying can be found at:

**Pupil Non-Discrimination Policy Under Section 504**

[411 - Discrimination and Harassment of Students Prohibited](#)

[411- Rule - Discrimination of Students Prohibited - Procedures](#)

[411.1 - Pupil Non-Discrimination Rights Under Under Section 504](#)

**Common School Expectations**

Students are expected to be:

- Respectful,
- Responsible,
- Safe,
- Kind

Teachers will teach these expectations to their classes and encourage appropriate actions. The expectations will be enforced by all members of our school community and are posted throughout our building. Staff members will reinforce positive choices made and celebrate positive behaviors. Student leadership groups also take part in planning celebrations and promoting positive actions toward others.

**Disciplinary Consequences**

While our goal is that all students will follow the expectations of our school community, on occasion some students may need additional support or redirection. Following is the sequence of consequences for students having behavioral difficulties, on a repeated basis.

- 1st Step    Verbal correction of behavior and redirection by staff
- 2nd Step    Behavior Reports will be written for the repetition of minor occurrences, or a major behavior infraction (examples of each below). The staff member writing the report will contact the parent that day. Students will work with staff to complete a reflection sheet on the incident.
- 3rd Step    The child will meet with the administrator, and possibly the school counselor and/or parents. Appropriate consequences will be given for the behavior including possible in or out of school suspension for severe infractions. Parents will be contacted regarding the consequence given.

*Minor Behaviors (Handled by Classroom Teachers)*

- Inappropriate Language
- Physical Contact/Altercation (with no intent to harm)
- Defiance/Disrespect/Non-compliance

- Minor Disruption to Learning Environment (talking out, out of seat)
- Moving Inappropriately (Running, Climbing, etc.)
- Name Calling/Teasing
- Dress Code Violation
- Minor Damage Property
- Leaving Class Without Permission

*Major Behaviors (Administrative Referrals)*

- Physical Contact With Intent to Harm
- Theft
- Possession of Weapon
- Property Damage or Destruction
- Inappropriate Physical Contact
- Harassment Based on: Race, Gender, Ethnicity, Religion, Disability, Sex, Physical Features
- Bullying: Repeated Teasing, Name Calling, Intimidation, Threats
- Vulgar or Profane Language
- Obscene Pictures/Drawings/Writing/Gestures
- Inappropriate use of Technology
- Persistent Disruption to Learning Environment

**Pupil Services and Student Programs**

Our school has pupil services staff available to help students with academic, behavioral and emotional concerns. Parents may contact our school office to reach our counselor or school psychologist.

At times, the pupil services staff will visit classrooms and present information related to social and emotional well-being. Students may also be seen individually or in a group setting to address concerns that arise. If you do not wish to have your child participate in these sessions, please notify the Director of Pupil Services in writing at [colleen.mchugh-moore@greendale.k12.wi.us](mailto:colleen.mchugh-moore@greendale.k12.wi.us) or at 6815 Southway, Greendale, WI 53129. Any student being seen on a regular basis will have parents contacted and permission sought.

In addition classroom teachers will share information with students on personal safety each year. Families who wish to have their children excused from these sessions should contact our principal. Human growth and development sessions are led for our fifth grade students, and a separate letter will come home explaining the program.

**Parent Communication**

We value parents as vital members of our school team. We feel it's very important that parents are informed and involved in their child's school program. These following events are designed to communicate with parents about their child's education. Families can access our Web page through the school district Web page at [www.greendale.k12.wi.us](http://www.greendale.k12.wi.us)

**Welcome Back Night** - Annual “meet and greets” are held in August so that parents can become acquainted with their child’s teachers. This is also an opportunity to drop off supplies and learn about teacher expectations.

**Parent/Family Information Nights** – These events will be held during the year to focus on new curricular initiatives or provide information to parents in a family friendly setting.

**End of Year Learning Celebration-** During spring activities, families are invited to school to visit all our school to view student work and our school’s many programs.

**Parent/Teacher Conferences** – Parent/Teacher Conferences are expected at least twice yearly. These times are for teachers and parents to discuss individual student needs and progress. Conferences with teachers are a very valuable way to keep the lines of communication open. Parents or teachers may schedule conferences any time during the school year. Please don’t hesitate to call your child’s teachers to set up a meeting. We do ask that parents check with teachers before “stopping by” to make sure the teacher is available at the time as we have many meetings before and after school, and teachers are with their students during school hours. Each teacher has a voice mailbox and email for ease of communication.

**Weekly Updates-** The principal will keep you updated with school news through Weekly Updates. Families will be notified via School Messenger each Friday afternoon that the Weekly Update has been posted on our website. Families will be provided with the link to the update.

**Agenda Notebooks** - These should come home nightly from grades 3-5. This school-wide assignment notebook provides space for students to record daily assignments. Parents and teachers can use the agenda as a way to communicate with each other through written notes also.

**Daily/Weekly Folders** – School and homework folders will come home regularly. Please check these folders, as there will be parent notices as well as your child’s completed class work, tests, and other items.

**Classroom Updates** - All classrooms send home information, via email, on a regular basis about upcoming curriculum and activities within the room through email or paper copies.

**Classroom and School Websites** – Information can also be obtained through our websites. Teachers regularly update these websites and they are a means by which families can remain updated on what is happening in the individual classrooms.

**Field Trip Notices** - Information regarding field trips - their educational value and the costs will be sent/emailed home by teachers. Please sign these and return as soon as

possible. This uniform permission slip must be on file before any student takes part in a field trip. We cannot accept verbal permission in lieu of the permission slip.

**Phone Calls/Voice Mail** - Positive phone calls are made by the principal and/or teachers to inform the parent of their child's positive behavior. We may also call you with areas of concern so that solutions can be generated in a timely fashion. Please feel free to call with any concerns you might have. Each staff member has voice mail. Please check our student directory for voice mail extensions. Dial 423-2850 and then the extension.

**Parent/Teacher Organization** - News items and reminders are sent home to keep parents informed of events and activities.

**College Park Family Directory** - A directory of class lists, student phone numbers and addresses will be available for College Park families, who are members of the PTO, at the beginning of each school year. This directory is to help facilitate parent communication outside of school. Parents have the option not to participate in this service.

**School Performance Report/Annual District Report** - This report provided to the community by the District Office contains information on student performance district wide.

**Non-Custodial Parents** - You are welcome to receive any informational materials from school. Please let teachers and the office staff know if you desire this communication.

**District Web Page ([www.greendale.k12.wi.us](http://www.greendale.k12.wi.us))** - Contains our Weekly Updates as well as current information about our school district, messages from the superintendent and other administrators. The Good News section contains updated information about each school.

**E-Mail** - Each staff member has e-mail. E-mail addresses are firstname.lastname of individual staff member @greendale.k12.wi.us. Such as, [kerry.owens-bur@greendale.k12.wi.us](mailto:kerry.owens-bur@greendale.k12.wi.us).

### **Food Service**

**Breakfast Program** - Research has shown that students who eat breakfast are ready to learn. In addition, schools that implement a breakfast program see improvement in achievement, attendance and behavior. This is why the Greendale School District serves breakfast at all schools.

The program is available to all children who wish to participate. The breakfast program will be set up buffet style to allow the children to make choices. Each day we will provide the following – fresh fruit, assorted cereal with milk, mini bagels, mini muffins, yogurt, milk and fruit juice. The children will be able to choose 2 items along with either

a milk or fruit juice. Students can pay the cashier on a daily basis or deduct from their lunch account. Parents are welcome to join their child for breakfast.

Breakfast will be served in the Cafeteria each morning from 8:20 a.m. – 8:40 a.m. Students who will be eating breakfast should go directly to the lunchroom with their coats and backpacks. After eating, the students may move to their classrooms at 8:35.

If you have any questions or suggestions please feel free to contact Brian Koffarnus at 423-2780, extension 4314 or [brian.koffarnus@greendale.k12.wi.us](mailto:brian.koffarnus@greendale.k12.wi.us).

**Lunch Program** - A computerized debit card system will allow you to pay in advance for meals. The system works with a PIN pad that is similar to an ATM. Your child will enter their personal identification number (PIN) to access their account, which is the same number used for computer lab and library check out. The PIN number will stay the same throughout the remaining years your child is enrolled in the Greendale School District. Please note that this system is confidential. All students will be required to enter their PIN number regardless of meal status or payment method, thus insuring your child's privacy.

All students will have an established debit account. For your convenience, you may choose several options for making advanced payments. To prevent fraudulent use of student accounts, each register is equipped with a digital image of your child which will appear on the monitor for the cashier to view every time your child accesses his or her account, therefore insuring that no other student can use your child's account.

Money will only be deducted from an account when the student uses the account to purchase meals and/or a la carte items. The system will know the meal status of your student (full-pay, free, or reduced) and will deduct the correct amount from the account. There is no limit on the amount of money that can be deposited into a debit account. Parents are asked to keep track of their child's account as you will only be notified when the balance is below zero.

**Milk Purchases:** Students bringing cold lunches may purchase milk for 50 cents. Students may have the cost of milk deducted from their account or bring 50 cents to school.

#### **Advanced Payment Options for Breakfast and Lunch**

**Cash on Account:** A cash debit account is created by making a payment of a dollar amount to the cafeteria. These funds are then deposited into your child's debit account. The account balance simply decreases as purchases take place. Money should be sent to school in an envelope provided by you. It should be clearly labeled with the child's name, teacher's name, date, and amount enclosed.

**Credit Card Payment:** To make this option available to you, the Greendale School District has enrolled with an online payment service called My School Bucks. This

payment option is available only if you have access to the internet. The school cannot accept credit card payments directly. This service allows you to pay for your child's school meals using your Visa, MasterCard or Discover Card. To use the service, you must first enroll at the website: <http://www.myschoolbucks.com>.

### **Menus**

Each family will receive printed copy of the menu at the start of the year. The meals will rotate monthly during the year based on student choice data. If a menu is misplaced, families may view the calendar on-line.

### **The Bridge For Kids Before and After School Program**

Child care will be available at College Park again this year. This on-site program is offered for children ages 5-12. The hours of operation are 6:30 a.m. until 8:35 a.m. and 3:30 p.m. until 6:00 p.m., Monday through Friday. This program may be available on full days when school is not in session and will be available during the p.m. hours of early dismissal days. In addition, the program is open, and provides care, on weather emergency days for parents who must work on those days. To enroll your child, or for further information, call 414-423-2790.

To speak with the Before and After School Program personnel, please call 491-1687 before 8:45 a.m. and after 3:20 p.m.

Parents will need to use door "10" on the east side of our building to access the Bridges program as all other doors will be locked prior to 7:30 a.m. and after 4:00 p.m.

### **College Park PTO**

PTO Mission: It is the mission of the College Park Parent Teacher Organization (PTO) to incorporate the best interest of all children into our activities. Through our efforts and energy we will enhance the programs and environment for our children. Inspiration from parents, staff and students will drive our organization. We will include, invite and encourage all families and staff to support our organization, as we support the school.

- We carry through on this mission through participation in activities initiated by our Board of Directors and the school administration.
- We support ourselves financially through a membership drive and a number of fun-raisers, which are voluntarily managed by our members.
- We assist school-initiated activities with our funds when appropriate.
- We purchase school equipment with our funds, working in conjunction with the administration and staff.
- All parents, teachers and staff are welcome to attend our monthly meetings.
- For more information call the school office for the phone numbers of P.T.O. Board members.

