

Pulaski Community School District

Elementary Parent-Student Handbook



2023-2024

145 West Green Bay Street
P.O. Box 825
Pulaski, Wisconsin 54162
Phone - (920) 822-6100
Fax - (920) 822-6105

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**Message from the PCSD Elementary Administrative Team
Regarding PCSD Elementary Parent-Student Handbook**

Dear Students and Parents,

On behalf of the elementary administrative team, we'd like to extend a warm welcome to all of our students and parents! This handbook has been prepared with you in mind and will hopefully serve to help you understand the policies and procedures of our elementary schools. We are certain that these policies, along with parent partnerships and dedicated students and staff members, will provide our students with an exceptional educational experience.

We hope that you will find our schools open and inviting. We believe strongly in the power and benefits of positive parent/school partnerships. Active participation and communication between our homes and school are critical in establishing the academic and learning standards needed to ensure a learning rich environment for all of our students.

As mentioned our handbook provides you with information about our elementary schools and the Pulaski Community School District's policies and procedures. We hope that it provides insight and answers to questions that either you or your child may have this year. Together with your child(ren) please review the handbook as a first step in building that positive and critical home-school connection, so that together we can continue our mission of creating a successful learning community, ensuring that all of our students reach their potential both academically and socially.

Should you have any questions or concerns, please don't hesitate to contact your child's school. With our students, parents, and staff all working together, we are certain that the upcoming school year will be both successful and rewarding. Welcome to another great school year.

Sincerely,

The Elementary Administrative Team

PULASKI EDUCATIONAL PHILOSOPHY

We believe that a community's and a nation's greatest resource is its people, especially the students of our schools. At Pulaski Community Schools, the students are the nucleus of the school system and our educational decisions are guided by what we consider to be best for students. We maintain that the students should be given every reasonable opportunity to realize their best selves.

We are now, and should continue to be, a school offering students a second, third and fourth chance. This means that every available alternative will be explored to help the students grow academically and in self-control. Each new area of academics will be explored, when necessary, to satisfy the students' needs and interests.

It is our belief that our curriculum should serve the needs, interests, and abilities of the student population and promote the mental and physical health of the students. It should instill a pride of heritage and a sense of responsibility, and provide the proper information, emphasis and perspective, for learning to live a successful life in our local community as well as the nation and the world.

Our educational system should help students increase their knowledge, build greater understanding and develop social attitudes and acceptable behavior to prepare them to be contributing members of society. We feel that our curriculum must have a wide enough scope to prepare college-bound students, vocationally oriented students, as well as students who will seek jobs upon graduation.

Our belief is that the Pulaski Community Schools should focus not only on its children, but it should also provide the adult members of the school district the facilities and services to continue their education. A school and community that works closely together can use the students, faculty and administrators to evaluate the assets, needs and possibilities of the community and help provide direction for its growth. The community becomes a true learning laboratory.

We believe that the schools are the thread that binds the people of the community together. The name, Pulaski Community Schools, reflects the close ties between the schools and the people of its district. An active participation by the schools in the community and the community in the schools, can help make education real and meaningful for all involved.

Adopted: February 1988

Elementary Schools Phone Numbers

Fairview	Niki Napralla (Principal)	899-6300
Glenbrook	Kurtis Sufka (Principal)	822-6100
	Tom Krause (Associate Principal)	
Hillcrest	Kris Wells (Principal)	272-6900
Lannoye	Peggy Goddard (Principal)	865-6400
Sunnyside	Marc Klawiter (Principal)	822-6200
	Michelle Loewenhagen (Associate Principal)	

Attendance (Policy 5200, Wis. Stat. 118.16 (4)(d), JED-ADM)

Your attendance at school is required by state law. Regular attendance is a critical factor in academic success. Frequent absences from school disrupt the continuity of instruction and valuable learning time is lost. Parents/guardians are responsible for a child's attendance at school and can be held accountable for unexcused absences and truancy. Parents will be notified in writing any time a student has accumulated ten days of excused/unexcused absences. Parents may be asked to furnish a medical excuse for any absences beyond ten days. A second letter regarding student's attendance is sent after fifteen days of excused/unexcused accumulated absences.

Absences (Excused)

In a case of illness, parents are asked to contact the school prior to 9:00 a.m. to inform the school of the absence and the reason. Parents of students who are absent and not accounted for will be contacted by the office.

Absences (Pre-excused)

The Board of Education does not endorse or support students missing school. According to state statute, a student who is excused in writing or verbally from their parent may not have pre-excused absences which exceed the total of ten days per school year. If parents/guardians want their children to miss school, the following procedure must be followed:

- The parents/guardian must contact the school office that their child attends at least one week prior to the date of absence.
- The student will be permitted to make up essential work as determined by the classroom teacher that was missed because of this absence.

Truancy (Policy 5200 Wis. Stat. 118.16, JEDA-ADM)

Students who are absent and unexcused from school are considered truant.

Early Pick Up/Late Arrival

Parents should come to the office and check in with the secretary. Parents will use the iPad to sign students in/out and need to wait in the office for their child/ren. To support this process please contact the office as soon as you are aware of the early pick up time.

Busing Information (Policy 8600, EEACC-ADM & EE-ADM)

Pulaski Community School District transports over 3,000 public and private school students with buses owned and operated by the School District. Rules and procedures are put into place for the safety of all our students. Riding the school bus is a privilege and the school bus is considered an extension of the classroom with students demonstrating classroom behavior. During the registration process parents/guardians sign off on bus conduct policy and rules.

Guest Riders will not be allowed for the 2023-24 school year. Should you have a question regarding this request, please contact Mrs. Tracey Szymanski, Transportation Coordinator at 822-6040. You can also check the district website.

Cancellation of School (Policy 8220 & EBCD-ADM)

School may be closed during periods of inclement weather. Early morning announcements of closing will be made utilizing Skylert. Local television and radio stations typically carry this information as well. ***However, we highly recommend that families utilize the Skylert system for notifications.*** If a storm occurs during the day forcing an early dismissal, announcements will be made. Please do not call school during these times, since the lines need to be kept open for emergency purposes. Parents should expect students to arrive at home or have filled out an ***Emergency Drop Off*** form indicating a designated spot during such closings. If the parents feel the need to call school during an early dismissal, someone will be available in the school office until the buses have finished their routes.

Cell Phones/Personal Property (Policy 5136, 5136.01)

We understand the need for some of our students to have cell phones at school. If your child brings a cell phone to school, they are required to be powered off and kept in the student's backpack or locker during school hours. The school cannot be held liable for lost, stolen, or damaged phones or other personal property. Students in violation of this policy will have the item removed from their possession and kept in the office until claimed by the parent. Continued use may result in further disciplinary measures.

Chaperone/Volunteer Background Check (Policy 8120, 9800.01, 9150 & IICC-ADM)

The Pulaski Community School District promotes a safe environment for its students, employees and visitors. To keep everyone safe it is important that the district perform background checks on all volunteers and chaperones. More information can be found on the district's website.

Student Code of Conduct, Philosophy and Policy (Policy 5500, 5610, 5605, 5630.01, 5520, 5516, 5517, 5517.01, JFCE-ADM)

The primary function of our school is the education of students. Most of the problems occurring in school which require disciplinary measures stem from those students' actions which disturb the learning environment. Our school has an obligation to protect a student's right to an education without interference. Any student who behaves in such a way as to interfere with the learning of others can expect to be disciplined. The type of discipline administered will follow the concept as to what is reasonable under the circumstances. This means that consideration will be given as to the age of the student, the nature of the offense, and the number of times a student may have engaged in similar or other offenses.

Counseling Services (Policy 2411, 5780 & 5531)

Each school within the Pulaski Community Schools has an available network of support for students who need assistance. This network includes the school counselors, district psychologists, district social worker and district nurses.

Since school counseling is an integral part of fulfilling the Philosophy of our School District, students may see a counselor for a variety of reasons for assistance. If you do not want your child to be seen by a counselor, please notify the school in writing. Please contact the school counselor for further information.

Dress (Policy 5511)

When a student's dress adversely affects safety or is a disruption to the educational process, that student will be asked to change to appropriate clothing.

Drills (Policy 8420 & 8410)

Monthly drills will be conducted including fire drills, tornado drills and safe school alert drills.

Due Process (Policy 5611 & KLD-ADM)

The process for resolving informal and formal disputes with the school regarding your child's education can be found in the above policies.

Field Trips (Policy 2340 IICA-ADM)

- **Expectations** – Students are representatives of the Pulaski Community Schools. It is expected that students adhere to all school expectations while on trips. Normal school discipline policies and procedures will be followed on all school related trips.
- **Fees** – Some trips may require a fee from parents/guardians. The district has adopted a maximum of \$30/child/year for field trip costs to families. In no way should the fee inhibit a child from participating. If the fee is a problem for any parent/guardian, please contact the teacher or the principal.
- **Chaperone/Volunteer Background Checks (Policy 8120)** – Please see Chaperone/Volunteer Background Check listed above.

Food Service (Policy 8500, 853, 8540, 8550 & EF-ADM)

All students in the same family will share one family account. Parents only need to make ONE deposit for all students attending the Pulaski Community School District. You may make account deposits at any school in which you have a child enrolled by sending money or checks in an envelope.

Payment Option Available to Parents: The Pulaski Community School District accepts **on-line payments** to family food service accounts and student registration fees using RevTrak, a national credit card payment processor.

PLEASE NOTE: Family/Household accounts will not be permitted to carry a **negative** balance of greater than **\$10.00** under any circumstances. Participation in the National School Lunch Program will be suspended when the account balance reaches this point. In such cases, the school will provide a peanut butter and jelly sandwich, fruit or vegetable and milk as an alternate meal until the balance is brought current.

Students participating in the free and reduced lunch programs will also be using the electronic meal tracking system. If you have any questions regarding your lunch status (free, reduced, paid), please contact the District Food Service Office at 822-6009.

Students may bring in birthday treats. We highly encourage families to bring in individually wrapped healthy food options or non-food options.

Insurance (Policy 8760)

The Pulaski Community School District does not provide accident insurance for students. Parents are encouraged to carry their own insurance. The District will provide information regarding Student Accident Insurance that may be purchased.

Lost and Found

Please label all items that come to school. Please encourage your child to check the lost and found or as a parent please check the lost and found at Parent-Teacher Conferences or other school events. Items not claimed are donated throughout the school year.

Medication At School (Policy 5330)

A Medication Request Form must be completed before any medication is administered at school. The Medication Request Form may be obtained in the school office. A parent signature is required if the medication to be administered is over-the-counter medication. A health care professional's signature will also be required if the dose of the over-the-counter medication is more than recommended on the packaging, or the medication has been prescribed by a healthcare professional. The medication must be in the original container, which indicates the child's name, dosage, and frequency of administration. Parents are to personally bring medication to the school office unless their child has medical and parental permission to carry it. These items will be kept in the school office. Contact the school secretary/nurse regarding questions/concerns.

Nondiscrimination Policy And Equal Education Opportunity (Policy 1422 & 1422.02)

Pulaski Community Schools do not discriminate on the basis of race, gender, age, religion, handicap or national origin.

The Pulaski Community Schools have Board Policies on Nondiscrimination, Complaint Procedures and Equal Educational Opportunities.

Inquiries related to this section, should be directed to:

Director of Student Services, Section 504 Coordinator
Pulaski Community School District
P.O. Box 36
Pulaski, WI 54162
(920) 822-6020

Nurse (Policy 5310 & 5310.01)

The role of the school nurse is to help students participate freely in their learning by preventing, removing, and/or reducing health-related barriers that interfere with their development and education. The school nurse is available for consultation regarding student and staff health, participation in the health component of a student IEP, select screenings, health classes, emergency care, communicable disease prevention and control, immunization compliance, and health promotion.

Parent Teacher Organization/Parent Staff Organization (PTO/PSO) (Policy 9211)

Our schools have very active PTOs/PSOs. We encourage you to become involved and active in your child's education. The PTO/PSO meets monthly, coordinates school volunteers, and with staff, plans ways to address areas of need in the school and projects to improve learning for students.

Parent-Teacher Conferences/Academic Parent Teacher Team Meetings

Conferences and meetings will be held throughout the school year to discuss your child/ren's progress. We highly encourage all parents to participate in these conferences and meetings throughout the year.

Report Cards (Policy 2261.03 & 2700.01)

Report cards and/or progress reports will be prepared and sent home twice a year. We encourage you to review your child's report card with your child and set goals for continuous improvement. Communication with your child's teacher is vital to your child's success. Please contact your child's teacher whenever a question or concern arises.

School Materials (Policy 5513)

Students are expected to take good care of school materials which they use. Fees for damage to school materials may be assessed.

Search and Seizure Policy (Policy 5771)

Search of a student and their possessions, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others or as otherwise permitted by law.

Desks and lockers/coat hooks/cubbies are public property and school authorities may make reasonable regulations regarding their use. The District retains ownership and possessory control of student desks and lockers/coat hooks/cubbies and the same may be searched at random by

school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official.

All District technology related items located in classrooms, labs and offices are the District's property and are to be used by students, where appropriate, for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, network, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. A student's refusal to permit such access may be grounds for disciplinary action.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. Items removed may be held by the school for return to the parents or guardian of the student (without liability to the school for safekeeping). The school reserves the right not to return items which have been confiscated. (Board Policy 5771 – Search and Seizure)

Skylert

The Pulaski Community School district utilizes the Skylert notification system to contact families in cases of school events, cancellations, closings, etc. The successful delivery of information is dependent upon accurate contact information for each student, so please make certain that we have your most current phone numbers. If this information changes during the year, please let us know immediately.

Starting Times (Policy 8220 & 8210)

Fairview	8:35 - 3:50
Glenbrook	7:40 - 2:40
Hillcrest	8:35 - 3:50
Lannoye	8:35 - 3:50
Sunnyside	8:35 - 3:50

Technology Use Guidelines (Policy 5136, 5136.01, 7540, 7540.01, 7540.02, 7540.03, 7540.07, 7544 & IIBG-ADM)

Students and their parents/guardians must sign a Use of Technology Agreement each year before the student will be granted an individual account on the system. The parent/guardian of a minor student can withdraw their approval at any time. The principal/designee or system administrator may revoke a student account if district policies or procedures have not been adhered to.

Visitors/Volunteers (Policy 9150, 9800.01, & 8120)

All parents/guardians, visitors, and volunteers must report to the main office to sign in, deposit keys, and/or obtain a visitor or volunteer badge. All school visitors must buzz in to enter the building during the school day. Before leaving, all visitors and volunteers must return the badge and/or pick up keys. Thank you for helping to protect the safety of our children. For information regarding school volunteers, please refer to the chaperone section of this handbook.