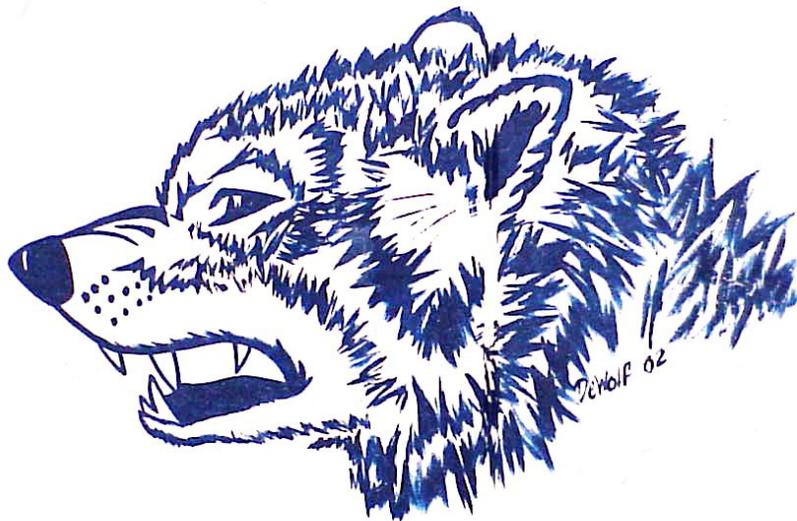


TRAVER SCHOOL

Student and Family Handbook
2017-18



Your Guide to a Great School Year!

respect · kindness · creativity · integrity · perseverance · gratitude

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Language Arts & Social Studies 5, Michelle Niemuth
Reading Specialist, Reading 7-8
Language Arts & Social Studies 6, Chris D'Amico
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TRAVER SCHOOL MISSION STATEMENT AND BELIEFS

The mission of Traver School is to provide an educational program that ensures equal educational opportunities for all children. These opportunities should be offered in a positive and healthy environment wherein students can develop their self-esteem and individual potential. Achieving this will permit them to begin to acquire the intellectual, social, physical, and cultural attitudes and skills important to live in a democratic society and function in a diverse and changing world.

Mission Statement

Traver School provides excellence in education by challenging and nurturing each student. This creates a desire in students to reach for their potential and encourages lifelong learning. The process requires the involvement and cooperation of students, parents, staff, and community.

Belief Statements

1. Lifelong learning shapes our future.
2. Children learn and develop their unique abilities in a nurturing and challenging environment.
3. The responsibility and opportunity for educating demand shared commitment of students, parents, school, and community.

Vision Statement

Traver School is committed to the use of technology in order to enhance students' preparation for the future in a 21st century global society.

Fulfilling the mission, belief, and vision statements are dependent on a strong partnership between students, parents, staff, administration, and members of the community.

ATTENDANCE

DAILY SCHOOL SCHEDULE

The school day for Kindergarten through Grade 8 begins at **8:20 AM** and ends at **3:40 PM**. The Four-Year-Old Kindergarten students attend school from 8:20 to 11:45 AM Monday through Friday.

We know that sometimes it is necessary to drop off children before the school day begins. We would prefer early drop-offs to happen minimally, as there is no direct supervision in the area. The entryway is where students may stay quietly and wait. It is very helpful if your child brings something quiet to do, like a book to read or schoolwork. When the weather is inclement, students waiting in the entryway will be transferred to the library and computer lab. When the busses arrive, students will be released together.

Students are welcome to come in and work with teachers in the morning. Students will be allowed in the rest of the building before 8:20 A.M. with teacher permission. It is best if an arrangement is made prior to the morning because sometimes teachers have meetings. Mr. Nottestad will offer open gym time in the mornings most days of the week. The gym is available to students at about 7:50 AM as long as they sign the behavior agreement and have no overdue work.

Students should not stay in the school building or on the school grounds after school is dismissed unless they have permission and are being properly supervised.

ATTENDANCE PROCEDURES

Regular school attendance is important because it contributes to high achievement and academic success. Parents play an important role in developing positive attitudes about school attendance.

Attendance at school is required by Wisconsin State Statute s.118.15. Excused absences include:

- Illness on the part of the student, and/or legal medical excuse
- Medical\dental appointments
- Family emergencies
- Serious illness or death in the immediate family
- Designated religious holidays
- Family trips that can be taken only during normal school time
- Approved school activities during class time
- Attendance at special events of educational value

The following reasons for class absences are **not** and **cannot** be considered justified and excusable under state law:

- Truancy - any absence of part of all of one or more days from school during which the school has not been notified of the legal cause of absence
- Skipping individual class hours while being in school
- Any unauthorized absence

Any absence from school, which is not accounted for by an acceptable excuse, is truancy.

Parents or guardians should call the school office between 7:30 and 8:20 AM to report any student who will be absent. A student that arrives after the 8:25 AM bell is considered tardy. Failure to contact the school will result in a telephone call to your home or place of employment. If your child is going to be late for school please call to let the office know. **Please call by 8:45 AM if your child will be ordering hot lunch as we have to notify the high school by 9:00 AM and are not able to order additional lunches after that time.**

If you do not call the office or if we are not able to reach you by phone, a written excuse signed by the student's parent/guardian must be brought to the office when the student returns to school. Please state the reason for the absence. Failure to bring in the written notice will be counted as an unexcused absence.

Children who are ill should be kept at home. If a child is ill or has been injured, the school requires a doctor's permission to excuse the student from participation in physical education or other activities. A doctor's slip is also required when the student is able to participate again. Participation in any activity will be excused if it would complicate full recovery from an injury or illness.

Doctor and/or dentist appointments are considered excused reasons for being absent from school, if an appointment cannot be made out of school time. **Written documentation from the doctor/nurse must be filed in the office either before or after such appointments or the absence will be unexcused.**

Students who miss more than two class periods in the morning or afternoon session will be counted as being absent for a half-day. Some students are habitually tardy in the morning due to oversleeping, missing the bus, etc. These students and their parents will be required to meet with the principal if tardiness becomes an issue.

Students who are absent because of illness for three (3) or more consecutive days are required to bring a written doctor's excuse. When students reach more than ten (10) days of excused absences, parents will be required to provide a written doctor's excuse for each subsequent absence. If a written doctor's excuse is not provided, the absence will be unexcused.

PRE-ARRANGED PLANNED ABSENCES

Parents are authorized to excuse their child from school attendance for any reason, up to a maximum of ten (10) days in a school year. PLEASE notify the school in writing prior to the absence. Students are responsible for making up work missed due to the absence in a timely manner.

TRUANCY

Truancy is defined as any absence of part or all of one or more school days during which the office has not been notified of the legal cause of the absence by the parent or guardian. A habitual truant means a pupil who is absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during a school semester. A poor attendance pattern may result in legal referral under the compulsory attendance law. Regular school attendance is one of the essentials to school success. Students will be considered truant if they are absent from school for all or part of a school day without an approved excuse.

Students who are considered truant may be subject to the following consequences:

- Referral to the guidance counselor
- Conference with the principal
- Arranging time to make up work
- Referral to local law enforcement

STUDENTS ARRIVING AND LEAVING DURING THE DAY

A phone call or written notification from the parent must be given to the school office prior to a student being allowed to leave early. Parents will complete the log book in the office with the date, time, and reason when their child leaves the school and when they return. Students arriving at school late must check in at the school office before going to their classroom.

If you need to pick-up your child early from school for an appointment, send a note or call the school with time that you will be at school to pick them up. This will help us make sure that your child is in the office and ready to leave for their appointment.

BEHAVIOR

In order to provide a safe school environment for all children, students are given three basic guidelines to follow:

1. **Follow classroom rules.**
2. **Respect others.** This includes, but is not limited to, keeping your hands to yourself, not touching someone else's property or possessions, not teasing others, speaking politely to others, and treating each other kindly.
3. **Display appropriate classroom behaviors.** This includes, but is not limited to, being prepared for class, bringing needed materials and books to class, following directions, listening while others are talking, and paying attention.

PROHIBITED BEHAVIORS

In order for schools to be safe for all students, behavior that is disruptive, dangerous, or unruly cannot be allowed. Examples of such behavior may include, but are not limited to, the following:

1. Repeated refusal to follow and comply with school rules and policies.
2. Personal cell phones and other electronic transmittal/recording devices are prohibited for use by students during school hours.
3. Fighting, battery, assault.
4. Theft, vandalism, and destruction of property.
5. Threats, intimidation, or harassment.
6. Possession, use, sale, or dispersal of alcohol, controlled substances, mood altering chemicals, and paraphernalia associated with the above or any look-a-likes.
7. Possession or use of firecrackers, smoke bombs, firearms, ammunition, weapons, or any look-a-likes.
8. Possession or use of chains.
9. False fire alarms or bomb scares.
10. Gang associative behaviors, which include graffiti and recruitment.
11. Use or possession of tobacco and smoking materials.
12. Inappropriate attire, which is clothing or personal adornment, which refers to alcohol, drugs, tobacco products, weapons, profanity, obscenity, or makes reference to sexual innuendo.

Staff members and administration may also enforce the Code of Classroom Conduct policy.

TRAVER SCHOOL EXPECTATIONS

In order to provide a safe school environment for all children, certain responsibilities have to be practiced by all students. Ultimately, students are responsible for their own behavior.

1. Students are to report to their homerooms by the 8:20 A.M. bell. At the end of the school day, students are to stay in their homerooms until dismissed.
2. Students are not to leave the school grounds during the school day without permission from the office.
3. Students should make every effort to keep noise in the hall at a minimum when going from class to class or when coming into the building.
4. Students are to walk in the building for safety reasons. There is to be no pushing or shoving at the water fountain, on the stairs, or when loading or unloading school buses.
5. Students should use bathrooms, water fountains, etc. before school, during noon hours, and during breaks.
6. Skateboards and roller blades are not allowed on school grounds. Bicycle riding is not allowed on the school parking lot or the playground areas.
7. School and playground behavior should be governed by mutual respect for each other and respect for school property. "Treat others as you would like them to treat you."

PLAYGROUND EXPECTATIONS

School and playground rules are put in place to protect students. Playground rules are especially important because many accidents can happen on the playground.

1. Obey the directions of the recess teachers at all times.
2. Utilize the playground equipment as it was intended.
3. Be considerate of the feelings of your schoolmates.
4. If you have a dispute with a schoolmate on the playground, talk calmly to the recess teachers about it so they can do their best to help.
5. Play games by the rules. Sportsmanship and fair play should dominate all your playground activities.

6. Play only in the designated play areas and always remain on the school grounds.
7. Stay on the playground unless you receive permission from the recess teachers to come into the building.
8. Report all injuries to the playground teachers.
9. Students are to practice general safety rules. Tackle football, wrestling, roughhousing, snowball throwing, etc., are not allowed.
10. Tag is allowed as long as the tags are touches—not hitting or tackling to tag another student.
11. Students are responsible for returning the school's balls and play equipment to the proper storage place.
12. Students are discouraged from bringing expensive toys from home to use on the playground. The school is not responsible if these items are lost or broken.
13. During the winter, students will be required to wear boots, snow pants, jackets, hats, and mittens/gloves if they want to play in the snow. Students without proper clothing will only be allowed to play on the asphalt.
14. Report any broken playground equipment or other unsafe conditions to the playground teachers.

LUNCH ROOM EXPECTATIONS

Students are expected to display appropriate behavior in the lunchroom, such as talking in a normal tone of voice and respecting other students. All students should remain seated until they are dismissed. Students are expected to clean up their tables, throw their garbage in the appropriate garbage can, and go outside for recess.

GETTING TO AND FROM SCHOOL

BUS TRANSPORTATION

Our goal is to provide safe and comfortable bus transportation. We contract with Dousman Transportation for this service. Dousman Transport routes their buses and plans their stops in order to provide safe and efficient transportation. If you have a problem with a bus, please call the school office.

The school bus ride is an extension of the school day; therefore, students are governed by our behavior expectations, and general rules of respect and courtesy. Riding a school bus is a PRIVILEGE, NOT A RIGHT. Please see the transportation handbook for more information.

BUS STOPS AND ROUTES

1. Bus stops and routes will be established for safety first and then to serve pupils as conveniently and fairly as possible.
2. In order to accommodate working parents, children may be picked up and delivered to a child care provider as long as the provider's home is on the bus driver's route.
3. Students may only ride on their assigned bus. If students ride the same bus they can be dropped off at a different stop if we have notes from **both** parents. Parents will need to make alternate arrangements if their child needs to go to another student's house that is on a different route.
4. If you are planning an after-school event, please plan to provide your own transportation for the children attending the event as there may not be space on the bus for additional children.
5. **If your child will be picked up or will not be riding the school bus as he/she regularly does, please send a note to school or call the school office before the end of the school day. If we do not get a note or receive a phone call or if you are not here prior to the bus leaving, we will send your child home on the bus.**
6. If someone else will pick up your child, please call or send a written note to the school office. The person picking up your child will be required to show a picture ID if we do not know them. **Without a phone call or a note, we will not let your child go with another person.**

PICK-UP AT DISMISSAL **NEW PROCEDURE**

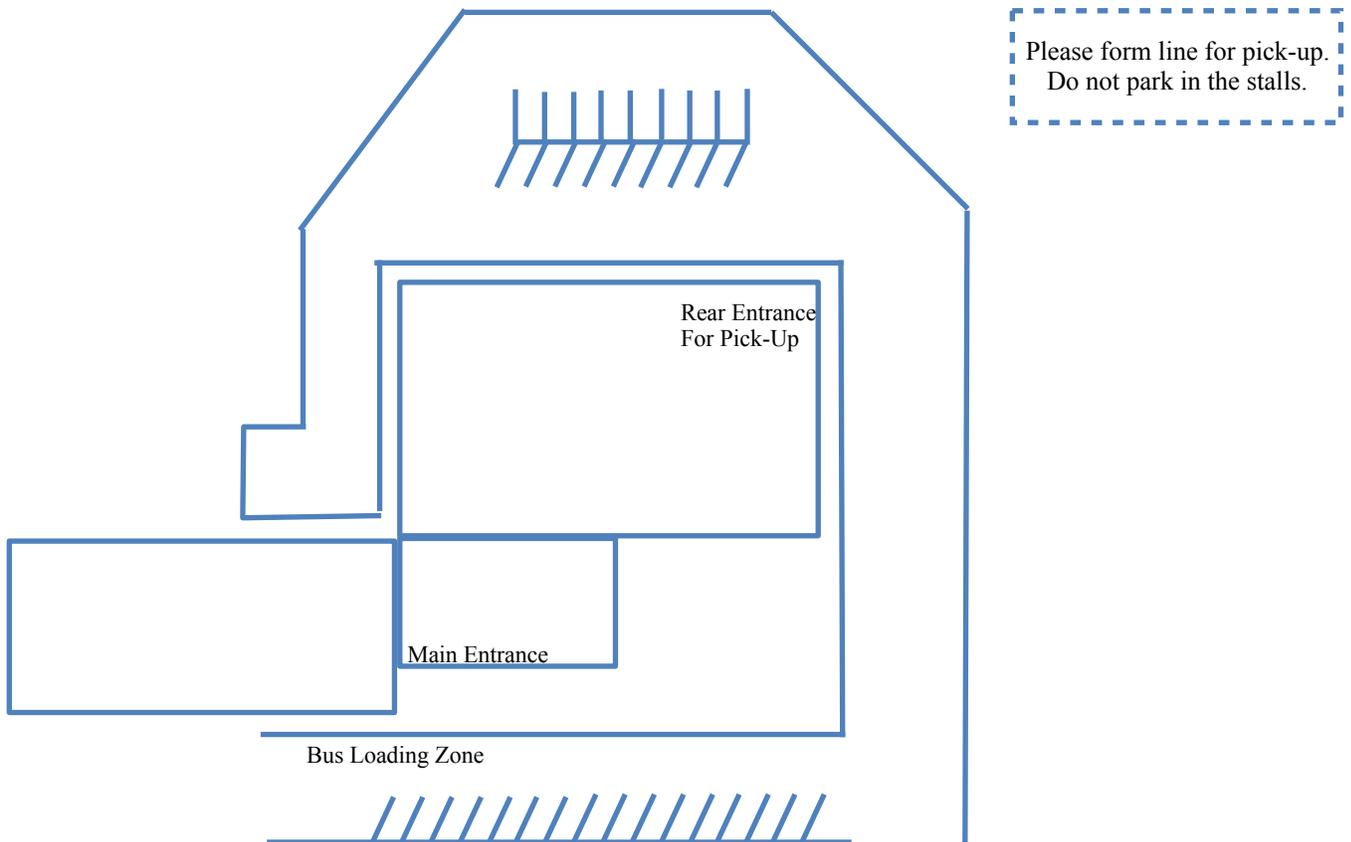
We are trying something new this year to avoid the traffic congestion at dismissal. Please be patient with us as we work out the unforeseen details that we may have missed when planning!

Students getting picked up at regular dismissal time (3:40 PM) will now leave from the rear entrance of the school. Parents will drive around the back of the school to wait for their children. Students will not be released for pick-up until the 3:40 bell. Students will not be individually called for pick-up over the speaker system.

We take the safety of your children very seriously. Students may not leave the building without the supervisor’s permission. Students will wait in the entryway near the fourth grade classroom and the supervisor will release them when she or he sees that the student’s pick-up is there. Also, as stated previously, we will not let your child leave with an unauthorized person. Please call ahead if the pick-up person is different from the person we regularly see.

The supervisor and students will stay at the rear entrance until 3:50 PM. After 3:50 PM, the supervisor will take any remaining students to the office to be picked up.

Please note: the morning drop-off and the 4K pickup in the front entrance will remain the same. We decided to change the afternoon pick-up procedure because traffic becomes quite congested in the afternoon. It doesn’t seem to be the case in the morning.



RIDING BICYCLES TO SCHOOL – GRADES 5-8 ONLY

Due to the speed of traffic and the limited visibility on roads leading to school, we do not recommend that children ride bicycles to school. If you wish to ride a bicycle to school the following school rules will apply:

1. Prior to riding a bicycle to school, students must turn a written note into the office. The note must be signed by the parents and must give the student permission to ride his/her bicycle to and from school. Students who do not bring a note will not be allowed to ride their bicycles home.
2. Bicycles should be parked and locked in the bicycle rack. The school is not responsible for stolen bicycles.
3. For safety reasons, bicycle riders will not be dismissed until after the buses have left. Bicycle riding on the school parking lot is not permitted as the arrival and departure of vehicles and school buses make bike riding hazardous.

YOUR BICYCLE IS A VEHICLE AND YOU MUST OBEY ALL TRAFFIC RULES/ REGULATIONS CONTAINED IN THE WISCONSIN MOTOR VEHICLE CODES.

RIDING SKATEBOARDS TO SCHOOL

State law prohibits skateboards to be ridden on any roadway. Therefore students may not ride their skateboards to school.

WALKING TO SCHOOL – GRADES 5-8

Due to the speed of traffic on the highway, we do not recommend that children walk to school. If parents/guardians want their children to walk to school, we will need a written parental permission slip. **Please make sure we have the permission slip before you allow your child to walk to school.**

NOURISHMENT

FOOD AND BEVERAGES

We encourage healthy choices for snacks and lunches. We also encourage drinking water. There are two bottle-filling drinking fountains here at school. Students may carry water bottles during the day if the bottle can completely seal closed. Teachers have discretion to stop the use of water bottles if they become a distraction, so we encourage the proper use of water bottles.

Healthy foods are encouraged during snack breaks. Students in kindergarten through fourth grade have a morning and afternoon snack break. Students in fifth through eighth grade have a morning snack break. No food or beverages may be consumed during normal school hours except during snack breaks and the lunch period.

Sometimes classes have special activities that may involve food or students will bring treats for special occasions. In this case, food may be eaten in classrooms.

We discourage soda, energy drinks, and the like. No open cans of any type can be left in the hallways. They will be taken off the shelves and emptied.

Please see our school website for links on healthy food choices.

LUNCH PROGRAM

Students may choose hot lunch or bring a sack lunch. The cost for hot lunch is **\$2.80** per lunch. Families who are eligible may receive free lunch or reduced lunch at \$0.40 per lunch. We encourage families to complete the forms for free and reduced lunch. It can really save families some extra money if they qualify. The information is private and is not shared with anyone or any other agency.

Students who bring sack lunches are encouraged to bring items with nutritional value. There are microwaves available for the students to use.

Milk is provided free of charge to all students. Students are able to choose either 1% white milk or chocolate milk.

Lunches cannot be ordered after 9:00 AM. If your child is absent during morning attendance and needs a hot lunch please call the office by 8:45 AM. Otherwise, please send a sack lunch.

HEALTH CONCERNS

MEDICATION

State law requires that dispensing of medication by school personnel can only be done when the following steps have been followed.

1. For over-the-counter medication: parents must provide a written statement which authorizes school personnel to give medication in the dosage prescribed. Medication forms are attached at the end of this handbook.
2. For doctor-prescribed medication: the medication must be in the bottle provided by the pharmacy.
 - a. The dosage must be clearly written. Please include a physician's note that states the conditions under which he/she should be contacted regarding reactions. Medication forms are attached at the end of this handbook.

The office should be made aware of any medication being taken by students whether it is over-the-counter or prescribed. All medication must be stored in a locked cabinet in the office. Medication should not be kept in a student's desk or book bag.

IMMUNIZATIONS

Wisconsin law requires that all children in public and private schools must be immunized against certain diseases. These are: polio, diphtheria, tetanus, whooping cough, measles, mumps, rubella, Hepatitis B, and chicken pox. All students in 4K through grade 8 must either have the chicken pox immunization or provide the date they had chicken pox. Students entering K and 6th grade need their second dose of the chicken pox vaccine. Also, 6th graders are required to have their Tdap injection.

All students must have on file in the office a record of the month and year of their required immunizations. Returning students who have previously been up-to-date on their required immunizations should already have their record on file. New students and kindergarten students must turn in their records on the first day of school.

Parents who have personal or religious reasons for not getting their children immunized can sign a statement at the school. Students who have not been immunized or who do not have a personal or religious statement signed by a parent can be excluded from school. Parents can also be fined \$25.00 a day for violating the law.

ASTHMA AND INHALERS

State law recognizes that students with asthma may need to carry their inhalers so that they are readily accessible. **If your child has asthma and he/she needs to carry an inhaler, a form must be filled out and signed by the physician, parent, and student. This form must be turned into the school office. This form can be found at the end of this handbook.**

PROGRAMS AND OPPORTUNITIES FOR STUDENTS

ATHLETICS

The primary purpose of Traver School is to foster academic and intellectual development of students. However, education is not limited to academics, but includes interpersonal competition, practicing of skills, and learning to get along with others. Extracurricular activities relieve everyday boredom, offer opportunities to learn new things, and give students the chance to contribute something personal to the school.

Extracurricular athletics include: boys' basketball, girls' basketball, girls' volleyball, and co-ed track and field. The following guidelines have been established for students interested in participating in extracurricular athletics:

1. Written permission by parents is required for participation in athletics.
2. Physical examinations prior to participation are required. This is paid for by the parent.
3. The school's insurance does not cover medical treatment of injuries. Parents will need to provide the name of their insurance carrier before their child can practice. If you don't have insurance, student insurance is available through the school. Please ask for forms in the office.
4. Students not in school the day of a game will not be allowed to participate in the after school activity.
5. Athletic eligibility will be determined by the coach, the teachers, and/or principal. School work comes first. Students must be caught up with teachers and in good academic standing in order to be eligible to play.

CLUBS AND OTHER ACTIVITIES

- Drama Club is offered every spring for grades 5 through 8 with an evening performance usually at the end of April or beginning of May.
- Traver offers elementary forensics for grades 1 through 5 annually in the spring. Students may be chosen to attend the larger competition held in an area school in April.
- Quiz Bowl is offered to grades 5 and 6. It is an annual knowledge competition that allows students to compete against others in Wisconsin.
- Battle of the Books: Traver offers a competition for grades 5 through 8 and one for grades 2 through 4.
- Special days are offered throughout the school year for all students to enjoy:
 - Fun First Friday is a morning activity for the whole school. Often, students are in teams that work together in fun physical activities.
 - Discovery Days: grades 1 through 4 will suspend regular classes to learn in a theme-based day. Students incorporate all the subjects to participate in hands-on, creative tasks.

- Exploration Days: grades 5 through 8 will suspend regular classes to learn about the world and become more aware of global issues once a month. Like Discovery Days, students participate in hands-on, creative tasks and simulations.

MUSIC

We offer both vocal and instrumental music at Traver. All students beginning in 4K participate in music classes. Students learn songs, rhythm, and learn to read music. Students participate in our Christmas and Spring concerts.

Instrumental music is incorporated into music class as well as an extra activity. Students in third grade learn to play the recorder and students in fifth through eighth grade learn to play the guitar. There are also African drumming sessions in music class. Students may choose to play a band instrument beginning in fourth grade. Each student has lesson time with the band director during the school year and also the opportunity for summer band lessons. Students participate in our Holiday, Early Spring, and Spring concerts as well as graduation ceremony.

ASSEMBLIES

Student assemblies are held to provide students with a broad range of educational and cultural experiences. At all times students should conduct themselves in a courteous manner being considerate of the rights of their fellow students to hear and participate in the assembly program.

FIELD TRIPS

Field trips are encouraged as part of the learning process. All school rules are in force on school-sponsored field trips. Student conduct is to be courteous and proper at all times. Dress will be appropriate for the field trip activity as directed by the field trip supervisor.

Students may lose their privilege of attending field trips if they exhibit negative behavior. The teachers and the principal will make this determination.

Students who have been referred to the office for disciplinary or code of conduct violations may be excluded from field trips and/or the end of the year school field trip. Students who have been in-school or out-of-school suspended may also be excluded from field trips. The principal and the teachers will make this determination.

ONE-TO-ONE TECHNOLOGY PROGRAM

Each year, students in grades 5-8 will be issued an iPad, keyboard, cord, charger, inner and outer case for school use. More information can be found in the Student Laptop Program Guidelines and the Frequently Asked Questions handout given out with registration materials.

STUDENT TECHNOLOGY FEE

Students in grades 5-8 will be assessed a student technology fee. The fees will be charged in the following manner:

<u>Number of 5-8 students in Household</u>	<u>Fee Amount</u>
1	\$25.00
2	\$40.00
3 or more	\$50.00

This fee is to be paid by the last Friday in September. More information can be found in the Student Laptop Program Guidelines and the Frequently Asked Questions handout. If you have questions or if this is a financial hardship for you, please contact the office.

EVALUATING STUDENT PROGRESS

GRADING SCALE

Students in grades five through eight are graded according to the following criteria:

A - Excellent	90-100
B - Above Average	80-89
C - Average	70-79
D - Below Average	60-69
F - Failure	below 60

Students in grades one through four are graded via the Wisconsin State Standards. Students are scored according to proficiency levels: Minimal (1), Basic (2), Proficient (3), and Advanced (4).

Students in 4K and 5K are also scored in a standards-based system. Their proficiency levels are: Not Attempting Skill (1), Beginning Skill (2), Developing Skill (3), and Mastery of Skill (4).

REPORT CARDS AND PARENT/TEACHER CONFERENCES

The evaluation of student achievement is one of the most important functions of a teacher. Students receive a report card at the end of each grading period. The school year is divided into trimesters. Parent/teacher conferences are held in October or November and January or February.

Parents are encouraged to check their students' grades at any time in our online grading system. Parents are urged to reinforce their child's positive school behavior and academic ability.

Parents are encouraged to contact the teacher at any time in regard to their child's progress. It is important for the school, the student, and the parents to work together.

HONOR ROLL

The Traver School staff strongly encourages students to achieve academically in all subject areas. To be eligible for the honor roll in grades 5-8, a student must have a 3.00 to 4.00 grade point average (GPA). Students may either be on the regular honor roll (GPA 3.00 to 3.49) or the high honor roll (GPA 3.50 to 4.00).

WHAT ELSE STUDENTS NEED TO KNOW

APPEARANCE/CLOTHING

We would like students to “dress for success” at Traver School. This means that the clothing your child wears should be comfortable and appropriate for a positive learning experience. Extreme dress, such as beach attire, “crop tops”, pajama/lounge pants, clothing which is torn, dirty, or has lettering and/or designs considered in poor taste will not be allowed. Shirts must cover the stomach. Dresses, skirts and shorts must be an appropriate and modest length. Please do not wear off-the-shoulder, strapless, or low-cut clothing. Do not wear clothing that exposes underwear.

Hats, bandanas or any other headgear are not to be worn in the school building. Students are to leave hats, coats, and jackets in their cubbies in the hallway during the school day. All students are required to wear footwear within the school at all times. No chain belts, wallet chains or heavy chains of any kind are allowed in school during the school day or at any school activity.

We offer dress-up days throughout the year as a fun outlet for creativity. The above rules still apply when choosing what to wear for special days.

Weather is always changing. Please make sure children dress appropriately. For example, please do not wear shorts in the winter. Please make sure children have winter gear for recess: boots, snowpants, jacket, hat, and gloves/mittens.

We now have air conditioning throughout the building. It would be a good idea to have children bring a sweatshirt or long-sleeved shirt to leave in their backpacks in case they feel cold.

The principal will make final decisions as to what constitutes appropriate school wear. If you have to ask yourself if the clothing you choose to wear is inappropriate, it probably is. Please leave your home every morning feeling confident that your clothes are comfortable and that you won't need to be constantly tugging or pulling on them as you go through the day.

ASSIGNMENT COMPLETION

The federal Every Student Succeeds Act (ESSA) legislation, increased federal testing mandates, as well as Wisconsin academic standards requirements mean that teachers have to know that students are learning the curriculum. Not only are teachers accountable for student learning, but also students are expected to be responsible for completing their assignments.

Students in grades 3-6 are required to have an assignment notebook. The school will provide an assignment notebook to students. Students will be expected to carry the assignment notebook to every class and to fill in assignments. Students in grades 7-8 will use their iPads' “Reminders” app to record the homework assignments. If a student loses the privilege to use the iPad, they will be issued an assignment notebook.

Students in grades 5-8 who come to class with incomplete work will be required to contact a parent and

stay after school the same day to finish the work. Students will stay until 4:30 PM. Staff members take turns supervising students who need to stay after school. We ask your cooperation in picking up your child at 4:30 PM. Under extenuating circumstances and by mutual agreement, assignment completion may be served at 7:30 AM the next school day. It is not a behavior detention; we simply want the work finished in a timely manner.

CHEATING

Cheating is a serious compromise of a student's integrity and will not be tolerated. If cheating is discovered, the work of both the student who cheated and the student who allowed the cheating will be confiscated. Plagiarism is also unacceptable.

Parents will be notified by the teacher and the student who cheated or plagiarized must redo the work in order to earn a score for the assignment. Teachers may ask the student to call to stay for after school homework completion (see previous section). If cheating or plagiarizing continues, further disciplinary action is at the discretion of the administrator.

DESKS/CUBBIES/GYM LOCKERS

School desks, cubbies, and gym lockers are the property of Traver School and are provided for the convenience of students. Desks and cubbies are provided to students for the storage of texts and personal items. Gym lockers are provided for physical education attire. The school retains the right to conduct both announced and unannounced desk/cubby/gym locker searches, which may result in the seizure and/or confiscation of contraband. Among the reasons for a search are suspicions of concealing alcohol, drugs, materials of a disruptive nature, stolen property, weapons, or other items which pose a danger to health and/or safety.

EMERGENCY INFORMATION SHEETS

Emergency Information sheets are kept on file in the school office. This information is extremely important since it is the only way of finding you in an emergency. If there are any changes during the year, please notify the office so we can keep this important emergency information up-to-date.

SAFETY DRILLS

Fire drills are held regularly throughout the school year as required by Wisconsin state statute. Fire exit directions are posted in each classroom. When the alarm sounds, students should leave the building immediately following the posted directions. If a route is blocked, the nearest exit should be used.

Tornado directions are posted in each classroom. Students should report to their assigned areas when the tornado alarm is sounded.

Lockdown drills will be practiced at least two times during the school year. The staff and students will be

trained using the A.L.I.C.E program. Information will be sent to parents about A.L.I.C.E. on a regular basis throughout the year as new trainings and information becomes available.

GUM

Our school has a three part policy, which governs the use of gum at school:

1. NO GUM!
2. NO GUM!!
3. NO GUM!!!

Gum gets found stuck under desks, on the floor, etc. and wrappers tend to land next to the garbage can instead of in it. We encourage personal health and hygiene. If your student would like to carry breath mints as an alternative to gum, we encourage it.

LOST AND FOUND

Please print initials or other markings on boots, scarves, mittens, caps, etc. Students should report the loss of any articles or money to the office as soon as possible. We will do our very best to help students recover lost items or money. Parents are welcome to look through our lost and found box. We also display the lost items at the end of the year for students to claim what they lost.

Anyone finding items of value should turn them into the office. Lost textbooks or other school-owned items should be turned into the office so they can be claimed by the student or returned to the teacher.

MESSAGES

Plan ahead and talk to your children about your schedule before they leave for school. Please do not text or call your student on his/her personal cell phone or device during the school day. Our policy is that the device should be off and put away for the day. If you have a message you need to relay to your child, please call the office and we will get the message to your child.

From time to time, teachers may call parents to talk. We do not want to worry anyone when the school's number appears on the phone that there might be an emergency. Please check your voicemail. Teachers know they must leave a message on parents' voicemail system so parents know who the caller is.

Our school has a messaging system called School Messenger. We use this messaging system for important information as well as upcoming events happening at school. School Messenger will automatically call, text, and email parents. Please provide your current contact information to the office, including your email. It is so very important that we can connect with parents during the school day.

PETS

Pets can be an engaging visit for students. We ask parents to arrange a visit with the teacher before bringing pets into the school. The pet needs to be secured and must be brought by an adult. The pet will leave as soon as the activity is completed. Under no circumstances is a potentially dangerous pet to be brought to school.

PROMOTIONS AND RETENTIONS

The District is dedicated to student success by providing quality programming through the grades and giving special attention to the need for students to achieve academically. Promotion to the next grade level will be based on the successful completion of required academic work and/or a demonstration of satisfactory proficiency in each of the relevant academic areas. Promotions and retentions are based on an evaluation of academic, physical, social, and emotional growth.

Retention is governed by the Retention Policy and the Promotion/Grade Advancement Policy. These policies are located on the school website.

SCHOOL PICTURES

Ciotti Photography will take student pictures in early September in the morning. Retakes will be taken later in the fall and class pictures will also be taken. Individual student packages are for sale if parents would like to purchase. If parents choose not to purchase, we would still like the form returned with the preferred picture selected. This picture will be used in the yearbook. Class pictures are complimentary to all students regardless if individual photo packages were purchased.

Yearbooks are created every year and include all students and staff. They are available for purchase in April and May. Near the end of the school year, we offer a “signing day”. Students who purchased yearbooks can sign each others’ books and then take the books home for safekeeping. Students who do not purchase books can still participate in the signing day by signing others’ books.

SMOKE/DRUG FREE BUILDING AND GROUNDS

Traver School is dedicated to providing a healthy and productive environment for staff, students, and citizens. State law prohibits smoking, use, or possession of tobacco products on the school grounds at any time. Tobacco products include cigarettes, cigars, pipes, chewing tobacco, and snuff. The consumption, use, or possession of any alcoholic beverage, marijuana, or any narcotic is strictly prohibited at all times.

Students that violate this policy may be subject to suspension or expulsion from school. Law enforcement agencies will be notified of any alcohol or drug seizures. This applies to students, faculty, parents, or citizens who have access to the school building or premises.

TEXTBOOK/SCHOOL SUPPLIES

1. Textbooks and other materials are provided by the school district. Other supplies are to be provided by the parents. Supply lists can be found on the school website.
2. Students are responsible for lost or damaged textbooks, library books, and any other school owned materials, including iPads (see iPad policies for more details). Students are encouraged to cover their textbooks in order to prevent damage.
3. Damage to books and materials must be paid for by the student.
4. School supplies may be purchased from the school store located in the library.
5. Band supplies (reeds, music books, etc.) will be sold in the school office.
6. Separate physical education attire (shorts, shirt, socks, and shoes) must be worn by students in grades 5-8. A sweatsuit should be available for use on inclement days. Students in grades 5-8 are required to bring deodorant.
7. All students from the four-year-old kindergarten through eighth grade are required to have separate gym shoes at school. Students will not be allowed to wear their street shoes on the gym floor in physical education class as dirt and rocks from these shoes will damage the floor.

TELEPHONE USE

The school discourages student use of the telephone. We ask that families plan ahead so everyone knows about after school activities and responsibilities. However, we understand that families are busy. If your student is worried that you do not know about something happening at school, the office can call. Students should not use their personal devices to contact you during the day per the cellphone policy.

The office does not call home when students forget their books, homework, or band instrument. However, the student may call for a forgotten lunch or iPad. If parents need to get a non-emergency message to their child, the office will do that during non-class times.

CELL PHONES/ELECTRONIC DEVICES

Students may not carry personal cellphones or other electronic devices during the day. Cellphones and other electronic devices (including wearable devices) must be turned off and left in the student's backpack. Alternately, devices can be held in the school office or in a teacher's locked cabinet in the classroom. Students may not use their cell phones or electronic devices during normal school hours. Violation of the cell phone or

electronic device policy will result in confiscation of the device for the remainder of the day. Further violations will require a parent to pick up the device and result in loss of privileges.

VALUABLES

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. The school and staff cannot be held responsible for valuables which students bring to school. **It is recommended that students leave all valuables at home.**

If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, these items can be safeguarded by leaving them in the office or asking the teacher to store the item(s) in their locked classroom cabinet. The school is not responsible for lost or stolen items. Electronic devices are often costly. Parents/Guardians should be aware that their children bring those items to school at their own risk. These expectations are for all students and their safety.

VANDALISM

Our school and school equipment is public property. Willfully damaging or destroying this property is cause for administrative action. The school requires that vandal damage be paid for before a student is allowed to return to class. If a student accidentally causes damage they should report it to a teacher or the principal immediately, so that the damage is not misconstrued as vandalism.

VISITORS

The Board of Education and the staff of Traver School welcome parents, members of the community, and other interested persons to visit our school.

In order to ensure that no unauthorized persons enter the school with wrongful intent, we require all visitors to report to the school office, sign in and receive a visitor's badge. The badge is to be worn at all times and be visible. It will be returned to the office upon leaving the building.

The door into the office is locked. Visitors will get "buzzed" into the office by the secretary. The other entrance doors will be locked from the outside. Parents who want to visit the school may do so at any time by contacting the teacher or principal.

Student visitors are not allowed. The only exception is prospective students wishing to visit the school. Parents must initiate a visitor request with the principal.

WEAPONS IN SCHOOL

No one shall possess, use, or store a dangerous weapon on school premises (building or grounds) or at any school sponsored event, except as otherwise specifically provided in the policy. According to state law, any

person who knowingly possesses or goes armed with a dangerous weapon on school premises is guilty of a misdemeanor or felony, depending upon the seriousness of the offense. Further information is provided on the district's website or is available in paper form by request in the school office.

WHAT ELSE PARENTS NEED TO KNOW

COMMUNITY CLUB

The Community Club is an active parent/school organization. Community Club raises funds to support family activity nights throughout the year, the fifth grade ski program, and the eighth grade graduation reception and gifts. The Community Club also sponsors a Holiday shopping night, a scholarship opportunity for Traver alumni, and purchases items for the school to enhance student learning.

The Community Club meets once a month throughout the school year. They would like to encourage all parents to get involved.

PARENTAL CONCERNS

Whenever a person has a complaint about a teacher, concerning his/her teaching methods, materials being used in class, student requirements, or conduct, the following procedure shall be used:

1. The complaint is to be filed with the District Administrator.
2. The District Administrator will meet with the complainant. If necessary, a conference will be set up with the complainant, the teacher, and the District Administrator.
3. If the complainant is not satisfied by the solution arrived at from this conference, he/she must file a written complaint with the School Board.
4. Upon receipt of a written complaint (that has followed this procedure) the School Board shall call for a meeting (closed session) with all parties for a discussion of the problem.
5. The School Board will make the determination of action before it is taken.

If the complaint is against the District Administrator, the complaint should be written and filed with the president of the School Board for discussion at a closed session.

Please note: School Board members, by law, have no power or authority to act as individuals. All actions must be taken as the result of decisions made by the Board as a whole. School Board meetings are held monthly and are open to the public, unless prior notice of date change or closed meeting has been made. The School Board meets on the second Tuesday of the month at 6:30 PM.

SCHOOL CLOSING

Inclement weather or emergency situations may cause us to start school late, close early, or call school off for the day.

In the case of inclement weather, we will send a message via School Messenger that informs families of school closing, and post the message on the school website and Facebook page. However, it may be more timely to listen to the following radio and TV stations or check the internet at www.TheMilwaukeeChannel.com. Please note: we share busses with Lake Geneva Jt. 1 schools and Badger High School. If you see they are closed, so are we. We will have closings and delays announced beginning at 6:00 A.M.

Radio Stations:

WTMJ – 620 AM
WMIL – 920 AM
WISN – 1130 AM
WKTI – 94.5 FM
WRIT – 95.7 FM

WLKG – 96.1 FM
WLTQ – 97.3 FM
WKKV – 100.7 FM
WMIL – 106.1 FM

TV Stations:

WTMJ – Channel 4
FOX – Channel 6
ABC – Channel 12
CBS – Channel 58

Early dismissals will be announced as appropriate. In the event of early school dismissal, prepare your child with a plan of what to do in the event that a parent is not at home. Please keep the office up-to-date on all phone numbers, including emergency contacts. We will call all families to explain the need for early dismissal and how their child(ren) will be getting home.

SCHOOL TO HOME COMMUNICATION

Traver strives to keep parents as informed as possible of upcoming events and activities at school. Each month, a newsletter will come home with the lunch menu and important dates to remember. One copy will be sent home with the youngest student per family. If you would like a different child to take home the newsletter or if your family needs extra copies, please let the office know. There will also be handouts periodically throughout the month and individual teachers will also send out information from their classrooms. Please ask your child about papers they receive.

Other resources of information are the school's website: www.traverschool.org and the school's Facebook page: www.facebook.com/traverschool. (You do not need a Facebook account to see the page.) Individual teachers also have their own online resources they will share with students and families.

STUDENT POLICIES

In order to conserve paper, all student policies can be found on the Traver School website. If you do not have Internet access and you would like a paper copy of the policies, please contact the school office at 262-248-4067 and one will be provided for you.



TRAVER GRADE SCHOOL

LINN J4 SCHOOL DISTRICT
W3490 LINTON ROAD
LAKE GENEVA, WI 53147

Dr. Mark Pienkos
INTERIM DISTRICT ADMINISTRATOR

Phone 262-248-4067
Fax 262-248-1050

Allyssa Andersen
PRINCIPAL

PARENT/GUARDIAN MEDICATION CONSENT FORM

(For over-the-counter drugs, short-term medication from a physician, or inhalers)

Name of Student _____ Phone Number _____

Physician's Name _____ Phone Number _____

Physician's Address _____

Medication: _____

Dose: _____

Route: _____

Frequency: _____

Duration: _____

If an as-needed medication, state conditions under which medication is to be given:

Medication: _____

Dose: _____

Route: _____

Frequency: _____

Duration: _____

You will be contacted when an as-needed medication need arises.

Name of individual(s) who will be giving the medication during school hours:

(To be filled out by the administrator or secretary)

I hereby give permission to the above named individual(s) to give the medication(s) to my child according to the directions stated above and further authorize the individual(s) to contact my child's physician. I agree to hold the Linn J4 School District, its employees and agents who are acting within the scope of their duties, harmless in any and all claims arising from the administration of this medication at school.

Signature of Parent/Legal Guardian

Date



TRAVER GRADE SCHOOL

LINN J4 SCHOOL DISTRICT
W3490 LINTON ROAD
LAKE GENEVA, WI 53147

Phone 262-248-4067
Fax 262-248-1050

Dr. Mark Pienkos
INTERIM DISTRICT ADMINISTRATOR

Allyssa Andersen
PRINCIPAL

PHYSICIAN'S ORDER FOR MEDICATION ADMINISTRATION (For long-term medication prescribed by a physician)

Date Order Effective From: _____ to _____

Name of Student _____ Phone Number _____

Address _____

Physician's Name _____ Phone Number _____

Physician's Address _____

Diagnosis _____

Medication: _____
Dose: _____
Route: _____
Frequency: _____
Duration: _____

State the specific conditions under which contact should be made with you in relation to the condition or reactions of the student receiving the medication:

NOTE: Your signature on this document attests to your willingness and intent to direct, supervise, decide, inspect, and oversee the administration of the medication by non-medically trained designees, and that you will accept direct communications from them regarding the administration of the medication. We urge that all instructions be stated in language that a layperson could understand.

Physician's Signature

Date



TRAVER GRADE SCHOOL

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W3490 LINTON ROAD
LAKE GENEVA, WI 53147
Phone 262-248-4067
Fax 262-248-1050

Dr. Mark Pienkos
INTERIM DISTRICT ADMINISTRATOR

Allyssa Andersen
PRINCIPAL

ASTHMA INHALER FORM (for inhalers carried by the student)

Date: _____

Name of Student: _____

Name of medication: _____

We assume full responsibility for the child possessing the above named medication during school hours and agree that it will be kept secure and solely in the child's possession. The child has been instructed in and understands the purpose and appropriate use of this medication. In addition, we are aware that this policy only refers to the use of the asthma inhaler and not any other prescription and/or nonprescription medication.

Parent/Guardian Signature

Date