

Edward Bain Dual Language School

E.B.S.O.L.A.

2015-2016 Parent/Student Handbook

Welcome

Welcome to the 2014/2015 school year! The entire staff welcomes parents and students to an exciting new year full of opportunities. Our school is dedicated to the belief that all children can and will learn. With your support, we are confident that this year will be a successful one for your child.

Our school strives to be a caring and stimulating place where children celebrate diversity, while learning to respect themselves, friends, teachers, and their environment. With this respect comes freedom to learn, explore and discover all the wonders of the world around them.

Visitors to the Schools

Our number one priority is to provide a safe learning environment for our children. As a result, we feel it is very important to monitor who is entering and leaving our school. However, we also value the opportunity to welcome family and other members of our community so that they may share in how special our school is.

To ensure the highest sense of security, parents are strongly encouraged to make arrangements with their child's teacher prior to visiting the classroom. Visitation is subject to the approval of the Principal.

Homework

Homework is the daily link between home and school; it allows parents to maintain a regular connection with their child's academic progress. In addition to its academic value, completing homework on a daily basis helps to develop time management skills and a sense of responsibility.

While homework can come in many different forms, the goal is to reinforce the teaching and learning that took place during the day/week. As a result, your full support is appreciated in assisting your child with this expectation.

What can I do as a parent to help my child with his/her homework?

- Provide a quiet place free from distraction. Students need a place where they can focus and work. Encourage them to work until finished so that they develop good work habits.
- Ensure a specific amount of work time every school night, preferably right after school while the info is still fresh in your child's mind. Students who are rushed will often have difficulty recalling important information. This will lead to frustration and poor attitude towards homework.
- Talk to your child about your responsibilities outside of work so that they see the connection to home, as well as the consequences we all face when we do not put a solid effort into our work.
- Read with your child!!!! Take an active role in their learning. If you show interest in what they are doing, they will see their task as important and valuable. It will also help you better understand any difficulties your child may be having so that you can help them out.
- Learn the vocabulary your child is learning and use it as often as possible around the home. Children need extra practice, so what a better place to practice than at home with family.

Conferences/Report Cards

Parent/Teacher/Student conferences are a very important way to communicate a child's progress at school. Conferences are scheduled to take place twice per year. Please be sure to check the school calendar for specific dates or refer to our web site. Additional conferences may be arranged at any time at the request of the parent or teacher. Report cards containing an evaluation of student progress are at the end of each nine-week period with progress reports sent home approximately 4 ½ weeks (mid-quarter). When parent/teacher/student conferences are held, report cards/progress reports are held until a parent and teacher are able to meet to discuss their child's progress.

E.B.S.O.L.A.'s Attendance Procedures

In accordance with Kenosha County ordinances and state law, every child between 6 and 18 years of age is required to be in school attendance unless he/she: (1) Is excused temporarily for physical or mental reasons, or other reasons defined by the Board; (2) Has graduated; (3) Has been authorized to attend an alternative educational program; or (4) Has been excused by his/her parent/guardian prior to an absence in accordance with state law.

Parents are allowed to excuse their child up to 10 days (5 per semester) in a given school year w/o reason. Parents/guardians are only required to provide the school with a phone call or written notification within 24 hours of absence. After 24 hours has passed, the absence will be considered unexcused and will be marked truant. Due to the fact that there is a direct connection between student attendance and academic achievement, parents/guardians of truant children can and will be referred to the district attorney for prosecution.

The school office can be reached at 359-2300. Questions regarding this matter should be directed to the principal.

1. Supervision of students begins at 8:00 a.m., so please do not send children prior to that, unless they will be participating in the a particular club.
2. The school day for students begins at 8:50 a.m. After 8:50 a.m. the front doors will be locked so all students will be expected to sign in with the office.
3. **If your child will not be attending school for any reason, parents/guardians are expected to call school BEFORE 8:00 a.m.**; please call 359-2300. Beginning this year, there is new technology in place to assist us in immediately contacting the primary phone number listed on each child's emergency card should they be absent and no call has been received. If you would like to be contacted at a specific phone number, please be sure to let the office know so that we can get your information updated.
4. The school principal/designee serves as the building attendance officer dealing with matters related to student attendance and truancy. The principal shall determine whether an absence is excused or unexcused.
 - a. If an excuse is not acceptable to the principal, that absence will be recorded as unexcused. A doctor's excuse may be required for the student to be excused.
 - b. If the parent or legal guardian did not call the school or the school is unable to make contact with the home, the absence will be unexcused until a legal excuse has been accepted.
 - c. Parents who have used up their 10 "no reason" days (5 per semester), will not be allowed to excuse their child unless a doctor's note is provided (state law).

Lunch/Recess

The lunches are schedules as follows:

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| Lunch 1: K -2 Dual Language | 11:00 a.m. – 11:30 a.m. |
| Lunch 2: 3-5 Dual Language | |

****10 minute recess to follow after each lunch**

Students are allowed to choose from three lunch choices:

1. Cold Lunch (provided by student)
2. Hot Lunch (provided by school—please check food menu)
3. Veggie Lunch (provided by school—please check food menu)

*Students are expected to notify their teacher during the morning activity period as to which lunch they prefer for the day and are then expected to take that lunch during their lunch period. Any changes will result in district food counts to be off and potentially a shortage of food. Please be sure to discuss the lunch choices of the day with your child prior to sending them to school.

Parents wishing to have their child participate in the school lunch/breakfast program must maintain sufficient balance in their child's lunch account.

For further questions regarding the school's lunch or breakfast program, please contact the Food Service department for KUSD at 359-6382.

VACATIONS

As stated previously, parents are allowed to excuse their children from school for up to 10 days (5 per semester) for no reason as long as the office is notified within 24 hours of the absence. As a result, parents may choose to take their child on a vacation or attend a variety of different functions.

If you are planning on removing your child for any length of time, we ask that you fill out a specific form "Pre-Arranged Absence Form" in the main office. This form will help us communicate your desire to remove your child from school therefore allowing your child's teacher to prepare work ahead of time. By doing the work while your child is on vacation, it makes the child's return much easier. Vacations that extend beyond 5 days per semester will need to be pre-approved by the principal or the absence will be considered unexcused, possibly truant.

Weather – Early Dismissal

In the event of extreme weather conditions, or other similar emergencies, the superintendent may make the decision to close all District schools. Radio stations WLIP-AM (1050), WIIL-FM (95.1), and Cable television Channel 20 will carry this announcement. Students are expected to attend school unless an official announcement is made.

On rare occasions, schools may be also cancelled at mid-day. Parents/guardians should instruct their children as to where they should go if an early closing is necessary.

It is ultimately your responsibility as a parent to decide whether or not it is safe for your child to go to school. All that we ask is that you please call and let us know if your child will be absent.

Medical, Dental, and Other Appointments

As a part of our goal to emphasize the importance of school, please do not schedule dentist, doctor or other appointments during the school day. However, if it is necessary for a student to leave during the day, he/she

must have written permission from a parent. The written excuse should be given to the homeroom teacher. **Before a student leaves the school, the adult picking up the student must sign him/her out in the office.**

As part of maintaining the security of our building, all visitors must report to the office and acquire/wear a visitor's badge at all times.

Please keep in mind that work missed during absences, including vacations, cannot be adequately made up and represents an educational loss to the child. Most school work requires direct teacher instruction within the classroom setting with specific materials.

Your support in assisting us develop and maintain high expectations for your child is greatly appreciated!!!!

Student Physical Examinations

New students transferring into the district are highly recommended, but not required, to have a physical exam unless they have had the recommended examinations for another district within the preceding five years. If the student is participating in school sponsored athletic activities, it is required by the District to have a physical before the registration occurs.

Examinations recommended prior to admission are: physical, dental and vision examinations.

Student Immunizations

The parent or guardian of any child being admitted to the district for the first time shall present a complete and accurate immunization history on the appropriate form prior to the child's admission. Except as otherwise provided, immunizations shall be required for varicella (chicken pox), measles, rubella, mumps, diphtheria, pertussis (whooping cough), poliomyelitis, and Hepatitis B.

A student may be waived from the immunization requirement when the student, if an adult, or the student's parent, guardian or legal custodian submits a written statement objecting to the immunization for reasons of health, religion or personal conviction. If not in compliance after thirty days, students may be excluded from school.

Administering Medication to Students

ALL MEDICATION MUST BE: in a pharmacy – labeled container having the student's name, name of the drug, dosage of medication, name of physician, and current date printed on it. A note must accompany prescription medication or a phone call from the doctor to the person assigned to dispense the medication. Signed medication forms should be kept on file in school, as well as a record of the dispensing and/or administering of the medication.

Please be sure to have APPROVED medication at school, in the event that your child needs attention and medicine is not available, an ambulance will be called. While we realize that this may create expenses for the families, the SAFETY OF THE CHILD IS OUR # 1 PRIORITY.

Bringing Things from Home

Any items brought to school by students that have not been requested by the teacher will be taken away. Toys and other items that are not found on the school supply list (I.e., cell phones, radios, electronic games, etc.) will also be taken away from students and kept by the principal.

Personal items brought to school are the sole responsibility of the child who brought them. Lost, stolen or damaged items **WILL NOT** be replaced by the school.

Desks and lockers are school property and are subject to inspection at any time by the principal/designee.

If you feel your child could use some extra support, please contact one of our Guidance Counselors at 359-2348

CSI.

In the event that you feel your child is having some difficulties with his/her learning and you have already discussed the situation with your child's teacher, the teacher and parent may agree to hold a meeting with the Student Intervention Team. These meetings are held weekly, with specific times set for different programs. During these meetings, specialized staff will meet with the teacher, parents, and administration to discuss the overall education of the child, as well as any special needs that may need to be addressed.

Child Abuse/Neglect Reporting

Any school employee, who suspects that a child has been abused or neglected, as defined by state law, or who has reason to believe that a child has been threatened with an injury and that abuse of the child will occur, is required by law to report their suspicions to the appropriate authorities.

Discrimination Complaint Procedures

If any person believes that the school district or any part of the school organization has inadequately applied the principles and/or regulations of Title VI, Title IX or Section 504 or in some way discriminates against students on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability in its programs or activities, he/she may bring or send a complaint to the principal of the school. Should the problem persist, parents should notify the School Leadership Department at the Educational Support Center, 3600 – 52nd Street, Kenosha, WI.

Student Dress Code

RULE 5431

All students are expected to exemplify appropriate hygiene and dress standards in a manner that projects an appropriate image for the student, school, and District. The District shall not require specific brands of clothing. No student shall be permitted to wear any clothing which is normally identified with a gang or gang-related activity (including gang-related colors if for purposes of gang identification), or clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, illegal drugs, bigoted epithets, harassment/hate messages, or messages of hostility toward race, ethnicity, religion, or sexual orientation. If there is a disagreement between students and/or parents and the staff regarding the appropriateness of clothing, the principal will make the final determination.

Students at the middle and high school levels will be required to wear student identification (I.D.'s) during the school day and have them easily accessible during all school activities (academic, extra-curricular, co-curricular).

Bottoms (Slacks, pants, capris, shorts, skirts, jumpers, skorts, dresses)

Must be neat, clean and in appropriate repair, no holes or tears;

Must be touching or extending above the belt line and appropriately fastened at the waistline and belts are required if necessary;

Underwear must be covered at all times, when standing or seated;

Dresses, skirts and jumpers must be at least mid-thigh length;

Shorts and skorts must be at least fingertip length when standing; and

Must fit appropriately and not be baggy, tight, or drag on the floor.

Tops (Shirts, blouses, sweaters)

Rounded, buttoned, collared or higher neckline on tops must cover chest at all times;

Must be long enough to be tucked in, cover the mid-section and past belt line when seated;

Must have sleeves;
Must be neat, clean and in appropriate repair, no holes or tears; and
Must fit appropriately and not be tight or baggy.

Footwear

Athletic shoes, laced shoes and/or shoe boots, loafers, dress shoes, or sandals

Inappropriate attire:

See through fabric without opaque fabric lining;
Bedtime attire, such as pajamas, undershirts or undergarments as outerwear;
Attire that may be considered weapons, including but not limited to chain belts or wallet chains;
Jewelry, piercing, tattoos or similar artifacts that are obscene or may cause disruptions to the educational environment;
Hoods, hats, caps, bandanas, sweatbands, skullcaps, plastic hair bags, hair nets, hair curlers or do-rags, except headwear worn for legitimate religious purposes; Athletic shorts;
House slippers, or any other type of footwear that could constitute a safety hazard;
Flip flops at the elementary and middle school level;
Steel-toed boots or shoes;
Any type of footwear with wheels; and
Hobnails, spurs or cleats on belts, boots, or shoes are not permitted.

It shall be left to the discretion of the principal/designee whether or not a student is in compliance with the student dress code policy. Students who violate the rules for school attire will have the options to put on clothing that is appropriate, to contact parent or guardian to bring in appropriate clothing or to change into appropriate clothing and return to school. The principal/designee may call a conference with the parent/guardian, students and counselor to assist with compliance. Repeated violations of school attire rules will constitute disciplinary action.

Morning Arrival:

- The drop off area for students is located in the main circle (circle driveway). Please be sure to do the following:
 - Drop your child off in the main circle
 - **Be aware of the people behind you and maintain a single line.**
- Park in approved areas only:
 - Visitor lot immediately south of the school (entrance from 26th Avenue)

We do not offer a before school day care. However, there are many childcare facilities that will watch your children for a fee and then transport them to school at the appropriate time. Students should not arrive at school earlier than 8:15 a.m., and that is only for breakfast. All other students will not be supervised until 8:30 a.m.

Equal Opportunity Educator/Employer

The Kenosha Unified School District No. 1 is an Equal Opportunity Educator/Employer with established policies prohibiting discrimination on the basis of age, race, creed, religion, color, sex, national origin, disability or handicap, sexual orientation, or political affiliation in any educational program, activity, or employment in the District. The Superintendent of Schools/designee (359-6320) addresses questions regarding student discrimination, and the Executive Director of Human Resources (262-359-6333) answers questions concerning staff discrimination.