

**HAYWARD ELEMENTARY CAMPUS**  
**(Home of the Little Hurricanes)**  
**PRIMARY PK-2**  
**INTERMEDIATE 3-5**

**HANDBOOK AND PROCEDURES**  
**2023-2024**



**“WIN THE DAY”**

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# Hayward Primary School

10665 Main Street, Hayward, WI 54843  
(715) 638-9201

Wade Reier, Principal  
Jayne Buchman, Secretary



August 9, 2023

Dear Hayward Primary School Families,

It is my pleasure to welcome our families back for another great year! I am happy to report the construction at the primary school is coming to an end and the building looks great! Our staff is busy preparing and excited to have students in our classrooms and hallways! Our mission is to help every child feel welcomed, connected, and a part of our school family.

Enclosed with this letter you will find our 2023-2024 school calendar, the Supply List for your grade level, an invitation to our Open House and Teacher Assignments. Please note that school starts on Tuesday, September 5th. The school day runs from 8:15-3:10. The Primary School doors will be open for students from 7:45-8:15. If you drop off after 8:15 please check your son/daughter in with the school office. **NOTE: ALL STUDENTS GETTING DROPPED OFF BY A PARENT/GUARDIAN NEED TO COME THROUGH CIRCLE DRIVE-FRONT DOORS (please do not drop off students in the parking lots at each end of the building)**

Basic expectations and guidelines for this school year can be found in our student handbook which you can access on-line by going to [www.hayward.k12.wi.us](http://www.hayward.k12.wi.us). Some of the safety and security guidelines the district will continue to follow this school year are the following:

- School doors will be open between 7:45 and 8:15 for student drop off. Students will report to their classroom upon arrival. We will have staff on duty and ready to assist our students at each entry point and in the halls.
- No visitors will be allowed in the building between the hours of 7:45 a.m. and 3:10 p.m., however, volunteers that have been scheduled by our staff are welcome. Volunteer packets are available in the office.
- Bus passes will not be allowed again this year and families will be limited to a specific route.

**As we prepare for the upcoming school year, we ask that you notify our office, (715) 638-9201, with your child's after school plans prior to the start of the school year. For bus registration and information you must contact Hurricane Bus Company at (715) 634-8621.**

Below is some information from our District Office:

**\*Online Back to School Paperwork:** You should have received an email from Elizabeth Gay, with instructions and link to your Family Access. Please take some time to go on-line and fill this out for us. You can access it by going to [hayward.k12.wi.us](http://hayward.k12.wi.us) / Parents / Skyward Family Access. If you don't know your password, simply contact one of our office secretaries and they can assist you. We will have computers set up at Open House as well for those who aren't able to do this work from home.

**\*Student Insurance:** The Hayward Community School District does not provide any type of health or accident insurance for injuries incurred by your child at school. We encourage all families to have accident coverage on their children. Student Assurance Services is the district vendor. Online applications can be found on the district website, or at <http://www.sas-mn.com/>.

**\*Food Service:** The Hayward Community Schools will again be offering FREE breakfast to all students. LUNCH prices are based on family income eligibility. Please check your lunch account balance in Family Access and make sure there are adequate funds if your student plans on utilizing the school lunch program. It is very important that families fill out the application for Free and Reduced lunch. You can access this form on Family Access, while filling out your Back-to-School Paperwork.

I am honored to serve as the Primary School Principal where students, our families and our community care for each other and strive to build positive relationships in order to foster academic and social growth. Please feel free to contact me at any time throughout the year. Again, welcome back! Let's make it a great year in Hayward!

Sincerely,

Wade Reier  
Principal



# Hayward Intermediate School

15930W 5<sup>th</sup> Street, Hayward, WI 54843

(715) 638-9301

Ronda Lee, Principal



August 2023

Dear Hayward Intermediate School Families,

It is my pleasure to welcome our families back for another school year. Our staff is excited to get students back in the building! Our district mission is 'Achieve' and our goal is to help every child feel connected to our school community.

Enclosed with this letter you will find our 2023-2024 School Calendar, the Supply List for each grade level, an invitation to our Open House, and Teacher Assignments. Please note that school starts on September 5th and our school day runs from 8:00 - 3:10. The Intermediate School doors will be open for students from 7:45 - 8:15. If you drop off after 8:15 your son/daughter must check in with the school office. All students in grades 3-5 that are parent drop off/pick up will enter and leave through the main doors in our circle drive.

Below you will find some information from our District Office:

\*Online Back to School Paperwork: You should have received an email from Elizabeth Gay, with instructions and link to your Family Access. Please take some time to go on-line and fill this out for us. You can access it by going to [hayward.k12.wi.us / Parents / Skyward Family Access](http://hayward.k12.wi.us/Parents/SkywardFamilyAccess). If you don't know your password, simply contact one of our office secretaries and they can assist you. We will have computers set up at Open House as well for those who aren't able to do this work from home.

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\*Food Service: The Hayward Community Schools will again be offering FREE breakfast to all students. LUNCH prices are based on family income eligibility. Please check your lunch account balance in Family Access and make sure there are adequate funds if your student plans on utilizing the school lunch program. It is very important that families fill out the application for Free and Reduced lunch. You can access this form on Family Access, while filling out your Back-to-School Paperwork.

Basic expectations and guidelines for this school year can be found in our student handbook which you can access on-line by going to [www.hayward.k12.wi.us](http://www.hayward.k12.wi.us). Please take time to look this over. We thank you for your assistance and support as we work hard to educate our students and to keep them all safe. Below are some of the safety and security guidelines that we will follow this school year:

- No visitors will be allowed in the building between 7:45 a.m. and 3:15 p.m., however, volunteers that have been scheduled by our staff are welcome. Volunteer packets are available in the office.
- Bus passes will not be allowed again this year and families will be limited to a specific route.

**As we prepare for the upcoming school year, we ask that you notify our office at (715) 638-9301 with your child's after school plans prior to the start of the school year. For bus registration and information you must contact the Hurricane Bus Company at 634-8621.**

Again, we welcome you to a new school year at Hayward Intermediate! Our dedicated staff is looking forward to working with your family. Please don't hesitate to contact us if you have any questions.

With Kids in Mind,

Ronda Lee, Principal



**Hayward Elementary School Campus Personnel  
2023-2024**

*Ronda Lee, Intermediate School Principal, Ext. 9301  
Wade Reier, Primary School Principal, Ext. 9201*

OFFICE STAFF	THIRD GRADE TEACHERS
Char Van Etten - Dean of Students	Charity Brabec
Jayne Buchman -PK-2 Administrative Asst.	Meghan Droessler
Becca Turnbull - 3-5 Administrative Asst.	Holly Holly
	Brandy Metcalf, Team Leader
4K TEACHERS	Paula Schirmer
Nicole Petit-Team Leader	Jennifer Waystedt
Brittany Dennis	Stacy Wilson
Jill Johnson	FOURTH GRADE TEACHERS
Victoria Feters-Wrap Around Teacher	Lisa Johnson
KINDERGARTEN TEACHERS	Alyssa Menigo
Emily DeBryin	Anna Metcalf
Kathy Lutz	Ashley Shuman
Olivia Wolfe	Brenda Wisner, Team Leader
Lacie O'Brien-Team Leader	
Carolyn Seidl	FIFTH GRADE TEACHERS
Mara Werner	Arien Brennan
Elise Shaw	Shannon Hofer, Team Leader
FIRST GRADE TEACHERS	Jessica Sutton
Nicole Schlapper	David Viner
Amelia Cummings-Team Leader	Jamie Vogt
Michele Donaghue	Sam Yoder
Sarah Evitch	SPECIAL EDUCATION TEACHERS
Sydney Kasper	Dana Hyllengren-Stobb - PS
Tracy Maddry	Sue McKenzie - PS
Emma Dieckman	Hope Swanson-PS
SECOND GRADE TEACHERS	Erin Vaara - PS
Katy Cummings	Elizabeth Di Sera - PS
Dalton Hessel	Becca Schleppenbach - IS
Danielle Kuczenski	Andrea Sutton - IS
Natalie Heath	Alicia Wiebe - IS
Holly Palecek	SPECIALIST TEACHERS
Danita Wolf	Julie Kiss, PS Library
Erin Yuknis-Team Leader	Amanda Geissler, IS TREK/Enrichment
STUDENT SERVICES - PS and IS	Katie Housel, IS Art
Shane Ewert, Tribal/Community Liaison	Grace Pendergrass, PS Art
Erica Gajewski, IS Speech/Language	Max Narges, IS Physical Education
Lois Genson-Sanders, PS Reading Coach	Janna Reier - PS Physical Education
Wendy Lamoureux, PS Reading Coach	Destiny Schultz - PS Music
Amanda Schlafke, PS Reading Coach	Mary Hager, IS Music
Mary Hansen, Elem. Behavior Interventions	Pam Rasmussen, IS Math Options/TREK

Angie Reinke, PS Counselor	
Jessica Kautza, IS Counselor	<b>SUPPORT STAFF - PS</b>
Ken Vesel, PS and IS Math Coach	Gabrielle Stone, Special Education
Lindsay Johnson, Reading Inst. Coach	Deb Forsman, Special Education
Kris Woelber, IS Reading Coach	Laura Hager, Interventions
Kate Walker, PS Speech/Language	Stacy Phillips, 4K Assistant
Ashley Marino, PS Speech/Language	Amber Poppe, 4K Assistant
Connie Greene, PS Speech/Language	Madeline Rainville, 4K Assistant
Haley Welsch, PS Speech/Language	Karen Blinkwolt, 4K Assistant
	Nicole Lancour, Special Education
<b>STUDENT SERVICES - District</b>	Nancy Caracci, Special Education
Jessica Galde, School Nurse	Hilary Frey, Special Education
Amber Al Mohrabi, Truancy Officer	Kresent Worman, Special Education
Katherine Marucha, OT Assistant	April Skogsbergh, Special Education
Laura Kieran, SPED Director	Lynn Kelsey, Library
Jennifer Laird, RTI/Reading Consultant	Lori Smith, Language Support
Kelly Ryder, Dir. of Curriculum/Programs	Amanda Stone, Tech. Integration Spec.
Shauna Wallace, Occupational Therapist	Kim Decker, Special Education
Layla Beckermann, School Success Liaison	Stephanie Wilber, Special Education
Wes Peters, School Resource Officer	<b>SUPPORT STAFF - IS</b>
Lindsay Johnson, Reading Support	JoAnn Cobb, Special Education
Kari Kalscheur, TOSA	Angie DeLisle, Interventions
Shila Gillis, School Psychologist	Sung-Yeuh Han, Special Education
<b>MAINTENANCE STAFF</b>	Sabrina Jacobson, Special Education
Randy Burnett, PS Lead	Connie Olson, Special Education
Pat Gensmer, PS	Natasha Shimko, Special Education
Jean Imm, IS Lead	Jen Strand, Interventions
Janelle Rogers, IS	Lynn Tamm, Special Education
Randy Ayers, IS	Yasmin, Turner, Interventions
<b>LUNCH STAFF</b>	Van Loo, Sydney, Special Education
Joanne Hyatt, Food Service Director	Stacy Weimer, Library
Marie Hughes, District Contact	Bryce Goetch, Tech Integration Specialist
Vicki Frye, IS	
Becky Melton, IS	
Gina Penning, IS	
Sandy Rapp, PS	
Victoria Wilk, PS	

**ELEMENTARY CAMPUS STAFF ACHIEVES!**

# SCHOOL CONDUCT

## ATTENDANCE

Regular attendance at school is required by Wisconsin State Law but is also the key in the development of the child. Regular attendance at school has been shown to have many impacts on individuals - academic growth, knowledge, self-esteem, friendship and self-reliance.

Please make every effort to get your son or daughter to school on a daily basis. Students that don't show up for school regularly, miss out on fundamental reading and math skills and the chance to build a habit of good attendance that will carry them into college and careers.

**We ask that when a student is absent from school that a parent/guardian call the school office at 638-9201 for the Primary School and 638-9301 for the Intermediate School, before 8:30 a.m. and inform the school of the student's name, grade, and the reason for their absence.**

**A student who has been absent from or tardy to school must report to the office with a written excuse signed by his/her parent or guardian indicating the dates and reason for the absence or tardiness.** Students are expected to submit an excuse on the day they return. Any excuse submitted later than one week will not be considered. Compulsory school attendance is covered by State Statute 118.15 which states that any person having under control a child who is between the ages of 5 and 18 years shall cause the child to attend school regularly during the full period and hours, religious holidays excepted, that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter or semester of the school year in which the child becomes 18 years of age, unless the child is excused under sub. (3) or has graduated from high school.

### LIMIT OF 10 DAYS EXCUSED ABSENCES

The district requests the parent/guardian to obtain a written statement from a physician or licensed practitioner attesting to the physical or mental condition of the student after the student has been absent **all or part of ten (10) days (non-prearranged), during the school year, or all or part of four (4) consecutive days due to illness.** Such excuses will be made in writing and shall state the period of time for which the absence is valid. If this written statement is not provided, then the absence will be unexcused (Policy #431).

### TRUANCY

Any absence for part or all of one or more days from school during which the school attendance officer, principal, or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, the pupil will be considered to be truant from school and subject to the consequences of a truant. This also means intermittent attendance carried on for the purpose of defeating the intent of Wisconsin Compulsory School Attendance State Statute 118.15.

### HABITUAL TRUANCY

A student is considered by law to be a habitual truant when they have been absent from school without an acceptable excuse for part or all of **five (5) days** on which school is held during a school semester.

### CONSEQUENCES

Students who are identified to be habitual truants shall be reported to the juvenile court office. Prior to the juvenile court referral, the school shall take the following steps to notify the parents/guardians in an attempt to correct the problem first.

1. **SECOND UNEXCUSED ABSENCE** - A **first notice** letter is sent to parents with a copy of this policy and a copy of the state statute. This notice shall list the dates the student is recorded as being truant. Parents should call the school immediately if they have any questions.
2. **THIRD UNEXCUSED ABSENCE** - A **second notice** letter is sent to parents with a copy of this policy and a copy of the state statute. This notice shall list the dates of truancy recorded. This letter will invite the parents to schedule a conference to discuss strategies to improve their child's attendance. If the scheduled appointment is not feasible, parents are asked to call the assistant principal.

3. **FOURTH UNEXCUSED ABSENCE** - A call will be placed to the Truancy Officer requesting a follow up on the absence.
4. **FIFTH UNEXCUSED ABSENCE** - At this step the student qualifies as a habitual truant. However, prior to the **third notice** being sent, the school shall:
  - a) Provide an opportunity for educational counseling to the child to determine whether a change in the child's curriculum would resolve the child's truancy and have considered curriculum modifications under State Statute 118.15 (1) (d).
  - b) Evaluate the child to determine whether learning problems may be a cause of the child's truancy and, if so, take steps to overcome the learning problem.
  - c) Conduct an evaluation to determine whether social problems may be a cause of the child's truancy and, if so, take appropriate action or make appropriate referrals.

If it is determined that a student's needs are being met but they are still a habitual truant, a certified letter stating dates of truancy shall be sent to the juvenile court office and the parents. The letter to the juvenile court office shall include copies of the first and second notices mailed to the parents.

### **EXCUSED ABSENCE/TARDY**

An absence or tardy which parents are aware of and which school officials judge to have occurred because of an appropriate reason, include, but are not limited to:

1. Illness or injury
2. Medical or dental appointments
3. Death in the immediate family; subsequent funeral
4. Marriage in the immediate family
5. Participation in a school-sponsored event
6. No bus transportation, unless due to loss of riding privileges or missing the bus
7. Local extreme weather situations
8. Religious meeting or church attendance
9. Court attendance or court-imposed consequences
10. Family emergency: Parents need to **call the school office each day** the student is needed at home and explain the emergency. If the student knows in advance of the situation, the student should complete a pre-arranged absence form.

### **MAKE-UP WORK FOR EXCUSED ABSENCES**

If work is incomplete due to illness or other reasons accepted by the teacher or administrator, a student will normally have the same number of school days absent, plus one school day more, in which to make up the work assigned during their absence. Work missed in an activity class such as band, choir, or physical education, may be impossible to make up. If extenuating circumstances exist, the administration shall make the determination.

### **UNEXCUSED ABSENCE/TARDY**

An absence or tardy which school officials judge to have occurred because of inappropriate reason, **regardless of parental approval**, include, but not limited to:

1. Oversleeping
2. Truancy
3. Shopping trips, beauty appointments, haircuts, music concerts, etc.
4. Transportation problems, such as missing the bus (if operating on schedule), or a car breakdown (where bus service is available to transport student)
5. Hospital visits to see relatives or friends unless pre-approved
6. Attendance at school sponsored events during the school day, unless participating (example: track meets, baseball games, field day, etc.)

## UNEXCUSED ABSENCES - CONSEQUENCES

1. Truancy recorded.
2. Students will receive zero credit on daily work (homework, quizzes). Students shall be allowed to make up any exams or final tests.

## PRE-ARRANGED ABSENCES

Defined as an absence, which parents have requested in advance. **Parents may excuse their children from school before the absence for all or part of ten days during the school year.** Notification for the absence in writing or by personal contact must be received before the absence occurs. The following procedure must be used to have a pre-arranged absence excused:

1. A parental request for a pupil's absence must be presented to the office.
2. Office will notify teacher of pre-arranged absences.
3. **Student has work completed to be turned in upon their return to school.**

**A COMPLETE COPY OF THE WISCONSIN COMPULSORY SCHOOL ATTENDANCE IS ON FILE IN THE OFFICE FOR YOUR REVIEW.**

# BUS CONDUCT

## BUS REGULATIONS

All students are potential bus riders. Since buses are an extension of the classroom, students are expected to conduct themselves accordingly. The Wisconsin Department of Public Instruction and your school administration recommend the regulations listed below. The following bus rules along with a seating chart **MUST** be posted in every bus so they are clearly visible to all riders.

### Rules

1. Rider must be seated in the assigned seat.
2. Follow directions issued by the bus driver.
3. Keep hands, feet and all other objects to yourself.
4. No student will participate in any action or activity that endangers the health, safety or welfare of any rider on the bus.

### Procedure for Handling Disciplinary Problems

Violations of school bus rules may be handled as follows:

**First Offense:** Official warning/conference with student; copy of report sent to parents.

**Second Offense:** 1-3 day suspension of riding privileges; phone call to parent, copy of report sent to parents.

**Third Offense:** 3 day bus suspension; phone call to parent; conference with parent, school official, driver and student may be required.

**Fourth Offense:** 3-5 day riding suspension; pre-expulsion conference/report sent to parent (conference may result in the decision to recommend expulsion of the student from the bus at this step).

**Fifth Offense:** 3-5 day riding suspension with extension, pending notice of bus expulsion hearing, per State Statute 120.13(1).

Each report shall be reviewed on a case-by-case basis taking the following criteria into consideration:

1. Prior history of bus discipline.
2. Frequency of violations.
3. Length of positive behavior between violations.
4. Seriousness of reported violation.

## BUS CAMERAS

In an effort to increase bus safety, video cameras may be installed and operational on any bus at any time and may be reviewed by authorized personnel to assist with the enforcement of bus rules.

## SEVERE CLAUSE

In cases involving serious misconduct, the student involved may be suspended or expelled from bus riding privileges in accordance with the due process procedure outlined in Wisconsin Statute 120.13(1) without the necessity of following the policies set forth in steps 1 through 5 above.

Conduct causing the implementation of this severe clause could include but is not limited to the following:

1. Fighting.
2. Display or use of weapons.
3. Destruction of property.
4. Use and/or possession of alcohol, tobacco or other illegal substances.
5. Gross insubordination.
6. Use of profanity toward the bus driver.

**NOTE:** Wisconsin Law 118.15 requires that a student attend school regularly during the full period of hours of a normal day. A bus riding suspension **does not** eliminate a student's obligation to attend school. **The parent/guardian will be responsible for the student's transportation both to and from school during the riding suspension.** Failure to attend school shall result in an unexcused absence.

## BUS RIDING

Primary and Intermediate School students must board the bus at their school and must remain on board until designated stop. Students **may not** walk to the Middle School or High School to board the bus.

## REMEMBER:

1. Dress for the weather. Buses can, and do break down or get stuck in the cold weather.
2. Be on time for the bus. Help keep the bus on schedule.
3. Once you have boarded the bus, you shall report to your assigned seat and will remain in your assigned seat. Reach your assigned seat without disturbing or crowding others.
4. Be careful in approaching bus stops; walk on the left side of the road facing traffic.
5. While you are on the bus, you must obey the driver promptly.
6. Do not stand or extend your head, arms, or hands out of the bus window or move about or attempt to leave the bus while it is in motion.
7. Help keep the bus clean, sanitary, and orderly.
8. Throwing objects of any kind will not be tolerated on the bus.
9. All bus riders are to show respect for other riders, books, and parcels.
10. Damage done to seats or other bus equipment by the rider will be paid for by the rider.
11. OBSCENE LANGUAGE IS NOT PERMITTED AT ANY TIME!
12. When leaving the bus remain seated until it comes to a complete stop. If you cross the road, do so in front of the bus after making sure the highway is clear and after receiving a signal from the bus driver.

# **STUDENT CONDUCT AT SCHOOL**

## **DISCIPLINE**

The ultimate goal of our discipline procedures is to help students develop respectful, responsible, safe behavior. We believe that every student has a right to learn and every teacher has a right to teach in a safe facility free from disruption, disrespect, abuse, and aggression.

## **PHILOSOPHY**

Our first goal is to promote positive behavior. Students and classes that demonstrate respect, responsibility, and safety will be praised and rewarded appropriately. Please see the attached "Hurricane Expectations Matrix" for lists of positive behaviors that we promote throughout school.

If a student makes a bad behavior choice, he/she will be expected to assume responsibility for the behavior. Consequences will be related to the behavior, delivered respectfully, and will be reasonable.

Behavior is divided into three groups: Above the Line, Below the Line and Bottom Line. The three behavior categories with some sample behaviors are illustrated on the attached page. There are some behaviors that are considered totally inappropriate at school. These behaviors are considered Bottom Line behaviors. A Bottom Line behavior is a violation of state law, district policy or any totally unacceptable behavior. When a student demonstrates a Bottom Line behavior, it will require involvement by the Principal, Assistant Principal, parent/guardian, and maybe legal authority.

Thank you for helping us promote a safe and caring environment in which students are taught the difference between appropriate and inappropriate behavior. If you have any questions about our program, please call the school office.

# Hayward Elementary School Campus

Primary, Grades PK-2 & Intermediate, Grades 3-5

15930W 5<sup>th</sup> Street, Hayward, WI 54843

(715) 634-2619

*Ronda Lee, Intermediate School Principal, Ext. 9301*

*Wade Reier, Primary School Principal, Ext. 9201*

*Char Van Etten, Dean of Students, Ext. 9307*



Dear Parents and Families,

We would like to share with you the behavior plan we will be putting into place in your child's classroom to help them have a successful year in school. In order for this to happen, our classroom environment must be organized, structured, and friendly. Students will be open to make their own decisions and choices and whether or not to follow the rules. However, they will know the consequences for the decisions that they make. These rules and consequences will be explained to the students in the next few days and constantly be retaught throughout the year. Here at the Hayward Elementary Campus, we talk about "Above the Line", "Below the Line", and "Bottom Line" behaviors. We will continually talk with and teach your children about the following:

**Above the Line Behaviors:** Behaviors that help you and others

Listen to others/raise hand to talk	Keep hands and feet to yourself
Walk quietly in the hallway	Say only kind words
Never hurt anyone on the inside/outside	Share and take turns/play fairly
Always say "Please" and "Thank-you"	Tell the truth/honesty
Be helpful to others	Follow directions
Always try your best	

**Below the Line Behaviors:** Behaviors that interfere with your work or others

Inappropriate language	Teasing/name calling
Disrupting class	Not following directions
Inappropriate actions	

**Bottom Line Behaviors:** Any behavior that hurts you or someone else

Physical harm to others or self	Fighting
Extreme inappropriate language	Destroying property
Harassment including racial harrasment	Dangerous items or materials
Threats	Stealing
Cheating	Bullying of any kind
Use of drugs	

We firmly believe in **positive reinforcement** and will continually use it to enforce our classroom rules.

**Consequences for disobeying/breaking rules:**

At the Primary School, we use a color-coded chart for strikes and behavior consequences. Every student starts on a **Living Like a Cane card (ready to learn/above the line behavior)** every day. Depending on the choices and behaviors they show throughout the day, they may be asked to change their card. If they choose not to obey the rules, their card will change as follows: **Green (Strike 1-conversation/fix it)**, **Yellow (Strike 2-call/contact home/behavior sheet)** and **Red (Strike 3-office referral)**.

Students will always be given the opportunity to move their names back up if their behavior improves. For all consequences, we always take the time to talk with your child about their behavior and ways to fix the behavior. We feel that this promotes good problem solving skills and pushes the students to recognize their behaviors, take responsibility for them, and come up with different ways to fix them.

The Above the Line, Below the Line, and Bottom Line behavior language will be used school-wide to ensure the consistency of follow through with behavior choices and consequences.

Thank you for your time and cooperation. We insist on making our classrooms a safe and happy environment for all students. If you have any questions and/or concerns on the behavior policies please don't hesitate to contact the school.

# Live Like A Cane Above the Line

## We Are Respectful, Responsible, and Safe In The...

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SCHOOL AREA	Looks Like	Sounds Like
CLASSROOM	<ul style="list-style-type: none"> <li>-Follow Teacher Directions</li> <li>-Hands &amp; Feet To Yourself</li> <li>-Clean-Up After Yourself</li> <li>-Stay Focused</li> <li>-Do Your Best</li> <li>-Move About Safely</li> </ul>	<ul style="list-style-type: none"> <li>Voice Level 0-2</li> <li>-Use Kind Words</li> </ul>
HALLWAY	<ul style="list-style-type: none"> <li>-Walking Feet</li> <li>-Hands &amp; Feet To Yourself</li> <li>-Follow Teacher Directions</li> <li>-Walk On The Right Side</li> </ul>	<ul style="list-style-type: none"> <li>Level 1 Whisper Voice</li> </ul>
PLAYGROUND	<ul style="list-style-type: none"> <li>-Share &amp; Take Turns</li> <li>-Show Good Sportsmanship</li> <li>-Line-Up When the Whistle Blows</li> <li>-Dress For The Weather</li> <li>-Use Equipment Appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Level 3 Outside Voice</li> <li>-Use Kind Words</li> </ul>
BATHROOM	<ul style="list-style-type: none"> <li>-Be Quick</li> <li>-Flush Toilet</li> <li>-Wash Hands</li> <li>-Clean-Up After Yourself</li> <li>-Use Bathroom Appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Level 1 Whisper Voice</li> </ul>
LUNCHROOM	<ul style="list-style-type: none"> <li>-Walking Feet</li> <li>-Hands &amp; Feet To Yourself</li> <li>-Stay Seating</li> <li>-Pick-Up After Yourself</li> </ul>	<ul style="list-style-type: none"> <li>Level 2 Inside Voice</li> <li>-Use Manners</li> </ul>
BUS	<ul style="list-style-type: none"> <li>-Go Directly To The Bus</li> <li>-Stay In Your Seat &amp; Face Forward</li> <li>-Follow the Directions Of Your Bus Driver</li> <li>-Hands, Feet, &amp; Objects To Yourself</li> </ul>	<ul style="list-style-type: none"> <li>Level 2 Inside Voice</li> <li>-Be Kind</li> </ul>

SCHOOL EVENTS	-Sit Down Appropriately -Stay Seated -Listen -Hand & Feet To Yourself -Follow Directions -Be A Positive Audience Member	Level 0 Voices Off -During Level 1 Whisper -Before/After
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**Below the Line Behaviors**

\*Behaviors that interfere with your work or others\*

Inappropriate Language

Not Following Directions

Disrupting Class

Inappropriate Actions

Teasing/Name Calling

1st Strike= Warning/Discussion with Teacher

2nd Strike= Call/Contact Parent/Guardian, Behavior Sheet

3rd Strike= Office Referral, Behavior Sheet, Parent/Guardian Involvement

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**Bottom Line Behaviors**

\*Behaviors that hurt you or someone else\*

Physical Harm to others or self

Bullying of any kind

Extreme Inappropriate Language

Fighting

Harassment including Racial Harassment

Destroying Property

Threats

Dangerous Items or Materials

Cheating

Stealing

Use of Drugs

Direct Referral to Office or Law Enforcement

## **PLAYGROUND RULES**

During cold weather, students must wear caps, gloves, boots, and warm clothing.

1. Do not bring toys, radios, games, etc. to school.
2. Do not leave the school playground at any time.
3. No throwing of snowballs - no sliding on the ice.
4. Fighting, wrestling, or rough play is not allowed, including "just for fun".
5. Tackle football is not allowed.
6. No child is allowed to kick, hit, pull, push, trip, or strike another at any time for any reason.
7. Do not draw or write on the school building.
8. Do not tease or irritate others, including name-calling. No Swearing!
9. Take your proper turn on the slide, sit down when going down, and move away from the slide when you reach the bottom. Never place snow or other objects on the slide. Do not slide down the poles.

## **PLAYGROUND MISBEHAVIOR-DETENTION**

If children repeatedly break the playground rules, they will be kept in at noon under supervision. Noon privileges may be suspended from one to five days by the playground supervisors and Principal or Assistant Principal. When a student has his/her noon privileges suspended, they are placed in a time out area and required to sit there quietly during the noon recess. This suspension area is supervised at all times. Also, if a student repeatedly violates school rules and procedures, they may face in-school suspension. Our goal is to have a safe, happy, and healthy school environment.

## **CELL PHONES**

**Absolutely no cell phones or smart devices (smart watches, handheld video game systems, etc.) can be used in school between 7:45-3:10.** Cell phones must be stored in students' backpacks as soon as they get on school property and must remain there until the student leaves school property (this includes the parking lot). Students will receive one warning. If they violate the policy a second time, they will not be allowed to bring the phone for the rest of the school year. Students are cautioned not to bring valuables to school with them. However, if they do, these devices need to stay in the students locker all day. We ask that as students walk to the bus after dismissal that students refrain from using these devices as well.

## **DANGEROUS ITEMS**

Absolutely no firecrackers, firearms, military devices, knives or other weapons are to be brought to school, transported on school buses, retained in student lockers, stored in classrooms, worked on in mechanical shops or otherwise kept within the confines of the school. Students who violate this rule will be subject to disciplinary action including, but not limited to, suspension, expulsion and referral to law enforcement.

## **(OTHER) DISRUPTIVE ITEMS**

Any articles, which interfere in any way with school procedures, disrupt instruction, or become hazards to the safety and well being of others will not be allowed. Such items include: cell phones, water pistols, chains, electronic devices, two-way radios, pagers, laser pointers, collector items, cards, etc. as per Board Policy 443.6. If brought to school such items will be impounded and returned only to a parent. If such items are impounded a second time at school, it will be destroyed and disposed of.

## **DRUGS (NON-PRESCRIBED AND INCLUDING ALCOHOL)**

The use, possession or sale of alcohol, non-prescribed drugs, chemicals or illegal substances (including tobacco) on school premises or at a school function is prohibited, per Board Policy 831, 443.4, and 443.3.

No student may appear at school or school-sponsored functions while under the influence or possession of alcohol, non-prescribed drugs, chemicals or illegal substances.

On reasonable suspicion, school officials will search for alcohol or illegal substances. When a student is found to be in possession of or under the influence of such substances there will be an automatic referral to the Police Department and notification of parents. Other actions may include, but are not limited to, citation, suspension, referral for evaluation/treatment, special assistance, exclusion from participation in activities and/or expulsion.

## **GANG ACTIVITY**

Gang related activity will not be tolerated. This includes all levels of activity such as writing graffiti, sign language, clothing, threatening behavior, etc. Students engaging in gang related behavior will be subject to disciplinary action including, but not limited to detention, suspension, referral to law enforcement, and recommendation for expulsion.

## **HARASSMENT/BULLYING**

The Board of Education supports a school/work environment that is safe, comfortable, and free from harassment. Therefore, harassment in any form is considered inappropriate and/or illegal for all students and staff to participate in.

Harassment may include, but is not limited to, unwanted or unwelcome, **deliberate or repeated** unsolicited comments, gestures, graphic materials, physical contacts or solicitation of favors based upon ones' group membership. Such conduct has the purpose or effect of substantially interfering with a student or staff member's performance or creates an intimidating, hostile or offensive school/work environment.

Whoever, with intent to harass or intimidate another person, does any of the following is subject to a Class B forfeiture:

- a. Strikes, shoves, kicks or otherwise subjects the person to physical contact or attempts to do the same.
- b. Engages in a course of conduct or repeatedly commits acts which harass or intimidate the person and which serve no legitimate purpose.

This is covered by Wisconsin State Statute 947.013.

**Students who feel they have been harassed in any way should report the incident to their teacher or principal.**

## **RACISM/DISCRIMINATION**

Racism is a very serious issue. All staff are expected to report any known acts of racism. Students engaging in racist or discriminatory conduct shall be disciplined in a strict and consistent manner. The same shall be true for students submitting false reports of racism or discrimination. These penalties may include but are not limited to detention, suspension, referral to law enforcement, recommendation for expulsion.

# ACADEMIC INFORMATION

## HAYWARD PRIMARY/INTERMEDIATE COURSE OFFERINGS

### **Curricular Areas:**

Reading  
English/Language Arts  
Mathematics  
Social Studies  
Science  
Writing  
Social Skills

### **Related Arts Classes:**

Physical Education  
General Music  
Art  
Library  
Computer Keyboarding  
Ojibwe Culture  
Coding and Google Classroom (grades 3-5)

## AGR (Achievement Gap Reduction)

Grades K – 2 are participants in the state funded AGR Program. The AGR Program began in the 1996-1997 school year. The objective of the program is to improve student achievement through implementation of four school improvement strategies: class sizes of 18:1 in grades K – 2; increased collaboration between schools and their communities; implementation of a rigorous curriculum focusing on academic achievement; and improving professional development and staff evaluation practices. If you would like more information about this, email addresses can be found at [www.dpi.state.wi.us](http://www.dpi.state.wi.us).

## TITLE I

The purpose of Title I is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach proficiency on challenging State academic achievement standards and State academic assessments. Wisconsin has developed a comprehensive set of standards to measure what students need to know and be able to do, and an assessment system to determine to what extent Wisconsin students have met these standards.

Title I provides federal dollars to help supplement educational opportunities for children who live in high poverty areas who are most at risk of failing to meet the state's challenging content and performance standards. There are two types of programs: Targeted Assistance and Schoolwide.

The Targeted Assistance model provides direct service to students with the greatest need for supplemental services while Schoolwide programs deliver services to all students with a continued focus on students with the greatest need. The goal of both program models is to provide supplemental instruction to improve the academic performance of students.

The following *assessments* are used at Hayward Elementary Campus to measure progress and to help guide instructional decisions:

- STAR Online, Computer Adaptive Assessment (STAR Math)
- Next Step Assessment-Developmental Reading Assessment
- Math Expressions assessments
- ReadyGen Reading Assessments
- Wisconsin Forward Assessments (Grades 3-5)

## GUIDANCE PROGRAM

Primary/Intermediate Schools guidance activities provide for a systematic delivery of counseling services which are accessible to all 4K-5 school students through individual, small and large group counseling and through collaboration with parents, teachers and school board and community based agencies.

## **PROMOTION/RETENTION PROCEDURE**

In general, students will progress annually and shall be placed at the grade level in which they are best adjusted academically, socially and emotionally. The educational program shall provide for the continuous progress of students from grade to grade. If, due to various circumstances, a student fails to achieve at a level suitable for promotion, retention may be considered.

## **SPECIAL EDUCATION (E.E.N.) SERVICES**

Hayward Community School District provides a full range of special education programs and related services for any child ages 3-21 whose parent/guardian resides in the Hayward School District. Students are not required to attend Hayward Schools in order to use these services. The instructional programs include disabilities such as emotional disturbance, learning disability, cognitive disability, autism, visual impairment, auditory impairment, orthopedic impairment, traumatic brain injury, early childhood developmental delays, speech/language disability. The related services may include, but are not limited to, screening, evaluation, instruction, transportation, and other related services as defined by law. In order to access these programs and services contact your child's school psychologist, or the district director of Pupil Services at 638-9010.

## **FULL- TIME STUDENTS**

Hayward Community School District elementary students in grades K-5 shall be considered full – time students at their assigned school when scheduled to be in attendance during the hours instructional classes are conducted for their grades as determined by the administration and approved by the Board. The Kindergarten program is designed for a full-day of education every day.

## **DAILY PROCEDURES**

Our 4K – 5 grades are organized around the self-contained concept. Your child will be placed in a classroom with one teacher who will primarily handle all of their academic programs. We feel this program enhances the school's ability to know your child well. This also gives the parent a primary person to communicate with for all areas.

## **STUDY HABITS**

Study habits are essential for a productive learning experience and positive personal growth. School is really a full time job. You must schedule a specific time and place for your work and do it regularly if you are to gain the most benefit from your school attendance. The following may be helpful:

1. Have a definite time and place for your studies.
2. Find a comfortable, well-ventilated place with suitable light.
3. Avoid the presence of TV, radios, and C.D. players, or any other possible distractions.
4. Have only those items at hand, which are necessary to your work.
5. Secure adequate sleep, exercise and recreation, but keep everything in balance.
6. Study when you are fresh, not when everything else has made you tired.
7. Review a little each day as well as doing your current work. Don't try to learn everything at once. Frequent, shorter periods of study will help you retain the information better.
8. Remember that all work missed during absences must be made up. Failure to do this will result in loss of information, which is important to your total knowledge. See your teachers as soon as you return to school and arrange to meet with them at a time when you may discuss how to go about your "make-up" work.
9. It is difficult to suggest a definite time allotment for studying and homework. The amount assigned each night differs from one time to another and from one class to another. Make a study plan so that you may allow enough time for all of your work. Make certain that you keep up with all of your work every day. Please do not put it off until tomorrow.

## **PARENT ACCESS**

In an attempt to improve communications between the Hayward Community School District, parents, and guardians, the district has implemented internet-based access to student information records. With the use of computers, parents and guardians may access their child's attendance, grades, classroom activities, lunch account, discipline records, and more. This is a great opportunity for parents to stay involved in their child's education. Parents and guardians will also be able to contact and communicate with their child's teacher through their personal email address. This effort is by no means a replacement for parent/teacher conferences or phone calls to teachers. To access your child's account go to the Hayward Community School District's web page at [www.hayward.k12.wi.us](http://www.hayward.k12.wi.us).

## **WHEN YOU HAVE A CONCERN**

Please start with your child's teacher. This is where the concern should come to resolution. If you and your child's teacher are not able to resolve the concern it should be brought to the Principal. Your child's teacher will be available from 3:15-3:45. If for some reason you are unable to contact them, leave a message in the office for the person you wish to speak with.

# GENERAL INFORMATION

## ACCIDENTS

When an accident occurs in school, a note will be sent home. If it is a serious accident, school staff will call the parent/guardian.

## ANIMALS AT SCHOOL

Occasionally your child's classroom may have a pet day, a show and tell time, etc. If the teacher agrees to have pets present, parents must complete a form in the school office prior to the pet visit. We have made it a rule that no wild animals, such as, fox, raccoons, etc. may be brought to school. Even if they are considered a pet at home they will not be allowed at school, due to the potential of distemper, rabies, or other diseases.

## ANNOUNCEMENTS

Announcements are read at 8:15 a.m. We ask students to pay careful attention to these messages.

Whenever possible the office will attempt to deliver messages to students. **Delivery of messages received after 2:30 p.m. cannot be guaranteed.**

## CASES NOT COVERED BY SPECIFIC REGULATIONS

It is understood that the rules, regulations and expectations are not all-inclusive. The administration shall take such action as is necessary to insure the discipline and orderly conduct of the school. Action may be taken with respect to any offense, which interferes with the orderly conduct of the school regardless of the existence or nonexistence of a rule covering the offense.

## BICYCLES

Bicycles are to be parked and locked in the racks provided. The school is not responsible for bikes that are not locked up or bikes that are left at school.

## CARE OF THE CAMPUS

Each student is asked to help keep the school and its grounds looking neat and clean. All people in the school should put waste and unwanted items in containers provided. The building and furnishings should be kept clean and unmarred. Any damage to the school building and its contents should be reported immediately to a teacher, administrator, or custodian.

## COMPUTERS, SOFTWARE, USE OF

Hayward Primary/Intermediate School is fortunate to have many computers throughout the building for use in student instruction. Many of these computers are available for student use throughout the school year. Students are reminded that this equipment must be respected and treated with care.

Students are to follow all rules regarding computer usage as explained by their teachers. The students may not engage in any illegal activities on the computers. **STUDENTS MAY NOT BRING SOFTWARE FROM HOME AND USE IT ON SCHOOL EQUIPMENT.** Students will face disciplinary actions if they are caught or found to have violated this rule.

## DRESS AND PERSONAL APPEARANCE

Students will be required to dress appropriately for school in order to maintain good decorum and a favorable academic atmosphere, both which require a healthy, safe, decent, non-disruptive, non-offensive and non-distracting environment. Student's dress and personal appearance should reflect sensitivity to and respect for others.

When a staff member notices that a student's dress and/or appearance are inappropriate, the staff member will direct the student to the administration. The administration will direct the student to change his/her clothing if any of the following conditions exist:

- ~ The item is pervasively vulgar.
- ~ The item is harmful to self or others.

A few rules to note are:

1. Some type of footwear must be worn.
2. Headgear (examples: hats, caps, scarves, hoods, bandanas) may not be worn in the building between 7:45 a.m. and 3:10 p.m. If students wear these items to school, they should be kept in their lockers, on the coat rack or in their desks during the school day.
3. Clothing that displays print or graphics that are offensive in nature may not be worn. Examples of offensive print would include but not be limited to; words, statements or graphics referencing immorality, racism, profanity or other obscenity.
4. Coats or jackets are not to be worn during the school day. Book bags and backpacks may not be carried during the school day. These items should be stored in the student lockers or placed on the coat racks.
5. Students will not be permitted to wear clothing that exposes the midriff or undergarments. When standing, no skin may show at the waistline. Any clothing, which is sexually explicit because it is too tight, too short or too revealing in any way is improper to wear to school.
6. Student will not be permitted to wear or have chains, metal spikes or studs or any other object which may be determined to create an unsafe or threatening atmosphere.
7. Students will not be permitted to wear excessive baggy clothing which, in the opinion of the school administration could be used to conceal dangerous items or illegal substances.

Students who violate this rule will be subject to, but not limited to, the following actions: conference with school officials and possible exclusion from the classes for the day, parental conference, suspension, expulsion. Failure to wear appropriate safety or protective clothing when required will result in action that ensures the safety of the student. Students can be required to wear an acceptable substitute item of clothing at the discretion of the school administration.

## ELECTRONIC EQUIPMENT

At the *Intermediate School*--Any inappropriate use of electronic devices may result in the loss of the privilege for the remainder of the school year. Students are cautioned not to bring valuables to school with them. However, if they do, these items must be kept in the student's locker or backpack. **The school is not responsible for lost or damaged property (including items left in the office). Cell phones are the responsibility of the student and are not allowed to be used during the school day.**

At the *Primary School*, students are not allowed to bring electronic devices from home. If a student brings an electronic device from home, it will be taken from the student. Parents/guardians will be called to come to the office to pick up the device.

## **FIELD TRIPS**

Off campus field trips that are coordinated with the curriculum serve as a valuable education device for stimulating, creating and holding student interest. Field trips are an extension of school, therefore, school rules apply. Students will behave and act accordingly and will represent the Hayward Community Schools appropriately. Students must have a Field Trip Permission slip signed by the parent/guardian on file in order to attend off campus trips.

## **FOOD AND BEVERAGES**

Food and beverages may be consumed only in the lunchroom. Each teacher on an individual basis will determine gum chewing. The teacher will determine consumption of food and beverages in classrooms. **Open containers will not be permitted in the hallways or lockers at any time.**

## **HAT AND COAT POLICY**

To assist in minimizing our educational distractions and maximizing our building safety, students are required to leave their hats and coats in their designated area during all regular school hours, with the exception of noon hour and recesses when outside activities are taking place. **We request that hats be removed inside the buildings.**

## **IMMUNIZATIONS**

**Students are required by Wisconsin State Law to be immunized against certain contagious diseases.** The school is required by said law to enforce the immunization requirements. The school seeks the cooperation of parents in ensuring that their child is properly immunized before they attend school.

**Any student not meeting state mandated immunization requirements can be excluded from the school for up to 10 days.** A student entering the Hayward Community School District has a full school year, plus 30 days into his/her second year to meet the requirements, before exclusion would occur.

During the first year legal notices are sent out at state mandated intervals to all parents/guardians of noncompliance. After three (3) notices, if the student is still not compliant with required immunizations, that student's name is sent to the District Attorney for possible legal action. If for some reason a student returns their second year and has still not met the first year requirements, a notice will go to the parent/guardian on the 15th school day and if still not compliant by the 30th day of school, that student will be excluded from school.

Parents/guardians do have the option of signing a waiver on immunizations for religious, medical or personal convictions.

## **ITEMS FROM HOME**

Classroom teachers and administration reserve the right to determine the appropriateness of items brought from home. If an item is felt to be offensive in nature or inappropriate for the school setting the student will be asked to take it home. In some cases, the item may be kept in the office until a parent comes to retrieve it.

There is a law called the **Facsimile Firearms Law**, which basically states that a student may be suspended, fined or both, for bringing a facsimile of a firearm to school. The problem at the elementary level is that students bring toy firearms. For a student or young adult this is a Class C felony, a student may be suspended, fined or both for bringing a facsimile of a firearm.

## **LIBRARY MEDIA CENTER (LMC)**

The LMC is available for student use throughout the school year. Students are encouraged to make use of the facility throughout their time at the Primary/Intermediate Schools and to be responsible users of its services. Generally speaking, the LMC is open to student use at 8:15 a.m. each school day and will close for the day at 3:10 p.m. Students may speak with the Media Specialist if they need to make special arrangements for a class or project. Students are also reminded that the teachers at Hayward Primary/Intermediate Schools make use of the LMC on a regular basis and that when the LMC is in use for a class, visitors should not disrupt the class in session.

## **LICE**

If a student is found to have pediculosis, infested with lice, nits or eggs, their parent/guardian will be asked to come to school, pick them up and take them home immediately. Students may not return to school until such time as they have been properly treated with an approved medicine application and have the nits and eggs combed thoroughly from their hair. Upon return to school, a student must be checked and receive approval from the school nurse before they can return to class.

## **LOCKERS**

The lockers belong to the school and are provided for your convenience. Each Intermediate School student will be assigned a locker to ensure maximum security of personal belongings. Periodic inspections and clean outs may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant. As per district policy:

The school provides a locker for the convenience of the student to be used solely and exclusively for the storage of outer garments, footwear, and school-related materials. No student shall use the locker for any other purpose.

The locker assigned to a student is the property of the School District. At no time does the District relinquish its exclusive control of such lockers. A locker may be searched as determined necessary or appropriate without notice, without student consent, and without a search warrant. The search may be conducted by the district administrator, a building principal, an assistant principal, a police officer, or a school employee designated by the district administrator or building principal.

Any unauthorized item found in the locker may be removed. Items removed from the locker may be held by the school for return to the parent(s)/guardian of the student or retained for disciplinary proceedings, or turned over to law enforcement officials. The adult student or parent/guardian of a minor student shall be notified of items removed from the locker and turned over to law enforcement officials.

## **LOST PROPERTY**

Lost property is to be taken to the office when found. It will be returned to the owner or stored in the office or Lost and Found area. At the end of each quarter, any unclaimed property will be disposed of. Take care of your valuables.

## **LUNCH AND BREAKFAST PROGRAMS**

Hayward Schools use a computerized food service program to record payments, expenditures, and account balances for each student. Each child has their own lunch number and this number is entered each time they purchase lunch or breakfast. Your money is deposited into your child's account. If you have more than one child in the district, you do not need to send separate checks.

The check must include the student's name, building and account number, and the amount to be applied to that student. Breakfast and Lunch prices for the elementary schools are as follows:

	<u>Breakfast</u>	<u>Lunch</u>	<u>Extra Milk</u>
PK-5 Primary and Intermediate Schools	Free	\$2.40	\$0.40

You may deposit weekly, monthly, each semester, or yearly into your account at any building or through the mail. You will be notified when your balance drops below \$7.00.

Applications for free and/or reduced lunch are sent home with students on the first day of school. You should return your application as soon as it is complete. You may also inquire about free/reduced lunch at your child's school office anytime during the year should you need to apply.

The Hayward School District is pleased to offer a Universal Free Breakfast Program for all students in the Primary and Intermediate School. Students will receive a free breakfast everyday. Breakfast will be served everyday from 7:45-8:15.

## MEDICATION TO STUDENTS

Medication shall be administered by authorized school personnel after the **Parent Medication Consent and Physician Order for Medication Administration forms have been filled out, signed and returned to the school nurse or authorized personnel.**

Medication given at school **must be in a pharmacy-labeled bottle** with the following information:

- a. Student's full name
- b. Name of the drug and dosage
- c. Time to be given
- d. Physician's name
- e. Date prescription filled.

The student will take medication at the designated time, administered by the authorized personnel.

Only limited quantities of any medication are to be kept at school. No medication will be kept at school over the summer break. Medication shall be kept in a locked drawer or cabinet. Any changes in medication dose or schedule are made only by the physician. New forms must be completed and filed at the school office.

An accurate and confidential written system of record keeping shall be established for each student receiving medication in school. It shall include the medication name, dose and time given. The initials of the personnel administering the medication will also be recorded.

Aspirin and Tylenol will NOT be stocked for students or given to students by any school personnel.

**Students are not allowed to bring their own medicine to school. A parent or responsible adult must bring it in.**

## NOON HOUR AND RECESS

The recess period should be a time when students can relax and enjoy themselves. It is also a time when students can, and should, get out of the classroom and building to get some fresh air and exercise. All students will go outside during recess and noon hour unless they have an excuse from a doctor or their parents. **IF IT IS NECESSARY FOR A STUDENT TO BE EXCUSED FROM GOING OUTSIDE FOR MORE THAN 2 DAYS, IT WILL BE NECESSARY FOR THE STUDENT TO BRING IN A DOCTOR'S EXCUSE SIGNED BY THE PHYSICIAN. Teachers are granted the authority to keep a student in from recess in the case of unfinished school work or as part of the discipline process.**

## NUTRITION BREAKS

Nutrition breaks for students may be scheduled at the discretion of the teaching teams.

## PARENT/TEACHER CONFERENCES

Parents may make appointments for individual conferences with teachers, counselors, or the Principal by telephoning the Primary School office at 638-9201, or Intermediate School office at 638-9301. Two scheduled general Parent-Teacher Conferences will be held during the school year, one each semester.

Parent-Teacher Conferences are scheduled for the following times:

October 10, 2023	3:45 – 7:00 p.m.
October 12, 2023	3:45 – 7:00 p.m.
March 5, 2024	3:45 – 7:00 p.m.
March 7, 2024	3:45 – 7:00 p.m.

## **PERSONAL PROPERTY**

Students should put their names on all items of personal property - all books, notebooks and personal belongings such as coats, boots, snow pants, etc.

## **PHYSICAL EDUCATION-EXEMPTION**

All students are required to participate in physical education classes. The school will honor a note from parent/guardian requesting that a student not participate in physical education class due to an illness or injury. This request will be acceptable for **one day only** of physical education participation. If a health problem or injury is serious enough to keep the student from participation for more than one day, a doctor's note is required stating the length of time the student is to be exempted. This will be placed on file in the office and a copy given to the student to present to the Physical Education instructor.

## **PICKING UP CHILD**

Parents and/or family members and/or designated adults must report, **in person**, to the office when requesting to pick up their children. Children will not be released to anybody other than a parent/guardian, unless previously authorized by administration. If you are going to be picking up your child during the course of the school day for any reason – including a sick child at the nurse's office, you will need to stop at the office.

Students will not be allowed to wait outside the buildings during the school day, as there is no supervision. There is supervision in the circle drive after school from 3:10 – 3:20. These rules are for your child's protection.

IF YOU ARE PICKING UP YOUR CHILD AFTER SCHOOL, PLEASE MEET THEM IN CIRCLE DRIVE. THE DISMISSAL BELL RINGS AT 3:10.

**NOTE:** THE INTERMEDIATE SCHOOL RELEASES WALKERS, BIKERS AND PARENT PICK-UPS AT 3:05 IN ORDER TO CLEAR STUDENTS BEFORE BUSES LEAVE.

THE CIRCLE DRIVE IS A VERY BUSY AREA BEFORE AND AFTER SCHOOL. PLEASE BE MINDFUL OF THESE PROCEDURES.

Please be reminded that cars cannot stop in the left lane at anytime and leaving unattended in the right lane may result in a ticket and fine issued by local law enforcement. We ask that all parents be patient and adhere to the safety rules that are in place. Thank you for helping us to keep our circle drive flowing as smoothly as possible, and for helping us keep it *safe*.

## **SEARCH AND SEIZURE**

Desks, lockers, books and equipment loaned to students remain school property while in the possession of the student. Such property is provided for the convenience of the student and shall be used only for authorized school purposes.

Students will be expected to exercise discretion in bringing personal items to school, recognizing that any personal items in their lockers or desks or on their person which constitutes evidence of an illegal act or school rule violation, shall be subject to search and seizure.

Searches conducted by school personnel shall be considered reasonable provided the following criteria are met:

1. The administration has the right to search all student desks, lockers, books and other equipment loaned to students for purposes of cleanliness, finding missing library books and other school equipment or maintaining the integrity and safety of the school environment.
2. The Principal, Assistant Principal, or their designee, shall be authorized to search a student's person, locker, desk or personal property, such as handbags, book bags, coats or other items in the student's possession, when there is a reasonable belief that a student is in possession of items which are contrary to law or school regulations.
3. Any unauthorized item that is found in searches shall be subject to seizure. The items may be given to the parent or guardian of the student, returned to its rightful owner, or forwarded to law enforcement officials as the circumstances may warrant.

## **SCHOOL BOARD POLICIES**

Parents and community members may view all Hayward Community School Board Policies. You can find the policies by going to our district website at [www.hayward.k12.wi.us](http://www.hayward.k12.wi.us), click on District, Board of Education, Board Docs, Policies and then select Policy Manual.

## **SCHOOL CLOSINGS/DELAYED OPENINGS**

School closings will be posted on the school districts homepage, [www.hayward.k12.wi.us](http://www.hayward.k12.wi.us). Students will be informed by radio if school is to be closed due to extreme or hazardous weather conditions. Occasionally there may be a delayed opening or early closing because of weather conditions. This will also be announced on the following radio stations:

WRSL-FM - 92.3

WHSM-FM - 101.1 AM - 910

WOJB-FM - 88.9

## **SCHOOL HOURS**

School doors will be open between 7:45-8:15. The school day runs from 8:15-3:10 Monday through Friday.

## **SKATEBOARDS/ROLLER BLADES/HEELIES**

Skateboards, roller blades, and heeies will not be used on school property unless prior approval was given by the administrator. This includes the school building, school sidewalks, and parking lots.

## **STUDENT INSURANCE**

The school district does not provide any insurance coverage for students. Student insurance coverage is available through the school. A packet will be given to each student on the first day of classes. Purchase of this coverage is optional.

## **SUBSTITUTES**

Our school is fortunate to have capable people to help us whenever regular teachers are absent. Students are to be polite, courteous, helpful and considerate to substitute teachers whose impression of our school will be carried into the community and surrounding communities. Substitutes are employees of our school and should be treated with respect.

## **VOLUNTEERS**

This year we would once again like to encourage parents and community members to volunteer at our school. If you are interested or know someone who might be interested, please call the school office. All volunteers must comply with our district volunteer procedures. Classroom Teachers may be contacted if you are interested in scheduling a time to assist in your child's classroom.

## **LEADERSHIP CONTACT INFORMATION**

### **Elementary Campus Building Leadership Teams (BLT's)**

#### **Primary School**

Wade Reier, Principal  
Nicole Petit, 4 Year Old Kindergarten  
Lacie O'Brien, Kindergarten  
Amelia Cummings, First Grade  
Erin Yuknis, Second Grade  
Connie Greene, Special Education/Specialist

#### **Intermediate School**

Ronda Lee, Principal  
Brandy Metcalf, Third Grade  
Brenda Wisner, Fourth Grade  
Shannon Hofer, Fifth Grade  
Alicia Wiebe, Special Education  
Katie Housel, Specialist

### **Hayward School District Administrative Team**

Craig Olson, Superintendent  
Jenny Frank, Business Manager  
Kelly Ryder, Director of Curriculum and Programs  
Laura Kieran, SPED Director and Pupil Services  
Ronda Lee, Intermediate School Principal  
Wade Reier, Primary School Principal  
Charlene Van Etten, Elementary Dean of Students  
Hugh Duffy, Middle School Principal  
Billy O'Brien, Middle School Assistant Principal  
Doug Stark, High School Principal  
Mark Berquist, High School Assistant Principal  
Anne Kriskovich, Activities Director  
Duane Bemis, Maintenance Director

### **Hayward Community School District Board of Education**

Mr. Derek Hand, President  
Mr. Mike Kelsey, Vice President  
Dr. Harry Malcolm, Treasurer  
Ms. Lynell Swenson, Clerk  
Ms. Linda Plante, Member  
Ms. Stacey Hessel, Member  
Mr. Shane Poppe, Member

