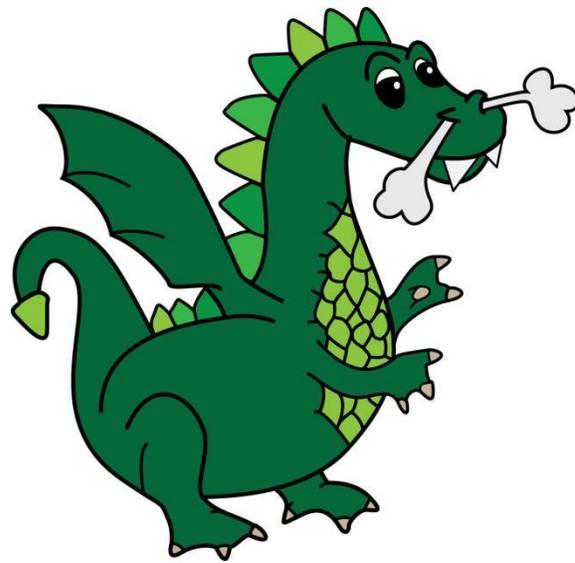


LANNOYE SCHOOL

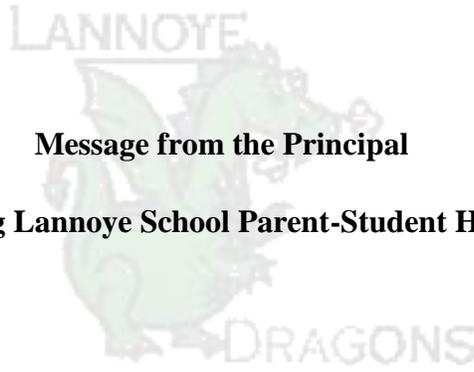
Parent-Student Handbook



2014-2015

*"CHALLENGING ALL CHILDREN TO SHARE, CARE, AND
PREPARE FOR A LIFETIME OF LEARNING."*

2007 County Road U
Green Bay, Wisconsin 54313
Phone - (920) 865-6400
Fax - (920) 865-6402



Message from the Principal

Regarding Lannoye School Parent-Student Handbook

Dear Parents,

The staff has eagerly prepared for another exciting and rewarding school year at Lannoye Elementary. Our vision to “challenge all children to share, care, and prepare for a lifetime of learning” is centered on what is best for each and every student and is at the heart of our mission. In order for your child to grow academically and emotionally, we believe that the partnership between school and home is critical. High academic and behavioral standards are vital to obtaining a safe and nurturing learning environment for all students. Active participation of parents, coupled with two-way communication between home and school help to accomplish the important task at hand, educating your child.

This year we have added our Parent-Student Handbook to our school webpage at <http://www.pulaskischools.org/lannoye/> and have decided to be environmentally friendly. We will not be providing a copy to each household unless you request a copy from the Lannoye office.

Our handbook provides you with information about Lannoye Elementary’s and Pulaski Community School District’s procedures and policies. It is intended to provide answers to your questions and guidance to school and district resources that you and your child may need this school year. Together with your child(ren), please review the handbook contents so as a home-school team, we can meet the vision of building a community of learners and provide successes for each student

We are eager to support your child’s learning and watch each of them excel this school year. As the old proverb states, it does take “an entire village to raise a child” and we truly look forward to working with you in this endeavor. If we can be of any assistance, please do not hesitate to contact our staff.

Yours in education,

Marc Klawiter
Lannoye Elementary Principal

PULASKI EDUCATIONAL PHILOSOPHY

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

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

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

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

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

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

Adopted: February 1988

LANNOYE ELEMENTARY SCHOOL 2014 - 2015 STAFF

Principal

Marc Klawiter

School Counselor

Paula VanDerLinden

School Secretary

Mary Pierson

School Nurse

Bernadette Dervish

School Psychologist

Kim Krenz-Wozniak

Learning Support Teacher

Lelony Michlig-Radtke

Kindergarten

Sarah Hoverson

First Grade

Susan McMahon

Second Grade

Stephanie Heezen

Todd Skinkis

Third Grade

Lisa Bowen

Staci Karcz

Fourth Grade

Jodie Walker

Linda Gantz

Fifth Grade

Jackie Coenen

Trisha Nguyen

Special Education

Sharon Ellner

Amber Whiting

SPECIALISTS:

Physical Education:

Andy LaFave

Music:

Corinne Galligan

Art:

Russ Finnessy-Cook

World Language:

Kelsey Koehne

Library Media Specialist:

Jessica Belanger

Speech Therapist:

Brea Murch

Custodian

Glen Kellerman

Cooks

Lynn Place

Royletta Santos

Jan Maroszek

Paraprofessionals

Holly Smith (Library)

Cathy Faucett (EIR)

Lorie Jandrin (Kindergarten)

Michelle Fischer (Special Education)

Joni Fredrickson (Cashier)

Robin Doell, Kelly Reitmeyer,

Laura Hickson (Early Childhood)

Lannoye Elementary Phone Numbers

Principal	Mr. Marc Klawiter	865-6400
Counselor	Mrs. Paula VanDerLinden	822-0432
School Secretary	Mrs. Mary Pierson	865-6400
Kitchen	Mrs. Lynn Place	822-0434
Library	Mrs. Jessica Belanger	822-0479
Psychologist	Mrs. Kim Krenz-Wozniak	822-6024
Nurse	Mrs. Bernadette Dervish	822-6027
Police/School Liaison Officer	Mr. Jim Tinlin	822-6722

District Administration

District Administrator	Mr. Milt Thompson	822-6000
Director of Learning Services	Mrs. Jenny Gracyalny	822-6018
Director of Student Services	Mrs. Lisa Misco	822-6020
District Business Manager	Mrs. Pamela Kercheval	822-6010
Coordinator of Student Transportation	Mrs. Tracey Szymanski	822-6040
Director of Food Service	Mrs. Caitlin Matthiesen	822-6065

Board of Education

Members

Mrs. Trina Townsend	822-5459
Mr. Mark Wernicke	337-7656
Mrs. Barb McKeefry	822-5559
Mr. Mark Voelker	822-1045
Mr. Brian VandenHeuval	826-2876
Mr. Bob Skalitzky	373-2044
Mr. Mark LaMere	869-3131

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

-Absences (Excused) – In a case of illness, parents are asked to call school prior to 8:30 a.m. to inform the secretary of the absence and the reason. Parents of students who are absent and not accounted for, will be contacted by the office.

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

1. The parents/guardian must call the school that their child attends at least one week prior to the date of absence.
1. The student to be excused must pick up a permission form from the principal's office, which will be signed by his/her teachers before he/she is excused to go on vacation. The form signed by the teachers must be returned to the principal's office at least two days prior to the absence.
2. Students must make up all work that was missed because of vacation.
3. Any student, who misses school to go on vacation, cannot practice or participate in any extra-curricular activity on the day or evening that was missed for vacation.

-Truancy – Students who are absent and unexcused from school are considered truant and will be referred to the Police School Liaison Officer.

Books and School Materials

Students are expected to take good care of the textbooks and other materials, which they use. The people of our district pay taxes to provide us with these basic tools of education. Please, don't write in texts; keep books clean, covered and in good condition. Families are responsible for paying for books, etc., which are damaged by their children or lost.

Busing Information – Pulaski Community School District transports over 3,000 public and private school students with buses owned and operated by the School District. Rules and procedures are put into place for the safety of all our students. Riding the school bus is a privilege and the school bus is considered an extension of the classroom with students demonstrating classroom behavior.

District Bus Drivers inform riders of the rules and enforce them in a fair and consistent manner. When the effort of the bus driver does not result in the student complying with the rules, disciplinary procedures will apply and Bus Conduct reports will be completed.

Parents, guardians, siblings, or any other unauthorized persons are not allowed on the school bus at any time. Only authorized school personnel, chaperones and assigned students may board the bus.

Guest riders are allowed as long as the bus has room. Students riding the bus home with friends are required to have a signed note from a parent or guardian and it must be stamped with the “Rider Approved” stamp by the office staff. No student will be allowed to ride a different bus without a note. The student will return to their own bus or to the school if the note is not stamped “Rider Approved”.

The Transportation Department must be notified of any address changes so that busing may be updated. The Transportation Office cannot change a student’s address or bus stop location without proper notification. Please contact the Transportation Dept. at 822-6040.

Before and after the start of the school year, parents can view busing information online on the Pulaski School District website by using Family Access in Skyward.

Parents who have any question regarding bus schedules or transportation issues are asked to call Mrs. Tracey Szymanski, Transportation Coordinator at 822-6040.

Cancellation of School – School may be closed during periods of inclement weather. Early morning announcements of closing will be made utilizing SKYLERT, local radio, and television stations. Tune your radio dial to: WGEE (1360 AM), WQLH (98.5 FM), WDUZ (1400 AM), WNFL (1440 AM), WNCY (100.3 FM), WIXX (101.1 FM), WROE (94.3 FM), WOCO (1260 AM, 107.1 FM), WLTM (99.7 FM), WOGB (103.1 & 103.9 FM) or WTCH (960 AM, 99FM) for any weather closing information. We will also have this information on WBAY-TV (Channel 2), WFRV-TV (Channel 5), WGBA-TV (Channel 26), WACY-TV (Channel 32), and FOX-TV (Channel 11) for those who are hearing impaired. If a storm occurs during the day forcing early dismissal, announcements will be made over these same stations. **Please do not call school during these times**, since the lines need to be kept open for emergency purposes. Parents should expect students to arrive at home or have filled out an Emergency Drop Off form indicating a designated spot during such closings. If the parents feel the need to call school during an early dismissal, someone will be available in the school office until the buses have finished their routes.

Chaperone/Volunteer Background Check

The Pulaski Community School District promotes a safe environment for its students, employees and visitors. To keep everyone safe it is important that the district perform background checks on all volunteers and chaperones. If you are interested in receiving more information about the background check procedure, please contact your school’s main office.

Concerns/Complaints – The following process is available to any student and parents who wish to express a concern about a policy or decision.

Step 1: The complaint or challenge will be discussed between the student and the parents/guardian if necessary, and with the classroom teacher.

Step 2: The complaint or challenge will be discussed between the student and the parents/guardian if necessary, and with the building administrator.

Step 3: Parents/guardian and student will be informed that their concern can be taken to the superintendent. At this level, the student and parents/guardian will be asked to put their concern in writing. The school principal will also submit a written statement explaining the

school's decision. The superintendent will confirm or reject the principal's decision within ten school days from the date when the student and parents/guardian initiated the complaint. The superintendent's decision will be communicated verbally and in writing.

Step 4: If the student and parents/guardian are not satisfied with the superintendent's decision, an appeal can be made to the School Board. Appeals must be placed on the Board agenda at least five days prior to a regularly scheduled board meeting.

The student and parents/guardian have recourse through civil courts and the State Superintendent's office if they are not satisfied with local school district's decisions.

Counseling Services – Each school within the Pulaski Community Schools has an available network of support for students who need assistance. This network includes the school counselors, district psychologists, district social worker and district nurses. Since school counseling is an integral part of fulfilling the Philosophy of our School District, students may see a counselor for a variety of reasons for assistance. If you do not want your child to be seen by a counselor, please notify the school in writing. Please contact the school counselor for further information.

Discipline Philosophy and Policy – The primary function of our school is the education of students. Most of the problems occurring in school, which require disciplinary measures, stem from those students' actions, which disturb the learning environment. Our school has an obligation to protect a student's right to an education without interference. Any student who behaves in such a way as to interfere with the learning of others can expect to be disciplined. Self-discipline is the responsibility a student takes for his/her own actions.

The type of discipline administered will follow the concept as to what is reasonable under the circumstances. This means that consideration will be given as to the age of the student, the nature of the offense, and the number of times a student may have engaged in similar or other offenses.

Dress – School Board Policy JFCA addresses student dress. When a student's dress adversely affects safety or is a disruption to the educational process, that student will be asked to change to appropriate clothing or may be subject to disciplinary action by the building principal or his/her designee. With the guidelines of Board Policy JFCA, the following will be considered inappropriate:

1. Any clothing with pictures and/or writing which refers to sexual, racial, or otherwise offensive statements.
2. Any clothing with pictures and/or writing which enhances the image of, or promotes the use or consumption of alcohol, tobacco, and/or other drugs.
3. Any clothing with gang symbols, colors, emblems, or insignias or other gang identification or reference.
4. Any clothing, which does not cover the entire midriff area.
5. Wearing of caps, hats, jackets, or other outdoor attire in the classroom.
6. Going barefoot or stocking footed.
7. The wearing of chains which could be considered dangerous in school.

Drills

Fire Drills, Tornado Drills, Safe School Alert Drills, and Bus Evacuation Drills are performed throughout the school year.

Fees:

K-5	Registration Fee –per student		\$20.00
	Hot Lunch Prices	Elementary	\$ 2.40 per student per day
		Reduced Lunch	\$.40 per student per day (must qualify)
		Adult Visitor (Lunch)	\$ 4.25 per meal
		Child Visitor (Lunch)	\$ 2.70 per meal
	½ Pint Milk		\$.35 per carton

The Pulaski Community School District offers an online payment service 24/7. Information on this service can be obtained on the district web-page.

Field Trips

Expectations – Students are representatives of the Pulaski Community Schools. It is expected that students adhere to all school expectations while on trips. Normal school discipline policies and procedures will be followed on all school related trips.

Fees – Some trips may require a fee from parents/guardians. The district has adopted a maximum of \$15/child/year for fieldtrip costs to families. In no way should the fee inhibit a child from participating. If the fee is a problem for any parent/guardian, please contact the teacher or the principal.

Chaperone/Volunteer Background Checks – All chaperones/volunteers must have an approved background check form on file with the district office before participating in a classroom field trip. If this has not been done, a background check form, which is available in the school office, must be completed at least two weeks before participating in a field trip and approved. Check with the school secretary if you are not sure if your name is on the list.

First Aid – In case of injury, students are to report immediately to their classroom teacher or the person in charge of the playground. If the injury appears to be serious, the school nurse and the parents will be contacted. In cases of serious injury, an accident report will be filed. Since we do not have a nurse on site on a regular basis, only minor first aid can be given at school. Parents are always encouraged to follow up with treatment at a professional health care facility. Parents are asked to report any treatment rendered by a doctor to the school office.

Homework Policy – It is the policy of the Pulaski Community School District that homework assignments or tests missed during a student’s absence are required to be completed after the student returns to school, unless other arrangements have been made with the teacher and approved by the principal or the principal’s designee. If at all possible, teachers will provide work in advance of the student’s return to school.
(See Board Policy IKB)

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

Locker/Coat –Hook Policy – A student locker/coat-hook is provided by the school for the convenience of the student and is to be used solely and exclusively for the storage of outer garments, footwear and school-related materials.

The locker/coat-hook assigned to a student is not the student's private property or under his/her exclusive possession and may be opened and/or inspected by school authorities at any time. Any unauthorized item found in or on the locker/coat-hook may be removed. Items removed from the locker/coat-hook may be held by the school for return to the parents or guardian of the student (without liability to the school for safekeeping). If the inspecting authority suspects a violation of the law, the suspect material removed from the locker/coat-hook shall be turned over to law enforcement officials. The student and parents or guardian shall be notified by the inspecting authority of items removed from the locker/coat-hook and of the delivery thereof to law enforcement officials in case of contents so disposed of and of the parents or guardians right to obtain items removed from the locker/coat-hook. (See Board Policy JFG)

Lost and Found

Please label all items that come to school. Our lost and found normally accumulates hundreds of items by the end of the school year. Many of these items include tennis shoes, lunch boxes and jackets. Please check the lost and found at Parent-Teacher Conferences or other school events. Items not claimed are given to the needy.

Lunch

Meal Tracking: The Pulaski Community School District Food Service Department utilizes an Electronic Meal Tracking System to manage its daily transactions. This system allows for multiple types of deposits to be made to student accounts, including debit/credit card payments, check payments, or cash deposits. All students in the same family will use the same account. If you wish to make a deposit for your child's/children's meal accounts, please observe the following guidelines:

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

Please send money or checks in an envelope with the following information:

- Child(ren)'s name(s)
- Payer's Name
- Teacher's name
- Amount of money

Low balance notices will be sent home with the **youngest** child in the household. The Pulaski Community School District also accepts **on-line payments**. You can find out more information about this on the district website under food service.

Medication At School – We discourage the administration of medication at school, if at all possible. A Medication Request Form must be completed before any medication is administered at school. The Medication Request Form may be obtained in the school office or you can print a copy from the Pulaski Community School District website. A parent signature is required if the medication to be administered is over-the-counter medication. A health care professional's signature will also be required if the dose of the over-the-counter medication is more than

recommended on the packaging, or the medication has been prescribed by a health care professional. The medication must be in the original container, which indicates the child's name, dosage, and frequency of administration. Parents are to personally bring medication to the school office unless their child has medical and parental permission to carry it. These items will be kept in the school office. Contact the school secretary at 865-6400 regarding questions/concerns. (See Board Policy JHCD)

Money At School – Students should not bring money to school except when requested for lunch, field trips, book orders, etc. Money should never be left in lockers or desks. If it is necessary to bring money to school, it should be entrusted to the teacher or the school secretary. This is also true of other valuables. It is wise to bring the correct amount of money when you wish to purchase anything at school.

Nondiscrimination Policy And Equal Education Opportunity

Pulaski Community Schools do not discriminate on the basis of race, gender, age, religion, handicap or national origin. (See Board Policy ACA and ACB)

The Pulaski Community Schools have Board Policies on Nondiscrimination, Complaint Procedures and Equal Educational Opportunities. (See Board Policy ACA and ACB)

PUBLIC NOTIFICATION OF NONDISCRIMINATION POLICY

It is the policy of the Pulaski School District that no person may be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's age, sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s.118.13, Wis. Stats. This policy does not intend to prohibit the provision of special programs or services based on objective standards of individual needs or performances to meet the needs of pupils, including gifted/talented, special programs or programs designed to overcome the effects of past discrimination. This policy also prohibits discrimination as defined by Title V of the Education Amendments of 1972 (sex), Age Discrimination Act of 1975, Title IV of the civil Rights Act of 1964 (race and national origin), and Section 504 (handicap) of the Rehabilitation Act of 1973.

The district encourages informal resolution of complaints under this policy. A formal complaint procedure is available. To address allegations of violations of the policy in the Pulaski School District or ask any questions concerning Section 118.13 Wisconsin Statutes, or Title IX of the of the Educational Amendments of 1972 which prohibits discrimination on the basis of sex, should be directed to:

Title IX Equity Coordinator
Pulaski Community School District
P.O. Box 36
Pulaski, WI 54612
(920) 822-6020

Inquiries related to Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination on the basis of handicap, should be directed to:

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

PUPIL DISCRIMINATION COMPLAINT PROCEDURE
FOR WISCONSIN STATUTES 118.13

If any person believes that Pulaski School district or any rules of the school organization has failed to follow the law and rules of s.118.13, Wisconsin Statutes, or in some way discriminates against pupils on the basis of sex, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability, he/she may bring or send a complaint to the Administration Office at the following address: 143 West Green Bay Street, Pulaski, Wisconsin 54162

Step 1 – A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the district employee designated to receive complaints. That employee shall send written acknowledgement or receipt of the complaint within 45 days.

Step 2 – A Written determination of the complaint shall be made by the board within 90 days of receipt of the complaint unless the parties agree to an extension of time; appeals under 20 USC s.1415 and ch. 115, Wisconsin Statutes, relating to the identification, evaluation, educational need shall be resolved through the procedures authorized by ch. 115, subch. v, Wisconsin Statutes. Complaints under 20 USA s.1231e-3, and 34 CFR ss.76.780-76.782, commonly referred to as EDGAR complaints, that the state or a sub grantee is violating a federal statute or regulation that applies to a program shall be referred directly to the state superintendent.

Step 3 – If a complainant wished to appeal a negative determination by the board, he/she has the right to appeal the decision to the state superintendent within 30 days of the board's decision. In addition, the complainant may appeal directly to the state superintendent if the board has not provided written acknowledgement within 45 days of receipt of the complaint or made a determination within 90 days of receipt of the written complaint. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster Street, P.O. Box 7841, Madison, Wisconsin 53707.

Step 4 – Discrimination complaints on some of the above bases may also be filed with the federal government at the Office for Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8th Floor, Chicago, Illinois 60606.

Nurse

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

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