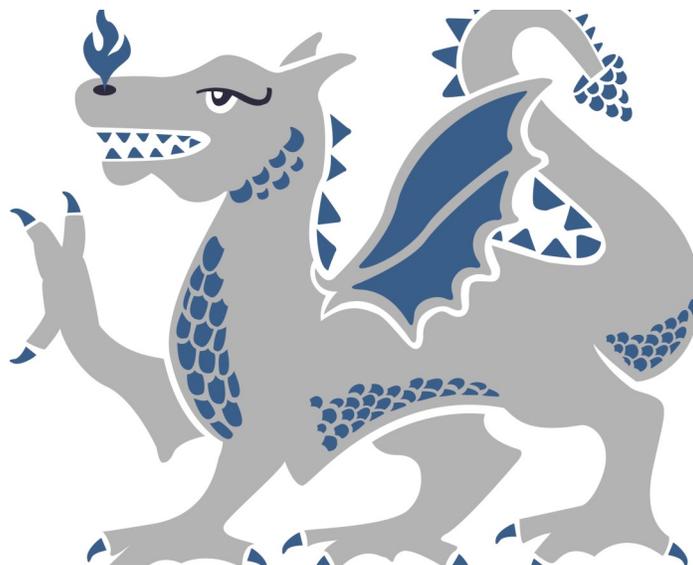




WALES ELEMENTARY

219 N Oak Crest Drive, Wales, WI 53183
262-968-6400



Student/Parent Handbook Wales Elementary 2019-2020

The Kettle Moraine School Board requires all parents to review this guide, which contains information on school programs, policies, and procedures. It also contains federal, state, and school board public policies and notices.

SCHOOL DISTRICT OF KETTLE MORaine

The School District of Kettle Moraine does not discriminate on the basis of religion, sex, race, color, national origin, age, ancestry, creed, political affiliation, membership in the National Guard, state defense force or any reserve component of the United States Military or state military forces, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability or handicap or other basis prohibited under state or federal law.



WALES ELEMENTARY

219 N Oak Crest Drive, Wales, WI 53183
262-968-6400

Attendance Line—968-6460

Staff Members—968-6400 (Add individual's extension number)

Hello Wales Elementary Families,

At Wales Elementary School, we provide many opportunities and programs for children to develop their academic, social, and personal qualities. The students and their learning take top priority in our school as we work towards a well-rounded education for each individual child.

We believe the educational development of your child is enhanced through a partnership. This partnership is fostered through parental awareness about your child's experiences in his or her classroom and school.

As part of our commitment to inform you about your child's educational opportunities and to encourage your active participation, I invite you to:

- Visit your child's classroom
- Communicate regularly with your child's teachers)
- Attend fall and spring conferences
- Read our weekly *Wales –e-messenger*
- Visit our school website at www.wales.kmsd.edu. At this site you can visit individual teacher WebPages, stay current with school news, and find information about upcoming events.

This handbook will serve as a guide to answer many questions about school procedures, rules and district policies. Please review these items with your child. If you have questions or concerns, feel free to contact me or your child's classroom teacher. We look forward to providing your child with a year of successful learning experiences and positive friendships in a safe and happy environment.

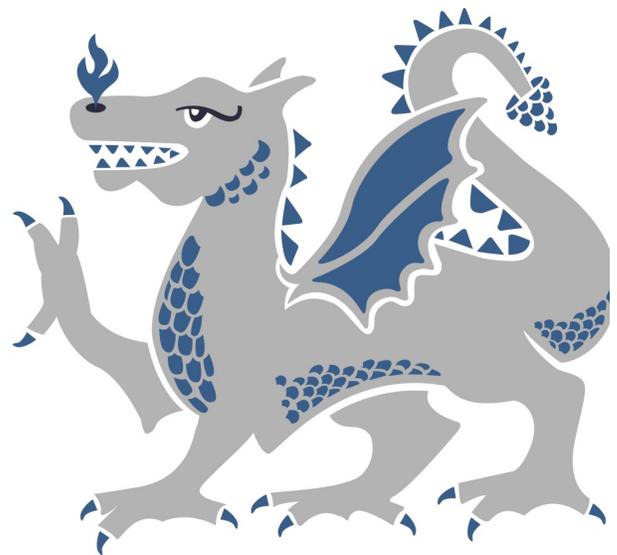
Sincerely,

Chris Otto

Chris Otto
Principal

Table of Contents

Wales Mission and Beliefs	2
School Day Schedule	2
Attendance	2-3
Arrival and Dismissal from School	3
Bus Rules	4
Elementary Grading and Reporting	5
Habits of Mind	5
Student Conduct—Wales Way	5
Recess Rules	6
Winter/Snow Safety Rules	6
Cell Phones	6
Electronic Devices	6
Use of Audio/Video Cameras	6
Emergency School Closing	6
Building Security Plan	7
Messages to Teachers and Staff	7
Birthdays	8
Pets in School	8
Lost and Found	8
Items Not to be Brought to School	8
Friday Folder/Wales e-messenger	8
Lunch Program	9
Appropriate Dress	9
Field Trips	10
Nutritious Snacks	10
Wales PTO	10
Health Room/Health Care Services	10-12
Emergency Contact Information	10
Cases Not Covered By Specific Rules	13





MISSION STATEMENT

Our purpose at Wales Elementary is to fulfill the KM School District vision and mission. The KM board of education and superintendent have defined the district vision and mission as:

- ◆ **KMSD Vision:** Learning without boundaries.
- ◆ **KMSD Mission:** To cultivate academic excellence, citizenship, and personal development.

BELIEFS

- ◆ **Academic Success:** Each student will develop the knowledge, skills and attitudes required to successfully prepare for life, work and further learning.
- ◆ **Citizenship:** Each student will be a responsible citizen by being an informed and active member of the student’s local, national and global community.
- ◆ **Personal Development:** Each student will demonstrate the attitudes, knowledge, and character to do what is right, balancing individual ambitions with the rights and needs of others in order to achieve his/her highest personal potential.

Morning Announcements-WETV

Announcements begin at 8:30AM every morning, and they include information on the weather, birthdays, lunch choices, and other important information for the day. We also recite the Pledge of Allegiance.

WETV is a group of fifth graders that televise the morning announcements live.

SCHOOL DAY SCHEDULE

Monday, Tuesday, Wednesday, & Friday

8:30 AM-3:35PM

Thursday

8:30 AM-3:05PM

Students who leave the building during unscheduled times or arrive late must be signed out by a parent/guardian. The sign out sheet is located in front of the office..

DAILY RECESS/LUNCH SCHEDULE

Grade	Eat	Recess
Explore	10:55	11:35
Wales 1/2	11:35	11:05
Wales K/3	12:10	12:40
Wales 4/5	12:40	12:10

ATTENDANCE

Regular school attendance is a critical factor in student achievement. Frequent absences impede children’s opportunities to learn required material.

We also recognize that there are times when it is necessary (for reasons other than illness) for students to be absent from school. When this happens, it is important to understand the Wisconsin State Law requirements for attendance:

There are two types of absences—excused and unexcused. Excused absences, including tardies, are allowed for student illnesses and medical appointments. Exceptional circumstances may also be considered excused when the school office is notified. Examples of these are family emergencies and funerals. Special events of educational value and/or exceptional circumstances may also be considered excused absences if approved by the principal in advance.

The second type of absence is unexcused. Unexcused absences are those that are non-medical, non-emergency and counter to the educational well being of the student. Tardiness is also an unexcused absence unless it is for a medical or emergency reason or for special events of educational value or exceptional circumstances.

ATTENDANCE continued

- ◆ Please schedule vacations when school is not in session. When a child misses school, the burden to catch up on work and learning is often very difficult.
- ◆ If your child is going to be absent from school, we ask that you call the School's **Attendance Voice Mail Line at 968-6460** and leave a message before 9:00AM. The message should include the child's name, the teacher's name and a detailed reason for the absence.
- ◆ Appointments should be made, whenever possible, when school is not in session. A telephone call or a note identifying the reason and the time for release from school is requested for each medical appointment. The student should bring this note to the teacher on the day of the appointment.
- ◆ A parent must sign the student out of school at the office before the student leaves the building and sign the student in upon their return.
- ◆ If a child arrives at school after the 8:30AM bell, they must report to the office and sign in on the purple clip board. If a parent signs them in, the tardy is marked excused. If a parent does not sign them in and we have not received prior notice from the parent that the child would be late, the child is marked tardy unexcused.

For more information, see our district's School Attendance Policy (431.1).

ARRIVAL & DISMISSAL

Students may begin arriving at school at 8:15AM in the morning in order to be ready to begin the school day at 8:30AM. Buses begin to drop off in the front of school at approximately 8:20AM each morning. Students riding their bikes or walking to/from school should follow the guidelines below.

At the end of the day, students will be dismissed at 3:35PM. Students are expected to immediately board their correct bus. Students riding their bikes or walking need to wait in the front of our building for the crossing guard to walk them to the crosswalk. **Please see the drop off and pick up maps.**

BIKERS

- ◆ Students who bring bikes to school should not arrive before 8:15AM.
- ◆ The school is not responsible for damaged or stolen bikes.
- ◆ **Bikers may not cross Oak Crest Drive until the crossing guard gives them permission.**

WALKERS

- ◆ Students should not arrive before 8:15AM.
- ◆ Students will be supervised in the afternoon as they cross Oak Crest Drive.
- ◆ Adult supervision is not provided for students before 8:20AM.

CARS

- ◆ Students should not be dropped off before 8:15AM.
- ◆ Before and after school pick up/drop off is available in the back of the building.
- ◆ If parents choose to walk their child to/from their car, they need to park in the high school parking lot and come in through the front lobby. Students need to be escorted through the parking lot.
- ◆ Cars are not allowed in front of the building when the buses are present.



BUS

Kettle Moraine Schools and Wales Transport Company (DTC) work in close cooperation to insure that your child's ride to and from school is as safe as possible. Both the school district and the transport company are committed to that goal. With that in mind, bus rules have been developed to insure the health and safety of all the students who ride a bus each day.

Failure to abide by these rules will result in consequences for the specific students) to reinforce the importance of safety on the bus. Disciplinary actions may include bus suspensions, school detentions, and school suspensions. Our goal is the safety of your child.

You and your child are asked to read and discuss the bus rules and regulations below. Your signature and that of your student is required so that we are assured that the rules are understood. Please return the signed form that you received with your bus information from Dousman Transport to the Wales office.



Bus Rules

1. Remain seated in assigned seat unless driver grants permission to move.
 - ◆ When bus is stopped, raise your hand to ask the driver if you may move.
 - ◆ No kneeling or turning your body around. You may speak to others in your seat or across the aisle.
2. Keep hands, feet, and objects to yourself and inside the bus.
 - ◆ Backpacks should be placed on the floor under your legs, or held on your lap.
 - ◆ Musical instruments brought on the bus must be held in your lap.
3. Keep the bus neat and orderly.
 - ◆ Please dispose of waste materials in the basket provided. Your help is appreciated keeping the bus litter free.
 - ◆ Cutting, poking holes, or drawing on bus seats is vandalism. You will be responsible for paying for the repair or replacement.
4. Talk in an indoor voice.
 - ◆ Please use an "indoor" voice for conversation
4. The window may be lowered halfway with driver's permission.
 - ◆ Yelling or shouting out the bus window is not acceptable.
6. Be polite and respectful of the driver and other riders.
 - ◆ Swearing, cursing, and use of bad language is inappropriate and totally unacceptable.
7. Wait for the hand signal from your driver before crossing any street or road.
 - ◆ Please be a "defensive rider" – put safety first at all times.
8. There is no eating or drinking on the bus.
 - ◆ This is to provide for the safety of all students, especially those with food and drink allergies.
9. Students are NOT allowed to ride home on a bus other than their own. In limited circumstance with a parent note, signed by a principal you may be able to get off at a different stop on your own bus.
10. The district has equipped all of the buses to run video cameras with audio.

ELEMENTARY GRADING AND REPORTING

The district adheres to a system of balanced assessment. A balanced classroom assessment system includes the use of formative, benchmark and summative assessments. The district KMORR can be found at the following website:

Academic Achievement Reporting (345)
<http://www.boarddocs.com/wi/kmsd/Board.nsf/Public>

A critical component of student achievement is to deliver timely and specific feedback regarding student's learning progress beyond the traditional quarterly report card. This requires clear definition of learning targets at the front end for units of study and effective communication between teachers, students and parents. Our reporting system is designed to best meet these requirements and will facilitate better understanding of the learning goals and provide tangible evidence of growth.

We encourage you to monitor achievement on individual learning targets from previous units of study where your child had not met Proficient or Secure levels. If your child has shown growth in any of these areas, it will be reflected through reassessment and rubric outcomes. This will be noted by date and explanation in the comment section under the specific learning target(s).

If you have any questions about or need assistance accessing your Infinite Campus Parent Login from our website (www.kmsd.edu/Wales), please contact campus@kmsd.edu. Computer access will be available to all families without internet, at all buildings.

HABITS OF MIND

In addition to academic achievement the district supports the work of citizenship and personal development. Habits of mind are a way for learners to internalize and apply life skills that will make them a more successful innovator, collaborator, problem solver and lifelong learner. Using habits we focus on self-improvement and self-awareness. As a school we model and practice persistence, managing impulsivity, and listening

with understanding and empathy. These habits strengthen our KM learners to be college, career, and life ready.

STUDENT CONDUCT—WALES WAY

We want to provide a safe and healthy environment that is conducive to student learning. In order to achieve this environment, we have created the Wales Way. In addition, each classroom also comes up with their classroom guidelines at the beginning of each year which aligns with these guidelines.

- ◆ **BE RESPONSIBLE**
- ◆ **BE SAFE**
- ◆ **BE RESPECTFUL**

In the case of severe behavior problems such as direct defiance, dangerous conduct or damage to property, the student is referred to the principal. The child may receive one or more of the following consequences:

- ◆ Student/Principal conference
- ◆ Student/Parent/Principal conference
- ◆ Lunch/Recess detention
- ◆ Removal from special events, field trips, extra recess, etc.
- ◆ Reflective writing
- ◆ Formal written and verbal apology
- ◆ Problem solving/goal setting
- ◆ Phone call home
- ◆ In-school suspension
- ◆ Out-of-school suspension

Students will conference with the principal or designee prior to disciplinary action. The only exception to this practice of due process will be in emergencies where danger to students and staff prevent the normal investigation process from occurring.

STUDENT CONDUCT—Continued

[KMORR 2301](#)

- The district prohibits bullying and/or hazing. Bullying/hazing have a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.
- Bullying is defined as the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but is not limited to, action such as verbal taunts, spreading rumors, name-calling and put downs, extortion of money or possessions, and exclusion from peer groups within the school. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.
- Students who engage in any act of bullying at school, at a school function, or in connection to any activity sponsored by the district, or while going to or from school are subject to disciplinary action in accordance with district rules and regulations, up to and including suspension or expulsion.

RECESS RULES

- ◆ Respect yourself and others
- ◆ Clothing and shoes should be appropriate to the season and to safe play.
- ◆ Stay within the playground boundaries.
- ◆ Use playground equipment properly.
- ◆ Keep food, drink and gum inside.

WINTER/SNOW SAFETY RULES

Dress warm, as students are generally not allowed to enter the building during recess. All Students are expected to participate in outdoor recess. Children need to come prepared with warm winter gear as recess is outside at zero degrees wind-chill and above. If it is necessary for your student to remain indoors due to a medical condition, please provide a statement from your physician excusing him/her from outdoor recess, indicating the reason and duration of the excuse.

- ◆ Snow pants AND boots are required to play off the black top area.
- ◆ Dress in outer garments BEFORE going outside.
- ◆ Outdoor recess is reduced or eliminated when wind chill is zero or less.
- ◆ For the safety of our students, outdoor recess rules may be modified based on current weather conditions.
- ◆ Children may only add onto not remove from snow forts built by other children.

The following are not allowed:

- ◆ Snow throwing
- ◆ Snow tunnels or forts with roofs

CELL PHONES

The use of cell phones during the school day from 8:30AM. through 3:35PM. is not allowed. If a student has a cell phone in school, she/he should store the inactive or muted phone out-of-sight during the aforementioned times. A student who uses a cell phone in the school during these hours may have the phone confiscated by a teacher or principal. If there are repeated instances of cell phone use in the course of the school year, a principal may increase disciplinary repercussions, including suspension for insubordination. In case of emergency during the school day parents should call the main office to contact the student.

ELECTRONIC DEVICES

The use of personal electronic devices is not allowed from 8:20AM through 3:35PM unless approved by a teacher or administrator for specific classroom use. Such devices may be confiscated from a student by a principal or other staff member. If there are repeated uses of these devices over the course of the school year, a principal may increase disciplinary repercussions, including suspension for insubordination.

USE OF VIDEO/AUDIO CAMERAS

Video/audio cameras may be used on occasion to assist in providing a safe environment. The videos/audio recordings may be viewed/heard by supervisory personnel in the bus company or by school officials. Videos/audios may be used to assist in monitoring student conduct and randomly assessing maintenance of order.

Refer to KMORR 445.2 for additional information.

EMERGENCY SCHOOL CLOSING AND MAKE UP DAYS

When determining whether or not to close schools due to inclement weather or other emergencies, the Superintendent of Schools shall consult with the transportation supervisor, weather bureau and sheriff's department to make the decision to close schools. It is important to have an emergency plan for your child should school be closed. Be sure to teach your children where they should go if an early closing is necessary. Area radio stations shall be notified as early as possible on any day that schools are closed due to inclement weather or other emergency. The official radio stations will be WTMJ/WKTI.

Our district website, www.kmsd.edu, will be updated if school will be closed. Infinite Campus Messenger, our automated emergency communication system, will also be utilized to inform parents via their emergency contact information. The Superintendent shall develop other necessary plans for the closing of schools and early dismissal to provide for orderly procedures. Inclement weather days shall be made up as required to ensure 175 school days.

BUILDING SECURITY PLAN

This security plan was developed for the safety of the children, parents, and staff at the Wales Campus. We continue to encourage an open atmosphere that welcomes parents and encourages community participation while constantly keeping the children's health and safety our priority.

- ◆ **Exterior Doors**—All exterior doors will remain locked throughout the school day. Visitors may enter the building through our controlled main entrance.
- ◆ **Visitors/Volunteers**—All visitors and volunteers are required to check-in at the main office between 8:30-3:35 using a photo ID (valid driver's license or state ID). Visitors will be required to wear a name badge, created from the district's security software system. All staff members have been instructed to introduce themselves to someone in the building or on the playground not wearing a name badge, and request that the visitor return to the front office to check-in.
 - Volunteers are an important component of our school. We encourage you to be active in your child's education. If you would like to volunteer at school, please work together with your child's teacher to arrange an appropriate time.
 - Please note that KM District policy requires volunteers to complete a volunteer application that will give your consent for a background check. This application can be found on the district website. This includes parent participation on field trips and volunteering at school.
- ◆ **Safety Drills**—Monthly *fire drills* are held. Each room has a route and exit procedure posted near the door. *Tornado drills* are held each spring. Students and teachers are assigned a safe place in the building and are taught proper procedures and positions they should assume for emergency drills of this kind. We also practice an evacuation to a designated location each year in case we would need to evacuate Wales for a water leak, power outage, safety concern, etc. Finally, a building

wide emergency plan, or "lock down" is practiced each year so we can secure each room and move children away from immediate danger.

- ◆ **Playground Emergencies**—Playground supervisors carry a walkie-talkie with them when on duty. The walkie-talkie is used for immediate notification of an emergency to the office or health room. The health room is staffed throughout the day to handle emergencies.
- ◆ **Crisis Response**—A crisis response team is in place to handle emergencies as they arise.
- ◆ **Infinite Campus Messenger**—We have an automated calling system in place in the district. Should the need arise, we have the ability to contact each family's emergency contact number within minutes with important information. You will also receive a text message if you have opted to do so in Infinite Campus.

MESSAGES TO TEACHERS/STAFF

If you wish to contact a teacher or other support personnel, call directly at 968-6400 and then enter their voicemail extension. The teacher will usually respond, by telephone call, within a day. Staff can also be contacted through their e-mail address. A listing of e-mail addresses can be found on our school website.

Please refrain from calling school during the day to leave a message for your child. Communicating last minute messages from home disrupts the learning in classrooms. Please go over arrangements for changes in bus rides, scouts, baby-sitting etc. with your child(ren) before they leave for school. If there is a change in your child's regular end of the day routine, send a note with your child to the teacher. If your child does not have a note telling us otherwise, he/she will be sent home on their regular bus. Sometimes urgent situations arise that cause a change in after-school arrangements for you child. If at all possible, let us know of urgent changes before 2:00PM.

BIRTHDAYS

Due to our efforts to keep our students safe and healthy our student handbook policy does not allow for students to bring in any food items for birthday treats. Each classroom will acknowledge birthdays in their own special way because we know how important they are. Teachers will communicate with you how each class will celebrate. There will be a few opportunities (ie. winter break) for classroom parties where food snacks may be organized by the classroom teacher and parent volunteers.

Also, please do not send in invitations to school, unless the entire class is invited. The PTO provides an address directory for items like party invitations.

PETS IN SCHOOL

Due to the many allergies in our school, we do not allow pets to be brought from home into the school without prior approval from the principal and written notice sent to the parents of the students in the class..

LOST & FOUND

To assist your child in keeping track of his/her belongings, please mark all clothing—hats, boots, jackets, mittens, scarves, sweaters, and other items such as lunch boxes, book bags, folders, etc. with your child's name. A "Lost & Found" box is located in the lobby near the cafeteria and in the upstairs cubbie. All other items that are found such as money, jewelry, eyeglasses, etc. are kept in the school office. Students or parents may inquire at the office about such items. Unclaimed clothing items are donated to a local charity.

You may also click on the link below to view items that were in the Lost & Found boxes

[**View Lost and Found Items Here**](#)

ITEMS NOT TO BE BROUGHT TO SCHOOL

The school is not responsible for a child's personal belongings or for lost, broken or stolen valuables. Should an item that belongs to your child be lost or stolen, every attempt will be made to locate it. The school is not responsible for compensation of such items. For this reason we discourage expensive property and large amounts of money being brought to school. Please discourage your child from bringing toys to school.

FRIDAY FOLDER & e-messenger

Every Friday the school sends home an e-messenger via your registered email address In Infinite Campus. The e-messenger will contain important dates and information for upcoming school events from the district, school and PTO. Your child may also bring home school and PTO related information in a home/school Friday Folder. Please send the folder back to school after you have received and removed the information. In order to conserve paper, we will send certain information home with the youngest or only child in each family.

All non-school/district information will be available in the lobby. This information includes activities sponsored by groups such as Girl Scouts, Boy Scouts, Laser Youth sports, community events, and other community information. If you are a member of a non-school sponsored group or organization wanting to distribute information, a Non-School Sponsored Request for Distribution form must be completed and filed in the office in advance of distribution. We hope that you will find the Friday Folder along with the weekly Wales e-messenger a helpful system to facilitate communications from school.

LUNCH PROGRAM

The Food Service Department uses a computerized lunch accounting system for the school lunch program. Money is deposited into individual student accounts. Make checks payable to the KM Lunch Program and identify what amounts should be placed on your child/ individual account.

The price for hot lunch is \$2.60 for students and \$3.35 for adults. Milk is included in the hot lunch price for students. Cold lunch students may purchase milk for .35 cents. When your students account reaches a low balance, you will be notified by e-mail.

Forms for free/reduced lunch can be obtained from the office.

CAFETERIA RULES

- ◆ Handle food and tray appropriately.
- ◆ Speak in a quiet voice.
- ◆ No glass containers.
- ◆ Raise your hand to be dismissed for recess.

Kettle Moraine Participates in the Federal Free and Reduced Lunch Program. Please call the food service department at 262-968-6300 X5324 for an application. They are also available in the office and under Parents: Forms on the district website at www.kmsd.edu.



APPROPRIATE DRESS

Student dress must be appropriate to the season and not cause safety concerns or distraction to the learning process.

Clothing or clothing that includes the following (not an exclusive list) are not allowed at school:

- ◆ inappropriate messages
- ◆ Sandals and flip flops are discouraged for safety reasons (we encourage shoes with socks) Students will not be permitted to play on the playground equipment if wearing sandals or flip flops.
- ◆ exposed midlines
- ◆ revealing undergarments
- ◆ low cut and low riding pants
- ◆ very short shorts or skirts (shorts and skirts must be mid-thigh in length)

Cold Weather Attire

Dress warmly as students are generally not allowed to enter the building during recess. All students are expected to participate in outdoor recess. Children need to come prepared with warm winter gear as recess is outside it the temperature is zero degrees wind-chill and above. If it is necessary for your student to remain indoors due to a medical condition, please provide a statement from your physician excusing him/her from outdoor recess, indicating the reason and duration of the excuse.

- ◆ Snow Pants AND Boots are required to play off the black top area.
- ◆ Dress in Outer garments BEFORE going outside.
- ◆ Outdoor recess is reduced or eliminated when wind chill is zero or less—*for the safety of our students, outdoor recess rules may be modified based on current weather conditions.*

FIELD TRIPS

Field trips are an important part of learning for children. They help children apply what they have been taught in the classroom and learn more about the community and the world in which they live. Each student will need to have written permission to participate in a field trip. Parents will be notified when the trips are scheduled and a fee will be assessed for the bus/admission price. It is especially important that children dress appropriately for field trips. A child who is comfortable will benefit most from out-of-school learning involving movement and/or outdoor experiences. Children attending a culturally based experience should dress remembering where they are going and how to represent their home and school appropriately. We expect the same behavior out of school as we do in school. Students who become discipline problems will be asked to leave and/or will remain at school for future trips.

NUTRITIOUS SNACKS

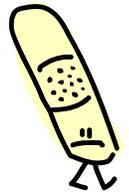
Many of our classrooms offer a snack time sometime during the day. This should be a light nutritious snack. Please make sure this is a healthy peanut/nut free snack such as: fresh or dried fruit, crackers, pretzels, vegetables, string cheese, low fat granola bars, etc. Students may bring a water bottle with teacher permission.

WALES PTO

The Parent Teacher Organization at Wales Elementary is made up of parents, teachers, and citizens who are interested in being involved in the school. The PTO funds monthly school events and also raises funds for the school and teacher needs. For more information on the PTO board, committees and events, and meeting dates and times see the Wales PTO webpage on the Wales Elementary homepage.

HEALTH ROOM

School health services are a primary component of every student's educational environment. The school nurse protects and promotes the health of each student in order to maximize each child's potential to learn and grow. The nurse/health assistant ensures that the medical needs of the student are met within the school environment. The nurse is available to discuss health services: preventative health care, medication and any other health concerns.



Health room assistants staff the health room part time. All assistants and volunteers are trained to provide first aid, dispense medication, and other health services to injured and ill students under the direction of a district nurse and the school nurse. Trained volunteers staff the health room when the health room assistant is not available.

Students are to report to the health room in cases of illness, injury or any health-related problem. If the student is to be sent home, the health room staff will contact the parent, or if unable to reach a parent, the person listed on Infinite Campus. Students may not leave school due to illness without first reporting to the health room.

Your student's medical history will be updated yearly. Information regarding health conditions including asthma and allergies as well as any other health concerns affecting your student during the school day will be incorporated into your student health record. This information will be shared with appropriate school personnel, as needed. The school nurse and or the teacher should be notified when there is a change in your child's health.

The safety and welfare of your child is of primary importance to all of us at Wales. If your child should become ill or injured while under the school's supervision, the following steps will be taken:

If your child feels ill or has a minor accident:

- ◆ First aid will be administered by following the Red Cross or school approved procedure.
- ◆ Your child will be returned to class.
- ◆ You may receive a school health room report or a call.

If your child is unable to go back to class because of illness or minor injury:

- ◆ You will be called and asked to transport your child home. If you are not available, your emergency contact will be called.
- ◆ If we are unable to reach you, the child will be kept in school and continued attempts will be made to reach you or the emergency person listed.

If your child is in need of immediate medical attention:

- ◆ First Aid will be given immediately according to the Standard Red Cross and school approved procedure.
- ◆ If you are not available, the emergency contact will be called.
- ◆ If necessary, the student will be taken to the hospital emergency room you designated on Infinite Campus.

GUIDELINES FOR EXCLUSION OF STUDENTS

Students will be sent home from school with the following guidelines:

- ◆ A fever of 100° (oral).
- ◆ A fever of 99.0°-100.9° (oral) may require exclusion based on presence/absence of other symptoms or signs of illness.
- ◆ One or more episodes of vomiting.
- ◆ Rash, if accompanied by fever/sore throat or behavioral changes.
- ◆ Persistent cough, producing mucus or shortness of breath, especially if accompanied by fever or chest discomfort.
- ◆ Diarrhea: Watery/or increased frequency of stools for two or more episodes.
- ◆ Live head lice
- ◆ Other conditions, not previously listed, at the discretion of the Wales Campus Staff.

Guidelines for exclusion may become more stringent during times of increased infectious diseases and higher rates of school absence. Transportation to a medical facility will be arranged for the student through the parent, or by ambulance at the discretion of the Wales Elementary Staff.

MEDICATION POLICY

Children may need to take medication during the day. To insure the safety of all of our children, the district has written guidelines regarding administration of medication to children. School personnel who may administer medication include the nurse, health room assistant, and/or individuals designated by the principal or nurse.



State Law and School Board Policy specify definite guidelines for the handling and dispensing of medication for students while in school. State Law (Statue 118.29) has established procedures for medication prescribed by a physician and non-prescription medications (over-the-counter). Physicians in the area are aware of the Law and the Policy. The appropriate forms can be obtained in the Health Room.

Parents are responsible for the delivery of prescribed and non-prescription medication to and from the Health Room at the Wales Campus.

All medications that have been sent to school for use during the school year must be picked up by an adult on the last school day of the school year. Any over the counter medications will be sent home in the students backpack on the last day of school unless other arrangements have been made. Students attending Summer Academy must deliver medications to the Summer Academy staff at the beginning of the summer session. Medications **will not** be sent from the Wales Campus to Summer Academy.



SHOULD I SEND MY CHILD TO SCHOOL?

One of the problems most often confronting parents of school age children occurs when a child complains of not feeling well on a school day. A decision must be made as to whether the child stays home or goes to school. What do you do? How do you make the right decision? You don't want to keep him home if he really isn't sick, but you also don't want to send a sick child to school. The information we are providing you with is not intended as medical advice but is merely designed to provide guidelines until you contact a doctor.

On days when your child has a normal temperature but has minor complaints of illness such as a stomachache, headache, or cold, the student can be sent to school. You will be contacted if your child's symptoms worsens.

DOCTOR'S NOTES—We encourage children to participate in all activities including recess and gym. If a child is injured and cannot participate in physical education, a signed doctor's excuse with restrictions and return date is necessary.

FEVER—A fever is our natural body response and a part of the normal healing process. A fever indicates the body is fighting off an illness or infection and a person should be at home resting for recovery. A body temperature of 100 degrees and above indicates a fever and for the safety of all children, this student should stay home. Fever reduction medications can reduce a fever but the underlying illness/infection is still present and contagious. Therefore, a child must be fever free for at least 24 hours without medication in their system. No fever reducing medicine given to the child within the last 24 hours.

RASH—A rash may be the first sign of one of childhood's many illnesses such as measles or chicken pox. A rash or "spots" may appear in only one area. Do not send a child with a rash to school until your physician has said it is safe to do so.

COLD, SORE THROAT, AND COUGH

The common cold presents the most frequent problem to parents. A child with a cold and a cough belongs home, even though he has no fever. Please note that your child will be more comfortable, less distracting to others and will NOT spread germs if they are at home. If your child complains of a sore throat and NO other symptoms, he may attend school. If a fever is present, keep your child home.

STOMACHACHE, VOMITING, & DIARRHEA

Consult your physician if your child has a stomachache that is persistent or severe enough to limit their activity. If vomiting occurs, keep your child home until he can keep his food down. A child with diarrhea should be kept home.

FOOD ALLERGIES

Parents/Guardian responsibilities for children with life-threatening food allergies:

- ◆ Parents need to notify the health room staff and the classroom teacher about life-threatening food allergies.
- ◆ Parents should discuss with their child the foods that are life threatening and the need to avoid them. Menus are provided in advance and should be discussed with your child.
- ◆ Any questions regarding food ingredients should be directed to the school nurse.
- ◆ It is your responsibility to provide a lunch from home if your child is unable to eat from the menu.
- ◆ As in other life-threatening conditions, an ID bracelet/necklace is strongly recommended.
- ◆ Parents should discourage students from sharing or trading food as a part of a preventative allergy program.



PEANUT/NUT FREE POLICY

All classrooms and instructional spaces at Wales have been designated as "Peanut/Nut Safe" due to allergies to peanut and nut products. Food safety measures include eliminating any food item that may contain peanuts, peanut oil, tree nuts, or carries a warning label that the item was processed on machinery processing nut products from our instructional spaces. When using instructional spaces, please follow these Peanut/Nut Free guidelines:

- ◆ No sharing of food in the lunchroom or at snack time in the classroom
- ◆ Food items to be consumed in the classroom (for snack, parties, treats, etc.) may not contain peanuts, nuts, peanut butter, or carry the warning label that the item was processed on machinery processing nut products
- ◆ All foods brought into the classroom for distribution must be preapproved by the teacher or school nurse, and must have a manufacturer ingredients label on it or it will not be allowed, including homemade treats.

Peanut butter and peanut/nut products can be packed in your child's lunch to be eaten in the lunchroom.

EMERGENCY CONTACT INFORMATION

Please keep your child's emergency information up to date. Throughout the year, if there is any change of information that the school should have, such as a parent changing work places, change in cell phone number, and emergency contact information, please make changes in your Infinite Campus Portal account.

CASES NOT COVERED BY SPECIFIC RULES

It is understood that the rules contained in this handbook are not all inclusive. The administration and teachers may take such action as is necessary, and not forbidden by law, to secure 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, or which affects the health and welfare of students, individually or collectively, regardless of the existence or non-existence of a rule covering the action. School rules apply to all students regardless of age, and to all school activities on-campus or at other locations.

The School District of Kettle Moraine does not discriminate on the basis of race, color, religion, national origin, sex, disability, age or any other protected classification in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Director of Student Services
Address 563 AJ Allen Circle,
Wales, WI 53183
262-968-6300 ext. 5341