

Read Family Handbook 2021-2022



Read Elementary School Family Handbook 2021-2022

Be Caring, Be Respectful, Be Responsible, Be Safe

**Read Elementary School
1120 Algoma Blvd
Oshkosh, WI 54901
(920) 424-0172**

Dear Read Elementary Students and Families,

I want to officially welcome you to the 2021/2022 school year. I am so delighted that you are part of the amazing learning community here at Read Elementary, where It is our mission to create a healthy and safe environment to ensure that all students learn, and succeed in life. Thanks for partnering with us in your child's education. We value your support and involvement and look forward to a productive year.

Sincerely,

Scott Van Ess
Principal, Read Elementary
920-424-0172
scott.vaness@oshkosh.k12.wi.us

Read Elementary School

Family Handbook

Principal: Scott Van Ess

Secretary: Jacqueline (Jackie) Morter

Daily Schedule: 7:45 AM to 2:45 PM

Early Release Days: 7:45 AM to **12:30 PM**

September 15, October 13, November 10, December 8, January 12, February 9, March 9, April 13, and May 11

Drop Off/Pick Up:

- The large area on Algoma immediately in front of the school is a Bus Loading Zone. It is illegal to stop in this area for *any* amount of time, even if you are just quickly dropping off your child.
- It is also illegal to stop in the middle of the street to drop off or pick up your child. The police department enforces the Bus Loading Zone and tickets are either sent via the mail or put directly on your car.
- There are three areas to drop off. One area is through the church parking lot, but please pull into a stall so you do not block traffic. A second area is on Algoma Blvd after Vine Street. The third parking area is in the rear parking lot.

Morning Arrival:

- Students are to arrive after 7:30 and should stand on their classroom's designated line up location.
- Kindergarten students will be lining up at door number 1. 1st grade students will be lining up at door number 2. 2nd grade students will line up at door number 7. 3rd grade students will line up at door number 8. 4th and 5th grade students will line up at door number 6.
- Teachers will meet students at their cohorts designated spots and bring the students into school.

Kindergarten classes will line up in front of Read near the fence closest to the church and Algoma Street by Door Number 1.

1st Grade will line up on the sidewalk near the fence closest to the church and New York Avenue. They will be entering Door Number 2.

2nd Grade will line up on the side of the building nearest to Vine Street. They will be entering Door Number 7.

3rd Grade will line up on the side of the building nearest to Vine Street. They will be entering Door Number 7.

4th Grade will be lining up on the back playground next to the dumpsters. They will be entering Door Number 6.

5th Grade will be lining up on the back playground next to the dumpsters. They will be entering Door Number 6.

If your child is late to school, (7:45) they will need to enter school through door number 1. If the door is locked they will need to be buzzed in and proceed to the office to get a pass before going to their classroom.

Breakfast Program:

All students will be offered breakfast in the classroom at the start of the school day. Breakfast will be available to all students, in the classroom, at 7:45 each day.

Daily Departure:

Students are to go directly home after school, unless they are attending the YMCA aftercare program. If children would like to play on the playground after school, parent/guardian supervision (in close proximity to the children) is required. If you have multiple children at Read, please discuss a plan for siblings to meet before heading home together. Please make arrangements in advance for rides and make sure your child knows the plan. The office phone is for emergencies only. There is no supervision for students after 2:45.

After School Care available on site by the YMCA:

The program runs from 2:45– 6:00 p.m. There is a charge for this service and students need to sign up ahead of time. For more information, contact the YMCA. There are limited spots available so if you are interested, please sign up early.

Change of Address/Telephone:

Report any change in address or telephone number (including cell phones) through the Parent Portal or to the school office, as we must be able to contact you if your child becomes ill or injured at school. If you have an unlisted number, please give it to us, and we will respect its confidential nature. If you have no telephone, please provide us with the name and number of someone we may contact in an emergency.

If both parents are going to be out-of-town for a day or longer, please make sure that you contact the office and provide us with the name and contact information of your back up emergency person.

Withdrawal from School:

Please notify the office at least a week in advance if your child is leaving Read School. If the transfer is made within the Oshkosh Area School District, the records will be made available to the new school. If you are moving out of the Oshkosh Area School District, Read will wait to hear from the new school. The new school will fax the release for records and then they will be sent. It is very important that all classroom books, library books, take home backpacks and anything else that your child might have checked out that is Read property be returned. Lost items will need to be purchased.

Class Placement Requests:

Class lists are created with the belief that student needs are best met through heterogeneous/mixed groups that take into consideration such variables as student numbers, boy/girl ratios, student behaviors, and achievement levels. The services of our special education teachers and other academic specialists also impact a student's placement. As a result, requests for classroom placements are usually not necessary.

The talents of our teachers at Read are diverse. Matching teaching and learning styles requires appropriate knowledge of both the learner and the teacher. In addition, OASD Board Policy 434 charges us with the important task of creating balanced classes. It also includes this statement in the Rule: "Parent/guardian request for assignment of students to specific teachers prior to receiving notice of placement will be carefully limited to assure an equal opportunity for all students."

If parents still would like to submit a request, they must base the request upon a legitimate need of the student. Due to the need to balance classes, distribute learning abilities, place students together in workable groups, and numerous other variables that must be considered, we are unable to guarantee that requests will be honored. Look for more information on class placement requests in late March or early

April newsletter or Infinite Campus Messenger. A request deadline is always printed in the school newsletter.

Safety and Security at Read:

We take the safety and security of your children very seriously. All visitors, including parents, must enter through door #1 on Algoma Blvd. and sign in at the office each time they enter the building and wear a visitor badge. You will be buzzed into the school. All other doors are locked during the school day.

Infinite Campus Parent Portal

The Infinite Campus Parent Portal provides points of contact in the event of an accident/injury to a student and are essential for emergency medical treatment, should the need arise. (NOTE: We cannot release your child, for safety reasons, to an emergency contact person unless you have specifically listed them on Infinite Campus.)

Notice of Surveillance

The school is using video surveillance/electronic monitoring to observe, monitor, and/or record the behavior and activity of all persons on school property or grounds, or participating in school functions.

School Closings:

School may need to close for weather or emergency purposes. Announcements of all closings are broadcast on local radio and local TV stations.

Weather Related School Closing

The following radio stations will be contacted with school closings, late starts, early dismissals, and delayed busing information:

Call Letters	AM/FM	City
WOSH	1490 AM	Oshkosh
WVBO	103.9 FM	Oshkosh
WPKR	99.5 FM	Oshkosh
WIXX	101.1 FM	Green Bay
WGEE	1360 AM	Green Bay
KFIZ	1450 AM/107.1FM	Fond du Lac
WNAM	1280 AM	Neenah
WUSW	96.7 FM	Neenah
WROE	94.3 FM	Neenah
WEMI	91.9/91.5 FM	Neenah
WSGC	1050 AM	Neenah
WHBY	1150 AM	Appleton
WAPL	105.7 FM	Appleton
WOZZ	93.5 FM	Appleton

The following Green Bay commercial TV stations will be notified only in the event of a school closing:

WBAY-Channel 2	WFRV-Channel 5
WLUK-Channel 11	WGBA-Channel 26

Partner At Learning (PAL):

Officially, Meritor(AxelTech) is our PAL. Meritor provides financial support, celebration experiences, and student mentors for our school. Unofficially, we have built partnerships with various other businesses and organizations and appreciate their support through the years as well.

School PTO:

We invite each of you to attend the PTO meetings and hear about ideas to support the



students, as well as experiences occurring at school. The PTO sponsors fun family events throughout the year like the Family Movie Nights, dances, book fairs and a carnival. Watch for PTO reports. The PTO efforts support field trips, school upgrades, and DARE Graduation.

Volunteers/Family Partnership:

There are many opportunities to get involved at school. Please contact your child's teacher to express your interest in volunteering. All volunteers must complete an application online ([OASD Volunteer Application Form](#)) and are required to have an approved background check on file. For the safety of the students, all chaperones need to complete a background check. A new application must be filled out each new school year.

School Counselor:

Our school counselor, Mrs. Kristin Urban, teaches lessons in every classroom throughout the year to help students learn healthy coping skills, build resilience, and improve overall emotional and social functioning. The school counselor also meets with children and their families who are facing challenges. Please consider contacting Mrs. Urban if your child is experiencing difficulty in school or an emotional issue.

Literacy Resource Teachers:

Our Literacy Resource Teachers spend approximately 50% of their day working with staff to improve classroom instruction according to the latest best practices in education. LRT's will also spend approximately 50% of their day working with identified students who need additional, specialized instruction.

Math Resource Teacher:

Our Math Resource Teacher, Mrs. Neveau, supports classroom teachers to strengthen math instruction for all students. She also works with identified students who need additional, specialized instruction. Students who show exceptional understanding in any curricular area can be referred by either a teacher or a parent. Additional assessments will be given to determine if a child qualifies for Gifted and Talented interventions.



School Psychologist:

Our school psychologist assists in testing and managing the referral process when a student is experiencing significant academic, social, or emotional problems in school. The psychologist serves as a resource to parents and teachers, and as an advocate for the children. Parents may contact the school psychologist if they have questions about their child's unique behavioral or learning needs.

English Language Learners:

Students receive ELL services if they do not speak English as their primary language. ELL services are provided in the classroom and in individual or small group settings.

Bicycles, Skateboards, Skates, Scooters:

Bike racks are provided near door #1 (Algoma) and #6 (Back parking lot). Children who ride bicycles are responsible for providing locks. The school does not assume responsibility for the safety or supervision of bicycles. For safety reasons, all students must get off their "wheels" once they reach the Read area sidewalks and playground area and walk the bike to the bike rack. The same is true after school. The bikes need to be walked to the sidewalk outside the playground area.

Illness, Appointments and Being Tardy:

Healthy children are the best learners so we want everyone to be as healthy as possible. If your child is sick, please keep him/her home. Sometimes you may be unsure whether to send your child to school. If your child is complaining of an upset stomach, sore throat, earache, etc. in the morning, we ask that you keep him/her at home that day. Any child with a fever of 100.00 degrees or more will be sent home. They must be fever free and symptom free for 24 hours before returning to school. We ask that you err on the side of caution with regard to illnesses because sending ill children to school simply spreads more germs to other students and staff.

If your child is ill, please call the school office (424-0172), before 9:00 a.m. that day to report the absence. You can leave a message on our school voicemail. If we do not receive a call from you, we will be contacting you at home or work to ensure that your child is safe. If you have a pre-planned appointment, **please send a note to your child's teacher** instead of calling the office, so we don't have to interrupt your child's class. Parents must sign their child out in the office before they leave for an appointment.

If your child is **tardy**, they must enter through door #1 on Algoma and report to the office to let us know they are here and get a late pass. (All other doors will be locked).

Pre-Planned Excuse Form:

These forms are available through the office. Prior to a planned absence, such as a vacation, a parent or guardian must complete this form and give it to your child's teacher. Pre-excused absences in excess of 10 days are considered unexcused.

Attendance/Truancy:

Students who are absent from school **more than 10 minutes** of any part of the day without a proper excuse, shall be recorded as unexcused. A student who is absent under 10 minutes of a day shall be recorded as tardy.

If a student misses part or all of five or more days without an acceptable excuse in a school semester, the student is "habitually truant" and in addition, the school attendance officer must notify the parent or guardian by sending the "Habitual Truancy Notice" through the mail.

The student attendance and truancy policy is included in the booklet sent out from the district at the beginning of each year.

Medication and Treatment Policy:

All medications must be kept in the nurse's office. We need a signed medication form, which are available in the main office or nurse's office, in order to give any medication at school. Medication forms are required for cough drops. Prescription medication requires a doctor's written order on this medication form. **Forms are available in the school office or nurse's office.**

Snack Expectations:

We have a responsibility to help students establish lifelong habits of healthy eating patterns and regular physical activity. By establishing healthy habits early in life, children can dramatically reduce their health risks and increase their chances for longer, more productive lives. Daily snack time will include the opportunity to have a carton of milk.

Parents may send a snack from home for their child. If you choose to send a snack along with your child, we encourage all parents to provide healthy snacks for their children.

Internet Information:

The Oshkosh School Board has adopted Policy 367, “Student Access to Networked Information Resources.” The policy states that the board expects staff to use the Internet throughout the curriculum and provide guidance and instruction to students in its proper use. Access to the Internet will enable students to explore thousands of libraries and databases and have access to communication tools with people throughout the world. If students are found to misuse the computers or the Internet, their technology privileges may be revoked.

Report Cards

Report cards will be emailed to families via Infinite Campus at the end of quarters 2 and 4. School2Home Conferences will be held at the beginning of November in lieu of the quarter 1 report card. Teachers will share student progress and/or data from the first couple months of school at this time. One on one conferences will be held in February, after quarter 2 is completed.

All grading is based on proficiency levels: minimal, basic, proficient, and advanced. In the Common Core State Standards (what teachers use to plan their lessons), students are expected to reach proficiency (“proficient” level expectations) by the end of the school year. Students may start the year at a minimal or basic level, and that is okay. We hope to see growth throughout the year. Teachers will provide feedback based on the standards and communicate with students and parents throughout the year.

Appropriate Dress and Grooming:

It is important that students be dressed appropriately for the weather, as they are outdoors for recess during the day and before school. It would be helpful to keep a spare change of clothes in your child’s backpack, in case they get wet. Make sure that shoes fit well and are safe on steps. Your child’s safety and learning are top priorities. The Oshkosh Area School District prohibits the wearing of clothing that contains references to gangs, profanity, sexual references, alcohol or drugs.

Classroom Celebrations:

As we continue to work on supporting the healthy habits of our students the Oshkosh Area School District does not allow food-type birthday treats. Please see the district website for further explanation as to the district’s direction related to developing healthy habits and lessening food safety concerns. (Go to the District tab on the district website, select Food Service and then Snacking).

Halloween, Winter Holiday, and Valentine’s Day are district identified school party opportunities. For the identified celebrations the following treats are allowed:

1. Allow cut fruit, vegetable, and cheese trays only if purchased and assembled from a grocery store. These items must be refrigerated until served.
2. All “dry” items such as crackers must be store purchased and individually packaged.

Positive Behavior Intervention Systems:

PBIS is a school wide behavior system that addresses shaping and teaching positive behaviors in an effort to increase student achievement and maximize learning. Students at Read are expected to follow the “Read Way,” which means students are expected to be respectful, responsible, caring, and safe in all areas of the school. We will begin the year by specifically teaching behavioral expectations just as we would teach academics. The philosophy is by recognizing students for positive behaviors and providing positive praise and acknowledgements, students will begin to build the internal motivation to act in a positive way. This, in turn, creates a positive learning environment in all areas of the school which positively impacts

student learning. We will monitor progress, celebrate, and reteach or intervene as needed.

Student Toys:

Students are **NOT** to bring toys to school unless they are part of a class activity. **NO** trading cards, electronic games, etc. should be brought to school. Too often toys are lost, broken or a source of distraction for students.

Recess:

All students are expected to play safely and responsibly on the playground. Students must respect and follow the playground rules and supervisors at all times. Parents will be notified of serious or repeated violations of rules. Always dress your child for outdoor recess. Students are not permitted to stay indoors before school or at lunch recess time, unless they have a doctor's excuse. Students will go outside for recess if it is not raining and the temperature is above 10 degrees and the wind chill is above zero.

Read Elementary School Playground Expectations

Be Responsible, Be Respectful, Be Caring, Be Safe

To make sure all students are safe, recess staff will be scattered throughout the playground. This ensures safety for students in all areas (equipment, the media corner, the blacktop, etc). For consistency sake, the following expectations should be enforced at all times. Children with disagreements will be encouraged to use "The Bridge" or "Wheel of Choice" to resolve their problems.

(from the Read School-Wide Expectations Matrix)

<u>Be Responsible</u>	<u>Be Respectful</u>	<u>Be Caring</u>	<u>Be Safe</u>
Dress for the weather Bring in what you take out Line up with your grade using line basics when the bell rings Keep playground clean	Voice level 2-3 Use manners Hands and feet to yourself Listen to playground supervisors Follow game rules Share	Take turns Include others Use kind words	Use playground equipment appropriately Be aware of others Ask permission to leave the playground Stay within boundaries Wood chips stay on ground

Playground Equipment:

Playground equipment brought from home, such as basketballs and footballs should be **clearly marked with a child's name**. Read is not responsible for lost, stolen or damaged items brought from home.

Questions, Suggestions, Concerns:

At Read Elementary, we are dedicated to providing the best educational program possible for our children. Should something occur that you have a question about or are concerned with, please do not hesitate to contact your child's teacher or give us a call so we can work together to address your need. The principal is available for your important concerns or needs (School: 920-424-0172; e-mail Scott.vaness@oshkosh.k12.wi.us). Please do not ever think your concern is too little or that you don't want to bother us. Some of the greatest ideas we have had, have come from our parents and families.

Read School Mission:

We will support our community in a healthy and safe environment to ensure that all students learn and succeed in life