

MALONE ELEMENTARY SCHOOL



FAMILY & STUDENT HANDBOOK

2024-2025

**Malone Elementary School
505 Campbell Street N
Prescott, WI 54021
715-262-5463 (Main Office)
715-262-0052 (Fax)**

Dear Parent(s)/Guardian(s),

This handbook is prepared with the intent to provide you with information about the operation of Malone Elementary. The student section has been carefully reviewed with students in the classroom and we ask that you do the same at home. We ask that you familiarize yourself with the rest of these materials.

It is our belief that the more parent(s)/guardian(s) know about school, the more they will participate in their child's education. We invite your active participation in the life of the Malone community.

There may be issues not addressed in this handbook, so please contact your child's school office when questions arise.

Sincerely,

Sara Dusek, Malone Elementary School Principal

Phone Numbers To Know . . .

Malone Elementary School, Main Office		715-262-5463
Principal, Sara Dusek	Ext 1136	715-262-5463
School Counselor, Katie Early	Ext 3154	715-262-2383
Student Services Director, Sandy Strand	Ext 3154	715-262-5059
School Psychologist, Brittany Campbell		715-262-5463
K-2 School Nurse, Melonie Charette	Ext 1137	715-262-5463
District School Nurse, Amy Krause	Ext 3155	715-262-2383
Food Service Director, Nicole Lenzner	Ext 4147	715-262-5389
Bus Garage, Heather Christenson	Ext 3222	715-262-3212
Community Education, Penny Peterson		715-262-4676

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MISSION STATEMENT

Malone Elementary, in partnership with parent(s)/guardian(s) and the community, will provide a safe place where all students have the opportunity to learn.

Malone Elementary MISSION and VISION

MALONE ELEMENTARY MISSION

Our mission at Malone Elementary is to nurture the whole child by providing a safe place for students to grow socially, emotionally, and academically.



MALONE ELEMENTARY VISION

We will prepare students to grow, learn, and reach their goals by building trusting relationships and by creating a developmentally appropriate environment in which they can take risks and flourish.

GENERAL INFORMATION

SCHOOL HOURS

School is in session on **Monday from 7:55 a.m. to 1:25 p.m.** and **Tuesday through Friday from 7:55 a.m. to 2:55 p.m.** Someone is available to answer the phone at both the Elementary Office at 715-262-5463, Monday through Friday from 7:15 a.m. to 3:45 p.m.

ARRIVAL / LATE ARRIVALS

Students can be dropped off at the appropriate locations, noted in the Drop-Off and Pick-Up section of this handbook, between 7:30 a.m. and 7:55 a.m. Upon arrival at the elementary school, students in grades K-3 are to either go to breakfast or go to the playground where there will be appropriate supervision. In case of bad weather, students are to report to their designated locations (staff will direct them where to go).

DEPARTURE

Children riding the city hazard bus, bus to a daycare center, walking home, or being picked up will depart from the Elementary school starting at 2:55 p.m. (1:20 on Mondays). Children riding the country buses depart from the Elementary and Intermediate school around 3:05 p.m. (1:30 on Mondays).

DROP-OFF AND PICK-UP

At Malone Elementary, we ask that parent(s)/guardian(s) drop-off their children on College Street by the Kindergarten doors, (by the bridge). See page 7 for details or click [here](#) for drop-off/pick-up instructions.

PICKING STUDENTS UP DURING THE SCHOOL DAY

Students must have a written note from their parent(s)/guardian(s) to be excused during the school day. Please give the note to your teacher in the morning so that your teacher is aware you will be leaving. If someone other than your parent is coming for you, the office must be notified. Students are not allowed to leave the school without a parental request and permission from the child's teacher or principal. ***Please call prior to 2:00 p.m. if there are any changes for your student's transportation for the day.***

Drop-off and pick-ups between 7:55am-2:40pm will be at the main entrance to the school - door 1. Please ring the buzzer and office staff will assist you.

MALONE ELEMENTARY STUDENT MORNING DROP OFF & AFTERNOON PICK-UP

Please plan to use the College Street entrance at the back of the building if dropping off or picking up your child(ren).

Parents will need to approach the College Street Drop-off/Pick-Up location from the south. There is an extra lane built-in for cars to pull over and remain parallel to the curb.

Morning Drop-Off:

- Please pull up into the Drop-off Lane, parallel to the curb - **pull all the way up to St. Croix Street to allow more cars to drop off at one time**. Once you have stopped, staff will assist your student out of the car.
- ***Please do not let your student out before you get to the built-in drop-off lane.***
- ***Staff will be present at our drop-off location from 7:30am-7:55am. Do NOT allow students to exit the vehicle until a staff member is present.***
- ***If dropping off after 7:55am, please bring your child around to the front of the building (Door 1) and buzz the office to assist you. There will be a sign placed on the sidewalk when staff are no longer present and you need to go to the front to drop off. If the sign is present, do NOT drop students off in this location.***

Afternoon Pick-Up:

- Please pull into the Drop-off/Pick-up Lane, parallel to the curb. ***Pull forward as far as you can to the north (towards St. Croix Street) and stay in your vehicle.***
- ***On Mondays***, students are dismissed from their classrooms at 1:25pm. They will be escorted to their pick-up location by staff. All students should be picked up no later than 1:40pm.
- ***On Tuesdays - Fridays***, students are dismissed from their classrooms at 2:55pm. They will be escorted to their pick-up location by staff. All students should be picked up no later than 3:05pm.
- Staff will walk them down the sidewalk, to your car. When your child gets to your car, you can get out to help assist him/her with safely buckling his/her seatbelt.
- ***Please do not pick-up your student before you get to the built-in pick-up lane.***
- If picking-up after 3:05pm, please come to the front of the building (Door 1) and buzz the office to assist you.

Directions to approach College Street from the south:

From Campbell Street (in front of Malone Elementary) -

- follow Campbell Street around the right bend in the road towards the Prescott Middle School (Campbell turns into Kinnickinnic),
- turn right on Flora Street,
- turn right on Orange Street and follow the left bend in the road,
- turn right on Albert Street, go up the hill and follow the left bend in the road where Albert Street turns into College Street.
- The drop-off/pick-up lane will be on your right.

From Kinnickinnic Street (Prescott Middle School) -

- follow Kinnickinnic Street west toward Malone Elementary School,
- turn left on Flora Street,
- turn right on Orange Street and follow the left bend in the road,
- turn right on Albert Street, go up the hill and follow the left bend in the road where Albert Street turns into College Street.
- The drop-off/pick-up lane will be on your right.

From St. Croix Street (heading west toward the river) -

- turn left on Linn Street,
- turn left on Albert Street, go up the hill and follow the left bend in the road where Albert Street turns into College Street.
- The drop-off/pick-up lane will be on your right.

EMERGENCY SCHOOL CLOSINGS

Parent(s)/Guardian(s) will be contacted by our automated email and voice systems in the event of an emergency school closing, due to severe weather or for any other reason. Secondary notifications will be announced over WCCO Radio (830 AM), WEVR (1550 AM or 106 FM), KDWA (1460 AM) and local television.

* Parent(s)/Guardian(s) should make sure that their child and your child's teacher know any changes to transportation.

* Please monitor your email, voicemail, and local TV and radio for school closures and updates.

*** Please ensure your email and phone number are up to date in the Infinite Campus Parent Portal AND that you have marked the appropriate boxes so you get these notifications.**

DRESS CODE

Good grooming practices should be established early in the instructional years. We ask for the cooperation of students and the home in helping us meet these standards:

1. Clean and neat
2. Suitable for the weather
3. Proper for the occasion

Students will not be permitted to wear:

- a. clothing that displays improper language, sexual references, promotion of drugs, alcohol or tobacco or anything that disrupts the learning environment.
- b. clothing that may cause embarrassment to the wearer or viewer because it is immodest, suggestive or revealing.
- c. clothing, jewelry that indicates "gang" glorification or affiliation (colors, adornments).

For safety purposes, "closed toe shoes" are most appropriate. This is especially true for recess and physical education because they prevent injuries. Flip-flops and sandals put the child at risk for injury. **Tennis shoes are highly recommended.**

FIELD TRIPS

An important part of education is the experience of field trip instruction. Field trips provide you with an opportunity to learn first-hand a variety of curriculum related topics and are a valuable component to the educational program.

Prior to field trip participation, parent(s)/guardian(s) will be notified via the classroom teacher as to the pending field trip, its nature, and any information needed concerning types of clothing, different hours of attendance, location of field trips, and payment, etc.

HOMEWORK

Ample time is provided in our school day for finishing most school work. We do, however, encourage you to set aside some time each evening for reading and reviewing math skills etc.

Grades K-1-2-3 - ALL students grades K-3 should read for 20-30 minutes each night.

Kindergartners will be asked to do simple tasks at home that will enhance the topics being taught at school. Students in grades 1, 2, and 3 can expect 15 - 30 minutes of homework per night.

LOST & FOUND

Each year a great variety and quantity of materials are misplaced by students. We recommend that clothing and other articles be marked or have labels. Found items are displayed and available for pickup to students and families. We encourage parent(s)/guardian(s) visiting our schools to check our Lost and Found area to see if items there belong to them. Periodically leftover clothes will be donated to a charitable organization.

VALUABLES FROM HOME

Because the school cannot guarantee valuables will not get lost or stolen, students are also asked to ***not bring*** electronic devices and items like Pokemon, baseball, or football cards to school or on the bus. If a staff member sees a student has these items, they will take them until the end of the school day & a note will be sent home asking for them not to be sent to school. If the same student is seen with them again, we will ask for the parent to come pick the items up from school. We also ***discourage*** bringing valuable articles of clothing and large amounts of money to school.

PARTIES – TREATS

Children who wish to bring treats on their birthday are encouraged to bring a nutritious snack that aligns to our district wellness policy. **All outside food must be prepared at a commercial kitchen, in a sealed container, and have food nutrition labels attached.** Foods such as raw vegetables or fresh fruits, popcorn, pretzels, or nutty snacks are all examples of recommended choices. Periodically, individual classrooms may hold parties to celebrate exemplary achievement on the part of the class. Please remember that allergies to peanuts and milk products need to be taken into consideration when bringing treats.

Birthday party invitations should be distributed outside of school. We provide classroom & grade level directories for this purpose. Classroom teachers and the office will not distribute invitations to students.

RECESS

Students have the opportunity for recess or playground activity daily. Our playground is always supervised by adult staff members. Students are encouraged to socialize with each other and plan their own activities while they are outside. Students are expected to go outside on all school days except on days we have severe cold or rainy weather. Please send your children with the appropriate outdoor gear for the weather. **We will not have outdoor recess if the air temperature falls below 0°F or a windchill below -10°F.** [Click here to view our “Outdoor Recess Weather Plan” to view required gear needed for each temperature.](#)

WITHDRAWAL FROM SCHOOL

Parent(s)/Guardian(s) of students withdrawing from Malone Elementary School are asked to do the following before leaving:

1. Notify your teacher and the office several days in advance.
2. Leave a forwarding address or the name of the school to which your child will be transferring. School records will be forwarded to the new school once that address is received.
3. Return all books to their proper place: teacher or library.

BREAKFAST, LUNCH AND MILK INFORMATION

The Prescott School District operates a computerized K-12 Food Service Program. Daily breakfast is available for our students. A **daily snack break** is also available to all students, where milk can be purchased.

For your convenience, menu calendars are published in our school newsletter and on the District web-site.

The Food Service program serves a two-fold purpose: first, to provide a well-balanced and nourishing meal, and second, that of providing a learning situation. We encourage students to try all of the foods that are served in a meal. Good table manners are expected. Chocolate skim milk or 2% white milk are offered every day for the students' morning milk break. The same choices are available if a student wishes to purchase milk with a cold lunch.

It is the responsibility of the students and their parent(s)/guardian(s) to keep track of their food account and plan ahead so that the account always has money in it. Each family has a Family Account Number which is used to make deposits into your account and each student is issued a PIN number for purposes of identification. Your Family Account Number and your student's PIN number stay the same from year to year. The Food Service makes a computerized call to your household when your account has a low balance.

Free or reduced price lunches are available to families who qualify based on income limits. If you feel you may be eligible for free or reduced price meals, [please click here for more information and an application](#). You can also contact the school office at 715-262-5463 for information. Students who qualify for free and reduced lunches also receive one free break time milk each day.

COMMUNICATIONS

END OF THE DAY DEPARTURES

It is the school's policy that parent(s)/guardian(s) who wish to pick up their child before the end of school should notify their child's teacher and the office. This is for the security of all children.

VISITORS

Parent(s)/Guardian(s) are welcome to eat lunch with their child. Please contact the main office or your child's classroom teacher if you plan to join him/her for lunch, so the lunchroom can be notified. Classroom teachers and staff MAY provide opportunities throughout the year for parent(s)/guardian(s) to volunteer in classrooms.

Late arrivals, early pick-ups, and the dropping off of student materials will occur at the main door - door 1.

CONFERENCES

We encourage parent(s)/guardian(s) to maintain active and frequent contact with their child's teacher. Conferences can take on many forms, such as, face to face conferencing, building wide scheduled conferences, individual conferencing, phone calls, emails, SeeSaw. Frequent contact is encouraged by both parent and teacher. Teachers will make every effort to contact parent(s)/guardian(s) with information concerning the academic and social progress of their students, particularly if difficulties appear to be developing.

NEWSLETTERS

A parent newsletter, Malone Elementary Buzz, is e-mailed home every other week. The purpose of the newsletter is to keep parent(s)/guardian(s) informed of school-wide events and activities. In addition, individual classrooms and/or grade levels send out newsletters. It is also available electronically on the school website at

www.prescott.k12.wi.us/schools/elementary

STUDENT RECORDS

Each child attending school has a "Pupil's Cumulative Record." Included in the record is information related to achievement, attendance, and standardized test results. Each year information is added to the record.

parent(s)/guardian(s) who wish to review the information in their child's record should make an appointment with their child's classroom teacher or the building principal.

TESTING PROGRAM

To determine the needs of the student and to adapt our instructional program we use a variety of standardized achievement and ability tests. In addition, there are basic reading and math tests given to all students to determine progress. Students in grades K-5 will take the FastBridge assessments 3-4 times throughout the school year. Students in grade 3 will take the Wisconsin Forward Exam in March-May. Testing results can be shared by requesting a conference with the teacher, school psychologist, school counselor, reading specialist, or principal.

If you choose to opt your child out of these assessments, please contact the principal.

KINDERGARTEN REGISTRATION

In the spring of each year Kindergarten Registration takes place for students who will be five years old on or before September 1 of that year. Letters concerning this registration are sent to families having a child of this age registered on the latest census information.

4K REGISTRATION

In the spring of each year, 4K Registration takes place for students who will be four years old on or before September 1 of that year. Letters concerning this registration are sent to families having a child of this age registered on the latest census information.

PROGRESS REPORTS

Progress reports are issued 3 times a year. They normally go home one week after the trimester ends. Final report cards go home on the last day of the school year.

ATTENDANCE EXPECTATIONS

In accordance with Pierce County Ordinances and state law (118.5), all children between the ages of 6 and 18 years of age are required to attend school. The responsibility for regular school attendance of a student rests with the student's parent(s) or guardian.

By law, children between the ages of 8 and 18 must attend school. If a juvenile skips school five times in a month or ten times during the school year, the school district must file a truancy petition against the child and/or the parent(s)/guardian(s). [Click here for a link to the Pierce County Truancy Law Site.](#)

When a student is absent from school, the parent(s)/guardian(s) are asked to contact the school before 7:55 a.m. This allows for the teacher to be informed as to the child's status. It also helps with daily attendance and record keeping. When the child returns to school, a written explanation stating the specific reason for the absence is required within 24 hours. Excuses must be signed and dated. If a child is late for school by 10 minutes or less they will be marked tardy for school. parent(s)/guardian(s) are encouraged to get students to school on time so as to not disrupt the learning process. If your child is absent more than 10 days (and every 5 days thereafter), you will receive a letter encouraging consistent attendance, required to meet with school personnel, and possibly be fined for truancy. We believe that regular attendance improves student learning and well being. For additional information see our [board policy](#).

Medically Excused Absences - Medically Excused Absences do not go against your attendance record or truancy. To obtain a medically excused absence, you must have a note signed by a doctor. Doctor's are able to fax a note to the Malone Elementary office at 715-262-0052.

Excessive Absences - We understand all families have unique situations. We will work with you to create a plan to support you in the event a student is experiencing excessive absences (15+ days). However, after a plan has been implemented, if a student continues to experience excessive absences, a district services support team would be convened to develop a more intensive plan for success.

SAFE & RESPONSIBLE

SCHOOL SAFETY

Security: For the overall safety of our students, our doors will be locked during our regular school day.

Guests at School: All visitors and guests will be required to ring the buzzer at the Malone Elementary School main entrance - door 1. Office staff will ask for the name and reason for visit. Guests will not be allowed to enter the building without being escorted by a staff member to the main office upon arrival.

Fire and Tornado Drills: Regular fire and tornado drills are held at school. During a fire drill, the building is evacuated as safely and quickly as possible. During a tornado drill the students practice the procedures which will be used in the event of a tornado warning in our area. The state of Wisconsin requires schools to perform a fire drill each month there are students onsite. Two tornado drills a year are required by the state of Wisconsin.

ALICE Drills: Students are instructed at developmentally appropriate levels on procedures in the chance of a Violent Critical Incident occurring at our schools using the proactive A.L.I.C.E. system. In accordance with Wisconsin state law, these drills are held in the fall and spring with the children and parent(s)/guardian(s) are notified prior to any drills.

Bicycle Safety: At Malone Elementary, as a safety measure, students are NOT permitted to ride their bicycles to school due to a lack of curb and gutter, sidewalks, steep hill and heavy traffic.

BEHAVIOR EXPECTATIONS

Students are expected to behave in an appropriate and safe manner while at school. All classroom teachers and staff work with students to know, understand, and practice the expectations for behavior throughout Malone Elementary School.

[Please click here to view our Malone Elementary Behavior Expectations \(seen below\).](#)

Cardinal's Take Care of Yourself, Others, & Your Space

	Classroom	Hallways	Playground	Bathroom	Assembly/ Field Trip	Lunch Room	Bus
Safety	1. Keep hands and feet to self 2. Take care of your belongings	1. Walk 2. Straight lines on right side of hall 3. Eyes Forward 4. Hands & feet to self	1. Dress for weather 2. Play safely -follow the rules of the games -hands/feet to self 3. Sand, snow and woodchips stay on the ground. Go up the ladder and down the slide	1. Report unsafe behavior & damage to an adult 2. One person is in the stall at a time. 3. Keep bathrooms clean	1. Enter/Exit safely 2. Stay together and walk 3. Sit on pockets	1. Wash hands before eating 2. Walk carefully with your tray, using two hands 3. Only eat and touch your own food 4. Stay seated 5. Raise your hand if you need something. 6.. Wait patiently until dismissed	1. Keep hands and feet to myself 2. Keep hands, feet, and objects inside the bus 3. Sit on pockets 4. Keep the aisle clear 5. Report unsafe behavior to the driver
Respect	1. Listen to all adults and the speaker 2. Be kind to others 3. Keep your spaces picked up and clean	1. Keep mouth and materials quiet 2. Silent "Hello's" and waves 3. Respect personal space. *Staff, whisper if needed	1. Be a good sport 2. Take turns, share equipment and fields 3. Follow game rules 4. Include others in play 5. Use kinds words 6. Ask on for help if you need it	1. Give others privacy and space 2. Voices off	1. Pay attention to the presenters and adults 2. Be a good audience	1. Use good manners 2. Use kind words and table talk voice 3. Wait your turn: - Getting tray - Dumping tray - Getting condiments - At the window	1. Follow bus driver directions and expectations. 2. Throw away garbage. 3. Use a table talk voice. (2 voice) 4. Respect the bus.
Responsibility	1. Be prepared 2. Follow directions 3. Completed required school work 4. Ask questions	1. Keep clothes and backpack neatly on hook 2. Keep hallways clean 3. Stay focused on tasks 4. Keep backpacks and outdoor gear organized and against the wall.	1. Line up immediately when bell rings 2. Use equipment properly and return it when done 3. Report unsafe behavior to an adult	1. Wash your hands 2. Use 2 pumps of soap 3. Use 2 paper towels 4. Throw paper towels in the garbage 5. Keep the sink area clean	1. Listen to the presenter and adults 2. Follow directions	1. Say your name to get your number scanned 2. Eat first, then talk 3. Clean up your space 4. Dump your garbage and stack your tray	1. Take belongings 2. Stay in your seat. 3. Be on time.

School Rules <ul style="list-style-type: none"> Take Care of YOURSELF Take Care of EACH OTHER Take Care of YOUR SPACE 	Universal Signal 'Give Me 5" <ul style="list-style-type: none"> Eyes on the speaker Mouth is quiet Ears are listening Hands are free Body is still 		Body Basics <ol style="list-style-type: none"> Good posture Make eye contact Face person I am talking to Body is still Use listening ears 	Line Basics <ol style="list-style-type: none"> Face forward in a straight line(s) Voices are off Hands are by your side Use quiet feet Stay to the right
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BULLYING

Definition: The ***REPETITIVE, intentional***, hurting of one person or group by another person or group where the relationship involves an imbalance of power.

Malone Elementary teachers and staff take bullying of students seriously. If you suspect your child is being bullied, please contact your classroom teacher or the principal immediately, so we are able to help your child to feel safe at school. Upon notification, staff will begin an investigation and work to create a solution for the bullying to stop.

****For required student privacy, please note that staff are not able to provide full details of the investigation and any disciplinary action taken against other students. Only information about your child can be shared with you.**

[Click here to view the Prescott School District Bullying Policy.](#)

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. 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; however this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Some examples of Bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name-calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

SPECIAL PROGRAMS

SPECIAL EDUCATION SERVICES

The Special Education Department provides comprehensive and individualized programs for students with disabilities between the ages of three and twenty-one. Students are identified in accordance with Federal and State laws, and following identification, the Special Education Department provides a variety of services based on a student's written plan, called an IEP (Individualized Education Program). These services can include individualized instruction and physical education, related services, and supplementary services.

Students with the following impairments, and a need for special education, are eligible to receive special education services. See the district website for specific descriptions of each impairment.

- Autism
- Significant Developmental Delay
- Emotional Behavioral Disability
- Speech and Language Impairment
- Specific Learning Disability
- Traumatic Brain Injury
- Orthopedic Disability
- Other Health Impairment
- Intellectual Disability
- Blind and Visually Impaired
- Deaf and Hard of Hearing Impairment
- Deafblind

Related Services are provided when they are necessary for the student to benefit from their special education program and could include:

- Physical Therapy
- Occupational Therapy
- School Health/Nursing Services
- Transportation
- Audiology
- School Psychological Services
- Vocational and Transition Training
- Orientation and mobility
- Attendant Care

The Prescott School District does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or handicap.

STUDENT REFERRAL

Students are usually referred to be considered for special education services through our Student Support Team or their parent(s)/guardian(s). parent(s)/guardian(s) must give their consent before any evaluation is done. Assessment results are reported to parent(s)/guardian(s) who must also consent to their child's placement in a special education program if the child qualifies for it. Special Education Services are mandated by the Individuals with Disabilities Education Act. and are paid for from district, state, and federal monies.

If a parent/guardian would like to request an evaluation, please contact the child's classroom teacher or the Special Education Director, Sandy Strand, at 715-262-5059.

HOMEBOUND INSTRUCTION

Homebound instruction is available in situations where a student is absent for an extended period of time due to illness or accident. In the event of such an occurrence, parent(s)/guardian(s) should request an application form, which is filled out by the parent and doctor. The child's eligibility for homebound instruction can then be decided. Homebound instruction typically involves a teacher going into the home for several hours of instruction each week, to teach the homebound child.

MULTI LEVEL SYSTEMS OF SUPPORT (MLSS)

The Prescott School District takes a proactive approach to providing students additional support and assistance in the areas of Reading and Math through our MLSS Process (Multi LEVEL System of Support). While the MLSS process is required for those students being evaluated for Specific Learning Disabilities, we believe MLSS is a way to provide ALL students with the support they need to demonstrate success.

Within an MLSS system, teachers and staff regularly review student assessments in a collaborative manner. Working together, they look at each student individually, and as part of the class and grade, to determine if there is an intervention needed.

Meeting Benchmarks:

Those students who are meeting benchmarks will continue to receive high quality instruction in the classroom setting. These students will continue to be monitored through universal screening several times per school year to ensure they continue to meet benchmarks.

Below Benchmarks:

Those students who are below benchmark will have an intervention designed based on their needs, parent/guardian input, and teacher recommendation. This may include additional or varied instruction in the regular education classroom or during Cardinal Time. These students are monitored more frequently to more regularly assess student growth and possible need for additional evaluation.

MULTI LEVEL SYSTEMS OF SUPPORT (MLSS) (cont.)

Above Benchmarks:

Those students above benchmark may receive additional academic challenges based on student needs, parent/guardian input, and teacher recommendation. This may involve additional or varied instruction in the regular education classroom or during Cardinal Time (Extensions).

We believe that our MLSS process is most effective if students can receive help as soon as teachers recognize an area of need. Students in need may receive additional support during a block of time set aside within the regularly scheduled day. Most students will not receive additional services, but for those who do, changes or adjustments will take place on an ongoing basis. When any major schedule changes occur, parent(s)/guardian(s) will be notified.

CARDINAL TIME

	Cardinal Time Intervention/Title I	Extensions Class (Cardinal Time)	Gifted & Talented Program
Purpose	Provides intensive, small group instruction to remediate specific skill deficits	Provides enrichment activities for students already experiencing success	Programming designed to meet the specific needs of identified students(s)
Identification	<ul style="list-style-type: none">• Universal screener given to <u>all</u> K-5 students three times a year.• Staff recommendations based on classroom performance	<ul style="list-style-type: none">• Universal screener given to <u>all</u> K-5 students three times a year.• Staff recommendations based on classroom performance	<ul style="list-style-type: none">• A comprehensive “Formal” testing of student(s) identified as having an aptitude in specific area(s)
Program Services	<ul style="list-style-type: none">• Reading & Language Arts• Math	<ul style="list-style-type: none">• Reading & Language Arts• Math	<ul style="list-style-type: none">• Intellectual• Creative Thinking• Leadership• Visual/Performing Arts• Specific Academic Areas
Placement	<ul style="list-style-type: none">• Children in grades K-5	<ul style="list-style-type: none">• Children in grades K-5	<ul style="list-style-type: none">• Generally students in Gr. 3-5• Some younger students by earlier recommendation
Length of Services	<ul style="list-style-type: none">• 30 minutes a day• Flexible grouping	<ul style="list-style-type: none">• 30 minutes a day• Regrouping every 2-3 months	<ul style="list-style-type: none">• On-going for several years
Specific Activities	Provide additional teaching of: <ul style="list-style-type: none">• Phonemic awareness• Phonics/decoding skills• Sight word recognition• Fluency• Vocabulary development• Comprehension strategies	<ul style="list-style-type: none">• Literature Units• Jr. Great Books• EDUSS• Math Enrichment• Mystery Disease• Pierce County Speaking Contest• State Literature Competition• Math Masters	<ul style="list-style-type: none">• Affective Education• Units of Studies• Big River Journey• Law• Brain• Inventions• Flight• Business

ADDITIONAL STAFF

In addition to his/her regular classroom teacher, your child has the opportunity to meet on a regular basis with several teaching specialists. Our school is served by specially trained vocal music, media/library, art, STEM and physical education teachers.

The Elementary School (K-3) is also served by a Title 1 Program. Title 1 is a program funded by the federal government, administered by the State of Wisconsin, and operated by our local school district. It is designed to supplement instruction for children who are experiencing difficulty in acquiring the basic skills of reading.

The Elementary School (K-3) is also served by an intervention and enrichment teacher. This teacher provides supplemental instruction for children who are experiencing difficulty in acquiring the basic skills of reading & math. This teacher also provides enrichment opportunities for students who need to move at a quicker pace & more challenging materials.

The Elementary School (K-3) is also served by a ReadingCorps. ReadingCorps provided a full-time tutor to support students who qualify for programming. Through the use of rich data assessments, tutors ensure their efforts produce the desired results - helping children achieve grade-level reading proficiency.

Our school library media specialist helps students check out books from our library, provides basic instruction in computers, the use of the library and elementary/intermediate research skills, and helps children appreciate literature.

Our school nurses work full time in our school district. They are responsible for maintaining all health records, immunizations records, conducting vision and hearing screenings, dispensing medications, and helping students with special health needs.

We also have several educational assistants who work with teachers and students in grades K through 5. They also help supervise our playgrounds and lunchrooms.

SOCIAL EMOTIONAL SUPPORTS

DEVELOPMENTAL GUIDANCE

The School Counseling Program is for every student. The program is designed to help all students achieve academic success through the development of personal/social, vocational, and educational skills.

Individual counseling is available for sessions for all students who have counseling on their IEP, or who are referred by parent(s)/guardian(s), classroom teachers, or self-referred. Crisis counseling is provided on an as needed basis for students, staff, and parent(s)/guardian(s).

School Counseling Core Curriculum: This curriculum consists of structured lessons designed to help students attain the desired competencies and to provide all students with the knowledge, attitudes and skills appropriate for their developmental level. The school counselor delivers lessons to each classroom throughout the year based on personal/emotional, academic and career competencies.

SAFE TOUCH PRESENTATIONS

According to Act 213 - Assembly Bill 519 which was passed in Wisconsin in 1985, school boards are required to provide instruction to pupils in protective behaviors. This topic is therefore an integral part of the Comprehensive School Counseling Curriculum in the Prescott School District. The school counselor presents an educational lesson on safe touch to each classroom.

STUDENT SUPPORT GROUPS

The Malone School Counseling Program provides students the opportunity to participate in various groups. Student support groups are a positive way for students to express feelings in a group setting with kids in similar situations. These groups will be used on an as needed basis. Referrals for groups come from parent(s)/guardian(s), students and teachers. Groups are facilitated by the school counselor and take place in the school counseling office.

D.A.R.E.

Drug Abuse Resistance Education (D.A.R.E.) is a proactive component of the Alcohol and Other Drug Abuse (AODA) program at Malone Elementary/Intermediate. The D.A.R.E. program is coordinated by the school counselor and taught by a county Police Officer trained in the D.A.R.E. curriculum. Students in Kindergarten through fourth grade receive two to three 30-minute presentations each year to introduce them to the program. The core D.A.R.E. program consists of ten 45-minute sessions for students in fifth grade, with a culminating graduation ceremony for parent(s)/guardian(s) and community members.

D.A.R.E. teaches children *how* to resist drugs and alcohol by giving them the skills necessary to resist peer pressure and be able to say NO. The D.A.R.E. Officer helps students understand self-image, recognize stress and manage it without taking drugs, evaluate risk-taking behaviors, apply decision making skills, learn positive alternatives to alcohol and other drug use and to basically promote a healthy lifestyle for themselves and others.

HEALTH ISSUES

CHILD ABUSE AND NEGLECT

By Wisconsin state statute school personnel are required to report all suspected cases of physical abuse, sexual abuse, emotional damage, and child neglect. School staff must also report when they believe a child has been threatened with an injury and that abuse of the child WILL occur. When reporting is done in good faith and with due care, the person making the report has immunity from any liability, civil or criminal, that otherwise might result from their action.

24-HOUR RULE FOR ILLNESS

Any time your child has a fever, has been diagnosed with an illness and put on antibiotics, or has been vomiting they need to remain at home for 24 hours.

Policy

- They need to be fever free (**99.9 or less**) for at least 24 hours without taking a fever-reducing medication (i.e. tylenol or ibuprofen) before returning to school.
- It needs to be **more than 24 hours since they last threw up**.
- They need to be **on the antibiotic for at least 24 hours before returning to school**. For example, if they were diagnosed with strep they need to stay home for 24 hours after the first dose of antibiotic was given.
- For pink eye or eye infections the student **must stay home for 24 hours after starting eye drops**. If the eye continues to be red, itchy or is draining please keep your child home and follow-up with your physician as sometimes medication needs to be changed. For Elementary students, eye infections are quite contagious!
- For Influenza, the student **must stay home 5-7 days or until the fever and cough are gone**.

IMMUNIZATIONS

Wisconsin law requires that all students have written evidence of completed immunizations on file in the school office by the first day of school. New students must have these on file within 30 school days after registrations. The minimum requirements include:

Age/Grade	Number of Doses				
Pre K (2yrs thru 4yrs)	4 DTP/DTaP/DT ²	3 Polio	1 MMR ⁵	3 Hep B	1 VAR ⁶
Grades K-5	4 DTP/DTaP/DT/Td ¹	4 Polio	2 MMR ⁵	3 Hep B	2 VAR ⁶
Grade 6	5 DTP/DTaP/DT/Td ¹	4 Polio	2 MMR ⁵	3 Hep B	2 VAR ⁶

Description of required vaccinations:

1. **DTaP/DTP/DT Vaccine:** for children entering Kindergarten. After 4 Years of Age: The requirement per DHS is that at least one dose (either the 3rd, 4th, or 5th dose) of DTaP/DTP/DT is to be received after the fourth birthday applies to kindergarten children only. The purpose of this required (and recommended) dose is to boost the level of protection primarily against pertussis (whooping cough). If the third dose of DTaP/DTP/DT is received after the child's fourth birthday, a fourth dose is not required.
2. **Tdap Vaccine:** Please note that one dose of Tdap vaccine is currently recommended for adolescents and adults. The school requirement for students in grades 6 through 12 is one dose of Tdap. An exception is made for students who already received a tetanus-containing vaccine, such as Td, TT (tetanus toxoid), or DTaP, within five years (i.e., a total of five full years) before entering the grade where Tdap is required. These students are compliant with the Tdap requirement, and no further doses are

required. For example, if a child received a dose of Td vaccine because of an injury within five years before entering grade 6, that child has met the Tdap requirement (even though s/he has not actually received Tdap vaccine). Although in these circumstances Tdap is not required for school entry, Tdap vaccination is recommended to boost the student's immunity to pertussis. Pertussis is common among adolescents and other school-aged children, and can result in significant illness for the student, the student's family (especially infants less than 12 months old), and can result in many missed days of school and/or work for the student and parent.

3. **Polio Vaccine: Four Doses Required:** ACIP recommends a fifth dose of polio vaccine for children who received their fourth dose before their fourth birthday. The Wisconsin Student Immunization Law requires four doses only; a fifth dose is not required. Children who received their third dose of polio vaccine after their fourth birthday are also compliant with the Wisconsin Student Immunization Law.
4. **Hepatitis B Vaccine:** Two-dose Series: An exception was made in Wis. Admin. Code ch. DHS 144 for students who receive two doses of a licensed, two-dose hepatitis B vaccine formulation. These students are not required to receive a third dose. The two-dose hepatitis B vaccine is licensed only for children ages 11 through 15 and is given four to six months apart. If the first dose was received by the 30th school day, the second would be required by the 30th school day of the following school year. This formulation is rarely used at this time.
5. **MMR (Measles, Mumps, Rubella) Vaccine:** The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1st birthday is also acceptable).
6. **Varicella Vaccine:** All students in kindergarten through grade 12 are required to have two doses of varicella vaccine. Students with a history of chickenpox disease are exempt from the varicella vaccine requirement. If a student received the first dose of varicella vaccine and subsequently developed chickenpox ("breakthrough disease"), or if the student has been diagnosed with shingles, the second dose of varicella vaccine is not required. The student's history of having had the disease or laboratory evidence of immunity should be noted on the Student Immunization Record. If the student has been diagnosed with shingles, a history of chickenpox can be noted on the Student Immunization Record since a person cannot develop shingles unless they previously had chickenpox.

Please reference the DHS website: <https://www.dhs.wisconsin.gov/immunization/reqs.htm>

MEDICATIONS

Most medications can be given at home before or after school. Always check with your physician or pharmacist for their recommendations when the student is given a prescription. If a student needs to take a prescription or over the counter medication at school, they may do so within the following guidelines:

PRESCRIPTION MEDICATIONS - will be given only if the following is provided:

The parent should sign a [w Prescription Medication Form.docx](#) which is available in the school office or online that will need instructions and a parent/guardian signature, when the medication is brought to school. The health office will fax a form for the physician or dentist to sign (required by law). A copy of the [w Prescription Medication Form.docx](#) is included in this handbook on page 23 for you to use or copy if needed. If the parent is unable to personally bring the medication to school please call the school nurse to make arrangements for safe delivery of the medication to the health office. **All prescription and over the counter medication must be in the original labeled container.**

Medication may be given at school by the nurse or trained staff if:

1. Prescription (and any medication) **must be in the original container and the date must be current.**
2. The student must have had at least one dose of the medication at home so parent(s)/guardian(s) can observe if the child can tolerate the medication and that no adverse reactions are noted before taking the medication at school.
3. Any **Scheduled 2 and Controlled Substances** (i.e. Ritalin, Methylphenidate, Va) should be brought to the school office by the parent. If unable to do so the parent should call the school nurse for instructions.
4. **Emergency Medications:** (Inhalers, Nebulizer Medications, Epi Pens, Seizure and Diabetic Emergency Medications). For the safety of our students, parent(s)/guardian(s) must notify the school health nurse/office about the student's emergency condition. This information must be noted on the student's health information form that is provided with the orientation

paperwork on the first day of school. The necessary medications may be kept in the office or as directed by the physician, in order to be available if the student needs it. The parent must sign the medication form or a note and the office will secure a physician's order as outlined earlier.

5. **Over the counter medications or treatments:** These include medications, ointments, or any treatments that can be purchased without a physician's or dentist's prescriptions (i.e. Tylenol, Benadryl, and Hydrocortisone Cream). At the start of each new school year parent(s)/guardian(s) are required to fill out the Student Health Information Form. This form has a section for parent(s)/guardian(s) to initial and indicate the over the counter medications they grant permission for their child to receive in the health office for minor discomforts during the school year.

OVER THE COUNTER MEDICATIONS - are provided in the health office as follows:

1. Over the counter medications or treatments listed on the Health Information Form **will be provided in the health office for student use. It is not necessary to send individual supplies of these medications to school unless a specific type or brand is needed.**
2. The health office **will not** encourage or allow unnecessary use of over the counter medications (ie: Tylenol or Ibuprofen). Medications will only be given to assist the student with a minor discomfort so they can remain in school when able. A phone call will be made to parent(s)/guardian(s) if the student is ill, has a fever, or is injured and unable to remain at school. parent(s)/guardian(s) will also be notified if a student habitually requests Tylenol or Ibuprofen etc.
3. Any over the counter medications requested to be given at school **other than what is on the students Health Information and Treatment Card** must have written permission by filling out a [W OTC Medication Form.docx](#) or a signed note.
4. Any over-the-counter medication that comes to school with the parent's written permission **must be in the original labeled container and kept in the health office.** We cannot accept medication in any other package.
5. Please feel free to call the school nurse at 715-262-2383 with any questions or concerns.

VISION/HEARING SCREENING PROGRAM

- Vision screenings will be completed by the Prescott Lions Club beginning in Kindergarten. It is done in the fall under the direction of the school nurse. All children in Grades K, 1, 3, and 5 receive an annual vision screening test.
- Hearing screenings will be completed by the school nurse and speech therapy staff once during the school year, the plan is to complete this each fall. An OAE & Audiometer will be used to complete our hearing test. All children in Grades 4K, K & 1st grade will receive an annual hearing screening.
- If there seems to be a problem, the child is rechecked by the nurse and the parent(s)/guardian(s) are notified by letter and urged to have their child seen by an eye doctor or audiologist for diagnosis and treatment.
- Screenings are done at other times throughout the year at parental or teacher request.

HUMAN GROWTH AND DEVELOPMENT

Growing-Up Groups are organized by the school nurse and school counselor. They are held for all fifth grade students during the school year. They consist of four lessons dealing with physical, social and emotional development. The students are separated by sex and have the opportunity for small group discussion. The group curriculum, *Growing Up Groups* with videos are linked below:

- Growing Up Groups - Girls - [Growing Up - Girls](#)
- Growing Up Groups - Boys - [GROWING UP - BOYS](#)

SMOKING POLICY

Effective August 1, 1990, smoking is prohibited in all Wisconsin schools. The Prescott School Board adopted a tobacco free environment policy which prohibits the use of all tobacco products on premises owned or rented by the school district. This includes all school buildings and all school grounds.

DISTRICT ALCOHOL AND DRUGS POLICY

The Prescott School District will not permit the possession, use, sale, or distribution of alcoholic beverages or other drugs (or possession of drug paraphernalia) by students in school or at school-sponsored events. Also, the School will not permit students under the influence of alcohol or other drugs in school or at school sponsored events.

All school rules and regulations, state and federal laws pertaining to alcohol and other drugs, will be enforced by school officials. A student's failure to abide by the above policy will result in disciplinary action which may include, but shall not be limited to, suspension or expulsion from school.

The use of prescription medications is to be construed as an exception to this policy when used by the individual for whom prescribed, when used in the manner and amounts prescribed and when used in accordance with the school's policy and practices governing student medications. For additional information see our [board policy](#).



Prescott School District

Prescription Medications Authorization Form

In order to give prescription medications at school the following are required:

- 1) Physician/Medical Providers written order
- 2) Parent/Guardian signature
- 3) Medication supplied in an original pharmacist-labeled container.

Student Information

Students Name:		Date of Birth:
Students Address:		
School Attending:	Grade	School Year
List any known drug allergies/reactions		

Prescriber Authorization

Name of Medication:		Reason for medication:		
Dosage:	Route:	Time/Interval:	Start Date:	End Date:
Clinic Name:		Clinic Phone Number:	Clinic Fax Number:	
Prescriber Signature:				Date:
Prescriber Name (Print):				

Parent/Guardian Authorization

Please initial on each line, after reading the statements:

_____ I authorize a licensed school personnel of Prescott School District to administer the above medication. I release school personnel from liability in the event that adverse reactions may result from taking the listed medication.

_____ I understand that additional parent/prescriber signed statements (such as this form) will be necessary if the dosage of medication is changed. I also authorize the licensed healthcare professional to talk with the prescriber or pharmacy to clarify this medication order.

_____ I understand that the medication must be in the original container and be properly labeled with the student's name, prescribers name, date dispensed, name of medication, dosage, strength, time interval, route of administration and the date of drug expiration when appropriate.

_____ Medication ordered is authorized for use at school and any activity, event, or program sponsored by or in which the student's school is a participant.

Parent/Guardian Signature	Date	Phone Number:
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Prescott School District

Over the Counter (OTC) Medication Authorization Form

In order to give over-the-counter medications at school and on field trips the following are required:

- 1) Parent/Guardian signature
- 2) Medication supplied in an original labeled container.

***** Prescott School District supplies the following OTC medications (Tylenol, Ibuprofen, Benadryl, Tums),
Except on field trips*****

Student Information

Students Name:		Date of Birth:	
Students Address:			
School Attending:		Grade	School Year
List any known drug allergies/reactions			

Medication(s) Information

Name of Medication #1:			Reason for medication:	
Dosage:	Route:	Time/Interval:	Start Date:	End Date:

Name of Medication #2:			Reason for medication:	
Dosage:	Route:	Time/Interval:	Start Date:	End Date:

Cough Drops: *(Please initial if sending cough drops)*

_____ I give permission for my child to carry and self-administer cough drops provided from home.



Parent/Guardian Authorization

Please initial on each line, after reading the statements:		
_____ I authorize licensed school personnel of Prescott School District to administer the above medication. I release school personnel from liability in the event that an adverse reaction may result from taking the listed medication.		
_____ I understand that additional parent signed statements (such as this form) will be necessary if the dosage of medication is changed.		
_____ I understand that the medication must be in the original container and be properly labeled with the name of the medication and the date of expiration when appropriate.		
Parent/Guardian Signature	Date	Phone Number:

Outdoor Recess Weather Plan

Malone Elementary School

K-3rd Grade students should come to school and leave school wearing their required outdoor clothing to minimize confusion.

<p>“Feels Like” temperature is -10 or below. “Actual Temperature” is 0 or below.</p>	<p>Indoor Recess</p>
<p>“Feels Like” temperature is 32 or below.</p>	<p><u>Required Dress:</u></p> <ul style="list-style-type: none"> • Coat (zipped or buttoned) • Hat • Gloves/Mittens • Snow Pants (to keep mud outside & an added layer of warmth). • Boots (to keep mud outside & an added layer of warmth). • Scarf (not required). <p>**Students will be required to stay on the blacktop if they do not have boots and snow pants.</p> 
<p>“Feels Like” temperature is between 32-50.</p>	<p><u>Required Dress:</u></p> <ul style="list-style-type: none"> • Coat and/or heavy sweatshirt. • A hat is recommended. 

****When conditions are wet, students may be required to wear boots and/or snow pants in order to go out in the fields (no matter the temperature). This is at the discretion of staff based on how muddy various areas of the playground are.**