

2025-2026

AUGUSTA ELEMENTARY SCHOOL STUDENT HANDBOOK

E19320 Bartig Road
Augusta, WI 54722
715-286-2291

where education & opportunities unite

Augusta Elementary School Student Handbook

Welcome to the Augusta Elementary School

It is our privilege and honor to work with the Augusta parents and students in a spirit of cooperation and partnership. The Augusta Board of Education and the citizens of Augusta have provided a top-notch educational facility for all students, standards-based curriculum, and an excellent staff.

As a Title I school, we receive funding to provide extra programs in reading and math. Through regular monitoring of student progress and providing programming that meets students' needs, students continue to meet academic goals by making adequate yearly progress in district and state assessments.

The Augusta Elementary School staff looks forward to establishing and continuing a strong partnership with you for the benefit of your child. You are invited to participate in your child's education at every opportunity. One of the most important ways you can partner with the school is by supporting learning with your child at home, such as encouraging regular reading and supervising any homework that comes home. Reading together, talking about what your child is learning, doing math together, and encouraging your child to do his/her best reinforces the importance of learning and education.

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ELEMENTARY SCHOOL DIRECTORY

Reed Pecha	District Administrator	715-286-3300
Nicole Steinmetz	Elementary School Principal	715-286-3319
Mike Pernsteiner	Athletic Director/Dean of Students	715-286-3398
TBD	Administrative Assistant	715-286-3303
Amanda Wilson	K-12 Administrative Assistant	715-286-3308
Craig Hinden	Elementary and Wildlands School Counselor Truancy Officer	715-286-3330
Katie King	Middle/High School Principal	
	Director of Special Education & Reading Specialist	715-286-3313

Augusta School District Staff Directory

Augusta School District Board Directory

2026-2027 Augusta School District Calendar

AUGUSTA AREA SCHOOL DISTRICT
2026-2027 SCHOOL CALENDAR

JULY 2026

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
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AUGUST 2026

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SEPTEMBER 2026

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OCTOBER 2026

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NOVEMBER 2026

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DECEMBER 2026

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Month	Date	Event
July	3	Independence Day Observed - District Closed
August	10-12	New Staff Orientation
	17-20	Staff Inservice - No School
	24	First Day of Student Classes - Open House
September	7	Labor Day - No School/District Closed
October	8	Parent-Teacher Conferences (12:30-8:00)
	9	Staff Inservice - No School
	23	Last Day of 1st Quarter - MS/HS
November	13	Last Day of 1st Trimester - ES
	23-24	Staff Inservice - No School
	25-27	Holiday Break - No School
December	23-31	Holiday Break - No School
January	1	Holiday Break - No School
	15	Last Day of 2nd Quarter/1st Semester - MS/HS
	18	Staff Inservice - No School
February	18	Parent-Teacher Conferences (12:30-8:00)
	19	Staff Inservice - No School
	26	Last day of 2nd Trimester - ES
March	19	Last Day of 3rd Quarter - MS/HS
	22-26	Spring Break - No School
May	20	Wildlands Graduation
	21	AHS Graduation
	27	Last day for Students
	28	No School - Staff Inservice
	31	Memorial Day - District Closed
June	7	First Day of Summer School

First Day/Last Day
No School - Holiday/Break
No School - Staff Inservice
Early Release - P/T Conferences
School Event/Grading Period
New Staff Only

JANUARY 2027

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FEBRUARY 2027

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MARCH 2027

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APRIL 2027

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MAY 2027

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JUNE 2027

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School Schedule

The first bell rings at 8:05 AM Monday through Friday and classes begin promptly. School is dismissed Monday, Tuesday, Thursday and Friday at 3:15 PM. On Wednesdays, students are dismissed at 2:20 PM to allow for staff collaboration time.
Outside doors do not open until 7:30 AM. Students who come to school before 7:30 AM will not be supervised or allowed into the building.

Safety

Security System

The Augusta School District continues to look for ways to ensure the security and welfare of our students and staff. As part of this practice, we have tightened access into the elementary school building.

The main door (labeled door #1) will only be unlocked in the morning from 7:30 AM – 8:00 PM. for the morning arrival of students. There will be no supervision of students prior to 7:30 AM. All doors will automatically lock and visitors will be required to “buzz in" to gain access to the building through a closed-circuit monitoring system. Please help by identifying yourself and the reason for your visit. When you are buzzed into the building you will now enter the airlock area and see a door to your left that will allow you into the main office. Please enter this door where you will be greeted and assisted. All visitors must come to the office immediately after gaining access to the building to receive a visitor’s badge.

We need your help and cooperation for our system to work effectively. Our office staff is handling multiple tasks and although they will work diligently to help you gain access into the building as quickly as possible, there may be a short delay until someone can view you on the monitor and allow access.

Child Pick Up

In addition, if your child will be picked up after school, we ask that you remain outside door #12 (northeast doors near the softball field) until the students are released at 3:15 PM. Door #12 will be locked at all times. For the safety of all of our students please park your vehicle in the parking lot, and walk to the door so our staff can identify your child is going home with the correct parent/guardian. We ask for your understanding and patience and remember that we have your child’s best interest at heart.

Transportation Routes

When driving on school grounds, we ask that you do not use the frontage road in front of the elementary building from 7:30 – 8:15 AM and again from 3:00-3:30 PM. This road is considered a bus lane and again for your child's safety we ask that you park in the parking lot and walk your students into school. The sign at the end of the road indicates the road is for buses only. At times this road is monitored by law enforcement and violators will be ticketed. Again, we thank you for your understanding.



Student Transportation

The school district MUST have a signed Bus Transportation Form on file for each student at the beginning of every school year. This form is included in the registration and or enrollment materials that must be completed online by families each year. This confirms the address each student is to be picked up and dropped off at, as well as any changes for AM, PM or early release days. It also confirms any students that will not be riding the bus and will be self-transported.

Your child's safety is our main concern. Parents will be given the opportunity at the start of the school year to give the school district up to TWO pick-up/drop off locations for their children (one main address and an alternative address). In the event that the alternative location needs to be used please contact the elementary office by 2:30 PM of that day at 715-286-2291. To ensure our passengers are always dropped off at a safe location it is imperative that only a responsible adult advises the office when the alternative location will be used. Children may not advise the bus driver of an alternative stop. ONLY in an emergency will your child be picked up or dropped off at a location not on file. Parents will have ONE opportunity throughout the school year to change the location of their child's pick-up/drop-off. If you need your child to go to a different location other than what is on file, we ask that parents make arrangements to have their child picked up or dropped off at school.

For daily changes only, AM changes must be made no later than 6:00 AM and PM changes need to be submitted no later than 2:30 PM (1:45 PM on Wednesdays). Changes can be made by calling the elementary office or online Bussing Changes.

In order for the Augusta School District to efficiently and effectively run the student transportation system safely we ask for your cooperation with these expectations. The parent and/or guardian will be responsible for transporting the student to and from school for temporary adjustments resulting from a change in your schedule.

If your student is in 4K and will be riding the bus home, to a daycare/caregiver's home, a parent/guardian or the provider must be visible to the driver before the student will be allowed to be dropped off. Bus drivers will NOT drop off any 4K student unless they know an adult is present.

In the event of an early dismissal or emergency (closing early for a snow day, power outage, etc) we will bus your child to the location that is on file for that day, unless we are otherwise notified.

Discipline

In the event that a student fails to adhere to the established policies concerning behavior, bullying/harassment, and weapon use, disciplinary measures will be implemented. At Augusta Elementary School, formal "Discipline Forms" will be generated for the student(s) explaining their actions and the corresponding consequences given at the school. Following the completion of these forms, an email will promptly be sent to all listed parents/guardians associated with that student.
All students are to be safe, be kind and do their best at Augusta Elementary School at all times. Following all school rules for the playground, classroom, school building, and buses will provide a safe and respectful environment for all students to learn and grow in.

Fighting or threats of violence are not tolerated. Physical aggression is dangerous and will not be allowed at school. Students involved in fighting will call their parents from the principal's office and may be sent home from school.

Students often believe it is "their right" to hit a child who has just hit them. When this occurs, both students are in the wrong. This is retaliation and is not acceptable for children or adults. Students are expected to use their words to resolve conflict by:

1) Telling the offender to stop saying or doing the unwanted behavior.

2) If the offender still will not stop, report it to the teacher or supervisor.

3) If the unwanted behavior continues, the student should report it to the guidance counselor or principal. A harassment form can be completed if the behavior continues.

The classroom is the cornerstone of the school. The wise student realizes that it is here that the foundations are laid and they should seize the opportunity to learn to work independently and with minimal supervision. The classroom constantly disrupted by the necessity for disciplinary action is hardly one in which much learning can take place, and students who necessitate such actions are not only cheating themselves, but others.

Bullying and Harassment

Bullying and harassment can take many forms. It is unwanted behavior that interferes with your life. It limits and denies the rights of students to study, work and play in the school setting. Everyone has a right to not be bullied or harassed and the staff at the Augusta Area School District feels strongly that all students should feel safe at school.

Bullying: A 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. It is serious enough to negatively impact a student's educational, physical, or emotional well-being.

Harassment: A deliberate or intentional behavior toward an individual or group of individuals based, in whole part, on their sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability which creates an intimidating, hostile, or offensive environment.

Conflict: When two or more students disagree and both parties are contributing to the problem. As students form relationships, conflicts may naturally arise. While a person's feelings may be hurt, conflict may not be bullying.

Any form of bullying or harassment is wrong. It will not be tolerated at the Augusta School District. Harassment is taken seriously and all complaints are completely investigated. Any form of harassment (verbal, physical, sexual) should be reported to your principal or guidance counselor. Students who choose to harass others can expect consequences.

Bus Issues

Students are expected to follow the bus rules at all times while riding the school bus. Safety is essential. Students shall remain seated at all times, follow the directions of the bus driver, use appropriate language, and keep hands, feet and objects to themselves. All rules will be enforced not only by the bus driver, but by school personnel as well. If your child does not follow these rules school staff have the right to temporarily suspend or terminate your child's bus privileges.

Citizenship

All students are expected to be citizens in good standing in the school, on school grounds, and on trips that are an extension of the school/classroom. This includes summer activities that are an extension of the school. Any student who is involved in violation of law, destruction of property, etc. will be brought to the principal and if found responsible, will be referred to the proper authorities. All penalties will be at the discretion of the principal if not covered by any other policy. All offenses are cumulative for the student's elementary school career. The principal may exclude any student from any or all school activities.

Drug Prevention

The Board prohibits the use, possession, concealment, or distribution of any drug and any drug-paraphernalia at any time on District property or at any District-related event. Per district policy #5500, "drugs" shall mean:

- all dangerous controlled substances as so designated and prohibited by Wisconsin statute
- all chemicals which release toxic vapors
- all alcoholic beverages
- any prescription or patent drug, except those for which permission to use in school has been granted pursuant to board policy
- "look-alikes
- anabolic steroids
- any other illegal substance so designated and prohibited by law

Weapons

Any student who brings a weapon to school will be subject to the district policy:
"The Augusta Area School Board of Education prohibits an individual from possessing, using, or storing a weapon on school premises, school buses, or off school grounds at school related activities. A student shall not discharge, display use or threateningly use any firearm, explosive, matches, lighters or weapons on school grounds. A weapon is defined by the school board as any object that by the manner in which it is used, or intended use, could cause bodily harm."

Weapons are dangerous and prohibited regardless if the student is in elementary school and has the weapon "to show" others. Parents are advised to monitor weapons at home and keep them out of children's reach.

Telephone Usage

Students may bring a cell phone to school; however, the phone must be given to your child's teacher at the start of the school day, and will be returned at the end of each school day.

Students are permitted to use the school's telephone in the school office ONLY for school related needs. Parents/guardians are urged to help their children make arrangements in advance for after school plans and activities. Emergency or last-minute messages to students should be called into the office prior to 2:00 PM each day.

Teachers will not be called to the phone during class time unless an emergency exists. They can be contacted during the day by leaving a message on their school voicemail or sending them an email. Messages will be returned when they are not instructing

Technology Usage

Damage due to irresponsibility (of the device itself or charging cable)	2 weeks loss of privilege or until repaired (whichever is longer) *repairs/replacement may be responsibility of student/parent* If a Chromebook screen or keyboard is damaged the charge is $50. If the charger is missing or damaged, the charge is $20. If an iPad screen is broken, the whole iPad needs to be replaced which is $299. If the iPad charger is missing or damaged, the charge is $25
Tampering with someone else's device (damage caused or not) without permission	Up to 2 weeks loss of privilege and report on why they should not be tampering with someone else's computer
Using device other than instructed examples: ● Chatting ● Searching internet ● Playing games	Lose computer for a week
Posting anything unauthorized to the internet using school resources (computer, network, etc.)	Lose privileges for 1 month 1 day in school suspension Report on unlawful posting
Irresponsible handling after warnings (not using two hands to carry the device, left in another room, not keeping charged, eating/drinking around the computer, carrying it by the monitor, etc.)	Loss of privilege
Using school email to open unauthorized accounts (Facebook, twitter, Instagram, etc.) or other non-school related purposes	Account deleted and loss of privilege
Other offenses	Handled on individual basis

Attendance

Regular attendance at school is one of the greatest indicators of continued success in school. Our goal is to have every student here every day that school is in session. Of course, we realize that is sometimes impossible because of illness, vacations, appointments, etc. If your child is going to be absent, please call the office ahead of time to provide notification and reason for the student's absence. Messages can be left 24/7 or can be made online Attendance Changes. If your child is going to be late for school (after the 8:05 AM bell), please check in at the office so the attendance record can be updated. When making appointments for your student, please make every effort to use school vacation days, early release days, etc. Though not always possible, your efforts are appreciated.

Truancy means any absence of part or all of one or more days from school during which the school has not been notified of the legal cause of the absence by the parent/guardian of the absent student. It also means intermittent attendance carried on for the purpose of defeating the intent of compulsory attendance statute S 118.15. Students in violation of the truancy statute are subject to a truancy citation. Each school year, parents/guardians are allowed to excuse their child up to 10 times. To ensure consistent attendance, it's essential to review the school calendar and schedule vacations, appointments, and other activities around the

days when your child does not have school. It is also important to note whether you will excuse your child for 20 minutes because they woke up late or the whole day because they are home ill. Both count equally as one of your 10 allowable parent excuses. In addition to parent excused absences, students may also be away from school for necessary professional appointments (doctor, dentist, orthodontist, chiropractor, counseling, legal consult, etc). These appointments do not count against the 10 parent excused absences if a note from the appointment is obtained and returned to appropriate school personnel upon your child's return. In addition, if your child is sent home by school personnel, that absence will also be an exempt absence. Please note that all absences will be recorded, but will be coded differently to indicate whether it counts against your 10 excused absences for the year. Our codes will be displayed as follows; E-Excused absence (this code will count towards your 10 allowed absences), U-Unexcused (These will count towards your 10 allowed absences), D-Dr. Excused (these absences will not count towards your attendance), X-exempt (these codes will not count towards your attendance).

Regular school attendance contributes to children feeling more positive about both school and themselves. Encouraging this habit from preschool age instills the understanding that attending school punctually every day holds significant value. Establishing good attendance early on supports children in succeeding not only in high school but also in college and their future careers.

From the Nurse

Illness: It is not always easy to decide if your child is sick enough to stay home or well enough to be in school. Children who come to school are expected, with few exceptions, to participate fully in school activities. Here are some guidelines to assist in a parent/guardian's decision making:

- Fever: A fever of 100.0 or more signals an illness that is probably going to make a student uncomfortable and unable to function well in class. Your child should stay home for 24 hours after they have had a normal temperature reading without medication.

1. Vomiting or Diarrhea: These are symptoms that require a student to remain at home until a normal diet is tolerated the night before and the morning of school.

- Infectious Diseases: Diseases such as impetigo, pink eye, strep throat require a doctor's examination and prescription for medication. Contacting your doctor and using the medication prescribed for the full length of time are necessary. Once the student has been on medication for 24 hours and are feeling well, they may return to school.

1. Chicken Pox: Students with chicken pox may return to school when all the scabs are completely dried out. This is usually between 5-7 days.

- Rashes: Rashes or patches of broken, itchy skin need to be examined by a doctor if it appears to be spreading or not improving.

- Injuries: If a student has an injury that causes continuous discomfort, the student should not attend school until the condition is checked by a doctor or it improves. Injuries that interfere with class participation need a medical evaluation. If participation in physical education classes is not recommended, a doctor's note is required.

Medications

Medications can be administered to your child while at school with parental consent. If your child comes into the office feeling ill, the school nurse or office personnel will check to see if there is a signed consent on file and if medication has been provided. If medication is administered to your student, either an administrative assistant or the school nurse will send an email to inform the parent/guardian about the medication, its dosage, and the time it was given. If your child has a prescription medication that needs to be administered while your child is in school, the proper paperwork will need to be filled out. A parent/guardian must fill out a Medication Consent Form and also provide the Elementary office with written instructions from a medical provider. This form will need to be filled out at the start of each school year, and when/if there are any changes to your child's medication. Make sure that each prescribed medication is in its original pharmacy container with the original pharmacy label that has the

student's name, dosage of medication, time(s) the medication is to be administered, and the licensed prescriber's name. It is the parent/guardian's responsibility to safely deliver medications to the Elementary office at the start of each school year, as well as provide instructions as to how you want your medications to get home at the end of each year. Office personnel will call to notify you during the year when/if your child's prescribed medications are getting low to be refilled.

Head Lice

Head lice are present in the community at all times and can be and is particularly prevalent among pre-school and elementary school-age children. Lice are a nuisance, but do not spread disease. Control of lice infestation is best handled by adequate treatment of the infested person and his/her immediate household and other close personal contacts. Contracting head lice is not an indicator of cleanliness or socioeconomic status.

Communication from the school to parents directly and through parent and classroom education to the students will help increase the awareness for both parents and the child. It is the responsibility of the parent(s) to check their child's head on a regular basis for signs of head lice and treat adequately and appropriately as necessary. Control depends on prompt case finding and effective treatment.

If a child in the district is found to have head lice or untreated nits, school staff will notify the parent and recommend to pick up the student immediately and administer an FDA-approved lice treatment (e.g., pediculicide/ovicide). If a student with live lice or untreated nits is not able to be picked up immediately, they may remain in the classroom for the remainder of the school day.

Students may return to the classroom after the appropriate use of an FDA-approved lice treatment (e.g., pediculicide/ovicide). After treatment and upon returning to school, the child will be examined by the school health staff, other designated staff members or principal. The District practices a policy of "no live lice" as a criterion for return to school

Communications

Effective communication between parents and teachers plays a crucial role in your child's academic achievement. We encourage you to engage with your child's teacher through various channels such as email, phone calls, ClassDojo, scheduling conferences, or visiting the school premises. Additionally, staying updated by checking the District website is vital as it provides insights into upcoming events and essential information. Our district also offers a mobile app available for download on both the App Store and Google Play, along with active social media accounts on Facebook and Instagram. The Beaver Bulletin weekly newsletter also offers another way to stay current with what is happening around the District.

- District Website
- Mobile App
- Augusta School District Facebook
- Augusta School District Instagram
- Augusta Beavers Athletics Facebook
- Augusta Beavers Athletics Instagram
- Beaver Bulletin Newsletter

Parent-Teacher Conferences

Conferences will be held in the fall and spring. Informal emails will be sent home prior to that time to set up a time for parents/guardians and the student to meet with their teacher. Conferences will be scheduled through your family access account in skyward. If you do not know your login information, please contact the office.

During conference time, goals will be set and recorded, including a plan to reach each goal. Please feel free to contact the teacher at any time to inquire about your child's progress

Weather/Emergency Conditions

The School District of Augusta uses an automated notification tool to help keep parents informed of events at the school. This system is used to keep families informed of school cancellations, delays, releases and other changes in events happening within

the district. Automated messages are sent via phone, email and text directly to all student, staff and parent/guardian contact information on file. The district will also share this information on their mobile app and all social media channels.
During inclement weather or emergency situations, your child will be bussed to their primary location unless you receive an automated notification stating a specific drop off. If you require alternative arrangements, please contact the elementary office promptly so that we can make the necessary accommodations.

Food Service

The food service webpage contains information including menus, prices, lunch times, etc. The school hot lunch program can be paid for on a daily, weekly, monthly or longer basis. Money for lunch should be brought to the school office or given to the teacher in the morning. Online payments are also accepted through RevTrak, which can be found on your parent portal in skyward, the same area you would go to review report cards. There are directions on how to pay online along with the application and instructions for free and reduced lunch..

Students may bring their own lunch if hot lunch will not be used.

2026-2027 Food Service Prices:

Student Breakfast $1.90
Student Lunch $3.00
Adult Breakfast $3.00
Adult Lunch $5.00
Milk $0.50

Volunteering

Please consider volunteering in some capacity at the school, and attending events and meetings to support all programs and activities for our students. Volunteers add value to the lives of children and continue to generate the sense of pride between the district and the community of Augusta. Please become involved in the activities and programs offered by our school.
If you are interested in volunteering, please fill out the following application; Volunteer Application

Accidents Injury and Insurance

Every accident and injury in the school building, on school grounds, at practice sessions, or at any event sponsored by the school must be reported immediately to the person in charge and/or the school office. Prompt reporting is essential in helping us communicate with our insurance carrier.

The Augusta School District carries supplemental insurance for all school-related accidents that occur while in school. All accidents are to be reported to the principal as soon as possible after the accident occurs, but no later than 24 hours following the accident. This insurance is a supplemental coverage, which implies that your personal insurance carrier must be primarily responsible. The school will submit to their insurance carrier to check for coverage.

Academic Intervention

Any student in need of additional academic or behavioral support as determined by teachers or administration will be placed in intervention groups to assist in the progression of success academically.

Accommodating a Student's Religious Beliefs

The district shall provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to academic requirements including examinations. The Board of Education recognizes that parents/guardians may desire or request that their children be excluded from receiving instruction in specific phases of certain curricular offerings on the basis of their religious beliefs. Accommodation requests shall be handled in accordance with established procedures. Students, parents, and teachers shall receive written notification of this policy and implementing procedures annually. Details can be found in district policy #2240 and #2270.

Filing a Complaint: Parents and students can file a complaint if they believe their rights under Federal law (Family Educational Rights and Privacy Act and Protections of Pupil Rights Amendment) have been violated.

Notices & Publications

- Augusta School District Notices & Publications

Policies

- Augusta School District Policy Manual