



# Parent Handbook

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*2022-23 school year*

## **SCHOOL HOURS**

Monday, Tuesday, Thursday, and Friday: 8:15 am - 3:15 pm.

Wednesday: 8:15 am - 2:00 pm

## **ARRIVAL TO SCHOOL**

### **Student Drop Off**

Parents are to use the drop-off lane each day in the Parking Lot area. Please pull up to the No Parking sign to drop your child off. We encourage parents to drop off their children after 7:50 am because that is when playground supervision starts. Students arriving after 8:05 am will be allowed to enter the building for breakfast service. Late arrivals will report through the main entrance. The main entrance door will be open until 8:30 am. Students entering after 8:30 am will check in with the school secretary.

### **Breakfast**

Breakfast will be served in the classroom in a grab-and-go format between 8:05 am - 8:20 am. Students do not need to take breakfast. If you prefer your child not to eat a school breakfast, please let your classroom teacher know.

## **ATTENDANCE**

### **Attendance Guidelines**

Attendance will be taken in the morning. Students who reach 10 or more excused absences or 3 or more unexcused absences will need to provide a medical excuse for their absences. Excessive absences may result in a referral to the courts, per Wisconsin state law. An unexcused absence occurs when a parent does not call a student in on the day of their absence. Students should be called in for any reason that prevents them from being at school including illness, appointments, etc.

### **Reporting Absences**

If your child will not be attending school for the day, please call the school office, at 920.459.0947, and report your child's name and the reason for absence including any symptoms the child has.

### **Tardy**

Students will be considered tardy if they show up after 8:20 am.

### **Procedure for Picking up Child Early for an Appointment**

If your child needs to be picked up early from school, please do the following:

1. Please call the office to notify us via email ([tmadajewski@etudegroup.org](mailto:tmadajewski@etudegroup.org)) or phone, at (920) 459-0947 of the time the student will be picked up.
2. When you arrive, please call the office to let us know that you are here.
3. If someone other than a parent is picking your child up, please let the office know.

## **HEALTH**

### **Guidelines for Keeping Kids Home III**

The Department of Public Instruction has developed new guidelines for when students should be kept home. Please follow [these](#) guidelines when keeping your child home.

### **Student Medication**

Any student medication including prescription meds and Over the Counter Medications need to be administered through the office. [This](#) form needs to be filled out for all medication kept in the office. For Over the Counter medication, only a parent needs to fill it out. For prescription medication, a doctor needs to complete the form.

## **WEATHER**

### **Recess**

Students are required to wear a jacket or coat when the temperature is below 60 degrees. Students will go outside until the temperature is below either zero degrees OR the real feel is zero degrees.

### **Inclement Weather**

There will be a sign posted on the entrance doors stating "Indoor Recess" in the case of inclement weather before school begins. Students then wait in the hallways until the start of the school day.

### **School Closings**

In the event school is closed, families will receive a phone call from the SASD's automated calling system. Additionally, Étude Elementary's Facebook account will be updated. Local media will also post the closing.

## **VISITORS/VOLUNTEERS**

While visitors and volunteers are appreciated, we do request that you follow these safety guidelines:

1. Visitors are asked to check into the office.
2. Sign in to our visitor log.
3. Wear a badge when in school.
4. Sign out on our visitor log when you leave.

All adult volunteers are required to fill out a background check, before volunteering. This form is good for two years and can be found in the Étude office or [online](#).

## **OUTDOOR LEARNING**

Outdoor learning will be encouraged. Teachers will communicate when outdoor learning will take place. We encourage you to dress for the weather on outdoor learning days. Coats are required when the temperature is below 60 degrees Fahrenheit. Snowpants and boots are also required when there is snow on the playground (just as for regular recess). Hats and glove/mittens are required for personal safety.

## **VALUABLES**

### **Cell Phone Policy**

We encourage families to leave student cell phones at home. If a student brings a cell phone to school they are to be kept in a student backpack and turned off. Students will assume responsibility for lost, stolen, or damaged cell phones. Cell phones are not allowed out during the school day. In the event a student has a cell phone out, the phone will be turned into the office and a parent will be asked to pick it up.

### **Student Valuables/Toys**

We encourage students to leave valuables at home to ensure they are not lost, stolen, or damaged. If items are brought to school, students and families will assume responsibility for anything that is lost, stolen, or damaged. If the item is a distraction during the school day, the item will be kept in the office and picked up by a parent.

## **END OF DAY**

### **Timeline**

- 2:30 Bus lane opened up for student pick up.
- 3:10 Car pick up lane names will start to be called.
- 3:15 Walkers, Pershing Ave pick up students, Kid Stop Kids called down.
- 3:30 Bus lane gate put back down.

**Bus Lane Pick up**

Vehicles enter at the Pershing Avenue entrance to the bus lane. Please place the student name sign in your window so it can be seen by staff calling names. Students will be called down once their car is close to the entrance. Please remain in your car while in the bus lane. Kindergarten students will exit the school at the Kindergarten door and walk around to the front of the building. For a detailed video on Bus Lane pick-up, please follow [this link](#).

**Pershing Avenue Pick up**

Some families may choose to pick up their children on Pershing Avenue. If this is the case, please contact your classroom teacher so they know to release your child at 3:15. Students will walk up from the school entrance to Pershing Avenue. Please meet your child by the bus lane exit/entrance.

**Please call the office**, if you are having someone new pick up your child who is not listed as an emergency contact person on Skyward. We do not release children to people we do not know without parent permission.

**PARENT COMMUNICATION**

We value communication with families at Étude Elementary. Please contact your child's teacher via email or school phone number. Please know that teachers will respond within one business day, but do not check messages outside of their 7:00 am - 4:00 pm hours. If you do not receive a reply, please feel free to call the office at (920) 459-0947 and the office staff will relay the message to the teacher.

Emails from the administration as needed and weekly blogs from teachers will keep parents updated on learning and any upcoming events or schedule changes.