

OMRO ELEMENTARY SCHOOLS

Dear Parents,

Welcome to Omro Elementary School. The school board, administration, and staff thank you for helping us make this a successful year for your children.

The following handbook provides information that will help our year to be managed efficiently and safely. It will be most beneficial to you and your children to keep the information in this handbook readily available for reference throughout the year. Please discuss pertinent information with your child. Monthly newsletters with announcements regarding special events will be sent via email. You should receive this newsletter the first of each month.

It is our commitment to educate your child to the best of his/her ability. We thank you for your interest, support, and cooperation. It is our goal to make Omro Elementary School a warm and friendly place where children will enjoy learning and growing.

Yours truly,

Dave Wellhoefer
Elementary Principal

Omro Elementary Schools' Vision Statement

Omro Elementary Schools will provide a learning community that challenges ALL students to realize their greatest potential.

School District of Omro Mission Statement

The mission of the School District of Omro is to develop lifelong learners who are knowledgeable, compassionate and responsible. Lifelong Learners will:

- Demonstrate knowledge and skills in literacy and technology
- Access information toward applying problem-solving and decision-making processes
- Think independently
- Demonstrate appropriate interpersonal skills such as:
 - Working cooperatively with others
 - Communicating ideas
 - Sharing respect and tolerance for others
 - Demonstrate ethical and moral behavior
- Realize personal fulfillment through appreciating aesthetics.
- Understanding the value and joy of work
- Pursuing wellness
- Being a productive, self-motivated member of society
- Value the commitment, responsibility, and love of family living
- Appreciate the contributions of the past, while recognizing responsibilities to the future
- Recognize civic responsibilities and the self-fulfillment of stewardship

School Hours

The school hours at Omro Elementary School are 7:50 am-3:02 pm and at H.B. Patch School 7:50 am to 2:55 pm. Early Release Wednesday times will be OES at 1:47 pm and H B Patch at 1:40 pm. OES Office hours are 7:15 am - 3:45 pm. HB Patch Office hours are 7:00 am - 3:30 pm. The doors at Omro Elementary open at 7:40 and at Patch Elementary at 7:45 each morning. School personnel do not supervise students dropped off prior to this time. We have a concern for the safety of these students. Please do not drop students off at school prior to these times.

Absences and Attendance

Regular & punctual attendance is necessary to assure the most success in school for your child. If your child will be absent from school or tardy, parents are to call the school office before 9:00 a.m. OES office at 303-2303 or HB Patch office at 303-2304. After the automated attendant answers, push the number '8' to report an absence. If you do not call, a written excuse must be in the office by 9:00 a.m. the following day. Any absence, which is not verified in this time frame or manner by the parent, will be considered unexcused.

If your child is going to be absent for an extended period of time, please notify your school office so a daily call is not necessary.

If your child will be absent from school for a family vacation, please notify the teacher and the office prior to the vacation. **Homework will be given to your child when they return from vacation.** We do not give the homework to the child before they leave on vacation.

Special Releases from School

When it is necessary for your child to visit the doctor or dentist during the regular school hours, please inform the classroom teacher in writing as to the time your child will be picked up. Please contact the school office when you arrive at school. The office will notify the classroom teacher to release your child.

Contacting Students during School Day

If it is necessary for you to contact your child during the school day, then you must check with the building office first. This keeps classroom interruptions to a minimum. Messages may be left for your child by phone. Children will be called out of class only for an emergency.

Emergency

In the event of an emergency such as illness or accident involving your child, the parent will be contacted immediately. If parents cannot be reached, the parents' designee as indicated on the emergency notification slip will be contacted. If necessary emergency services will be called prior to parents being notified.

Volunteers

- You will need to have completed a volunteer agreement, and pass a background check. You can get these forms on our school website [volunteer application](#).

If you would like to volunteer at your child's school please note the following guidelines for:

- A special event (class party, field trip, Star of the Week, etc): The classroom teachers will send a note home requesting volunteers. Please respond back to the classroom teacher in the manner that is requested in the note. When you arrive, please sign in at the office and put on a visitor badge/sticker.
- A special day/part of the day (ie. child's birthday): Please arrange this with the classroom teacher a minimum of one week prior to the event. When you arrive, please sign in at the office and put on a visitor badge/sticker.
- Regular classroom helper: please check with your child's teacher to see what day/time will be the best. These volunteers will be limited, and will be only at the times worked out by the teacher (not the entire day). You will need to have completed a volunteer agreement, and pass a background check. You can get these forms on our school website [volunteer application](#). It does take some time for these to be processed, and the teacher can let you know once it is completed. You will need to sign-in at the office each time, and wear a visitor badge as well. Please do not arrive before your scheduled time, as it often disrupts the classroom routine.

Visitors

- If you are bringing your child to school, and would like to walk your child to their room, you will need to sign in at the office and put on a visitor badge/sticker. If you arrive more than 10 minutes before class begins, we will ask that you wait in the entry-way, and not in the office. After you drop off your child please do not stay unless you have arranged to volunteer per above.
- If you would like to come and have lunch with your child, then please notify the office by 9:00 am. When you arrive, please sign in at the office and put on a visitor badge/sticker.
- If you attend an outdoor recess with your child, then please sign in at the office and put on a visitor badge/sticker prior to going to the playground.
- If your child forgets something at home and you bring it in after the school day begins, then you can drop it off in the office, and our school secretary will make sure it gets to your student.

School/Home Correspondence

If you and your family have special circumstances where extra copies of school correspondence needs to be sent to more than one household, please make arrangements with your classroom teacher. How the teacher communicates with the second household is up to that teacher. Usually email or self-addressed stamped envelopes are preferred. It is the parents' responsibility to make these arrangements with the classroom teacher on a yearly basis.

Immunization Requirements

State Law (Section 140.5 (16) requires all children entering Wisconsin schools to be immunized. The requirements are: 5-DPT (Diphtheria- Pertussis -Tetanus), 4-Polio, 2-MMR (Measles Mumps, Rubella), a series of 3 Hepatitis B shots, and 2 doses of varicella (chicken pox) vaccine. If your child has already had chickenpox, the vaccine is not necessary. These requirements can be waived only for health, religious, or personal conviction reasons. If your child has been immunized outside of Wisconsin, an immunization form must be on file at school before entrance. If you wish to sign a waiver, please contact the school nurse.

Children's Illnesses & Health Service

There will be days when parents will ask, "When should I keep my child home?" Here are some practical and reasonable guidelines. Please contact the school nurse or your Primary Care Physician with any questions or concerns.

1. A child with a fever of 100 F or higher needs to stay home until they are fever free for 24 hours without the use of fever reducing medication.
2. If a child feels too ill to participate in classroom activities, regardless of fever, they should be at home.
3. Students with vomiting and/or diarrhea must stay home for 24 hours after the symptoms have resolved.
4. Students with an infection such as strep throat must be on antibiotics for 24 hours prior to returning to school.
5. Head Lice: If your child has head lice, he/she must be treated and all nits (eggs) should be removed before returning to school. Please inform the school nurse that your child has had head lice.

Medical history: If your child has a medical condition of which school personnel should be aware, please indicate this on your child's enrollment sheet or contact the school nurse.

Medication

Forms are available at each school office and on the school's website.

Medication to be given at school requires the following:

1. Over-the-counter medications require a medication form to be completed and signed by the parent/guardian. Prescription medication requires the signature of the parent/guardian and the prescribing physician. School personnel will not administer medication without a completed medication form.
2. Medication must be in its original container. Please ensure that your child's name is on it.
3. Please bring only as much medication to school as your child will need to take while he/she is in school. For example, if your child will be taking antibiotics for five days, bring in five doses of medication. Your pharmacist will label a

bottle for use at school for no additional charge. This will eliminate your child transporting medication to and from school.

4. Parents are responsible for transporting medication to and from school.

Bus Students

If your child is not riding a bus on a given day, please send a note, which states with whom and where your child is to go after school. This communication is of extreme importance in providing for the safety of your child. If notification of a change is not received, your child will be placed on the bus as usual.

- Parental requests for student permission to leave a school bus at an alternate location other than the normal designated pick up or delivery point can be granted only by the school building principal, and then **only upon completion of school bus pass/change form online @ [link](#) by the parent or guardian and requested twenty-four (24) hours in advance.** The building principal may grant a maximum of three alternate location, one-day passes per year.
- In the case of a request for a Daycare/Caregiver pass for a pickup or delivery point, the District Transportation Coordinator or his/her designee may only grant such permission and then only upon completion of a school bus pass/change form online @ [link](#) by the parent/guardian requested three days in advance. One Daycare/Caregiver change will be allowed per semester. The bus contractor and school district are unable to approve multiple changes to accommodate parent employment or babysitter schedules. Alternate transportation to or from a babysitter must be on a consistent basis and be approved by the Director of Transportation. Pupils will not be picked up or discharged at intermediate points such as stores or friend's homes.

Lost and Found

Articles that have been found are kept in a central location at each school. From time to time, these articles will be on display in the hallway. **Kindly label all personal possessions with the student's name.** We will do our best to see that all properly labeled apparel is returned to its original owner. Please encourage your child to check the Lost and Found if he/she loses anything.

Toys and Electronics

Toys or electronic equipment are not permitted at school at any time. This includes radios, cell phones, Ipods and all electronic games. All items found will be taken away and held in the office for parents to claim. Audio Books from our library are not included in this list.

Nutrition Break & Hot Lunch

Morning Nutrition Break is \$1.35 = \$6.75/wk.

Lunch is \$2.80 = \$14.00/wk.

Milk for milk break or cold lunch is \$.50

Adult Lunch is \$4.65. Prices subject to change

A computerized lunch system will allow parents to establish a family lunch account. Parents will be able to deposit a check at any school site or online for elementary, middle, or high school students. The computer system will notify parents when their lunch account is low.

School Closing

By 6:30 a.m. a decision to cancel classes or to delay the start of school will be announced on area radio and television stations. This information will be posted on the District's website: [calendar](#) You will also receive an email and phone call through our student management software of this notification. Please make sure your contact information is up to date in our Skyward Family Access. If you need assistance with this please contact either elementary school office.

Please do not call the stations, schools, or administrators at home since this will hamper phone service and cause confusion.

School administrators understand when road conditions do not permit parents to transport their children to school. The judgment of the parent will be accepted in such instances, provided the school is notified the same day so that the absence may be properly recorded.

Birthday Invites/Thank You Notes

Birthday invitations or other personal correspondence such as thank you notes are not to be handed out at school. This can lead to hurt feelings and miscommunications. We apologize for any inconveniences.

Animals on School Premises

Please see the linked School District Policy for [Animals on School Premises](#).

Dress Code

Students are expected to dress and groom in a manner that is not disruptive to the learning environment. The following are examples of what is not allowed:

- no head coverings worn inside the building
- clothing with inappropriate words or pictures
- inappropriate accessories such as: wallet chains, studded collars, etc.
- clothing that exposes undergarments or midriff
- make-up
- no shoes with wheels will be allowed in school

Playground Procedures

While on the playground, all students should enjoy themselves in a safe, healthful manner, such as:

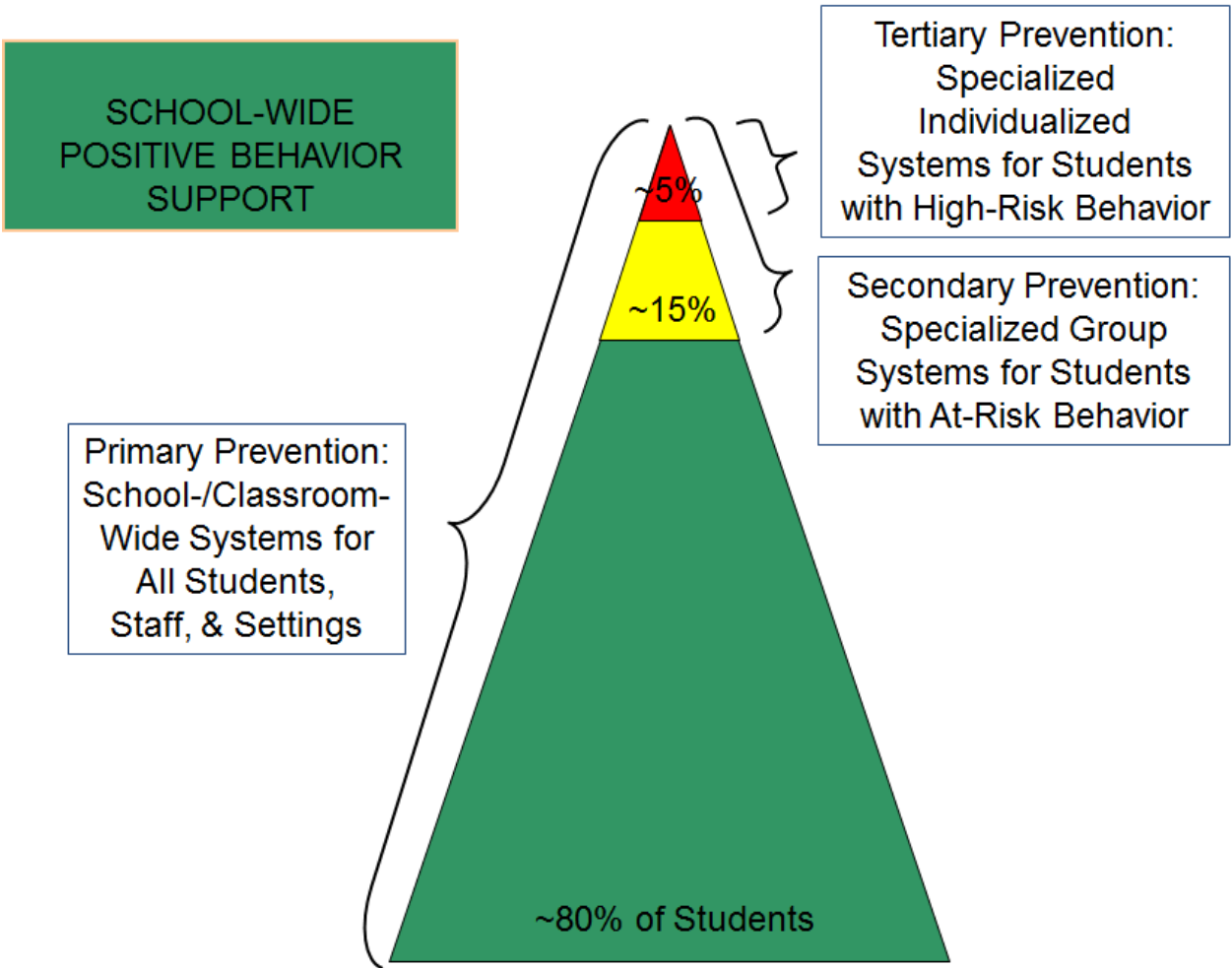
- Once you are outside you will not be allowed to re-enter the building unless there's an emergency
- Snow pants and boots are required after the first snowfall on all non-blacktop areas
- Boots required on blacktop after first snowfall until an announcement is made that shoes may be worn
- Students who don't have boots will be required to stand in a designated area
- No apparel with ties or straps that could cause a choking hazard on playground equipment is allowed
- It is the responsibility of the student to dress appropriately for outside weather

- The following activities are not allowed:
 - Throwing snow or snowballs
 - Tunneling in the snow
 - Playing on ice
 - Sliding on blacktop

*Any exceptions to playground rules will be announced

PBIS

Positive Behavior Intervention and Supports, or PBIS, is a school-wide strategy of helping students achieve behavioral and academic goals. Our school team has established clear and consistent expectations for staff and student behavior in all settings of the school building. We have established the “Fox Four Expectations” for the elementary schools. The focus is on positive expectations and acknowledgement for all students.



The main focus of PBIS is to have primary prevention (Tier 1) in place throughout the elementary schools. This includes ALL STUDENT AND ALL STAFF IN ALL SETTINGS. PBIS should be effective for approximately 80% of students.

"Fox Four" School-wide Behavior Matrix

Fox Four Expectations	All Settings	Hallway	Restroom	Cafeteria	Playground	Bus	Technology
Be Safe	<ul style="list-style-type: none">- Eyes on person or task- Be aware of yourself and others- Follow directions the first time	<ul style="list-style-type: none">- Walk- Be aware of yourself and others- Follow directions the first time- Be organized with your belongings	<ul style="list-style-type: none">- Walk	<ul style="list-style-type: none">- Walk- Wait your turn- Face the table- Stay seated- Chew your food with your mouth closed- Be aware of others	<ul style="list-style-type: none">- Use equipment for intended purposes- Play in assigned areas- Be aware of yourself and others- Follow game rules	<ul style="list-style-type: none">- Stay seated- Voice level 0 or 1- Follow driver instructions the first time- Keep aisle clear	<ul style="list-style-type: none">-Keep passwords protected-Stay on school-appropriate sites- Be aware of yourself and others that are carrying devices- Walk while carrying device
Be Responsible	<ul style="list-style-type: none">- Pick up any litter you find- Be organized- Be on task	<ul style="list-style-type: none">- Pick up any litter you find- Be organized- Be on task	<ul style="list-style-type: none">- Follow hand washing steps- Keep the water in the sink- Put paper towels in garbage- Flush properly	<ul style="list-style-type: none">- Eat only your own food- Keep track of your lunch card, tray/lunch box, utensils- Take only one helping of each item from the salad bar- Finish all food before you ask for seconds- Clean up your area before dismissal	<ul style="list-style-type: none">- Put litter in garbage- Put away any equipment or toys you use- Dress for the weather	<ul style="list-style-type: none">- Report any problems to driver- Put litter in garbage- Keep items organized	<ul style="list-style-type: none">- Access only educational materials on school devices- Follow directions from adults- Carry device with two hands- Work on a flat, solid surface- Charge your device-Keep water and food away from device-Report damaged technology
Be Respectful	<ul style="list-style-type: none">- Be respectful in your words and actions- Keep hands, feet and body to yourself- Whole body listening	<ul style="list-style-type: none">- Voice Level 0 or 1- Hands, feet and body to yourself	<ul style="list-style-type: none">- Voice level 0 or 1- Keep eyes to self- Keep hands, feet and body to self	<ul style="list-style-type: none">- Voice level 0 or 1- Use proper manners- Keep hands, feet and body to self	<ul style="list-style-type: none">- When choosing activities, make positive choices- Take Turns- Keep hands, feet and body to self	<ul style="list-style-type: none">- Respect personal space- Share seating if asked	<ul style="list-style-type: none">- Keep eyes on own screen- Use device and charging station gently

			- Use bathroom equipment as intended	-Pay attention, and speak clearly when ordering your food	- Share equipment - Respect nature		
Be Positive	- Believe in yourself - Be kind - Be helpful - Be a role model - Use manners	- Level 0 or 1 greeting - Be kind - Be helpful - Make eye contact with others and/or acknowledge them with a quiet wave	- Be kind - Use manners - Be a role model	- Be kind - Be helpful	- Include others - Be a good sport - Be kind - Ask other kids to play if they are on the Buddy Bench	- Greet the driver - Be kind - Help others - Be a role model	- Help others with programs/apps - Type positive and encouraging messages - Be a positive digital citizen

Voice Level: 0-Silent, 1-Whisper, 2-Normal, 3-Outside

PBIS Fox Four Recognition Program

Students are more likely to follow expectations when those expectations have been explicitly taught and when appropriate behavior is consistently recognized. With the kickoff held each fall and booster lessons taught throughout the year, we ensure that all students know and have practiced expected behaviors in all areas of the school. The other way to ensure success is to provide consistent recognition. We do this with our Fox Paw recognition tickets.

1. All staff members are encouraged to carry Fox Paw tickets with them at all times throughout the building. Each staff member will have their own master copy with their signed name on it. Any copies of the Fox Paw ticket should be made on bright green (Astrobright Terra Green #21588). It is the staff member’s responsibility to make sure they have Fox Paw tickets to hand out using their MASTER COPY that will be in a binder in the office.
2. When staff members come across any student who they recognize following our Fox Four expectations, the staff member should recognize this student by giving him/her a Fox Paw ticket and making a brief, specific statement thanking him/her for following the Fox Four (i.e. “Thank you for walking at voice level 0 in the hallway - that’s the Fox Four way!” or “Thanks for lining up correctly!”).
3. It is then the student’s responsibility to write his or her own name (preferably in ink) on the ticket.
4. Classroom teachers will put Fox Paws in their classroom bucket. When a student gets a Fox Paw, they color a square in the classroom hundreds (OES) or fifties (Patch) chart.
5. Specialists will be able to give a whole class a “Fox Paw” (put CLASS on it versus student name) and it will count on classroom 50/100’s chart.
6. Classroom teachers will pick a Fox Paw on Friday. These Fox Paw tickets will then be placed in the Staff Acknowledgement buckets (1 for teachers - classroom/aide/specialists/secretaries, 1 for bus drivers, and 1 for support staff - custodians/food service) for the monthly staff drawing.
7. There will be one drawing per week, even on short weeks.
8. Teachers will empty the classroom bucket after the Fox Paw is drawn for the week. Students can accumulate tickets to redeem for prizes in the fox paw store/cart. Once redeemed, tickets can be put in the clear bin in the hallway. The staff buckets will be emptied after the monthly drawing.
9. When the hundreds or fifties chart is filled, the class will go to the library (OES) to fill in a square on the school-wide chart (fifties chart will be in the front hall at Patch). There will be a tracking sheet in the library at OES and the office at Patch to document which class has filled a square. When the classroom chart is filled, the teacher will have a classroom celebration. As part of the kickoff, teachers will brainstorm different types of celebrations with their class such as pj day, extra recess, special treats, designated free time of choice, bringing a stuffed animal to school, etc.
10. When the school-wide hundreds or fifties chart is filled, there will be a school-wide celebration.

Bullying/Harassment Policy

The Omro Elementary Schools Bullying Policy is in accordance with Board Policy 407 and states:

Bullying is, “any conscious, willful, deliberate or attempted act, through the use of words or actions, which are intended to cause physical injury, emotional distress/suffering, property damage, or which impacts the learning environment.”

“Bullying is any unwanted aggressive behavior(s) that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. Bullying may inflict harm or distress on the targeted youth including physical, psychological, social, or educational harm.”

When bullying behavior is based upon the student’s sex, race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation of physical, mental, emotional or learning disability, or any other characteristic protected by federal or state civil rights, the behavior could be considered harassment.

When technology is used to support deliberate, repeated, and hostile behavior by an individual or group that is intended to tease, harm, harass, intimidate, threaten, or terrorize others, such actions are referred to as cyber bullying. This includes, but is not limited to the following misuse of technology: sending or posting inappropriate and hurtful email, instant, and text

messages, digital pictures or images, website postings, blogs, or any other messages via cyberspace. In situations in which cyber bullying originated off school property or from a non-school computer or telecommunication device, but is brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly impedes the day to day operations of a school. Such conduct includes, but is not limited to, harassment and/or bullying, or making a threat off school grounds through cyberspace that is intended to endanger the health, safety, or property of others at school.

Examples of acts of harassment and/or bullying include:

- physical intimidation
- force or assault
- Humiliation
- bigoted epithets
- Vandalism
- Extortion
- oral or written threats
- Taunting
- put downs
- name calling
- threatening looks or gestures
- false accusations
- social isolation
- retaliating against another student for reporting harassment or bullying
- any other behavior that substantially interferes with a student's performance or creates an intimidating, hostile, or offensive school environment.

Any student who believes he/she has been subject to harassment and/or bullying may file a complaint directly to the building principal or designee.

Technology

Students are given opportunities to use different technologies at Omro Elementary Schools. With this opportunity comes expectations of students to be a good digital citizen. Students will sign a Digital Citizenship Pledge at the beginning of the year and are expected to uphold the responsibilities throughout the school year.

I will be Responsible: I will access only educational materials on school devices. I will be careful what I put online. I will tell an adult at school if anything makes me nervous, worried or uncomfortable online. I will treat the devices with care.

I will be Respectful: I will only go on educational websites that my teacher instructs me to. I will respect each other's ideas and opinions online. I will communicate responsibility and kindly with one another online. I will give proper credit for other's work.

I will be Positive: I will only send positive and encouraging comments. I will learn and follow online rules. I will stand up against cyberbullying.

I will be Safe: I will keep my personal information and passwords private. I will protect my own and others' private information online. I will get help if I am cyberbullied.

The School District of Omro owns the devices used and has given students a google account to use for school purposes only and has the right to go through the device at any time to investigate or review the contents of their account or device.

Discipline measures may be given, if necessary, to help students learn to be a good digital citizen.

School District of Omro Nondiscrimination Policy

It is the policy of the School District of Omro that no person may be denied admission to any public school in this district or be denied participation in, be denied benefits of, or be discriminated against in any curricular, extracurricular, public service, recreational, or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s.118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and section 504 of the Rehabilitation Act of 1973.

The district encourages the informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the School District of Omro.

Any questions concerning this policy should be directed to:

Dr. Jay Jones, Superintendent.
School District of Omro
455 Fox Trail
Omro, WI 54963
(920) 685-5666
jjone@omro.k12.wi.us