

Gillett
Elementary School
Parent/Student Handbook

2025-2026



GILLETT TIGERS

Be SAFE  Be RESPECTFUL  Be RESPONSIBLE
and be PROUD to be a TIGER!

A
Leader in Me™
School

208 West Main Street
Gillett, WI 54124
Phone – (920) 855-2119
Fax – (920) 855-6600

GILLETT ELEMENTARY PARENT - STUDENT HANDBOOK

TABLE OF CONTENTS

	PAGE
Mission/Belief Statements	4
Where to Go For Help	5
You Have Rights	6
A. Attendance	7
Attendance Procedures	7
Attendance - Excused Absences	7
Attendance - Unexcused Absences (Truancy)	8
Attendance - Medical Appointments	8
Attendance - School Excused Absences	9
Attendance - Pre-Planned Absences	9
B. Books and School Materials	9
Busing/Transportation	9
Bullying	10
C. Cancellation of School	11
Computer Use Guidelines	12
Complaints Concerning Personnel, Procedures	12
Counseling Services	13
Directory Information	13
D. Discipline Philosophy	13
Dress.....	14
Drills-Fire, Tornado, Lockdowns, Bus Evacuation	14
Electronic Devices/Toys	15
E. Emergency Information	15
Extra Curricular Eligibility - WIAA Athletics - Grade 5	16
F. Field Trips	16
Fire Lane	18
First Aid.....	18
H. Homework.....	19
Head Lice (Pediculosis)	19
I. Insurance	20
L. Leader in Me	20
Leader in Me - Family Lighthouse Team	20
Library Book Check-Out	21
Locker/Coat-Hook	21
Lost and Found	21
Lunch	21
Lunch/Library Cards.....	25

GILLETT ELEMENTARY PARENT-STUDENT HANDBOOK (CONTINUED)

	PAGE
Lunch Guests	25
M. Medication at School	25
Money at School	25
N. Nondiscrimination Policy.....	25
Nurse	26
P. Parent Teacher Conferences.....	26
Parking/Drop-off/Pick-up.....	26
Physical Education.....	27
Promotion and Retention.....	2
R. Records - Students	27
Report Cards	28
S. School Improvement Initiatives	28
Screenings.....	28
V. Visitors	29
Volunteers	29
W. Wednesday Take Home Folders.....	29

MISSION STATEMENT:

The mission of the Gillett School District is to offer students high-quality educational experiences in a secure learning environment, which recognizes, values, and responds to students' individual needs.

BELIEF STATEMENTS:

We Believe...

- The student is the center of education.
- All Students can learn.
- Students can do quality work.
- Learning is an ongoing process.
- Students learn at different rates.
- Students learn in a variety of ways.
- Students need to be actively involved in learning.
- A positive self-concept is essential to quality education.
- Motivation, attitude, and regular attendance are crucial to learning.
- Mistakes are opportunities for learning.
- Educators are professional and competent people who strive to do their best.
- Effective educators provide an atmosphere conducive to learning.
- Effective educators address different learning styles.
- Effective educators provide more than one opportunity to learn.
- Effective educators are actively involved in decision-making.
- Educators need professional growth opportunities.
- Schools, parents, and the community share responsibility for education.
- Effective schools provide a safe, healthy, and comfortable environment.
- The curriculum addresses the knowledge, skills, and attitudes necessary for future success.
- A quality education requires financial support.

Where to Go for Help

To see a counselor about a problem or concern	Go to the School Counselor's office and ask to make an appointment, or leave a note for the counselor.
In case of illness or injury.....	Go to the office and see the office staff.
To make a telephone call.....	Ask your teacher for permission to make a phone call.
To put money in my lunch account.....	Place money in an envelope and write your name and the amount on the envelope. Bring it to the office before school any morning.
To dismiss at the end of the day.....	Parent pick-ups will be dismissed at 3:00. Parents should wait in the pick-up line in the Elementary parking lot entering from Harding Street. Walkers are dismissed at 3:05. Bus students are dismissed to board the buses at 3:07. Please call the school office for ANY changes to end-of-day transportation changes PRIOR to 2:00.
To return library materials.....	Bring books to the library during your library time.
As a parent to volunteer or visit.....	Please bring your driver's license to the school office to be background checked by our Raptor system. A visitor pass will be printed for you to enter the classroom areas, if necessary.

"You Have Rights"

YOU HAVE THE RIGHT to be yourself and like who you are.

YOU HAVE THE RIGHT to your own opinion without feeling selfish or guilty.

YOU HAVE THE RIGHT to be competent and proud of your accomplishments.

YOU HAVE THE RIGHT to ask for affection and help.

YOU HAVE THE RIGHT to be respected as a human being with feelings.

YOU HAVE THE RIGHT to make mistakes - and be responsible for them.

YOU HAVE THE RIGHT to change your mind.

YOU HAVE THE RIGHT to say, "I don't know!"

YOU HAVE THE RIGHT to say, "I don't agree!"

YOU HAVE THE RIGHT to say, "I don't understand!"

YOU HAVE THE RIGHT to offer no reasons or excuses for anyone else's behavior.

YOU HAVE THE RIGHT to have your opinions respected.

YOU HAVE THE RIGHT to have your needs be as important as other people's.

YOU HAVE THE RIGHT to be listened to and understood.

YOU HAVE THE RIGHT to grow, learn, change, and value your own experience.



ATTENDANCE:

Wisconsin State Statutes (Ch.118.15) requires that all students attend school regularly during the full period and hours that school is in session.

Attendance Procedures

- **Students who are absent all day...**When a student is absent from school, a parent/guardian must notify the Elementary School Office at (920)855-2119 prior to 8:15 a.m. to inform the secretary of the absence **and the reason.**
- **Students who arrive late to school...**Check in the main office immediately upon arrival. All tardies will be unexcused unless the school receives a call from the parent BEFORE the student arrives or the parent comes into school with the student. A student will be marked tardy if they are checked into the office within five minutes of the morning bell. A student will be marked absent if checked in more than five minutes after the morning bell.
- **Students leaving early...** All students must check out in the main office any time they leave school during the school day.

Excused Absences

It is the responsibility of the school administration to determine whether an absence is considered excused or unexcused. The following reasons are classified as excused absences (Board Policy 5200):

1. Personal Illness
 2. Family Emergencies, which require the student's presence
 3. Impassable Roads or inclement weather
 4. Parent Request. Parents may request their son/daughter be excused from school attendance for no more than ten days per school year *if the request is made prior to the absence, **before the school day – NO EXCEPTIONS.***
 5. Suspension
 6. Administration placement
- After ten (10) excused absences in a year, parents/guardians will be required to provide a medical excuse for subsequent absences. Any medical excuse must be in writing and state the time period for which it is valid, not to exceed 30 days. Medical notes should include when the student can return to school.

Unexcused Absences (Truancy)

An absence from school, whether for all or part of a school day, not excused as listed above or not excused in a timely fashion will be considered unexcused. Under Wisconsin State Statutes (Ch.118.16), a student is considered a “habitual truant” if unexcused for all or part of five or more days on which school is held during a school semester. Parents will be notified of truancy and habitual truants will be referred to local law enforcement and/or the Department of Social Services and the courts in accordance with state law. The courts have a variety of options in dealing with habitual truants which include ordering the student back to school, suspending driving privileges, home detention outside of school hours, fines for either the parents or the student and assignment to a Juvenile Detention Facility are all options available. The following are the steps that will be followed when addressing unexcused absences and prior to referring a student for truancy:

- Parent/Guardian is notified via automated phone system each day that the student was marked unexcused during the school day.
- School Attendance Officer will send a letter notifying parents of the student’s “habitual truant status”.
- Parent meeting with school administration is requested.
- Student will meet with counselor and/or school administrator about attendance concerns.
- Police and/or the Department of Social Services are notified of the student's status and they may contact the student or family about attendance.

Medical Appointments

In the event emergency care is needed, students will be excused from school at an appropriate time for a medical appointment. Students and parents are discouraged from making routine medical appointments during school hours. It is recommended that any time a student misses school for a medical appointment, a note be provided to the school so that the absence is considered Medically Excused. Medical notes should include when the student can return to school.

School Excused Absences

If a student is not feeling well, they should go to the office. If the student is sent home by the school due to school protocol for illness, it will be considered a School Excused Absence. Personnel at the school must make the determination that the student should go home and contact the parents.

Preplanned Absences

There are instances when parents choose to have students miss school due to a preplanned event (medical or legal appointment that cannot be scheduled outside of the school day, the funeral of a relative, and family vacations). In such an instance, parents **MUST CONTACT** the Elementary School Office **PRIOR** to the absence to make the necessary arrangements. Arrangements should be made at least three days prior to the absence. In all, **pre-excused absences cannot exceed ten (10) such days in a school year**, or the students will be identified as being truant.

B

Books and School Materials

-Expectations- Students are expected to take good care of all school materials which they use, including textbooks, library books, and technology. The people of our district pay taxes to provide us with these tools of education. Please care for all district materials and return them in the same condition that you received them.

-Consequences- Parents are responsible for paying for all school materials which are damaged or lost by their children.

Busing/Transportation

Bus schedules should be firmly established by the end of the first week of school and students riding buses will know the times at which the bus will pick them up in the morning. **The courts have consistently held that the transportation of students is a privilege, not a right, and that this privilege is conditional upon the student's good behavior.**

Students are under the jurisdiction of the school district and, as such, are directly under the supervision of the bus driver. The following are in compliance with state statutes, DPI regulations and Board of Education policies. Only a note or phone call from a parent/guardian can change a student's bus ride home. **Any changes to busing transportation needs to be called into the Elementary Office no later than 2 PM the day of the change.** If there is no

contact from parents, students will be sent home via the transportation route expected on that date.

While on the bus, students must adhere to the following rules:

1. Follow directions the first time they are given.
2. Stay in your seat, sitting forward, and keep the aisle clear.
3. Keep hands, feet and objects to yourself and inside the bus.
4. No shoving, fighting, swearing, or loud talking at any time.
5. No eating, drinking or chewing gum.
6. Windows may be open only halfway down.
7. Do not sit in the seats in the last two rows of the bus.
8. Students in grades 4k-5 will sit in the front of the bus followed by the middle school students and then the high school students.
9. Headphones/earbuds must be removed when students are boarding or exiting the bus.

Bus conduct violations will be communicated to the Dean of Students and will be handled in the way that is outlined in the Gillett School District Bus Handbook. Students may be denied bus-riding privileges and/or other school consequences for poor behavior while on the bus.

Parents who have any questions regarding bus schedules or transportation issues are asked to call Lamers Buses, 920-590-0623 prior to calling the Elementary School office.

Bullying

Gillett Elementary School is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our school works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Bullying is generally defined by three criteria: *repeated*, *targeted*, and *using power to control/hurt others*. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Each student at Gillett Elementary School has a right to:

- Learn in a safe and friendly environment
- Be treated with respect
- Receive the help and support of caring adults

Any student who engages in bullying may be subject to disciplinary action up to and including expulsion. Students are expected to immediately report incidents of bullying to the principal or adult on duty. Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner. A Bullying Reporting Form can be filled out by students or guardians and is available from the principal, counselor, or the front desk.

If the complainant student or the parent of the student feels that an appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal or District Office. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.



Cancellation of School

School may be closed during periods of inclement weather. Early morning announcements of closing will be made over local radio and television stations. Calls will also be made using our Messenger system. **(If you do not receive a phone call when school is canceled, please call the office to let us know you are not receiving the calls.)** Tune your radio dial to: WGEE (1360 AM), WIXX (101.1 FM), WOCO (1260 AM, 107.1 FM), or WTCH (960 AM, 99FM) for any weather closing information. We will also have this information on WBAY-TV (Channel 2), WFRV-TV (Channel 5), WGBA-TV (Channel 26), and FOX-TV (Channel 11) for those who are hearing impaired. If school must be canceled during the day, forcing early dismissal, announcements will be made over these same stations. **Please do not call the school during these times, since the lines need to be kept open for emergency purposes.** If the parents feel the need to call the school during an early dismissal, someone will be available in the school office until the buses have finished their routes.

Computer Use Guidelines

Students and their parent/guardian must sign a Technology Use Agreement before the student will be granted an individual account on the system.

The parent/guardian of a minor student can withdraw their approval at any time. The principal/designee or system administrator may revoke a student account if district policies or procedures have not been adhered to.

-Student access will be under the guidance of a staff member to whom the student is accountable.

Complaints Concerning Personnel, Procedures

Constructive criticism of the school district is welcome when it is motivated by a sincere desire to improve the quality of the educational program and to help the district's schools perform their tasks more effectively.

The Board places trust in its employees and desires to support their actions in such a manner that employees are protected from unnecessary, spiteful, or negative criticism and complaints. **With this understanding, it is district policy to resolve concerns and complaints informally at the lowest level beginning with the teacher, then the building principal, and finally, district-level administration.**

When informal resolutions are unsuccessful, the Board will follow the formal complaint before investigation or action. The lines of authority for the school district are: individual employee; building principal; district administrator; board of education; courts.

The following procedures should be observed in making a complaint:

1. The complaint should be presented to the school employee by the aggrieved individual and with the employee's immediate supervisor present.
2. If satisfaction is not attained by the aggrieved individual, a written complaint, dated, and signed should be given to the appropriate administrator. This administrator will make an effort at resolution. If there is no satisfactory resolution, the written complaint then goes to the district administrator.
3. If the complaint is not resolved by the district administrator, it may then be submitted in writing, signed, and given to the board of

education by the aggrieved individual. The Board will not act on complaints unless this procedure is followed.

Counseling Services

The Gillett Elementary School has an available network of support for students who need assistance. This network includes the school counselor, district psychologist, and the district nurse. Since school counseling is an integral part of fulfilling the philosophy of our School District, students may see a counselor for a variety of reasons for assistance. If you do not want your child to be seen by the counselor, please notify the school in writing. Please contact the school counselor for further information.

D

Directory Information

The Gillett School District designates as directory data a student's name, address, telephone listing, date and place of birth, dates of attendance, photographs, and name of school most recently/previously attended by the pupil. This directory data shall be considered public information and may be released to appropriate persons, other parents, and media, unless parents or adult students refuse the release, in writing. Refusal of such release must be made no later than 14 days after the opening of school or of enrolling in school in the case of those entering the Gillett School District after the school year has started.

Discipline Philosophy

The primary function of our school is the education of students. Most of the problems occurring in school that require disciplinary measures stem from those students' actions that disturb the learning environment. **Our school has an obligation to protect a student's right to an education without interference.** Any student who behaves in such a way as to interfere with the learning of others can expect to be disciplined. Self-discipline is the responsibility a student takes for his/her own actions.

The type of discipline administered will follow the concept of what is reasonable under the circumstances. This means that consideration will be given as to the age of the student, the nature of the offense, and the number of times a student may have engaged in similar or other offenses. This may include removal from the classroom, alternate removal, or suspension from school. Students who pose an imminent danger to themselves or others will

be handled according to Nonviolent Crisis Intervention procedures by trained staff.

Dress

The responsibility for the appearance of the students of the Gillett School District rests with the parents and the students themselves.

They have the right to determine such student's dress providing that such attire is not destructive to school property, complies with the health code of the State of Wisconsin, and does not interfere with the educational process. Students will be expected to attend school in neat, clean, and modest clothing. When a student's appearance disrupts the educational process, he/she may be subject to disciplinary action. Examples of such clothing are listed as follows:

1. Any clothing with pictures and/or writing that refers to sexual, racial, or otherwise offensive statements.
2. Any clothing with pictures and/or writing which enhances the image of, or promotes the use or consumption of alcohol, tobacco, and/or other drugs.
3. Any clothing with gang symbols, colors, emblems, insignias, or other gang identification or reference.
4. Wearing caps, hats, jackets, or other outdoor attire in the classroom.
5. Going barefoot or stocking-footed. (*Students are not allowed to wear "flip-flop" shoes on the playground equipment or for phy-ed class for safety reasons.*) *Shoes need to cover the toes and stay on the foot.*
6. The wearing of chains which could be considered dangerous in school.
7. The wearing of face paint, masks, costume wear, or items not typically regarded as clothing (i.e. blankets, capes, flags, etc.)

After-school activities, special events, and certain courses, may have inclusions or exceptions to the rules on this list when the student is participating in those activities.

Drills

- **Fire Drills** – Fire drills will be conducted monthly throughout the school year. The signal for a fire drill is a continuous buzzing of the fire alarm. Upon hearing this signal, the building is to be vacated

immediately following directions posted in each room, walking single file, and without talking. Teachers are to make sure that fire drill procedures are followed during the drill.

- **Tornado Drill** – The signal for the tornado drill is an announcement over the school's PA system. Students are to move to places of shelter located within the building, following the procedures outlined by their teacher and posted throughout each room of the school building. Students will assume a self-protective position
- **Secure Hold/A.L.I.C.E. Drills** – The signal for secure holds or A.L.I.C.E. procedures is an announcement that will clarify the level of the alert. Upon hearing the announcement, students are to follow procedures communicated by their teacher.
- **Bus Evacuation Drill** – The school will hold a bus evacuation drill each year so that the children are familiar with emergency procedures should they need to utilize such measures. All students, even those who do not ride the bus regularly, are encouraged to participate in the drill, so that they would be prepared for any bus emergency on a field trip, etc.

Electronic Devices/Toys

Electronic devices owned by students, including, but not limited to: phones, smart watches, radios, and video games; may not be played or used in the school building or on campus during school hours unless permission is obtained from a principal/designee. These devices can be a disruption to the learning environment. Students in violation of this policy will have the item removed from their possession and kept in the office until claimed by the parent. Continued use may result in further disciplinary measures.

While we understand many parents prefer their children have a phone at school, students will keep phones in their backpacks and powered off until the end of the school day.

Emergency Information:

Sudden illness or accidental injury may occur at any time to schoolchildren. At such times, it is imperative that the school has certain information on file in order to take immediate action. The **Gillett School District Emergency Form** (either on paper or through online registration) provides the school with the necessary information to begin immediate action, should the need arise.

Each student in the building is to have such a form on file in the office. In completing the information requested on the form, please be sure to include a telephone number where a parent may be reached in case of an emergency. If it is not possible to reach a parent during the day, please provide the telephone number of a relative or friend who may be contacted in case of emergency. Also, please remember to update the office when you get a new phone number.

Emergency contacts will be logged in our student information system and **will be considered parent-approved designees for student pick-up** unless otherwise clarified by the parent to the principal or secretary.

Extra Curricular Eligibility – WIAA Athletics - Grade 5

- A. Gillett School District expects that certain minimum requirements be met before a student is eligible to participate in competitions. The minimum requirements are as follows:
1. Pass all courses in the preceding semester grade or progress report.
 2. Be in attendance the day of the extra-curricular event, unless prior approval from administration is granted.
- B. School suspensions are considered serious in nature and indicative of a student not presenting the ideals and values of Gillett School District. School suspensions will result in a one-event suspension as determined by the administration.
- C. The Athletic Handbook governs athletes and athletic events.

F

Field Trips

While often an enjoyable experience, field trips are a part of the educational programming of our school, with the goal of enhancing and enriching the curriculum used in the classroom.

- **Expectations** – Students are representatives of the Gillett School District. It is expected that students adhere to all school expectations while on trips. Normal school discipline policies and procedures will be followed on all school-related trips. Students

suspended from school (in-school, out-of-school, or bus) up to three weeks before a field trip may not be eligible to attend the field trip.

- **Fees** – Some trips may require a fee from parents/guardians. In no way should the fee inhibit a child from participating. If the fee is a problem for any parent/guardian, you will need to contact the teacher or the principal.
- **Transportation** – All students are expected to use school-provided transportation to all field trip destinations. We allow parent chaperones to leave the field trip destination with their student if there is a liability form completed prior to leaving for the field trip. Please see your teacher or the main office for a form.
- **Chaperones** - As your child attends field trips, the staff in charge may send out invitations for chaperones for those field trips. Not all field trips are able to bring chaperones at all, and others are limited in numbers. Chaperones are restricted to custodial parents and guardians. While on rare occasions we may allow other relatives to serve as a chaperone, those are on a case-by-case basis. Custodial parents who do not have placement at the time of the field trip are permitted to serve as chaperones.

All potential chaperones must pass a background check prior to attending a field trip.

Chaperones are expected to take on a group of students in addition to their own and perform supervision duties as outlined below. Chaperones are responsible for their own fees, if any. Chaperones may possibly need to provide their own transportation if there is not room on the school bus.

Chaperones agree to the following guidelines:

* The students assigned to you are your responsibility. Know exactly how many students are in your group and learn their names and faces. Keep a count at all times and report any missing students immediately to the supervising staff member.

* Always be safety-conscious. Rein in reckless or silly behavior right away.

* As a volunteer chaperone you: may not smoke, drink alcohol, use tobacco or controlled substances including electronic cigarettes, or possess articles that can be used as weapons.

* You have the authority to enforce the rules and appropriate behavioral expectations. The responsibilities for assigning consequences or any restraint rest with the school staff. Report any major and/or continued infractions to the student's teacher or any staff member as soon as possible.

* Please do not purchase items, including food or snacks, that are not offered to all students in the class or preapproved by the teacher. Some students have allergies you may not be aware of.

* Please be aware that some students have photo restrictions; this means their parents have formally requested they not be photographed at school or school activities. If you take photos, verify that the students you photograph do not have photo restrictions (teachers have this information). Do not post photos of students on your personal social media.

Fire Lane

The entire school side of the front driveway, extending from the entryway near the playground to the exit leading into the high school parking lot is designated as the fire lane. No personal vehicles can park on the school side of the front driveway at any time.

First Aid

In case of injury, students are to report immediately to their classroom teacher or the person in charge of the playground. Any student suffering an injury of any kind in gym class, classroom, corridors, on campus or in athletic competition, should report the injury to the teacher/coach involved or to the Office. If an injury occurs at school, the parents will be called to determine what the next steps will be for their student. In cases of serious injury, an accident report will be filed.

H

Homework – Beginning with the 2021-22 school year, homework for students will not be required except in rare occasions. It is our belief that students are best served at home by spending time with family and that the best thing a parent or guardian can do with their child is to read every single night with them—either reading aloud to them or listening to their child read to them. That precious time will not only become a cherished memory but will make a bigger difference in your child’s academic success. We will send home unrequired learning opportunities with students periodically as well, which can be used by families to work together on some of the work being done in class.

Head Lice (Pediculosis)

head lice (Pediculosis) is a problem that the school deals with on an annual basis. The problem has become more prevalent in recent years and requires the cooperation of everyone to keep it to a minimum. Anyone can be infected regardless of age, sex, race, or standards of personal hygiene. The key to keeping this nuisance problem under control is to get infected individuals treated as quickly as possible to prevent its spread.

- Students diagnosed with live head lice may go home early from school; however, they may go home at the end of the day, be treated, and return to school following appropriate treatment.
- Students diagnosed with live head lice should be discouraged from close direct head contact with others; as well as sharing of brushes, combs, hair accessories, hats, and other clothing that touches the hair.
- The child’s parent or guardian should be notified that day by telephone or by having a note sent home with the child by the end of the school day stating that prompt, proper treatment of this condition is in the best interest of the child and his or her classmates.
- There are many acceptable treatment options; however, treatment with a product that is both a pediculicide and ovicidal is the surest way to kill lice and prevent further re-infestation.
- Students may not be re-admitted to the classroom the next day if no treatment or insufficient treatment has been given.
- Students with nits-only will not be sent home from school. Parents will be contacted and the student should be monitored for signs of re-infestation.

- Classroom notification letters will be sent home to alert parents only when a significant percentage of children in a classroom are infested with lice.

I

Insurance

The Gillett School District does not provide accident insurance for students. Parents are encouraged to carry their own insurance.

L

Leader In Me

The Leader in Me helps students learn how to become self-reliant, take initiative, plan ahead, set and track goals, do their homework, prioritize their time, manage their emotions, be considerate of others, express their viewpoint persuasively, resolve conflicts, find creative solutions, value differences, and live a balanced life. The process helps students develop the skills and self-confidence they need to lead their lives and succeed in school and beyond. This is taught to students through the “7 Habits”.

They are as follows:

Habit 1 – Be proactive

Habit 2 – Begin with the end in mind

Habit 3 – Put first things first

Habit 4 – Think win-win

Habit 5 – Seek first to understand, then to be understood

Habit 6 – Synergize

Habit 7 – Sharpen the saw

Each week we will highlight one of the habits. For more information about “Leader in Me” you can visit www.leaderinme.org.

Leader in Me – Family Lighthouse Team

Gillett Elementary School has an active Leader in Me Family Lighthouse Team. You are encouraged to become involved and active in your child’s education. The FLT meets monthly at varied times (please check ClassDojo or the Monthly Calendar for times) in the elementary school Science Lab. Our FLT coordinates school volunteers with staff, plans ways to address areas of need in the school, and projects to improve learning conditions for students. Please contact the Elementary School office for more information or join us at a meeting.

Library Book Check-Out

Books may be checked out of the library for a period of two weeks. Students who fail to return library books will be issued a reminder and may be restricted in their privileges of checking out books. Students who lose library materials will be expected to pay for them.

Locker/Coat-Hook

A student locker/coat-hook is provided by the school for the convenience of the student and is to be used solely and exclusively for the storage of outer garments, footwear and school-related materials.

An important role we have is to maintain a safe and healthy environment that is free of alcohol, tobacco, other drugs, and weapons. Any unauthorized items may be removed by district staff, and be held until a conference can be conducted with the student assigned to the storage area. Parent/guardians may be required to be present at this conference. Illegal items may be turned over to law enforcement and the person who was in possession of these items (along with parents/guardians) will be informed of this action.

Lost and Found

Please label all items that come to school. Our lost and found normally accumulates hundreds of items by the end of the school year. Many of these are very nice and expensive items including tennis shoes, lunch boxes, and jackets. Please check the lost and found located in the main hallway during Parent-Teacher Conferences or other school events. Items not claimed will be given to charity.

Lunch

Expectations: The school meal program is designed to give students a balanced and nutritious breakfast and lunch. The entire meal is to be eaten in the cafeteria. Each student is responsible for returning his/her tray to the disposal area. A half-pint of milk is supplied with the meal and those students bringing their own meals may purchase milk. Proper etiquette is expected by all students while in the cafeteria.

Gillett School District uses a software program to track purchases of milk, breakfast, and lunch meals. This program is coordinated with the student software program. This enables parents to look up balances and to look up what charges have been posted to their child's account. A password will

need to be entered and can be obtained through the office. The information will be current as payments are posted and charges are made to the accounts. Each student will have an **individual account**. If a family has more than one student in the district we will continue to accept one check but ask parents to indicate the amount they would like deposited into each of their children's individual accounts. We will also accept checks individually for each account. If no amount is indicated we will divide the amount equally to your children's accounts. Deposit envelopes are available in the Elementary and Secondary School offices and payments can be made at either office.

Pricing

- Full Pay Students - Students will pay for meals at the District's standard meal rates.
- Reduced Meal Benefits - Reduced status students will be allowed to purchase a breakfast for \$0.30 and lunch for \$0.40 each day.
- Free Meal Benefits - Free status students will be allowed to receive a free breakfast and lunch each day. Milk is only free when it is selected with the full meal. A la carte purchases will be charged at regular prices.

Payment Options:

1. Families may add money to their food service account balance by sending cash or check to the elementary or high school office which will be deposited into their family account.
2. Online Payment Option - The District offers parents the option of making online payments to their family account using a debit or credit card. Our online payment module can be accessed by logging in with given Infinite Campus Parent Portal login credentials.

Hot Meals (Board-approved – prices subject to change):

Lunch

Grades 4K-5	Single Ticket	\$2.95
Adult		\$4.65
Milk		\$0.40

Breakfast

4K-12	Single Ticket	\$2.10
Adult Breakfast	Single Ticket	\$2.56

Unpaid Meal Charges:

This policy is to establish procedures for students and staff with insufficient funds for school meals. According to the USDA, students who are eligible for free meals must be provided a meal even if the student owes money. Other students must also be provided a meal if they have the money in hand to pay for the current day's meal, regardless of food service account status. USDA regulations do allow other students to be denied a meal if their account is negative and they do not have the money in hand for the current day's meal. Gillett School District follows a prepay policy and asks that all monies be paid in advance of meal service.

Unpaid Meal Procedures:

1. Unless parents or guardians have opted out, they will receive daily emails in regard to their child's/family's account balance. Parents and guardians are responsible for paying in advance for their child's/family's account.
2. No charges are allowed for a la carte items, extras, or additional milk on any negative account or accounts with a zero balance.
3. Students with free meal status will not be denied a lunch when they have a negative balance, but will not be allowed a la carte items, second servings, second lunches, or additional milk.
4. Students with full pay or reduced meal benefit accounts who reach -\$5.00 or more will be contacted by the district office by phone. A letter will also be sent to the home stating that if the negative balance is not paid by a certain date, their child(ren) will receive an alternate lunch consisting of a peanut butter and jelly sandwich, fruit and milk. The charge for an alternate lunch will be \$1.50 per day. In order to avoid undue stress on the students, if they are receiving an alternate lunch, it will be communicated to them ahead of time and the bag lunch will be ready for pick up in the office.
5. Alternate lunches will be provided for up to 15 school days. At that time, if negative balances have not been paid, or the parent/guardian has not made some type of arrangement with the district office, lunches will no longer be provided. Parents will be informed of this by a phone call and letter to the home.
6. All school district employees are considered mandatory child welfare reporters. Parents or guardians must ensure their child has access to adequate food and nutrition or the funds to do so. If a district employee suspects that a parent or guardian's actions or inactions cause a failure, refusal, or inability to provide adequate food and

nutrition, the employee may conclude that he/she is required to file a report with Child Protective Services.

Free and Reduced School Meal Applications:

Applications for Free and Reduced Price Meals can be submitted to the District at any time during the school year. Paper copies are available in all school offices and are also available to print from the District's website. You must submit an application each year to be considered for free or reduced price meals. Even if your child received free or reduced price meals the previous school year, you must submit a new application for the current year. Any balance owed prior to being determined eligible will remain the responsibility of the parent/guardian.

The Gillett School District acknowledges that students, specifically K-8, have no control over their personal lunch accounts. In the event a student with a negative balance does receive an NSLP (National School Lunch Program) lunch it will not be thrown away for their inability to pay or money being owed. No student will be publicly identified in regard to their meal debt. All communications in K-8 will be directed specifically to the parent or guardian, not the student. The Gillett School District also acknowledges that the taxpayers need to be protected and will make a reasonable effort to collect all delinquent food service debts. Any unpaid debts will carry over to the following school year until the time of graduation. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

If you should have any questions regarding this program please contact the Elementary School office at (920) 855-2119 or the Secondary School office at (920) 855-2137 and we will be happy to tell you more about it.

Lunch/Library Cards

At the beginning of each school year, a student is given a scan card and a lanyard to bring to the cafeteria and library. It is the student's responsibility to keep their cards safe throughout the year.

If a student loses or destroys their card, they will be charged \$1.00 for the office to print a new card for them.

Lunch Guests

Parents or grandparents sometimes want to eat lunch with their children at school. While we are happy to allow this, we do have to consider the safety of all students. Any parents or grandparents who wish to eat with their student should contact the office no later than 9:15 that morning. We would like any adults visiting to have passed a background check. The office staff will provide a separate location for the parent or grandparent to eat with their child. Any other people who wish to eat lunch with a student must be approved by the parent prior to arriving at school.

M

Medication At School

Any medication to be taken at school must be accompanied by a parent's and/or doctor's note. A form may be obtained in the school office. The medication must be in its original labeled container, which indicates the dosage, amount, and frequency of administration. These items will be kept in the school nurse's office. Contact the school nurse at (920) 855-2119 with any questions/concerns.

Money At School

Students should not bring money to school except when requested for lunch, field trips, book orders, etc. Money should never be left in backpacks or desks. If it is necessary to bring money to school, it should be entrusted to the teacher. This is also true of other valuables. It is wise to bring the correct amount of money when you wish to purchase anything at school.

N

Nondiscrimination Policy and Equal Education Opportunity

The Gillett School District does not discriminate on the basis of race, gender, age, religion, handicap, or national origin.

The Gillett School District has Board Policies on Nondiscrimination, Complaint Procedures, and Equal Educational Opportunities. All District policies can be found on the School District webpage.

Nurse

The role of the school nurse is to help students participate freely in their learning by preventing, removing, and/or reducing health-related barriers that interfere with their development and education. The school nurse is available for consultation regarding student and staff health, participation in the health component of a student's IEP, select screenings, health classes, emergency care, communicable disease prevention and control, immunization compliance, and health promotion.

The District employs one part-time school nurse and one full-time health assistant. If you wish to speak to or leave a message for the school nurse, please contact the Secondary School Office at (920) 855-2137.

P

Parent-Teacher Conferences

First and Second Trimester Parent-Teacher conferences will be held for all children enrolled from 4K through fifth grade. This conference's purpose is to share information and goals for the year for each student based on their progress and initial benchmark testing. However, the need for a conference may arise at any time. The parent and teacher should schedule a conference at any time on which they can mutually agree. We can make accommodations for virtual conferences through Google Meet or Zoom if requested by the parent.

Our goal at Gillett Elementary School is 100% parent-teacher participation. Let's keep the tradition going!

Parking/Drop-off/Pick-up

All drop-offs in the morning and pick-ups in the afternoon should enter and exit from South Harding Avenue (near Lambrecht's Garage). We ask that parents use the marked loop and drop off or pick up their child at the cafeteria doors. This is the safest option for all students. Please do not enter the front driveway at any time when children are present.

Parent visitation parking spots are located lining the bottom of the driveway from the elementary school to the secondary school parking lot. Parents

should park there and safely use the sidewalk to the front door of the building.

Never drop off a child in the middle of the parking lot. This is dangerous and could result in injury. All students should depart their vehicle from a parking spot near the sidewalk for easy, safe access.

Physical Education

Every student is required to take Physical Education unless excused by a doctor. All children in grades 4K-5 during these classes **must wear gym shoes**.

Promotion and Retention of Students

Because the philosophy of our School District is committed to the development of the best self of each individual student, it is essential that students are placed at the grade level best suited to them academically, socially, and emotionally.

Pupils will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best interests of the pupil involved. Exceptions will always be made after prior notification and explanation to the student's parents, but the final decision will rest with the school authorities. Wisconsin State Statute {SS 118.33(6)} requires each school district to have a written policy specifying the criteria for promoting students. Gillett's policy on Promotion, Placement, and Retention can be viewed in our online policy manual under code po5410.

R

Records – Students

The Gillett School District maintains and manages student records in compliance with Wisconsin Statute 118.125 the Federal Educational Rights and Privacy Act (FERPA).

Parents, guardians, guardians ad litem, and adult students have the right to seek information from school principals regarding student records. They also have the right to review, inspect, and obtain copies of such records. The district keeps student records in two locations.

- The student's school keeps his or her education records.

- The Pupil Services office also maintains some records. Not all students will have records at this location.

Report Cards

Report Cards are prepared and sent home at the end of each trimester. You are encouraged to review your child's report card with him/her and set goals for continuous improvement. Communication with your child's teacher is vital to your student's success. You are encouraged to contact your child's teacher whenever a question or concern arises.



School Improvement Initiatives

Gillett Elementary School parents and staff enjoy a strong partnership that results in a variety of School Improvement Projects throughout the year. Ideas for improving the school environment, playground, communication, and library are welcome at any time via a note to the parent-teacher organization mailbox or to the school office. School Improvement Projects are also discussed regularly at the parent-teacher organization meetings, where a vote is required when parent-teacher organization funding is needed.

Screenings

Routine vision and hearing screenings have been directly linked to student success. Here at Gillett Elementary, we provide students with free vision and hearing screenings on a yearly basis. All elementary students will be provided free vision and hearing screening at school, in accordance with the grade level schedule noted below.

Screenings are also available throughout the year by referral, if a student exhibits vision or hearing concerns. Our Speech and Language Pathologist is responsible for coordinating the hearing screenings, and our School Nurse is responsible for coordinating the vision screenings.

Parents/Guardians will be notified of your child's results, or the need for a re-screening, within one week after the screening has been performed. Please notify the school in writing if you do not want either of these free routine screenings made available to your child.

Hearing Screenings: 4K, First, Third, & Fifth Grades

Vision Screenings: 4K, Kindergarten, Second, & Fourth Grades



Visitors

The school is a community building and parent/community participation is an important part of the educational program offered. Parents and other community members are welcome and encouraged to visit the school. However, in order to maintain a safe educational environment for students and staff certain procedures must be followed when visitors come to school.

All visitors must report immediately to the office to check in and obtain a visitor badge. In order to receive a visitor badge, a visitor must present their driver's license to be background checked with our Raptor system. The Visitor Badge is to be worn while in the building. School personnel have been instructed to report visitors without a Visitor Badge to the office. Persons in the school building without permission are subject to legal action: Wisconsin Statute 946.80, Misconduct on Public Grounds. We appreciate your cooperation in helping to maintain a safe environment for our children.

During the school day, visitor access to the building may be limited. Visitors should provide an itinerary as to their destination and expected exit time. Parent and grandparents may join their student for lunch (see "Lunch"). Due to privacy and liability concerns, **no visitors may be in the gymnasium during physical education classes or on the playground during recess times.**

While we understand that students may want to bring friends or relatives who attend school in other districts to school with them as guests, liability concerns prevent us from allowing this to occur.

Volunteers

We welcome volunteers to come to our school and work with our students or provide assistance to our teachers and staff. All volunteers, including chaperones for field trips, must bring their driver's license to school to have it checked with our Raptor system (background check).



Wednesday Take-Home Folders

Every Wednesday, a Take-Home Folder will be sent home with the youngest student in the family. This folder will contain information about

happenings in the elementary school and other important information. Please take a moment to look at the papers and send the empty folder back to school with your youngest child on Thursday. The same folders are used for the entire school year so it is important not to damage or misplace it. We are always looking for volunteers to come to school on Wednesday mornings to “stuff” the folders. Contact the office if you would be willing to help with this.