

Gillett
Elementary School
Parent/Student Handbook
2021-2022



GILLETT TIGERS

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

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GILLETT ELEMENTARY PARENT – STUDENT HANDBOOK

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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 healthy 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 teachers 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.
- Curriculum addresses the knowledge, skills, and attitudes necessary for future success.
- A quality education requires financial support.

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, injury or

- ☐ Go to the office and see the school nurse or Mrs. Pockat.

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 office before school any morning.

To board school buses

- ☐ Students are dismissed by classroom teachers. Please wait for your teacher to walk your line out to the bus area from the west side of the school. To wait for your family to pick you up after school, go to the locked classroom doors by the main office for your family to pick you up.

To return library materials

- ☐ Bring books to the library during your library time.

As a parent to volunteer or visit

- ☐ Go to the office and sign-in and out in the Visitor Log Book. Be sure you have filled out a Background Check Form which can be attained in the school office.

"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 – Your child's attendance at school is required by state law. Parents/guardians are responsible for a child's attendance at school and can be held accountable for absences and truancy. For more information concerning attendance see Board Policy 5200-Attendance, which can be found on the district's web page.

-Absences (Excused) – By definition of state law, an absence will be recorded as excused in case of illness. A student **may** be excused from school for a family emergency. Determination of an excused or unexcused absence will be made by the School Attendance Officer. In a case of illness, parents are **required** to call school (920) 855-2119 prior to 8:15 a.m. to inform the secretary of the absence and the reason. Parents of students who are absent and not accounted for will be contacted by the office. Failure to contact the office will be recorded as an unexcused absence. After ten (10) excused absences in a semester, parent/guardians will be required to provide a doctor's excuse for subsequent absences.

-Absences (Pre-excused) – Parents may pre-excuse their students from school for the following purposes: medical or legal appointments that cannot be scheduled outside the school day, funeral of a relative, and family vacations. In all, **pre-excused absences cannot exceed ten (10) such days in a school year**, or the student will be identified as being truant.

-Absences (Unexcused) – Any absences that do not have an acceptable excuse as listed in the above paragraphs will be recorded as unexcused.

–Truancy- A student who has been absent from school without an acceptable excuse for part or all of 5 or more days on which school is held within a school semester **will** be considered truant. A student that has more than ten (10) pre-excused absences in a school year **will** be considered truant. If, in the determination of the School Attendance Officer, a student has intermittent attendance, they **may** be considered truant.

If a student has met the criteria for truancy, the parent/guardian will be required to meet with the principal. After the meeting, a Truancy Plan will be created to address any needs the student may have to help facilitate regular attendance. Failure to attend this meeting and/or continued absences without a doctor's note will refer the case to the local authorities for Contributing to the Truancy of a Minor, which may result in a court appearance and a fine according to city code. For more information concerning attendance, see Board Policy 5200-Attendance, which can be found on the district's web page.

-Extraordinary Circumstances – The District understands that there are sometimes extraordinary circumstances, such as ongoing medical treatment,

that may impact attendance. If this is the case, please contact the principal to make arrangements (i.e. doctor's documentation) in accordance with our attendance policies.



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 basic 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.

Parents who have any questions regarding bus schedules or transportation issues are asked to call Lamer's 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 with 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 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 cancelled, 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 cancelled during the day, forcing early dismissal, announcements will be made over these same stations. **Please do not call school during these times, since the lines need to be kept open for emergency purposes.** If the parents feel the need to call 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 to 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 building principal, and finally, district- level administration.**

When informal resolutions is 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:

- a) The complaint should be presented to the school employee by the aggrieved individual and with the employee's immediate supervisor present.
- b) 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.
- c) 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.



Directory Information – The Gillett School District designate as directory data a student's name, address, telephone listing, date and place of birth, dates of attendance, photographs, name of school most recently and previously attended by 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 which require disciplinary measures stem from those students' actions which 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 as to 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 which 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, or insignias or other gang identification or reference.

4. Any clothing, which does not cover the entire midriff area.
5. Wearing of caps, hats, jackets, or other outdoor attire in the classroom.
6. 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.
7. The wearing of chains which could be considered dangerous in school.

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 which will clarify the level of the alert. Upon hearing the announcement, students are to follow procedures communicated from 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: cell phones, radios, 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 cell 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** 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 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.



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 Mrs. Pockat for a form.

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 cars 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 on the playground. If the injury appears to be serious, the school nurse and the parents will be contacted. In cases of serious injury, an accident report will be filed. Since we do not have a nurse on site on a full-time basis, only minor first aid can be given at school. Parents are always encouraged to follow up with treatment at a professional health care facility. Parents are asked to report any treatment rendered by a doctor to the school office.



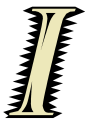
Homework – Beginning with the 2021-22 school year, required homework for students will not be required except in rare occasions. It is our belief that students are best served at home by spending time with family, and that the best thing a parent or guardian can do with their child is to read every single 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.

Pediculosis (Head Lice)

Pediculosis (head lice) 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 most sure 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.



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



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 will 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.

Low and Negative Family Account Balances

Bi-weekly low balance reminders for the individual student's account will be called through the school messenger program when the balance in the individual account reaches a negative balance. If an individual account should reach a negative balance of \$25.00 the student may be denied further purchases until a positive balance is reestablished.

We do not believe students should go without lunch. However, the lunch program or school cannot function on a "charge" basis. Thank you for your cooperation in this matter.

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.

Hot meals (Board-approved 2020-2021 prices-subject to change):

Lunch

Grades 4K-5

Adult

Single Ticket \$2.85

\$3.90

Milk	\$0.35
Breakfast	
4K-12	Single Ticket \$2.10
Adult Breakfast	Single Ticket \$2.50

Free and reduced prices are available to qualifying families. Please stop by either office to fill out a form to see if you qualify. Application forms are also available on our district webpage. A new application form must be filled out every school year.

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 students' responsibility to keep their cards safe throughout the year.

If a student loses or destroys their card, they will be charged \$1.00 for Mrs. Pockat 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 that wish to eat with their student in the cafeteria should contact the office no later than 9:15 that morning. We would like any adults visiting in the cafeteria 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 a lunch with a student must be approved by the parent prior to arriving at school.



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 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.



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. If you wish to speak to or leave a message for the school nurse, please contact the Elementary School Office. (920) 855-2119.



Parent Teacher Organization (PTO) – Gillett Elementary School has an active PTO. You are encouraged to become involved and active in your child's education. The PTO meets on the first Monday of the month at 6:00PM in the elementary school IMC. Our PTO 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.

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.

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 your 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.

PBIS (Positive Behavior Intervention & Supports)

Students are expected to follow the **The Tiger Way**, which is: **Be Safe, Be Respectful, Be Responsible, and be PROUD to be a TIGER!** Gillett Elementary has a behavior matrix for the various parts of our school community. To help establish an environment in which learning can take place for all students, the staff of Gillett Elementary has developed a plan using the PBIS program. The Plan is based on the belief that students want and need an orderly environment in which to learn and that students choose the behaviors they exhibit. Each week, classroom teachers will teach one behavior that becomes the focus for that week.

Physical Education

Every student is required to take Physical Education unless excused by a doctor. All children in grades K-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)} that requires each school district to have a written policy specifying the criteria for promoting students.



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, guardian's 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 P.T.O. mailbox or to the school office. School Improvement Projects are also discussed regularly at the PTO meetings, where a vote is required when P.T.O. 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. 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 that 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 fill out a background check form. A background check must be rechecked every two years.



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.

MEDICATION AUTHORIZATION FORM PARENT/GUARDIAN SECTION

This section ***must*** be completed and signed for **ANY** medication (over the counter **or** prescription) to be kept at school for student use during school hours. All medications and products shall be locked in the school office unless there is a need for student to carry and self-administer the medication (see “special request” section below). This form is valid for the duration of the _____ school year, unless otherwise indicated.

Student Name:	Date of Birth:	Age:	Grade:
Allergies:			
Medication name and strength:			
Dose/frequency directions:			

I hereby release the Gillett School District Board of Education and its agents and employees from any and all liability which may result from my child taking the medication identified on this form. Furthermore, I give permission for the School Nurse (or delegate) to contact the health care provider named below if any questions arise regarding administration of this medication.

I will supply the medication listed on this form for my son/daughter's use during school hours, and will be responsible for picking up the product a) at the end of the school year, b) when the medication expires, and/or c) when this authorization expires, whichever is earlier. I will be responsible to inform school staff if this medication is discontinued, or if there is a change in dosing instructions. I acknowledge it is my responsibility to inform school staff if my son/daughter has already received a dose of medication prior to the start of the school day.

Parent/Guardian Signature Date
Parent/Guardian name (print): _____

SPECIAL REQUEST FOR SELF ADMINISTRATION OF MEDICATION (Generally reserved for ***emergency/rescue*** medications only.) (***NOT*** for routine or OTC medications.)

Special authorization is required for a student to carry and self-administer any medication in school. All requests are subject to approval by the health care provider listed on this form, as well as school

district administration. Please contact school administration or the school nurse with any questions/concerns.

I hereby request the school to **allow my son/daughter to carry and self-administer the medication listed on this form.**

Parent/Guardian Signature

Date

SEE PAGE 2 (OVER) FOR HEALTH CARE PROVIDER AUTHORIZATION →

GILLET SCHOOL DISTRICT	Elementary Phone: 920-855-2119 Fax: 920-855-1502
RETURN FORM TO SCHOOL OFFICE	Secondary Phone: 920-855-2137 Fax: 920-855-6600

**MEDICATION AUTHORIZATION FORM
PROVIDER SECTION**

This section ***must*** be completed and signed in order for

- 1) **ANY** prescription medication to be kept at school and administered during school hours
- 2) **ANY** request received for student to ***independently carry and self-administer*** medication (RX or OTC) during school hours; each request is subject to approval by school district administration.

(insert patient name & DOB) is under my care. I agree to provide guidance regarding the medication noted on this form, and further agree it is appropriate for the district to store and aid in administration of said medication, as follows:

Medication Name/Strength	
Administration Instructions	Dose: Route: Frequency: Duration:
Indication or Diagnosis:	
Add'l info - possible reaction or effects	

SELF ADMINISTRATION AUTHORIZATION (Complete only if parent/guardian requests - see page 1)	YES	NO
The patient noted herein is deemed appropriate to carry and self-administer the medication listed on this form, please allow student to do so if: 1) Requested by his/her parent/guardian <i>-and-</i> 2) Approved by school district administration	(patient IS appropriate) <i>Initials:</i>	(patient is NOT appropriate) <i>Initials:</i>

Health Care Provider's Signature: _____

Clinic Address:

Date:

Health Care Provider's Name (<i>print</i>):	Clinic Phone:
	Clinic Fax:

SEE PAGE 1 (OVER) FOR PARENT/GUARDIAN AUTHORIZATION OR REQUEST →

GILLET SCHOOL DISTRICT	Elementary Phone: 920-855-2119 Fax: 920-855-1502
RETURN FORM TO SCHOOL OFFICE	Secondary Phone: 920-855-2137 Fax: 920-855-6600