

FLYNN ELEMENTARY

National Blue Ribbon School
International Peace Site



Family Handbook 2018-19

School Hours: 8:40am – 3:40 pm

Playground supervision and breakfast begin at 8:25 am

Flynn office: 715-852-3301

Meal Prices

Breakfast -	\$1.00/day
Hot lunch -	\$2.65/day
Milk -	\$.50
Reduced breakfast -	\$0.30/day
Reduced lunch -	\$0.40/day
Adult breakfast -	\$1.70/day
Adult lunch -	\$3.55/day

Recess/Lunch Times

Grade 2	Recess 11:15am	Lunch 11:35am
Grade 1	Recess 11:20am	Lunch 11:40am
Grade 5	Recess 11:45am	Lunch 12:05pm
Grade 3	Recess 12:00pm	Lunch 12:20pm
Grade 4	Recess 12:10pm	Lunch 12:30pm
Kindergarten	Recess 12:20pm	Lunch 12:40pm

Welcome to the 17th year of learning at
Flynn Elementary School!
We're so glad to spend the 2018-2019 school year with all of you!

Dear Flynn Families:

The Flynn Family Handbook is an easy-to-use resource for many of the questions you may have about our school, the school year, and services we provide.

As we begin another year at Flynn, we are committed to supporting you and your student(s) in any way that we can. Ensuring that Flynn is a safe, enjoyable, and learning centered school are my top priorities. If you have questions about school, our academic, or extra-curricular programs, please do not hesitate to contact me. Let's continue to make Flynn and the East Hill a great partnership in learning.



Adam Keeton
Flynn Elementary Principal

Office Hours

7:45am-4: 15pm. The telephone number for the office is **715-852-3301**.

If you need to speak to someone in particular:

- You can call their extension or ask our secretary to connect you.
- Each staff member has a voicemail box if they are unavailable to speak with you. Please leave a detailed message including a return phone number.
- You can also find staff email addresses on our website.

Office Staff

Our goal in the office is to serve our school community in a kind, caring and friendly way. When you call or stop in, you can expect to be greeted by one of the following:

Esta Mattice----- Secretary
Adam Keeton-----Principal
Michelle Olson-----Counselor
Alison Harder-----Partnership Coordinator
Sherry McMenamin-----School Assistant
Nita Sykora-----Literacy Coach

The handbook has been organized alphabetically to help make locating answers to your questions easier.

Absences

Although we encourage students to attend as much as possible, we also understand that there are days when children cannot (and should not) attend. When this happens, please contact the main office at 852-3301 by 8:45 am. Informing the school when and why your child is absent helps the school maintain accurate attendance information. Families that do not call in their child's absence will receive a phone call from the school secretary.

Absences that occur because of the following reasons will be considered excused:

- Illnesses that prevent a child from learning or are contagious to other children.
- Medical appointments that cannot be scheduled after the school day.
- A death in the family.
- Religious holidays.
- Family emergencies, such as, a significant illness of another family member.
- "Special" family trips that cannot be taken at other times.
- Attendance at unique learning experiences outside of school

If you have any questions about excused or unexcused absences, please call our principal, Mr. Keeton.

AGR – The new version of SAGE

As you may know, Flynn qualifies for additional state dollars. These dollars, which are based on enrollment numbers and the percentage of a building that qualifies for free and reduced meals, has been in place for many years (1996). The mission of SAGE has always been to provide smaller class sizes in grades K-3 to prevent gaps in academic achievement. The state of Wisconsin has recently (upon new research) made changes to this program. With change comes a new acronym: AGR, or Achievement Gap Reduction. Although the dollars that are allocated to Flynn for the prevention of academic gaps primarily in Math and Reading remain fairly consistent, the way in which Flynn and other schools across the state use those dollars has become more flexible. At Flynn, we will be continuing some of the traditional supports like what SAGE provided. However, we will also take advantage of some of the flexibility that AGR grants our school. For the 2018-19 school year, some of the AGR dollars will be used to provide students with an Academic Tutor. This staff member will work with students in small group settings to provide additional academic support while other dollars will be spent support smaller class sizes. For more information about the change from SAGE to AGR visit: <http://dpi.wi.gov/sage>.

Allergies

If your child has any special dietary needs due to food allergies, please contact the school nurse, Leanna Wiggins, at 852-3370. There is a menu modification form that needs to be completed!

Animal/Pet Visitation Policy

The Eau Claire Area School District has approved a policy regarding animals and pets brought into classrooms. This policy includes the following requirements that **must be met before a pet or animal may visit**.

- A form provided by the classroom teacher must be signed and turned in the day **before** the visit.
- Animals must be clean and healthy so that the risk of transmitting disease is minimal.
- A current rabies vaccination is required for all cats, dogs and ferrets.
- Animals must be capable of staying restricted to an area designated by the teacher.
- Kittens and puppies should be kept to a short visit.
- All animals must be kept in proper restraints.

Animals that are **unacceptable** for school visits:

Wild Animals

Stray Animals

Poisonous Animals

Baby Chicks or Ducks

Wolf/Wolf Hybrids

Reptiles

Attendance Policy

Every Student, Every Day!

It is important that your child attend school on time and every day. This will give us the opportunity to teach and them the opportunity to learn and achieve at high levels.

Attendance Guidelines:

- By law, 10 is 10 – Students are allowed 10 excused absences (all or part of a day) per school year.
- Families should notify the office before or by 8:45AM regarding any absence.
- To ensure that an absence is considered excused, notes from any professional appointments should be submitted.
- Attendance will be taken 4 times per day based on the periods of following:

Period 1	8:40 – 10:30
Period 2	10:30 -12:15
Period 3	12:15-2:00
Period 4	2:00-3:45
- If your child is absent more than 5 minutes from any period, they will be marked absent for that period
- Early departures are also counted as absences.
- After 5 unexcused absences (all or part of a day), we will schedule a meeting with you to help develop a plan to improve your child's attendance

Research continues to build evidence supporting the connection between a student's school attendance and their academic achievement, social development, general feelings about school and high school graduation rates!

Background Checks

For the safety of all children, the Eau Claire Area School District requires a Background Check for all volunteers. Forms for Background Checks can be obtained by contacting our partnership coordinator, Alison Harder at 852-3307 or aharder1@ecasd.us.

Behavior Program

Our goal is to make sure that Flynn Elementary is a safe, caring place, where learning is possible for everyone.

We believe that to reach this goal we must all agree to the following:

- We will organize our shared spaces so they are welcoming, purposeful and peaceful.
- We will practice and reteach the behaviors that exemplify **CARES** (Cooperation, Appropriate Assertiveness, Responsibility, Empathy and Self-Control).

We believe that all students can learn to work independently and safely with the self-control necessary to participate in classroom activities. We also know that social skills and work habits are learned and developed throughout our lives. We will focus on and practice these skills all year long.

Occasionally, teachers feel that it is necessary to have conversations with their classes regarding inappropriate behaviors or language at school that have sexual overtones. Our students are asked to deal with such behavior in the following ways:

- Appropriately assert themselves with anyone that uses language or gestures that are offensive. (Look the child in the eye, use their name, tell them that what they are doing is offensive, that you want them to stop, and that if they don't you will tell an adult.)
- Tell an adult in charge about the incident.
- Tell your classroom teacher about the incident.

There is not a standard consequence for misbehavior at Flynn; consequences will be based on each situation and after a discussion with staff at Flynn.

Consequences might look like:

- **"You break it, you fix it."** The child might be asked to fix his/her behavior (i.e. apology of action.)
- **Loss of Privilege.** If a privilege either in the classroom or outside of the classroom is misused, the child will lose that privilege for a period of time.
- **Take a Break.** This is used when a child is not able to cooperate and/or is being disruptive to the group. The teacher or student will temporarily separate him/herself, until he/she is ready to participate in a positive manner.

One or more of the following response plans will also follow an interruption in the learning environment.

- **Take a Break in the Classroom.** This is a 1-3 minute 'break'~ sitting in a thinking chair. All children will spend time in the thinking chair as all children are learning appropriate work and social skills.
- **Time-Out in a Buddy Classroom.** For this time out, the child will be removed from the classroom to sit in a "Buddy" classroom until the teacher has time to discuss the interruption. This enables the teacher to continue teaching until there is time to talk to the child who has interrupted the lesson.
- **Time in the Office:** Whenever a child is sent to the office, a parent or guardian will be called. A conference between the teacher and parent will be held if desired by either party.

After action is taken, the problem will be considered resolved, and the child will be welcomed back to class.

- **Time in the Office with a Special Plan.** This step is the same as step 3, except that an individual plan will be written for the child. This plan may include in-school suspension.

We believe that our behavior plan helps all students to maintain a level of cooperative behavior necessary for classroom learning. Our goal is: **SUCCESS FOR EVERY STUDENT!!**

Bikes, Scooters, Skateboards and Rollerblades

Riding to school on wheels is a great way to start your morning! For safety and insurance reasons, bikes, skateboards, scooters and rollerblades are not allowed on the playground during school hours. Rollerblades can be stored in student lockers during the day, but scooters and skateboards will need to be stored in the office. Bikes must be walked on school property and locked in the bike rack. If your child forgets a lock, one can (and should) be borrowed from the school office.

We strongly encourage the use of helmets for students riding any of the above to school.

Birthdays

At Flynn, we recognize student birthdays at our All-School Meetings, Friday announcements and in individual classrooms. However, **we ask that families NOT send balloons, flowers, or any kind of edible Birthday Treat to school.** Any deliveries of this type will be kept in the office until the end of the school day when students may pick them up to take home.

Invitations - Parties are very exciting and although a child might want to hand out party invitations at school, **we also ask that no party invitations be distributed at school.** We do this to prevent distractions from learning and to prevent hurt feelings in those students who are not invited.

Bullying Policy

The Eau Claire Area School District shall promote a safe, secure, and respectful learning environment for all students in school buildings and on school grounds, on school buses, and at school-sponsored activities. The District shall vigorously strive to eliminate bullying so that there is no disruption to the learning environment and learning process. Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying has harmful social, physical, psychological and academic impact on the bullies, the targets, and the bystanders. The District shall proactively provide information to students and staff to reinforce respectful relationships. Reports of bullying may be made verbally or in writing. Formal complaints will be documented using the District complaint report form. That form can be found at http://www.ecasd.k12.wi.us/parents/coa_parents_forms.cfm.

Cell Phone Use Policy

Students are prohibited from using cell phones and or electronic devices (watches or bracelets) during the school day, during school-sponsored activities or while on field trips. If a student brings a cell phone to school, he or she **MUST** take it to the office in the morning where it can be picked up at the end of the school day.

Child Abuse/Neglect Reporting

Any Flynn staff member that suspects a child has been abused or neglected is required by law to immediately report such suspicions. Reports are made directly to the Department of Human Services.

Childcare - Before and After-School

The Eau Claire YMCA offers before and after school childcare in the cafeteria at Flynn Elementary on all school days. This service is available to Flynn students from 6:30am to 8:30am, and from the end of the school day until 6:00pm.

For more information, contact the YMCA: 715-836-8460
<http://www.eauclairemca.org/before-after-school-care>

Class Pictures

Individual student pictures will be taken in the fall and group/class pictures in the spring. Specific information and order forms will be sent home before these picture days. In addition, a free yearbook will be made for all students and distributed at the end of the year.

Divorced/Separated Parent Policy

All schools in the Eau Claire Area School District maintain strict neutrality between parents who are involved in an action affecting the family, unless otherwise directed by Court Order. Prior to the beginning of each school year, each parent enrolling a student will be requested to provide the principal with current information regarding any Court Order that provides specific rights to the child's parents. In the absence of a Court Order, neither parent will have rights over the other parent.

Unless directed by a Court Order, both parents, custodial and non-custodial, are entitled to all grade reports, newsletters, disciplinary action and teacher/principal conference appointments. Delivery of all such information will be shared in the same manner. The Eau Claire Area School District strongly suggests that families serve as the primary communication link in between families. Please support Flynn by fostering open and honest dialogue and the sharing of information relative to your child's learning at Flynn.

Dress Policy

Student dress at school should support a positive learning environment. The Eau Claire School District has established regulations to help guide you in matters of appropriate attire:

"Responsibility for the personal appearance of students enrolled in the Eau Claire Area School District shall normally rest with the students themselves and their parents/guardians. Student dress or grooming shall not, however, negatively affect the health or safety of students, disrupt the learning process within the classroom or school, or be destructive to school property. In order to assure a healthy and safe school environment for students, the following student dress code guidelines will be enforced:

- During the school day, headwear of any type is not to be worn (unless prescribed by a physician due to medical reasons or for documented religious beliefs.) Outdoor jackets and coats will not be allowed in the classroom.
- No student will be permitted to wear any clothing or jewelry that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, promotion of gambling, illegal drugs and/or gangs. Clothing items that cause intimidation or disrupt the learning of others are prohibited. Students will not wear clothing that defames, insults, threatens, harasses, or injures any racial or cultural group or individuals.
- Students are expected to wear hairstyles and clothing that will not present a health or safety hazard. Special requirements may be necessary in certain areas such as physical education,

art, band, science labs, kitchens and technology work areas; i.e. safety glasses, aprons, hair nets, etc. Appropriate footwear must be worn unless exceptions are granted.

- Students will dress in a way that does not endanger themselves or others and will wear clothing that covers their stomachs, chests, backs, buttocks, and undergarments. Tops are not to be worn that are open backed, off the shoulder, overly sheer, or low cut. Tops and bottoms are to touch or overlap. There should be no exposed midriff.”
- FLYNN ADD ON: Appropriate footwear must be worn at school! To clarify students that wear flip flops to school need to have alternative footwear for Phy-Ed and Recess.

This code is not intended to limit the right of school administration to establish rules or restrictions regarding other paraphernalia or dress that disrupts or threatens to disrupt the learning environment of the school. If there is a disagreement between students and/or parents/guardians and the staff regarding the appropriateness of clothing or other paraphernalia, the principal will use her discretion to make the final decision.

Emergency School Closing

SNOW DAY!

Here are the best ways to find out if there are school closings:

1. Visit these websites: www.ecasd.us, www.weau.com and www.wqow.com

2. Listen to local radio or TV stations

3. Sign up to receive a mobile alert from Skylert, part of our Skyward system:

The Eau Claire Area School District uses the Skylert system to communicate with families about emergency situations and weather-related delays/cancellations. Skylert allows us to quickly send mass notifications to parents, students, and employees by phone call, email, and/or text message. Skylert is a web portal that works through Skyward that allows you to manage who will receive notifications and how information will be communicated to you. To receive communications through Skylert, follow these steps:

1. Log into your Skyward account.
2. When logged into Skyward, click on the Skylert option listed on the left-hand side.
3. Click “Edit” to make changes to the information or to change your preference of notification delivery.
4. Scroll down to the bottom of the page to update your contact information, if needed.
5. Click on the notification options you would like to receive. You can add and remove checkmarks as you wish for the various types of contact calls, emails, or SMS text messages. If you would like to receive text messages, add the phone numbers in the Text Message Numbers section. (Please check with your wireless carrier for possible charges if you choose to receive these messages.)

Other Important Information about Emergency School Closings:

- School closings or delays will be broadcast by 6:30am.
- In the event of a school delay, school dismissal will be at regular time (3:40pm).
- If school is delayed by two hours, breakfast and playground supervision will begin at 10:25am and school will start at 10:40am.
- If school will be **dismissed early**, the announcement will be made by 11:00am, and Flynn Elementary will close at 1:40pm.
- In the event of school closing or early dismissal, ALL extra-curricular activities scheduled for that day, will be cancelled.

It is very important for you to plan for your child to get home from school on inclement weather days! On “Welcome Back to School Day” parents are asked to sign a form indicating where your child will go in case of an emergency closing. **We will follow the directions on that form unless otherwise directed.**

Family Information Changes

It is very important for the school office to have current student data on every child. Please inform the office whenever you have a change of telephone number, address, place of employment, etc.

Family Involvement

Parents, guardians and families are greatly valued partners in the education of their children. We encourage you to become involved in the many different aspects of school life. There are a variety of ways to be involved with school and your student's learning. Your involvement may occur mostly at home with your child, (offering guidance and support, modeling education as a priority, and providing a successful learning environment in your home), or you may opt to volunteer for in-school activities. Everything you do to encourage student learning makes a difference. We highly value your role in the educational process and look forward to our partnership with you.

Family -Teacher Conferences

Two scheduled Family-Teacher Conferences will be held each school year. It is an expectation that at least one parent or guardian attend each conference. It is the goal at Flynn to have 100 % of our families participate. Parents/guardians can request additional conferences at any time of the year. Families will have the opportunity to schedule their conferences using Skyward on "Welcome Back to School Day". If you missed this opportunity you may log in to Skyward at home and schedule the conference.

Flynn Flyer Promise

The Flynn Flyer Promise is a pledge that was written *for* our students, *by* our students.

*I promise to learn and play peacefully,
To be responsible and do my part,
To treat others with kindness and respect,
And to use self-control.
I'm proud to be a Flynn Flyer.*

Field Trip Policy

There are opportunities for students to leave school to extend their learning. All parents/guardians will be asked to sign a general permission slip that allows students to leave school grounds. Please note: Every student must have a signed permission form at school before they are able to participate in the field trip!

Fundraising Policy

It is the philosophy of the Eau Claire Area School District that the general school budget should supply curricular materials necessary for educating all students. Occasionally, Flynn participates in school wide fundraisers through the PTA. Stay tuned for information on these fundraising events.

Head Lice in Schools

Head lice can be a nuisance, but they have **not** been shown to spread disease.

- Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.
- Transmission of head lice usually occurs through direct contact with the **head** of another infested individual.
- Lice cannot hop or fly; they crawl. Nits (eggs) are attached to the hair shaft with a glue-like substance and are very unlikely to be transferred successfully to other people. In-school transmission is considered to be rare.
- When live head lice are found on a student, the parent/guardian will be notified by phone. The student will remain in the classroom, and a letter with treatment information will be sent home with the student at the end of the day.
- When nits (eggs) are found on a student, the student will remain in the classroom, and a letter with treatment information will be sent home with the student at the end of the day.
- Parents are asked to treat for head lice and remove all nits (eggs) before sending their child back to school. Most lice treatments do not kill nits, so it is important to remove all nits to prevent them from hatching into live lice.
- Treatment for lice is **not** recommended unless the child actually has lice. Parents are encouraged to make checking for head lice a part of routine hygiene.
- Lice cases are tracked, and the school nurse and administrator will send out letters to parents notifying them of lice in the classroom on an as- needed basis as determined.

Please contact your child's school nurse with questions at 715-852-3370 or lwiggins@ecasd.us.

Health Information & Records

Eau Claire Area School District School Nurse, Leanna Wiggins RN BSN, provides nursing Services at Flynn Elementary School.

State Law requires that the school nurse keep a health record on file for every child in school. You will be asked to indicate health concerns as you update information on Skyward on Welcome Back to School Day. **If health information changes during the school year, we ask that you contact School Nurse, Leanna Wiggins RN BSN at 715-852-3370 or lwiggins@ecasd.us.**

Hearing/Vision Screenings

Each fall, under the direction of the City County Health Department, volunteer parents give hearing tests to students in grades K and 1, and Vision Screenings to students in grades K, 2 and 4. Should either test indicate a concern with vision or hearing, the student will be retested at a later date. If the child does not pass the retest, parents will be notified in writing by the Health Dept. with a recommendation to consult a doctor for further examination.

Homework

Homework is an extension of learning that occurs at school. It is a common misconception that homework represents learning that is new to the student or work that they have not already had instruction and practice on during the school day. Homework is **not** designed to create frustration

or stress at home. In addition, much of the work students are assigned to complete as “homework” can be completed while at school. Please encourage your student to manage their time wisely during the school day to ensure less work needs to be completed at home. As always, we highly value reading at home with your child each day! If you have any questions about homework, homework policies, and student expectations with homework, please contact your child’s teacher for more details.

Immunizations

Wisconsin State Statute 140.5 requires that all students entering public school have basic immunizations or they will be refused entry unless the child has been exempted for religious or medical reasons. It is the parent’s responsibility to make sure that their child meets this requirement. We require evidence of these immunizations to be kept in the child’s cumulative file. If immunizations are not up-to-date, your child may be excluded from school until the proper immunizations are received.

International Peace Site

In October of 2009, Flynn Elementary was dedicated as an International Peace Site.

As a Peace Site we are committed to:

- Creating a peaceful school
- Protecting the environment
- Helping others in our school, community and the world
- Celebrating Diversity

Internet Use Policy

Technology, Network and Internet Usage Expectations:

1. All use of personal and District technology resources must be in support of, and consistent with, the educational objectives of the Eau Claire Area School District.
2. Students are solely responsible for use, security and protection of any personal technological devices that he or she brings onto District property or while participating in school events.
3. Students are solely responsible for their behavior and language at all times. All district policies prohibiting bullying, harassment and discrimination apply with full force to an individual’s online and other technology based activities and communications.
4. Students will follow the school rules, Board policy and all other applicable state and federal laws, including adhering to the Eau Claire Community Core Values while using technology. (Board policies 443.7 and 364.1)
5. Any attempt to circumvent security or filtering systems is a violation of school rules and Board Policy.
6. Using district technology resources for commercial purposes is prohibited.
7. All students have a responsibility to respect the privacy and property (including intellectual property) of others. Students will only modify data files, communications, applications and other content that they own or have permission to modify. Students will always provide citations for the work of others.
8. Students will respect and comply with proper use of copyrighted text, images, video and music, including transmitting; downloading, reproducing or using copyrighted material.
9. Students will only use their own credentials for accessing the network and will take full responsibility for the impact that their actions and words may have on themselves and others when using technology.

10. Students will carefully and critically consider their privacy and personal and electronic safety before sharing personal information including last name, phone number or address. Students should never share passwords with others.
11. Students will follow technology safety practices, such as always logging off or otherwise terminating network or Internet sessions before leaving any device connected to a network and/or the Internet.
12. To the extent not prohibited by applicable law, monitoring of user's activities may include the use of applications, services, equipment or other methods by which school personal can:
 - a. Track and review user's Internet history, on-line communication, uploaded, downloaded, saved or deleted data, files, applications, programs or other content; or other online activities
 - b. Track and log Network access and use by any person under any account; or
 - c. Monitor file service and space utilization by District users.
 - d. The Internet has inappropriate materials that do not support student educational or District goals. Students will practice self-discipline and good judgment in choosing the web sites that they visit: Students will immediately notify a staff member should they see inappropriate information or pictures while using the school network and/or Internet. Inappropriate information includes anything that is hateful, racist, obscene or anything else that makes them feel uncomfortable.
13. Failure to follow the expectations established within this document, or in related District policies, will result in consequences to be determined, based on the infraction, and can include suspension or expulsion. Inappropriate use of technology while at school or under the supervision of school authorities can have non-school consequences when the conduct is also unlawful or violates the rights of others.

Leaving School Early

If your child needs to leave school early, we ask that you call the office or send a note. At the time of pick up, we ask that you come to the office and sign your child out. The classroom teacher will then be called and asked to send your child to meet you in the lobby.

Lockers

Every child at Flynn will be assigned their own locker. Because lockers must always remain accessible, we do not allow students to lock them. The staff will assist students with keeping their lockers clean, organized and safe through lessons and locker cleaning time. Now and then you may want to encourage your child to bring home any outdoor wear that has accumulated over time.

Lost and Found

Each year the number of articles "found" is much larger than the number of articles claimed. Your child will be shown the location of our "Lost and Found" boxes by the cafeteria and should be encouraged to check this area if they have lost something. Small "found" valuables such as watches and jewelry will be kept in the school office. The labeling of clothing and possessions is helpful in returning lost items to the rightful owner. Twice a year all Lost & Found items will be donated to a charity.

Meals at School

Lunch menus will be sent home regularly from school, are available on the school district web site and are also printed each week in the Leader Telegram.

2018-2019 Meal Prices:

Breakfast - \$1.00/day

Hot lunch - \$2.65/day

Milk - \$.50

If you think your family might qualify for Free/Reduced lunch prices, just stop in the office and get a form from our secretary to fill out.

2018-19 Free/Reduced Meal prices:

Breakfast - \$.30/day

Lunch - \$.40/day

A carton of milk costs \$.50 for everyone.

An account will be set up for each student at school, into which families can deposit lunch money on a weekly, monthly or yearly schedule (whichever works best for you.) Deposits are collected daily at school and should be sent in an envelope that is **clearly marked with the child's name, classroom and PIN# (Personal Identification Number)**. Students' envelopes will be collected in the classroom at the beginning of the school day, then sent to the cook and deposited into the student's account.

An alternative payment option is paying with a debit or credit card via myschoolbucks.com. You can read about this easy pay method below:

Breakfast

Breakfast will be served daily from 8:25am to 8:45am and is available to all students for **\$1.00/day**. Children who qualify for free/reduced lunch also qualify for free breakfast.

Reduced Breakfast costs \$.30.

Lunch

School lunch is available every day, or families may provide their student with a lunch from home.

Parents are welcome to come to school and eat lunch with their children. Should you join us for lunch, please follow the procedures below:

1. Sign in and get a Visitor's Badge at the office.
2. You are welcome to eat from our lunch line (**adult breakfast = \$1.70 and lunch = \$3.55**) or bring a "special" lunch for your child.
3. We encourage healthy beverages like milk or water.
4. **No food can be shared!** This is an important Health and Safety Rule. Also, please do not bring meals for other children! **Although it is a special lunch for you and your child, we ask that you help us by following all established school rules.**
5. **We have many children using the cafeteria for lunch and we ask that all visitors respect the personal space of each of our students.** The lunchroom and hallways should always be treated as the learning spaces that they are and not as play areas.

Medication Policy

No prescription or over the counter (OTC) medication shall be given to a student by any employee of the ECASD unless written instructions for dispensing prescribed medication, signed by the prescribing physician/licensed prescriber, along with written authorization from the parent(s)/guardian(s), authorizing school personnel to give medication in the dosage prescribed by the physician/licensed prescriber, have been delivered along with the drug to designated school personnel. For questions about medications, contact the School Nurse at 715-852-3370 or lwiggin@ecasd.us.

Moving?

If your family is moving, please inform the office and your child's teacher as soon as possible. When a child is transferring out of the Flynn attendance area, adequate notice allows for completion of appropriate records and assistance in easing your child's transition to a new school. If you move during the school year and want your child to continue attending Flynn, there is a simple one-page form for you to complete that you can get in the office.

Nondiscrimination Policy

The Eau Claire Area School District does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disabilities, in its educational programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or handicap. The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available. Address questions to Kaying Xiong, Director of Student Services, at the Administration office at 500 Main Street, Eau Claire, WI 54701.

Office Hours

7:45am-4: 15pm. The telephone number for the office is **715-852-3301**.

If you need to speak to someone in particular:

- You can call their extension or ask our secretary to connect you.
- Each staff member has a voicemail box if they are unavailable to speak with you. Please leave a detailed message including a return phone number.
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Adam Keeton-----Principal
Michelle Olson-----Counselor
Alison Harder-----Partnership Coordinator
Sherry McMenamain-----School Assistant
Nita Sykora-----Literacy Coach

(PTA) Parent-Teacher Association

All families and staff are encouraged to join PTA, to attend meetings and to participate in the many activities sponsored by the PTA. Meetings and activities will be announced through newsletters and notes home. For the 2018-19 school year, PTA Board Meetings are held on the first Monday of the month at 6:30pm in the cafeteria. All PTA members and those interested in learning more are welcome to attend!

2018-19 PTA Officers

Co-Presidents: Jen Stinnett & Michelle Rowekamp
Vice President: Christina Geissler
Secretary: Kellie Slimak
Treasurer: Rebecca Heers

Parking and Safety

Student safety is our primary concern when it comes to the beginning and end of the day. Our bus riders will be picked up and dropped off in the front of the school. Near the playground is the limited drop off area. **To ensure pick up and drop off is efficient and safe, do not park and leave your vehicle unattended while in the drop off and pick up area (see map below).** This includes parking to walk your child up to the playground. If you would like to walk your child up to school, please park on the alternative locations outlined below.

Please plan your before and after school routine to ensure that students get home safely. Please follow all signs with parking restrictions posted by the city.

Safety Patrollers help students and families safely cross the street and are located at the intersections of:

Lee St. and Hoover

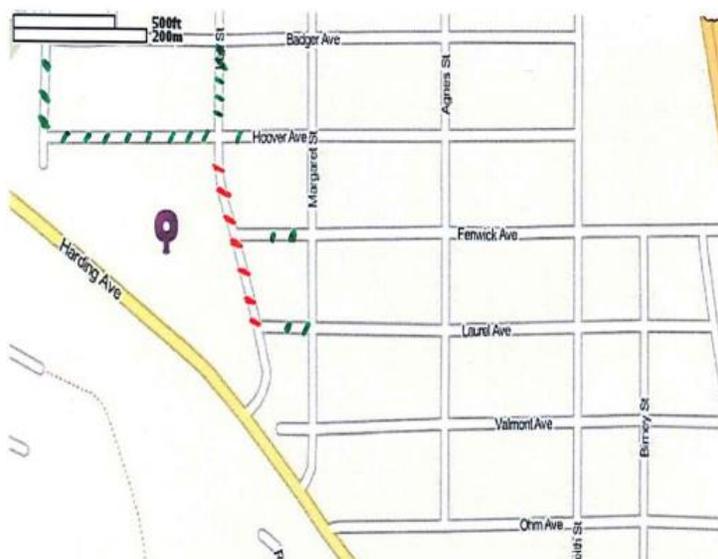
Lee St. and Fenwick and

Lee St. and Laurel

When looking at the map, please note:

Any of the streets on the map in green are great places to park your vehicle!

NO parking on Lee Street across from Flynn (red on the map). There is also no parking in our drop-off zone. This includes the block the school is on as well as half of the playground block. The signs marking this area state that parking is restricted from 7:30am to 4:00pm on school days. Also marked with this signage are the south sides of Laurel and Fenwick Avenues. Ignoring this signage severely impacts the traffic flow and restricts visibility for drivers, pedestrians and student patrollers. You may be ticketed if you park in any of these marked areas during school hours. Areas on the map marked in green are great places to park and walk your student up to the school.



NO parking in the school bus loading zone. This is clearly marked with signs. Cars should not be in this area at any time.

***See “Safety Patrol” for more information.**

PBIS & RtI

The Eau Claire Area School District has implemented a framework known as Response to Intervention (for academics) or RtI and PBIS (Positive Behavior Interventions and Supports) for behaviors. Response to Intervention is the educational practice in which high-quality instruction is delivered to all students, based on their individual needs, and using data to drive educational decisions that are best for our students’ achievement and growth. These supports are based on best practices through nationally accepted standards of service delivery and highly trained staff.

To assist in determining appropriate instruction and interventions for all students within our framework, multiple forms of screeners/assessments are used in making this determination. *If you*

do not want your child to be part of any potential social/emotional/behavioral screener, you must provide a written note to the principal by Oct 1, requesting that your child "opt out" of this screening.

In addition, educational support specialists may, from time to time, conduct observations within the classroom setting. These people may include resource teachers, School Psychologists, School Social Workers, Counselors, Speech and Language Clinicians, Occupational Therapists, or Physical Therapists. These observations are intended to generate intervention ideas for instructional staff to utilize as a part of RtI. These observations by themselves will not result in any curriculum changes for your child.

Peak Control Rate Program

In an effort to save money, the Eau Claire Area School District will be participating in the Peak Control Rate Program through Excel Energy. The Peak Control Rate (PCR) is an alternative electric rate for customers that can shed load during Excel Energy peaks. What this means for our district is that if we are asked to shed load we may need to close school early. It is projected that the district will save \$104,000 by enrolling in this program. Statistics reviewed by Excel Energy indicate that in the last 11 years there were only two occasions when service would have been interrupted during the school year. We should receive at least a one-hour notice before the interruptions and possible school closing. The district would handle an energy shutdown similar to closing school early for inclement weather. The news media would be contacted immediately so it could report the early closing. As with snow days, parents should have alternate arrangements made for students on days when the district closes early.

Phone Calls to/from Students

We ask that you make all family-arrangements with your children before the start of the school day. If your child intends to go home from school in a way that varies from the normal routine, please write that information in the student's Flynn Folder or call school at the beginning of the day to let the office know. **For your security, we cannot just take the word of the student. If a student's routine changes at the end of the day, we must have a note or a call from you!**

We know that sometimes things come up during the day. If you need to get a message to your child, call the office and we will do our best to contact your student. ***Messages for students that we receive near the end of the school day are the most difficult for us to deliver. Please plan ahead so we can avoid problems that arise from last minute changes in plans.***

Students are allowed to make emergency calls from the office, but we cannot allow them to use the phone for arranging rides, getting assignments, or making social plans. The office is a busy place and we appreciate your help in keeping calls with messages for students to a minimum!

Playground Guidelines

The Flynn playground is supervised starting at 8:25 am. Students eating breakfast will enter school at door #10 beginning at 8:25. All other students will be allowed indoors at 8:40 when the bell rings. All students are expected to leave the playground at the end of the day unless they are with a parent or guardian.

Outdoor Weather Policy: The decision to have recess inside or outside will be made by the school office staff in cooperation with the playground supervisor(s). The outdoor weather policy for cold weather is as follows:

- All children will be expected to go outside when the actual temperature is 0 degrees and above.
- All children will stay indoors for recess when the actual temperature is below 0 degrees.
- All children will stay indoors for recess when the wind chill is -10 degrees or colder.

Although recess is usually an unstructured time for our students, we have found that we still need a few guiding rules and regulations.

- **Playground Attire:** Children should dress appropriately for the weather and for the type of play they want to engage in. Warm coats, snow pants, hats, mittens and boots will be needed for winter recesses.
- **Playground Behavior:** The same behaviors that are expected in school will be expected on the playground.

Religion in School

The Eau Claire Areas School District will provide reasonable accommodations for a student's religious beliefs regarding academic requirements, including examinations. The Board of Education recognizes that parents/guardians may request that their children be excluded from receiving instruction in specific phases of certain curricular areas based on their religious beliefs. Accommodation requests shall be handled in accordance with established procedures.

Students, parents and teachers will annually receive written notification from the school district concerning this policy and its implementation procedures.

Progress Report & Report Cards

Updated performance reports (progress/report cards) are prepared and sent home at the end of each trimester. These reports reflect the growth and achievement your student is making during the school year.

Standards based progress reports/report cards:

The Eau Claire Area School district uses a standards-based progress report and end of the year report card. The reports that we send home reflect the progress that your child is making towards end of the school year learning targets (known as academic standards). In many cases, the information that we send at the end of the first and second trimester show progress towards the skills and knowledge your student should acquire by the end of the school year. **New to the 2018-19 School Year: students in the ECASD will no longer receive letter grades in grades 4 and 5.** They will continue to receive the same kind of report cards they have throughout their time in elementary school. If you have any questions about this change in practice, please contact your child's teacher or the principal at Flynn.

Finally, communication with your child's teacher can have significant impact on your student's success. Please know that you are welcome and encouraged to contact your child's teacher throughout the school year.

Responsive Classroom Philosophy

Responsive Classroom is an evidence-based approach to teaching that focuses on engaging academics, positive community, effective management, and developmental awareness.

The seven guiding principles of Responsive Classroom are:

- The social curriculum is as important as the academic curriculum.
- How children learn is as important as what they learn: process and content go hand-in-hand.
- The greatest cognitive growth occurs through social interaction.

- There is a specific set of social skills that children need to learn and practice in order to be successful: cooperation, assertion, responsibility, empathy, and self-control.
- Knowing the families of the children we teach – individually, culturally, and developmentally- is as important as knowing the children we teach. Parents are our partners.
- How we, the adults at school, work together is as important as our individual competence. Effective schools begin with the adult community

The ten teaching practices of Responsive Classroom are:

Morning Meeting

Rule Creation

Interactive Modeling

Positive Teacher Language

Logical Consequences

Guided discovery

Academic Choice

Classroom Organization

Working with Families

Collaborative Problem Solving

Restricted Physical Activity

If a child must stay inside from recess or sit out from gym class for medical reasons, parents are required to send a note from a health care provider detailing the period of time of restricted activity. Please contact your child's school nurse for further direction 715-852-3370 or e-mail lwiggins@ecasd.us.

Safety at School

It is our responsibility to provide a safe learning environment for everyone at Flynn. Should you arrive at Flynn for any reason, please be prepared to state who you are and why you are at school prior to being let into the building. Parental support and follow-up will assist us in providing a safe school environment.

Our school district has a policy forbidding any weapons (including look-a-like guns, knives, etc.) Suspension and expulsion are possible consequences for violations of this policy.

Safety Patrol

Fifth grade students serve on the Safety Patrol, supervised by Mrs. Ryder. It is the responsibility of the Safety Patrols, along with the adult crossing guards, to assist students with safe travel to and from school. Patrols will be on duty at the following times:

8:20 – 8:40am

3:40 – 3:50pm

School Safety Patrols are stationed on the corners of Lee Street and Hoover Avenue, Lee Street and Fenwick Avenue, and Lee Street Laurel Ave for travel to school and home. An adult guard is stationed on the corners of Margaret Street and Fenwick Avenue before school and after school.

School Folders

Each student at Flynn will receive a school folder. This serves as an important communication tool between school and family. Students in grades K-2 will have a weekly sheet outlining academics and school events. In addition, students in grades 3-5 use an assignment notebook to maintain communication. Students should bring their folders and Assignment Notebooks or Weekly Sheets with them to school every day and take them home every night so that parents and guardians can review work and receive important announcements.

School Schedule

- 8:00am Teacher Day Begins
- 8:25am Playground supervision begins
Breakfast begins
- 8:40am Bell rings – Homeroom

<u>Grade 2:</u>	<u>Recess 11:15am</u>	<u>Lunch 11:35am</u>
<u>Grade 1:</u>	<u>Recess 11:20am</u>	<u>Lunch 11:40am</u>
<u>Grade 5:</u>	<u>Recess 11:45am</u>	<u>Lunch 12:05pm</u>
<u>Grade 3:</u>	<u>Recess 12:00pm</u>	<u>Lunch 12:20pm</u>
<u>Grade 4:</u>	<u>Recess 12:10pm</u>	<u>Lunch 12:30pm</u>
<u>Kindergarten:</u>	<u>Recess 12:20pm</u>	<u>Lunch 12:40pm</u>

- 3:40pm School day ends

Sick Child Guidelines

Although we encourage and expect regular attendance, in an effort to maintain the good health of all our students, please refrain from sending your child to school if they are sick. This will reduce the overall number of illnesses among the students. Please keep your child home if he/she currently has or has had these symptoms in the last 24 hours:

- Temperature of 100.5° or more
- Diarrhea
- Vomiting
- Persistent coughing
- Rashes (Draining or spreading rash)

If a child exhibits any of these symptoms at school, a parent/guardian/emergency contact will be notified to come and pick up the student. If you have any questions about these guidelines, please contact your child's school nurse for further direction at 715-852-3370 or lwiggins@ecasd.us. If you have any questions about your child's illness, please contact your primary care provider. Everyone's cooperation with these guidelines can lead to fewer illnesses for your child.

Textbook Checkout

All students will be assigned textbooks in their classrooms. Students in grades 3-5 will also be issued an I-Pad for use at school. If a student loses a textbook, parents will be notified.

Title I

Title I is a Federal program to assist schools with meeting the needs of students who live in households with income levels that qualify for free and reduced meals. The Federal government provides additional resources in teaching staff, resources, and professional development to ensure all students at Flynn receive the highest quality programming possible to meet their individual needs. Title I requirements are specific about the schools' responsibility in communicating and partnering with parents/guardians as well. The Flynn Elementary Family-

School Compact that you are asked to sign at conferences each fall is part of that Title I communication and partnership requirement.

Title I schools are required by law to notify parents that students are being taught by highly qualified staff. In accordance with federal law requirements, parents may request information regarding the professional qualifications of their child's classroom teachers, including the following:

- whether the teacher has met state licensing criteria for the grade level(s) and subject area taught
- whether the teacher is teaching under emergency or provisional status through which state licensing criteria have been waived
- the undergraduate degree, major of the teacher, and any other graduate certification or degree held by the teacher, including the field of discipline of the certification or degree.

Guardians may also request information regarding the professional qualifications of any paraprofessional providing services to their child.

Requests for teacher and paraprofessional qualification information should be directed to the principal.

If you have additional questions about Title I there are resources available through the Wisconsin Department of Public Instruction or the Federal Department of Education. You are also welcome to contact staff at Flynn for more information.

Tobacco Use Policy

State law prohibits using tobacco products on all school sites, at all time. Violating this law may result in a citation.

Toys from Home Policy

Please do not send toys from home to school. We provide all indoor and outdoor recess equipment for student use.

If students have toys or gadgets at school, staff may confiscate it. Students are welcome to pick up their belongings at the end of that day. In some situations, a parent or guardian will have to come to school to pick up what has been taken from the child.

Transportation

If you meet the district requirements for busing, you will be sent information from Student Transit about bus number, pick up and drop off times and location. You can contact Student Transit at 715-839-5116.

Vandalism

Our goal is to keep our building, furnishings and supplies looking like new. Vandalizing school property and grounds is against the law. Students caught engaging in these behaviors will be subject to school and/or police reprimand. Please discuss this expectation with your child in order to help us keep our building clean and beautiful.

Vision and Mission Statement

The Eau Claire Area School District's Mission and Vision Statements are as follows:

Mission: To inspire and prepare our students to live creative, fulfilling, and responsible lives.

Vision: We challenge minds, build relationships and nurture individual growth to prepare all students for post-secondary success.

Slogan: Where knowledge and inspiration meet to create the future.

District Values:

Honesty	Justice
Respect	Courage
Responsibility	Compassion

Visiting School

Guests are welcome at Flynn Elementary!

When you visit school:

- Parking is available in the guest lot, the staff lot or the street beyond the drop off/pick up zone.
- For security reasons, guests are asked to ring the "doorbell" to the right of the main doors. Office staff will let you in.
- For most evening events the doors on the west side of the parking lot closest to the cafeteria (door #3) will be open.
- Please sign in at the office and get a visitor badge. This procedure allows us to know who is always in the building and it also helps us provide the safest and most secure setting for you children.

Weekend Kids Meals

Flynn Elementary is able to send **Weekend Kids Meals** home with any students who sign up! Trinity Lutheran Church and Feed My People Food Bank will be providing our families these meals. For more information families can contact Alison Harder at 852-3307 or aharder1@ecasd.us.

FLYNN ELEMENTARY STAFF

2018-19

Adam Keeton	Principal
Esta Mattice	Secretary
Michelle Olson	Counselor
Craig Hinden	Counselor
Alison Harder	Partnership Coordinator
Leanna Wiggins	School Nurse
Julie Maciosek	Kindergarten
Deb Schretenthaler	Kindergarten
Cori Hutchins	Kindergarten
Joann Statz	First Grade
Cheryl Antigua	First Grade
Lillian McRaven	Second Grade
Khoua Vang	Second Grade
Alex Nicholson	Third Grade
Teresa Kappus	Third Grade
JoAnn Waldhart-Adams	Third Grade
Alyssa McCaughin	Fourth Grade
Kelly Mitwede	Fourth Grade
Cheryl Lawrence	Fifth Grade
Pa Sia Moua	Fifth Grade
Heidi Hebert	Title I Math
Heidi Wendtland	AGR Instructional Coach
Nita Sykora	Literacy Coach
Tiffany Hall	Resource Teacher
Robin Becker	Resource Teacher
Meredith Stefonek	Resource Teacher
Liz Ahrens	Music
Carla Rubeck	Physical Education
Jonathan Wheeler	Art
Anjeanette Steltz	Media Specialist
Katie Hultman	Psychologist
Kelly Eaton	Speech Clinician
Kay Zych	DHH Interpreter
Amanda Jensen	Occupational Therapist
Pam Wieland Schuster	Gifted & Talented
Jamie Larson	EL Teacher
Kong Moua	Bilingual Aide
Jayne Freij	Gen. School Assistant
Sherry McMenamin	Gen. School Assistant
Ginnie Ryder	Gen. School Assistant
Gretchen Hansen	Special Education Assistant
Phong Vang	Special Education Assistant
Jeanie Vasel	Special Education Assistant
Jennifer Nicolai	Special Education Assistant
Amber Mitra	Special Education Assistant
Renee Jackson	Cook
Stephanie Graveen	Cook
Dave Chojnacki	Head Custodian
Jose Nunez	Custodian
Tom Nelson	Adult Crossing Guard