

# Banta Bilingual Elementary School



## Parent /Student Handbook 2023-2024

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School Colors:	Blue & White
District Mascot:	BlueJay



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## **INTRODUCTION/WELCOME**

This handbook has been prepared to be a source of information for students and parents. This book reflects the policies of the Board of Education as well as regulations set by the State of Wisconsin and will be in effect during the 2023/24 school year unless preempted by law.

The Family Handbook can be amended at any time at the discretion of the school district. If the district makes changes to the handbook during a school year, the principal will communicate those changes to parents and students.

Please understand that this Handbook is intended to serve as a reference and guide for your use. A copy of the district's board policies is available online at [www.mjsd.k12.wi.us](http://www.mjsd.k12.wi.us)

## **PRINCIPAL'S WELCOME**

It is an honor to introduce myself as your principal of Banta Bilingual Elementary School and welcome you to this extraordinary school community. I can assure you that I share in this school community's commitment to caring for your children each day while providing them an excellent learning environment!

I am an experienced teacher and principal, but in addition to my role as an educator, I am first and foremost a mother and wife. This year, my daughter Sophie begins her Senior year at Kimberly High School and my youngest daughter Camila will start Sophomore year at Kimberly High School.

In my role as an elementary principal, I have been given the opportunity to work collaboratively with teachers daily, while also remaining connected to young students learning and growing in the classroom. I firmly believe that every child can excel and that the partnership between home and school builds confidence in students to use their powers to shape their future and the future of our community and our nation.

I welcome your conversation and positive input throughout this year. Let us always keep our students as the primary focus of our work. I look forward to connecting with you in the fall and celebrating our collective successes during this school year.

Sincerely,

Liz LaNou

Es un honor presentarme como su directora de la Escuela Primaria Bilingüe Banta y darles la bienvenida a esta extraordinaria comunidad escolar. ¡Puedo asegurarles que comparto con esta comunidad escolar el compromiso de cuidar a sus hijos todos los días mientras les proporcionó un excelente ambiente de aprendizaje!

Soy una directora con experiencia como maestra, pero además de mi papel como una educadora, soy ante todo una madre y esposa. Este año, mi hija, Sophie, comenzará su cuarto año en Kimberly High School y mi hija menor, Camila, comenzará su segundo año en Kimberly High School

En mi papel como directora de primaria, se me ha dado la oportunidad de trabajar en colaboración con los maestros a diario, sin dejar de estar conectada con los estudiantes jóvenes que aprenden y crecen en el aula. Creo firmemente que todos los niños pueden sobresalir y que la colaboración entre el hogar y la escuela fomenta confianza en los estudiantes para usar sus poderes para influir en sus futuros y el futuro de nuestra comunidad y nuestra nación.

Doy la bienvenida a su conversación y comentarios positivos a lo largo de este año. Mantengamos siempre a nuestros estudiantes como el foco principal de nuestro trabajo. Espero conectarme con ustedes en el otoño y celebrar nuestros éxitos colectivos durante el año escolar 2023-2024.

Sinceramente,

Liz LaNou

#### **MISSION STATEMENT**

***We support the bilingual needs for students by connecting cultures and creating the conditions for success by inspiring learning with our fun and impactful practices.***



## **ABSENCES**

### **Absence: Daily**

We request that parents/guardians call the attendance line at 967-1881 each day your child is unable to attend school. There is voicemail service available for your use before and after school hours. Please indicate the reason your child will not be at school. If a reason is not given, we will not be able to excuse the absence.

If a call or previous notification of an absence has not been received by 9:00 AM, you will be called to determine why your child is not in attendance. This will assure both you and the school that your child is safe.

The school reserves the right to request a physician's excuse when attendance is a concern. Attendance letters will be sent out to students when they have accumulated up to 3 unexcused absences and/or 10 total absences. You will be contacted if your child's attendance is an issue and you may be required to attend a meeting to develop an improvement plan.

\*\*Please note, we encourage you to continuously monitor for any COVID symptoms and if your child displays any signs of COVID please keep your child home. All absences with a physician's note are excused.

### **Absence: Planned/Extended**

Please pre-arrange all planned, extended absences for students (such as for a family vacation) with the teacher by filling out the pre-arranged absence form. This will ensure an accurate attendance record for your child.

### **Vacation Guidelines**

We understand that time spent together as a family on vacations can be an important part of family life. However, the instructional process does not stop when students are not at school, and lost instructional time cannot be recovered or recreated. Therefore, we strongly encourage families to schedule vacation around the existing school vacation days. If you must schedule a trip or other extended absence that will occur during scheduled school days, please follow these guidelines:

- Pre-arrange the absence with the school via the pre-arranged absence form. This will allow us to excuse your child from school and keep accurate attendance records.
- Homework often cannot be prepared in advance, because the purpose of homework is to provide

practice and review of skills taught in the classroom. Your child's teacher may be able to prepare some work in advance with ample notice of the absence, but it is not required of the teacher. However, additional work may be assigned when your child returns.

- Any work assigned prior to the absence should be completed and returned when your child returns to school.

### **ADDRESS AND/OR PHONE NUMBER CHANGE**

If you move or change your phone number, please notify the school office immediately at 967-1900 so that we have your correct address and phone number. This is extremely helpful to keep our records up to date.

### **AFTER SCHOOL MATTERS**

The After School Matters program consists of academic support offerings, enrichment programs (linked to core subject areas of science, math, social studies and language arts), recreation, and youth development. The program operates on school days from right after school until 5:30 p.m. Child pick up is only between 4:30-5:30 p.m. Monday through Friday. The program begins the first day of school and operates on full days of school. Fees must be paid prior to student participation. There is a two day processing time required, so if you register your student on Monday, he/she will not be able to attend until Wednesday.

### **BEFORE SCHOOL MATTERS**

Hours are Monday – Friday from 6:30AM to 8:00 AM. Parents must wait for their child to enter the building at the check in person before leaving the grounds.

For more information about Before or After School Matters please contact coordinator Lisa Beard at 967-1880.

### **ARRIVAL AND DEPARTURE PROCEDURES**

Vehicle Drop Off - Between 8:20AM & 8:30AM

Drivers will pull into the back parking lot to the most forward space available in the line.

Children will exit the vehicle alone, through Door #1 & go directly to class.

Drivers will remain inside the vehicle. During this time parents/caregivers will not be able to walk their students to the classroom or to the door.

Walkers - Between 8:20AM & 8:30AM

Walkers enter door #4 on Walbrun St & go directly to class. This is NOT a place for vehicle drop off.

Bus

Students arriving by bus will be dismissed by the driver, enter Door #3 and go directly to class. Students arriving after 8:30AM enter by door #3 on 6th St. (ring bell)& report to the office for a pass to class.

#### **Departures:**

Vehicle Pick-up

Drivers will receive a placard with the name of their student, which will be displayed on the passenger side of the dashboard. Extra placards can be requested from the office.

Drivers will pause at the entrance to the parking lot so that the staff can message the classroom.

Drivers will then pull forward to the forward-most spot while the student is called down. Drivers must not exit the car at this time.

Once the student has exited the school and gone straight to the car, the driver pulls out of line to the left and safely exits the parking lot.

Walkers

Walkers will exit through door #4 on Walbrun Street. This is NOT a place for vehicle pick up.

Bus

Students will be called down by the office and exit door #3 to board the bus.



### **BEHAVIOR – (PBIS) Keep the Code!**

PBIS (Positive Behavior Interventions and Supports) is a team based systemic approach in teaching behavioral expectations throughout the school. It is based on a proactive model which teaches the behaviors, reinforces and recognizes children who are able to model these behaviors and has systems in place to support children who have a difficult time. The entire school community is needed to be actively involved in order to make the system successful. PBIS is a school-wide framework for establishing a positive culture in the school.

PBIS System has 5 components:

Behavioral Expectations Matrix

Social Skills Instruction: Lesson Plans used to teach students the behavioral expectations

Positive Praise with specific details

Office Discipline Referrals: Documentation for future improvement

Celebrations: Held at various times throughout the year.

Behavior and learning go hand in hand.

Good choices = Better learning

Poor choices = Harder time learning

Students who make good choices make it easier for themselves and others to learn. Students who make poor choices make it harder for themselves and others to learn.

At Banta we expect everyone to follow the Banta Way:

1. Be Respectful
2. Be Responsible
3. Be Kind
4. Be Safe

**Here are the Basics!**

<p>Body Basics</p> <ol style="list-style-type: none"><li>1. Eyes watching</li><li>2. Ears listening</li><li>3. Mouths closed</li><li>4. Sit up straight</li><li>5. Hands and feet to self</li></ol>	<p>Bathroom Basics</p> <ol style="list-style-type: none"><li>1. 2 walking feet</li><li>2. 2 minutes in bathroom</li><li>3. 2 squirts of soap</li><li>4. 2 washed hands</li><li>5. 2 pulls on toweling</li></ol>
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**What do I get following the Banta way?**

1. We will catch you and thank you as individuals, as classes, and as a school.
2. School will be less stressful.
3. School will feel safer.
4. You will have a better time learning.

**What happens when I don't follow the Banta way?**

1. We will re-teach the behavior.
2. We will re-teach the behavior and model the correct behavior.
3. We will re-teach the behavior, model the correct behavior, and tell you the consequences if you do not change your behavior.
4. We will follow through with consequences.

**STUDENT BEHAVIOR**

Students are expected to behave at school in such a manner that allows teachers to teach and students



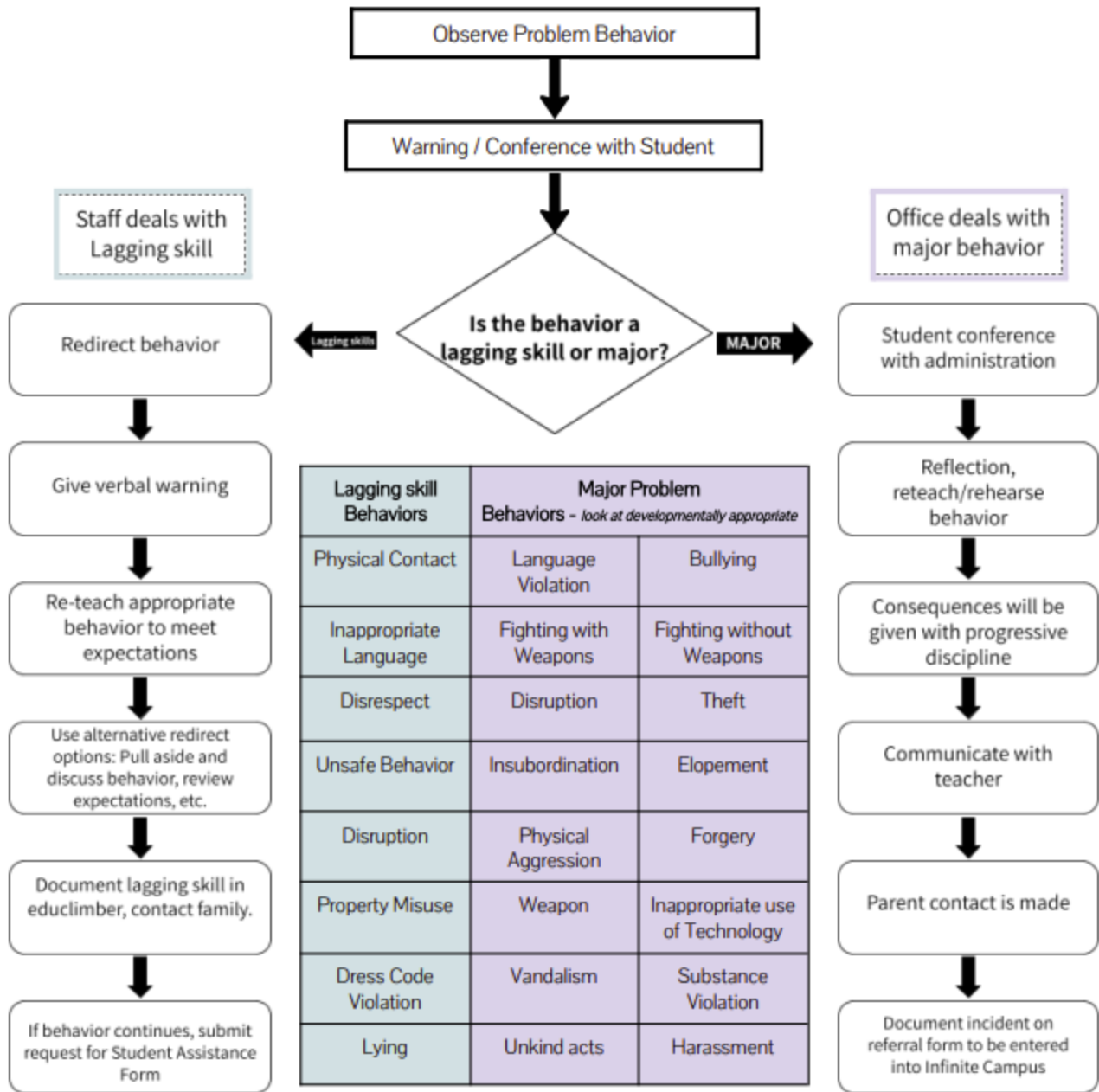
to learn in a safe and healthy environment. Student behavior that is dangerous, disruptive, or unruly will not be tolerated. Any student who engages in such behavior may be removed from class and subject to consequences.

(Reference Board Policy 443)

What happens if I get sent to the office?

1. You will have a conference with the principal or someone else in the office.
2. We will re-teach you the behavior, show you how to replace it with a better behavior, and practice the better behavior.
3. Consequences may be given that include a conference, time in the office, detentions, in school suspensions, out of school suspensions or other consequences that help you to make changes in your behavior.
4. Your parents will be contacted by note or phone call.
5. We will keep a record of your offense.
6. Bottom line – we will never give up on you, but will keep working to teach you how to make good choices.

## Banta Behavior Flowchart



**Please note...**

- Everyday starts with a clean slate
- Fill out referral form when student doesn't respond to redirection, pre-correction or verbal warning
- Take concrete action to correct behavior (i.e. individual practice, removal from activity, seat change, etc.)

## **BULLYING**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying towards a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school's buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business.

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying is a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes physical or mental ability or disability' and social, economic, or family status; however this type of bullying behavior need not be based on any of the legally protected characteristics. It included, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing. Any student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

Please use the behavior reporting form included on the following page. Forms are also available in the school office.

**EXAMPLE:**

**Bullying Behavior Report Form**

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying is a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age, national origin, race, ethnicity, religion, gender, gender identity, sexual orientation, physical attributes, physical or mental ability or disability, and social, economic, or family status, however this type of bullying behavior need not be based on any of the legally protected characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Date of report: \_\_\_\_\_

Students(s) Displaying Bullying Behavior:

Name \_\_\_\_\_ Name \_\_\_\_\_

Location of incident \_\_\_\_\_

Date of Incident \_\_\_\_\_ Time \_\_\_\_\_

Victim(s) of Bullying Behavior:

Name \_\_\_\_\_ Name \_\_\_\_\_

Incident Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness(es) to Incident:

Name \_\_\_\_\_ Teacher \_\_\_\_\_

Involvement \_\_\_\_\_

Name \_\_\_\_\_ Teacher \_\_\_\_\_

Involvement \_\_\_\_\_

Person(s) Completing Form (optional)

\_\_\_\_\_  
 Anonymous     Parent     Student     Community Member     Other

Provide form to the building administrator/designee  
Date report received \_\_\_\_\_

**BICYCLES**

**For safety reasons, kindergartners and first graders should not ride their bikes to school unless accompanied by an older sibling or parent.** Students in grades 2-5 may ride bicycles to and from school with parent permission. Bicycles are ridden directly to the school grounds, walked on school grounds, parked in the bike racks, and ridden home. Locks should be used for all bikes at school, and each child should have his/her own lock. The school is not responsible for lost or stolen bikes. Please report all missing bikes to the Menasha Police Department (967-5128).

## **CONTACTS**

Personal contacts/phone calls and emails are encouraged to keep the communication open between home and school. All school personnel may be accessed via email by: last name first initial @mjsd.k12.wi.us (ex: lanoue@mjsd.k12.wi.us)

## **CLOTHING AND GROOMING**

### **Shorts Policy**

Generally, students may wear shorts in good taste during September, May, and June. There may be additional times when shorts are allowed as weather permits.

### **Winter Clothing Requirements**

Banta students need to be dressed properly for the cold weather as follows:

**Grade K-5** - snowsuit or snow pants and jacket, gloves or mittens, hat, and boots. Students will be expected to go outside for recess unless the wind chill reaches 0° or below.

### **General Dress and Grooming**

Good grooming is a part of good scholarship. We ask students to adhere to standards of proper dress, cleanliness, and neatness. This would apply directly to excessive make-up or extreme hairstyles. Students who report to school with articles of clothing or footwear (flip flops) which are potentially injurious to themselves or school property, or harmful to the good conduct of the school, will be asked to return home and change into acceptable attire. We ask that students also do not wear bandanas or hats in the building during the school day.

## **GOOD THINGS TO LEAVE AT HOME**

1. Your dog (or other pets) - except on written invitation of the teacher.
2. Jack knives, sharp objects, and other potentially dangerous items.
3. Money in large amounts.
4. Candy, soda, and gum. Large bags of chips.
5. Toys, including trading cards, skateboards, and roller skates (except with teacher permission).  
Pokemon cards.
6. Hand-held electronic games, iPods, and other electronic or stereophonic equipment.
7. \*Cell phone (see district policy below)

\*Use of cellular phones or media players during school hours without permission, including lunch times, will result in the following actions:

**First Offense:** Possible parent contact and item confiscated for the remainder of the school day.. If the item confiscated is a laser pointer, go directly to the second offense. Items left after 30 days may be discarded.

**Second Offense:** Item confiscated, parents must reclaim, and possible detention assigned. Items left after 30 days may be discarded.

### **HATS/BANDANAS IN SCHOOL**

Students are asked to refrain from wearing hats or bandanas while in school. Exemptions to this rule can be made in special circumstances (such as a loss of hair due to medical treatment or medical condition) by contacting the principal.

### **LOST AND FOUND**

The school makes an effort to find the owners of articles found and turned in to the office. Many articles, however, are never claimed. All belongings like coats, carrying cases, tennis shoes, etc., should have the owner's name plainly written on them in order to insure their return. Articles found are placed in the "lost and found" containers in the Commons. Unclaimed items will be donated to a local charitable organization at Winter Break and at the end of the school year.

### **Marking of Children's Clothing**

Please be sure children's outer clothing is marked. A good deal of time is saved at school if names are on children's coats, boots, and shoes.

### **DISMISSAL – 3:30 P.M.**

For safety reasons, children are expected to go directly home after the 3:30 p.m. dismissal. The exception to this will be when children have been directed by parents to go to relatives or neighbors. On days when students attend school in the a.m. only, dismissal is at 12:00 p.m. (Noon). Bussed students must ride their assigned buses to and from school. Parents or other adults picking students up at the end of the day are asked to wait outside the door closest to where their child exits. Please do not enter the school building until after the bell rings.

### **ARRIVAL 8:20-8:30A.M.**

Monday – Friday, 8:20-8:30 a.m

\*Supervision is not provided before the times above and the school district is not responsible for students before the assigned supervised times. Thank you for your cooperation.

### **EQUAL EDUCATION OPPORTUNITIES**

The Menasha Joint School District is committed and dedicated to the task of providing the best education possible for every child in the district for as long as the student can benefit from attendance and the student's conduct is compatible with the welfare of the entire student body.

The right of the student to be admitted to school and to participate fully in classroom instruction and extracurricular activities shall not be abridged or impaired because of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap.

Students who have been identified as having a handicap or disability, under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act, shall be provided with reasonable accommodations in educational services or programs. Students may be considered handicapped or disabled under this policy even if they are not covered under the district's special education policies and procedures.

Complaints regarding the interpretation or application of this policy shall be referred to the director of special services and processed in accordance with established procedures.

## **HEALTH INFORMATION**

### **Acute Illness and Injury during School Hours**

Parents are immediately notified when a child is significantly injured or appears acutely ill. A parent or designated adult will need to pick up the child from school. The school nurse is available for consultation should an emergency arise.

### **Communicable Disease**

To meet state health codes, all communicable diseases must be reported to the Menasha Health Department. A child suspected of having a communicable disease shall be excluded from class by the school. A complete list of communicable disease exclusions guidelines is on the school website.

### **Dental Health**

The Menasha Health Department dental hygienist provides dental screenings, dental referrals to providers, and coordinates the Menasha United Way Dental Clinic for students qualifying for these services. A dental fluoride varnish and dental sealant program are offered for selected grades based on available funding.

### **Head Lice**

If a child in the District is found to have active lice, the child's parent will be called to pick him/her up immediately. After treatment and upon returning to school the child will be examined by the school Health Aide. The District practices a policy of no live lice as criteria to return to school (School Board Policy 8451).

## **Health Records**

Health information is requested for all kindergarten and new students. Permanent health records are kept on every student. The nurse shares pertinent health information with school staff as needed.

## **Health Teaching**

The Menasha Health Department staff provides health education on topics including Hand Washing, Growth and Development, Dental and others as they arise. Teachers utilize Menasha Health Department staff as a resource person on health topics being covered in class.

## **Illness**

If your child exhibits symptoms of illness, which include fever (100° or higher), nausea, vomiting, diarrhea, sore throat, or undiagnosed skin rash, please keep him/her at home until well. This is for the welfare of your child, as well as the other children at school. Please call his/her school before 9:00 a.m., if possible, inform them about your child's absence.

## **Immunization**

To meet state immunization laws, the school requires a complete immunization record from all incoming kindergarten and new students prior to the start of school. The Menasha Health Department staff is available year round to clarify immunization requirements and other health concerns. If you are unsure about new immunization requirements contact the Menasha Health Department at 967-3520.

## **Medications**

Administration of medication by school personnel during school hours requires both the signature of a parent and the physician on the Menasha Joint School District Administration of Medication Consent form. A new copy of the consent form is required each year and any time the medication or dosage is changed. The medication must be in the original container and properly identified with current information stating the name, dosage, frequency, route, physician, and date of prescription. **Schools will not be able to administer medication unless these guidelines are met.** Parents are expected to schedule antibiotics and over-the-counter medication outside of school hours.

## **School Health Services**

The school nurse visits the schools a few hours a week. If you wish to directly contact the nurse, call the school to determine those times or call the Menasha Health Department at 967-3520.

## **Screening Programs**

Listed below are the health screenings done at school.

Vision - K-4

Hearing - K-3

Dental - K-4

Any result indicating further specialist examination is followed up by the Menasha Health Department staff.

## **HOMEWORK**

### **Helpful Homework Hints for Parents**



1. Decide on a good place for your children's homework area. This could be the kitchen table where you can monitor and help them.
2. There should be no interruptions during homework time.
3. Set aside a designated homework time each day. If your children do not have a written assignment, the allotted time should be used to read or do other academic activities.
4. Praise your children's efforts. Let them know how proud you are of their hard work.
5. Communicate with the teacher if there are any questions or concerns about the homework. It is important to form a partnership with the teacher to work as a team.
6. Make sure proper school supplies are available.
7. Immediately place completed homework in a backpack or schoolbag.

For further helpful hints refer to [Homework Without Tears](#) by Lee Canter in the Banta LMC.

### **HOME-SCHOOL COMMUNICATION**

We regularly communicate with all parents utilizing the following communication tools:

- Schoology Building/Class/Group Updates
- Monthly Parent Newsletter
- Class or grade level newsletters
- Monthly PTO meetings (agendas and minutes available on Banta website)
- Principal and Teacher Electronic Mail
- Phone Messenger-email/text

We have provided numerous ways to keep our communication lines open and we expect that all parents will read these communications and respond accordingly. We will not turn down any reasonable parent request to help in our school

### **Lunch Times**

Grade	Start Lunch	End Lunch
K	11:00	11:30
1	11:00	11:30
2	11:25	11:55
3	11:50	12:20
4	11:25	12:55
5	11:50	12:20

### **NON-DISCRIMINATION POLICY**

The Menasha Joint School District shall comply with all federal and state laws and regulations prohibiting discrimination. Specifically, it is the policy of the Menasha Joint School District Board of Education that no person, on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, parental status, marital status, sexual orientation, physical disability, mental disability, emotional disability, or learning disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any education program or activity.

## **OFFICE HOURS**

The Banta Elementary Office hours are 7:30 AM - 4:00 PM Monday - Friday.  
Voice mail is available anytime outside these hours at 967-1880

## **PARENT-TEACHER CONFERENCES**

Banta will follow an individual conference format this year. The goal of the Parent-Teacher Conference is to promote family teacher collaboration to drive student achievement. These individual meetings will be held during parent-teacher conference dates set by the district. The meetings will cover the following topics using some of the elements from our former APTT format:

1. A review of student progress data.
2. The establishment of academic goals.
3. Suggestions for things to do at home.

### **Parent-Teacher Conference Dates**

October 12th & 26th

January 18, February 1st

## **PARTIES & CELEBRATIONS**

Holiday celebrations will occur throughout the school year at all grade levels. You will receive information regarding these celebrations from the classroom teachers. If your beliefs restrict the celebration of certain holidays, please contact your child's teacher so appropriate accommodations can be made. Please do not send in any treats or food items for events due to current health guidelines.

## **PTO (PARENT/TEACHER ORGANIZATION)**

Banta has a very active, involved, child-oriented PTO that meets monthly to plan and coordinate school activities. Meetings are generally held once a month. Watch the parent newsletter for details. Officers are elected in May to serve the following year. Activities sponsored by past PTOs include, family nights, fundraisers, TV Turn-off Week, teacher/staff recognition luncheon, and end-of-the-year field trips.

## **REGISTRATION FEES**

School fees are set by the Board of Education during the August meeting. Parents are informed by letter in August. ALL school fees are to be paid the first week of school.

## **SMOKING**

The use of smoking/tobacco products is prohibited on school grounds and at all school sponsored activities including but not limited to, field trips, concerts, family fun events, conferences, etc.

## **SPECIAL PROGRAMS**

### **ART, MUSIC, PHYSICAL EDUCATION**

Children in grades K- 5 meet with special instructors each week in the fields of Art, Music, and Physical Education.

### **GIFTED AND TALENTED-HIGH POTENTIAL PROGRAM**

Students in grades 2-5 identified as having exceptional academic potential will be offered the opportunity to work with our gifted and talented resource teacher on a weekly basis. Gifted and talented students receive large and small group instruction and are challenged to think creatively. For more information, call our gifted and talented teacher at 967-1900. We also have an acceleration policy in place to help provide for the needs of these gifted students. Copies of this policy are available upon request at our school office. Kindergarten and first graders demonstrating exceptional skills are provided for by the classroom teacher in consultation with our gifted and talented teacher.

### **LMC (Library Media Center)**

We have a very large two-tiered LMC offering a wide variety of books and other educational materials. Please encourage your child to read at home and show interest in what he/she is reading. Help your child take good care of these valuable resources so that other children may also enjoy them. Students have an opportunity weekly to check out books in the Library Media Center (L.M.C.). Students in grades 1-5 may check out two books at a time. Kindergartners are allowed to check out one book at a time. Books are checked out for up to two weeks. If a book is lost or damaged beyond repair, the student must pay for it. Please take special care of library books, keeping them out of the reach of younger brothers, sisters and pets.

### **School Counseling Program**

The school counselor provides services to students, parents, school staff and the community with the primary goal of enhancing student achievement. The major components of the counseling program are:

School Counseling Curriculum: The school counselor delivers structured, developmental lessons in each classroom throughout the school year. Lessons are research-based and based on the following competencies:

- \* Self-knowledge and management
- \* Academic success
- \* Communication/social skills
- \* Diversity
- \* Decision making/goal setting
- \* Personal/school safety
- \* Careers
- \* Transitions

Individual Student Planning: The counselor will help all students establish personal goals and future

plans. All fifth grade students will participate in an individual planning conference with the counselor and a parent/guardian toward the end of their fifth grade year. These conferences are known as "Jay-Talk" conferences.

Responsive Services: The counselor provides preventative or immediate intervention services as necessary depending on student needs. Responsive services include:

- Group counseling (family changes, anger management, anxiety, social/friendship skills, etc.)
- Consultation with parents, teachers and other educators
- Referrals to other school support services or community resources
- Information

Mary Crawmer is the school counselor at Banta Elementary School and is in the building full-time. She can be reached at 967-1880.

### **SPECIAL EDUCATION PROGRAMS**

Special Education programs are provided in the Banta School. If you feel your child has a special educational need, please discuss this with your child's teacher or the principal. A variety of services are available.

### **TELEPHONE USE**

Students will be permitted to call for illness or emergencies only and must talk to an adult in the office before making any phone call. Students must plan ahead for ride arrangements, sporting practices, school work, and instruments.

#### **Cell Phones-**

Cell phones must be powered off and be housed in student backpacks during the school day. Students may not carry/possess their cell phone during school hours. Problems with cell phone issues will result in check-in to office daily or prohibited from bringing to school

### **TESTING**

Our students take standardized tests annually as follows:

Grades KG-5

Fall: I-Ready Assessment (not kindergarten)

Winter: I- Ready Assessment

Spring: I- Ready Assessment

Grade 3-5

Spring- Forward Exam

### **TEXTBOOKS**

We would appreciate your cooperation in stressing with your child the importance of respect for school materials and the obligation to use them wisely and carefully. Good habits established early are so important in the development of your child's attitudes.

Textbooks are furnished by the District and distributed by the teacher. In the event that a book is damaged or lost, the child is responsible and will be asked to pay for the damage or cost of a book. The child will also be held responsible and asked to compensate for any damage done to school property.

### **VISITING SCHOOL**

1. All visitors to the school building will need to check in the office, show a drivers license. Visitors will be issued a visitor ID to be worn in an appropriate visible location during the visit. Visitors will need to stop in the office before leaving the school to sign out.
2. If you wish to visit your child's classroom, please call and inform the teacher at least two days prior to your visit. This common courtesy is greatly appreciated. Children are eager to share their school experience with you, and teachers also like to get acquainted with you.

### **VOLUNTEERING AT SCHOOL**

Parent, community involvement and support for our student's learning is essential in creating the supportive, collaborative learning community needed for our young learners so that they may be successful. Volunteering makes a difference! Guidelines for Adult Volunteers

1. Complete a background check online. Contact the office for instructions.
2. Do not bring younger children when volunteering in school.
3. Check into the office each time for your visitor ID.
4. Follow teacher direction when working with students.
5. Respect rights and confidentiality of all students and staff.
6. Promptness is appreciated or a call if you cannot make your volunteer time

### **WEATHER GUIDELINES FOR OUTDOOR ACTIVITIES**

After consultation with the Menasha Medical Advisory Committee and the City Health Department Nurse, the elementary school principals have developed the following guidelines for recess during periods of extreme cold. The administrator of each school will make the decision as to whether the children will go outside for recess on cold days. The decision will be based on the following criteria:

1. The welfare of the children.
2. The actual temperature and the wind chill. If the actual temperature or wind chill is 0 degrees or below, the children will stay in.
3. The length of time the children will remain outdoors. All students will be expected to go out for daily recesses to get fresh air and exercise to enhance alertness in the classroom. Students not feeling well must have a written doctor's excuse in order to stay in for recess. A note from a parent is not sufficient. A good guideline to follow is: If well enough to come to school, well enough to go outdoors

## 23/24 Menasha Joint School District K-12 Calendar

**August 2023**

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	NT	NT	NT	25
SDFD	SDFD	SDFD	SDFD	

**September 2023**

M	T	W	TH	F
				NS
LD	FD	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	SDFD	28	29

**October 2023**

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	PTC/SD	NS
30	31			

**November 2023**

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	NS	TH	TH
27	28	29	30	

**December 2023**

M	T	W	TH	F
				TRI
4	5	6	7	8
11	SD/PC	13	14	15
18	19	20	21	22
WB	WB	WB	WB	WB

**January 2024**

M	T	W	TH	F
WB	2	3	4	5
8	9	10	11	12
SD/PC	16	17	18	19
22	23	24	25	26
29	30	31		

**February 2024**

M	T	W	TH	F
			PTC/SD	NS
5	6	7	8	9
12	13	14	15	16
SDFD	20	21	22	23
26	27	28	29	

**March 2024**

M	T	W	TH	F
				1
4	5	6	7	TRI
SD/PC	12	13	14	15
18	19	20	21	22
SB	SB	SB	SB	SB

**April 2024**

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	SD/PC	18	19
22	23	24	25	26
29	30			

**May 2024**

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	SD/PC
MD	28	29	30	31

**June 2024**

M	T	W	TH	F
3	4	5	GRAD	LD
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

**School Start/End Times**

High School 7:30-3:00  
 Maplewood 7:30-3:00  
 Elementary 8:30-3:30

**K-12**

TRI-1	1-Dec
TRI-2	8-Mar
TRI-3	7-Jun

**Parent Teacher Conference Dates 2023-24**  
 (See School For Details)

Elementary	Middle	High School
12-Oct	19-Oct	24-Oct
26-Oct	26-Oct	26-Oct
18-Jan	25-Jan	30-Jan
1-Feb	1-Feb	1-Feb

Code	Days	Description
NT	3	New Teacher Academy (No School)
SDFD	6	Full Day Staff Development (No School)
NS	4	Non-Contract Day for Staff (No School)
FD	1	First Day of School
LD	1	Labor Day Holiday (No School)
SD/PC	5	PK-12 Staff Development/Collaboration (No School)
TH	2	Thanksgiving Holiday (No School)
WB	6	Winter Break (No School)
SB	5	Spring Break (No School)
PTC/SD	2	Parent Teacher Conference AM & K-12 Staff Development PM (No School)
TRI	2	End of 1st and 2nd trimester/ Record Keeping (AM Students/PM No Students)
MD	1	Memorial Day Holiday (No School)
LD	1	Last Day of School (AM Students/PM No Students)
GRAD	1	High School Graduation (Evening)

11/22/2022