



# School Handbook 2017-2018



W330 S6473 Highway E  
North Prairie, Wisconsin 53153

Office	(262) 392-6310
Attendance	(262) 392-6310
Fax	(262) 392-6312

*The mission of Prairie View Elementary is to help all members of our school community realize and achieve their fullest potential in a rapidly changing world by promoting active learning, respectful actions and critical thinking in a secure, supportive, child-centered environment.*

**2017-2018  
PRAIRIE VIEW ELEMENTARY STAFF  
PRINCIPAL: STEPHANIE BLUE**

<b>CLASSROOM TEACHERS</b>	<b>SPECIALISTS</b>	<b>SUPPORT STAFF</b>
<p><b><u>KINDERGARTEN</u></b> Caitlin Duranceau Emily Madden Jessica Patton</p> <p><b><u>GRADE ONE</u></b> Sue Hoffmann Jeanne Olen</p> <p><b><u>GRADE TWO</u></b> Kim Struve Joanna Vick</p> <p><b><u>GRADE THREE</u></b> Michelle Baumann Kiara McGivern</p> <p><b><u>GRADE FOUR</u></b> Amy Budzynski (W/Th/F) Dawn Quakkelaar (M/T) Lori Wagner</p> <p><b><u>GRADE FIVE</u></b> Jen Ackerman (10-2pm/day) Lisa Chase Mary Schueller</p> <p><b><u>GRADE SIX</u></b> Cindi Harris Amy Schimelfenyg</p>	<p><b><u>ART</u></b> Beth Engelking</p> <p><b><u>COUNSELOR</u></b> Brita Crouse</p> <p><b><u>GIFTED/TALENTED</u></b> Melissa Barton</p> <p><b><u>LIBRARY TECHNOLOGY SPECIALIST</u></b> Christine Perkins</p> <p><b><u>LITERACY COACH</u></b> Valerie Vos</p> <p><b><u>MUSIC</u></b> Adam Hackbarth (General Music) Nyla Clements (Band) Roxanne Carloni (Strings)</p> <p><b><u>OCCUPATIONAL THERAPIST</u></b> Kalina Ziller</p> <p><b><u>PHYSICAL EDUCATION</u></b> Paul Moser</p> <p><b><u>PSYCHOLOGIST</u></b> Kristy Maxwell</p> <p><b><u>READING SPECIALIST</u></b> Mary Petsch-Horvath</p> <p><b><u>SOCIAL WORKER</u></b> Megan Reif</p> <p><b><u>SPECIAL EDUCATION</u></b> Megan Bengs (Deb Wustmann LTS) Abbie Buccanero Jodi Messer Jessica Sullivan Jean Woolridge</p> <p><b><u>SPEECH</u></b> Kathy Buchman Krisann Pergande</p>	<p><b><u>ADMINISTRATIVE ASSISTANT</u></b> Ann Dudek</p> <p><b><u>CLERK</u></b> Denise Howell</p> <p><b><u>CUSTODIANS</u></b> Gary Malchow (Building Manager) Rodger Kraft (PT-Nights) Ron Bender (PT-Nights)</p> <p><b><u>HEALTH ASSISTANT</u></b> Cindy Fendryk</p> <p><b><u>INSTRUCTIONAL ASSISTANTS</u></b> Pam Cremer (Kindergarten-Rm. 120) Preston Dubey (Special Ed) Roxanne Gerlitz (Special Ed) Jennifer Huebner (Special Ed) Heather Jurasinski (Special Ed) Jen Kulow (Kindergarten-Rm. 117) Bonnie Libby (Special Ed) Mary Oehler (Special Ed) Nickie Smith (Special Ed) Katie Turk (Kindergarten-Rm. 124)</p> <p><b><u>IT Dept.</u></b> Anthony Peterson</p> <p><b><u>KITCHEN FOOD SERVICE</u></b> Jackie Covele, Lead Sherry Bemis Bridgette Bronson (scanner)</p> <p><b><u>PLAYGROUND MONITORS</u></b> Bonnie Libby Nickie Smith</p>



Dear Prairie View Families:

Welcome to another great school year! As we begin our year of learning and fun, we look forward to working together and making the most of every day.

A positive working relationship between school and home is key to learning and achievement. The Prairie View Staff feels privileged to have involved and concerned parents as partners in the educational process. Please continue your efforts in developing this positive home-school connection and join us in watching your child succeed!

Enjoy the school year, and as always, please contact us with your questions or concerns.

Sincerely,

The Prairie View Staff

#### EQUAL OPPORTUNITY

It is the policy of the Mukwonago Area School District, pursuant to Section 118.13, Wis.Statutes., and PI9 that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's sex, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, religion, physical, mental, emotional or learning disability or handicap in its educational programs or activities. The district further complies with federal laws that also prohibit discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, and national origin), Section 504 of the Rehabilitation Act of 1973 (disability), and by the Age Discrimination Act of 1975 (age).

The Mukwonago Area School District also prohibits discrimination in employment on the basis of sex, race, color, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, disability, political affiliation or belief, arrest, or conviction record, or membership in the national guard, state defense force, or any reserve component of the military forces of the United States.

Questions regarding compliance should be addressed to:

Tim Lemke - Equal Opportunity Officer  
385 County Road NN E  
Mukwonago, WI 53149  
(262) 363-6300, x24200  
(Revised 7-17-07, 6-30-09, 7/14/09)  
(Reviewed 5-17-04, 7-13-05)

Andy Trudell – Title IX  
605 W. School Road  
Mukwonago, WI 53149  
Tel. No. (262) 363-6200, x25581

**CALL 211 / FIRST CALL FOR HELP  
FOR FREE, CONFIDENTIAL, ANONYMOUS ASSISTANCE 24/7  
DIAL 2-1-1 OR 262-547-3388**



# Table of Contents

<a href="#"><u>Arrival and Attendance</u></a>	1
<a href="#"><u>Attendance Policy and Rules</u></a>	1
<a href="#"><u>Attire</u></a>	
... Clothing	1
... Personal Appearance, Dress, and Grooming	1
... Wind Chill Chart	1
<a href="#"><u>Behavior Plan</u></a>	
School Wide Guidelines for Success	2
<a href="#"><u>Bulletins</u></a>	3
<a href="#"><u>Bus Information</u></a>	3
<a href="#"><u>Cell Phones, IPODs, Tape Recorders, and Other Electronic Devices</u></a>	3
<a href="#"><u>Custodial Rights</u></a>	3
<a href="#"><u>District Administration and School Board Members</u></a>	3-4
<a href="#"><u>Dismissal from School and Checkout Procedures</u></a>	4
<a href="#"><u>Health Room Procedures &amp; Guidelines</u></a>	5
<a href="#"><u>Home-School Communication</u></a>	5
<a href="#"><u>Homeless Children</u></a>	6
<a href="#"><u>Homework Requests for Student Absences</u></a>	7
<a href="#"><u>Lost &amp; Found</u></a>	7
<a href="#"><u>Lunch Program</u></a>	7
<a href="#"><u>Office Hours &amp; Phone Numbers</u></a>	7
<a href="#"><u>Parking &amp; Parking Lot Traffic Flow</u></a>	8
<a href="#"><u>Parent Teacher Organization (PTO) and PTO Officers</u></a>	8
<a href="#"><u>Planned Absence Forms</u></a>	8
<a href="#"><u>Progress Reports/Report Cards</u></a>	9
<a href="#"><u>Resources for Parents</u></a>	9-11
<a href="#"><u>School Closings</u></a>	11
<a href="#"><u>School Hours</u></a>	11-12
<a href="#"><u>School Board Policies Pertaining to Students and Staff</u></a>	12
<a href="#"><u>Volunteers – Confidentiality Policy</u></a>	12



## ARRIVAL AND ATTENDANCE

Regular attendance is essential for successful progress in your child's educational program. A child should be in school every day he/she is physically able to attend. When a student is absent, he/she could be missing the introduction to, or development of, necessary skills.

If a child is not at school, we request that a parent or guardian notify the office by 9:00 a.m. Please leave your child's name, teacher name, and reason for absence on our attendance voice mail. The office will be contacting the parents of absent children when a phone call is not received.

Students who arrive after the 8:30 a.m. start of school, should report to the office with a parent/guardian to sign in before going to their classroom. If you know your child will be late and he/she will arrive after lunch count is taken, please phone in your child's lunch choice by 9:00 a.m. so that we can call it in to the Central Kitchen.



## ATTIRE

### Clothing and Wind Chill Chart, Personal Appearance, Dress and Grooming



Students are expected to come to school clean and neat. Personal appearance can have a positive affect on children. Examples of dress that are inconsistent with educational goals include halters, spaghetti strap shirts, short shorts and T-shirts with obscene expressions, cigarette and liquor promotions. It is helpful for parents to assist their children in choosing proper clothes to wear. (See School Board Policy JBA.) Special Note: Heelys (shoes with wheels in the heels) are not permitted in school.

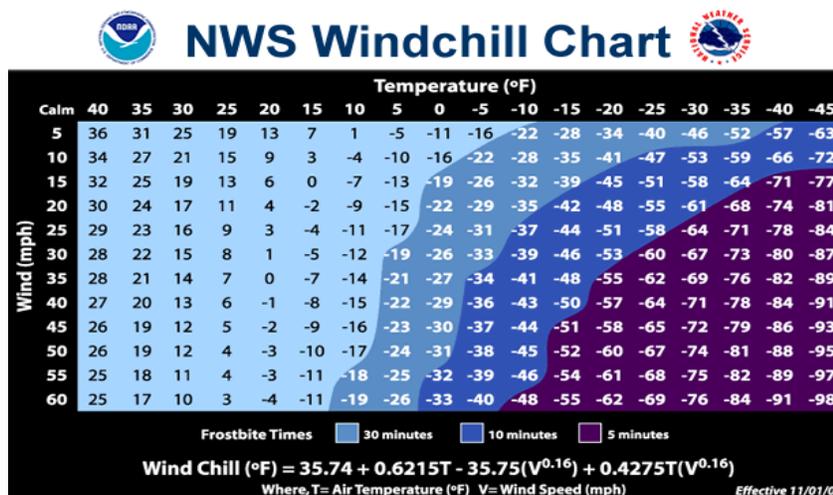
Due to the changing weather conditions, it is suggested that layered clothing be considered when the weather is questionable. Students are expected to go out for recesses and should be appropriately dressed. The wind chill chart from the National Weather Service is used in determining if students will be indoors or outdoors.

Hats, boots, and mittens or gloves are needed by all students during winter months. Students who do not have boots and snow pants will need to remain on the blacktop when snow is on the ground.

We appreciate your help in making sure your child is dressed appropriately each day.

## Wind Chill Chart

CLICK THIS LINK FOR A WIND CHILL CHART: [HTTP://WWW.NWS.NOAA.GOV/OM/WINDCHILL/](http://www.nws.noaa.gov/om/windchill/)



## BEHAVIOR PLAN

### Prairie View's Guidelines for Success

Prairie View has identified five guidelines to make our school a safe and positive place to learn and where everyone can be successful.

#### **Guideline 1: I am Responsible**

All through your life you must decide how you will act. Therefore, we expect you to do what is right, whether anyone is watching you or not. This is called, "being responsible." It isn't always easy to make responsible choices, especially if someone else is not being responsible. It is important for you to remember that you are in charge of yourself. You can do what is right!

#### **Guideline 2: I am Respectful**

You must show respect for the people around you, including yourself. Examples of being respectful are: playing fairly, treating others as you would like to be treated, listening when others are speaking, using appropriate language and soft voices in the classroom, hallways and cafeteria. Respect extends to school property and equipment.

#### **Guideline 3: I am Cooperative**

Cooperation includes being polite, treating people with respect, accepting differences between people, following directions and working with others as a team. Most importantly, it means trying your best at all times.

#### **Guideline 4: I am Safe**

Everyone must know that Prairie View Elementary is a safe and supportive place to be. Any behavior or actions that could hurt someone else, or yourself, will not be allowed. Examples of being safe at Prairie View are walking quietly in the hallways and classrooms, keeping your hands and feet to yourself and using equipment properly.

#### **Guideline 5: I am Smart**

When you think about your choices before you act, you are being smart. When you do a job or an assignment and you try your very best, you are being smart. All you need to do is stop, think about your choices, and act positively. Every other guideline will fall into place.

### **Consequences**

- Verbal reminder
- Think Sheet and/or call to parent

- Detention:**

School-wide detentions will be held on Tuesday after school from 3:35 to 4:05 p.m. or Thursday before school from 7:55 to 8:25 a.m. When a detention form is sent home, a parent chooses one of the dates listed on the form that the detention will be served

- Severe Clause:** Immediately sent to Principal.

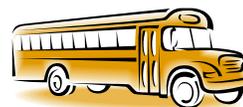
Actions covered under the Severe Clause include intentionally hurting another person, overtly refusing to do what is directed, and intentionally destroying/damaging property or outlandish behavior that interrupts teaching or learning.

## BULLETINS

Please encourage your children to bring home all bulletins, notes, and notices. We will make every effort to keep you informed about school activities through these communication vehicles.

Our monthly newsletter will be sent home via a ShoutPoint Messenger message, as well as being posted on our school website at the beginning of each month. Please take time to check out the announcements and activities listed there.

## BUS INFORMATION



**Dousman Transport            392-2243**

The majority of our students ride school buses. From a safety standpoint, it is necessary that proper behavior be adhered to at bus stops, as well as during the ride on the bus. Parents will be notified of infractions and consequences that occur on the bus. Bus rules were in the registration materials, and Prairie View's Guidelines for Success apply. **PLEASE NOTE: DUE TO ROUTE SIZES, STUDENTS MAY NOT RIDE HOME ON A BUS OTHER THAN THAT TO WHICH HE/SHE IS ASSIGNED WITHOUT PRIOR PERMISSION FROM DOUSMAN TRANSPORT.**

## CELL PHONES, IPODS, AND OTHER ELECTRONIC DEVICES

Electronic devices such as: radios, tape recorders, digital cameras, video recorders, I-Pods, MP3 Players, Game Boys, mini televisions, beepers, cellular phones, walkie-talkies, laser pointers, etc.... may not be brought into the school building during the school day, unless requested by the teacher for educational purposes. Continued violation of this policy will result in disciplinary action. Students are also discouraged from bringing other valuables into school. The school cannot assume responsibility for lost, stolen or damaged items.

## CUSTODIAL RIGHTS

Parents must notify the school annually of any limitations or restrictions involving a child's custody if they pertain to the child's school day, or arrival and dismissal from the building. We must have court documentation in order to enforce any custodial issues that may arise. This information is necessary for your child's protection.

## DISTRICT ADMINISTRATION

Shawn McNulty	Superintendent of Schools	363-6300 x24100
Tom Karthausser	Director of Business Services	363-6300 x24102
Tim Lemke	Director of Pupil Services	363-6300 x24200
Nick Reichhoff	Director of Student Learning	363-6300 x24400
Susan Meunter	Director of Human Resources	363-6300 x24500
Ben Kossow	Coordinator of Assessment & Data	363-6300 x24410
Dustin Lehman	Coordinator of College & Career Readiness	363-6292 x27406
Bryan Groshek	Supervisor of Building & Grounds	363-6300 x24300
Kelly Kovnesky	Supervisor of Network Operations	363-6200 x25700
Pam Harris	Supervisor of Food Service	363-6200 x25601

## SCHOOL BOARD MEMBERS

Member Name	Representation	Committee Assignment	Term of Office
Mary D'Amour, President 262-363-6300 ext. 24900	Central Region	Finance & Facilities Personnel	Term ends April, 2019
Jeff Voelkel, Vice President 262-363-6300 ext. 24901	West Region	Finance & Facilities	Term ends April, 2018
Todd Clemens, Treasurer 262-617-3077	District-at-Large	Personnel	Terms ends April, 2019
Cheri Winchowky, Clerk 262-363-6300 ext. 24902 262-613-3637 (cell)	District-at-Large	Learning Committee	Term ends April, 2018
Erika Conner 262-363-6300 ext. 24905	East Region	Learning Committee	Term ends April, 2018
Andy Mahnke 262-363-6300 ext. 24907	East Region	Finance & Facilities	Term ends April, 2020
Craig Vertz 262-363-6300 ext. 24904	West Region	Finance & Facilities	Term ends April, 2019
Art Schneider 262-392-9110 (H) 414-313-1320 (C)	District-at-Large	Personnel	Term ends April, 2020
Jill Werner 262-363-6300 ext. 24903 (414)313-0784	Central Region	Learning	Term ends April, 2020
Miriam Huerta Student Representative			Term ends April, 2018
Hailey Lapinski Student Representative			Term ends April, 2018

### [DISMISSAL FROM SCHOOL AND CHECKOUT](#)

If you must remove your child from school during the day, a note must be sent to your child's teacher stating the date, time, and reason for the dismissal. Specify who will pick the child up. The child must be picked up **and** signed out at the office. We will not release children from the playground or classroom. A student **will not** be allowed to leave unattended for any reason. The security of your child is our main concern.

## HEALTH ROOM PROCEDURES & GUIDELINES

If a student becomes ill or is injured at school, the Health Assistant will provide care. The parents will be informed on the condition of their child in cases which are serious enough to warrant communication. If the parent is unable to be reached, the emergency contacts, which have been provided by the parent, will be called. Local emergency contacts are suggested to minimize the time the child must wait for someone to pick him/her up. When picking up a sick child from school, please go to the Health Room to sign your child out.

Students who are well enough to attend school will be expected to go outside for recess, unless a doctor's note is sent to school with the child.

Your assistance in providing complete health emergency information is appreciated. Please keep us informed of any changes in your child's health condition.

**BEST PRACTICE FOR RETURN TO SCHOOL AFTER ILLNESS:** Please keep your child home until he or she is symptom-free from fever, bacterial infection, vomiting, diarrhea, or rash for **at least 24 hours**. Please do so to help prevent the spread of illness & infection of other students.

- Students presenting with a temperature of 100.4 or greater should not attend school. They should be home from school and be fever free for a minimum of 24 hours without the aid of fever reducing medications before returning to school.
- Students that visit their physician's office or clinic for diagnosis and treatment and are started on antibiotics for bacterial infection (strep throat, pink eye, etc.) should be home from school until 24 hours after antibiotic treatment was initiated.
- Students presenting with vomiting and/or diarrhea (3 or more loose stools in 24 hours) should be home from school and be free of vomiting and/or diarrhea for a minimum of 24 hours before returning to school.

## HOME-SCHOOL COMMUNICATION

Home –school communication is very important to student success. Parents can bring concerns/complaints to the attention of teachers, administration and or the school board. Information on how to resolve concerns and or file complaints is available on the district website [www.masd.k12.wi.us](http://www.masd.k12.wi.us) under the following links:

### **Families and Students> Annual Notices**

<http://www.masd.k12.wi.us/masd-annualnotices.cfm>

### **Families and Students> Parent Workshops and Resource>Prevention and Education Resources**

<http://www.masd.k12.wi.us/masd-parentworkshops.cfm>

[http://www.masd.k12.wi.us/cms\\_files/resources/ocr-familyrights-revised11-3-11.pdf](http://www.masd.k12.wi.us/cms_files/resources/ocr-familyrights-revised11-3-11.pdf)

### **School Board >Policies**

<http://www.masd.k12.wi.us/masd-boardpolicies.cfm>

### **Community Resources**

Association for the Rights of Handicapped Citizens ARCh

Phone: 262-542-9811 Fax: 262-542-5280

<http://www.waukeshaarch.org>

For assistance or further information on how to address concerns, contact the school Principal or the Pupil Services Director (262-363-6300 x24200). If you do not have access to a computer, you may request copies of documents by contacting the school office or Pupil Services Director.

## HOMELESS CHILDREN

The McKinney-Vento Act defines homeless children and youth (twenty-one years of age and younger) as:

Children and youth who lack a fixed, regular and adequate nighttime residence, and includes children and youth who are:

- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as double-up);
- living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
- living in emergency or transitional shelters;
- abandoned in hospitals; or
- awaiting foster care placement.

Children and youth who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.

Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.

Migratory children who qualify as homeless because they are living in circumstances described above.

If you are personally aware of or are acquainted with any children who may qualify according to the above criteria, the Mukwonago School District provides the following assurances to parents of homeless children:

- The local district staff person (liaison) for homeless children is the Director of Pupil Services.
- There shall be immediate enrollment and school participation, even if educational and medical records and proof of residency are not available.
- All educational opportunities and related opportunities for homeless students (preschool to age 21), including unaccompanied youth, shall be the same as for the general student population.
- Enrollment and transportation rights, including transportation to the school of origin shall be possible. "School of origin" is defined as the school the child attended when permanently housed or when last enrolled.
- Written explanation of why a homeless child is placed other than in a school of origin or school requested by the parent, with the right to appeal within the local dispute resolution process.
- Meaningful opportunities for parents to participate in the education of their children. These shall include: special notices of events, parent-teacher conferences, newsletters and access to student records.

Please contact the Director of Pupil Services, homeless liaison for the Mukwonago School District, at 262-363-6300, ext.24200 for additional information about homeless issues. An important function of Prairie View Staff is to help explain our instructional program to parents. If you have any questions pertaining to your child's instructional program, please contact your child's teacher.

## **HOMEWORK REQUESTS DURING STUDENT ABSENCE**

### **Requesting Homework for Absences:**

If your child will be absent for a day of illness, please wait in requesting homework from the teacher until two or subsequent days of absence. Teachers will provide students time to make up any missing work upon return.

If your child will be absent due to a Planned Family Vacation, homework will be provided upon your return.

## **LOST AND FOUND**

Articles of clothing or other items found on the school grounds are brought to the office. Any article which is marked with a child's name is immediately returned to the child. For this reason, all lunchboxes, coats, hats, boots, etc...should be plainly marked.

Each year, we have many unclaimed articles due to inadequate markings. If your child loses an item, encourage him/her to check our lost and found. Parents are also welcome to check the lost and found for missing articles. Small or valuable items are stored in the office; large items are in the box in the hallway. Each summer, unclaimed articles are given to worthy organizations.

## **LUNCH PROGRAM**

Students have the opportunity to bring a lunch from home or to purchase a hot lunch. The monthly menu is posted on Mukwonago Area School's website. The lunch costs are given on the monthly menu. When paying for lunch, please send money in a sealed envelope. The front of the envelope should include:

- Your child's first and last name
- Your child's teacher and grade
- Amount of money enclosed

You may send to the school office either cash, or a check made payable to Mukwonago Area Schools to be applied to your students lunch account or make an online payment at the district website: Each student is assigned a lunch account. When the account is running low or becomes negative, you will receive an automated phone call twice weekly from the District Food Service Department indicating the balance of the student account. HOW TO MAKE ONLINE PAYMENTS: 1. Visit our district website at <http://www.masd.k12.wi.us> and click the Online Payments button, or go directly to the RevTrak Webstore at <https://mukwonago.revtrak.net>.

## **OFFICE HOURS AND PHONE NUMBERS**

**Office Hours:** 7:30 a.m. – 4:00 p.m.

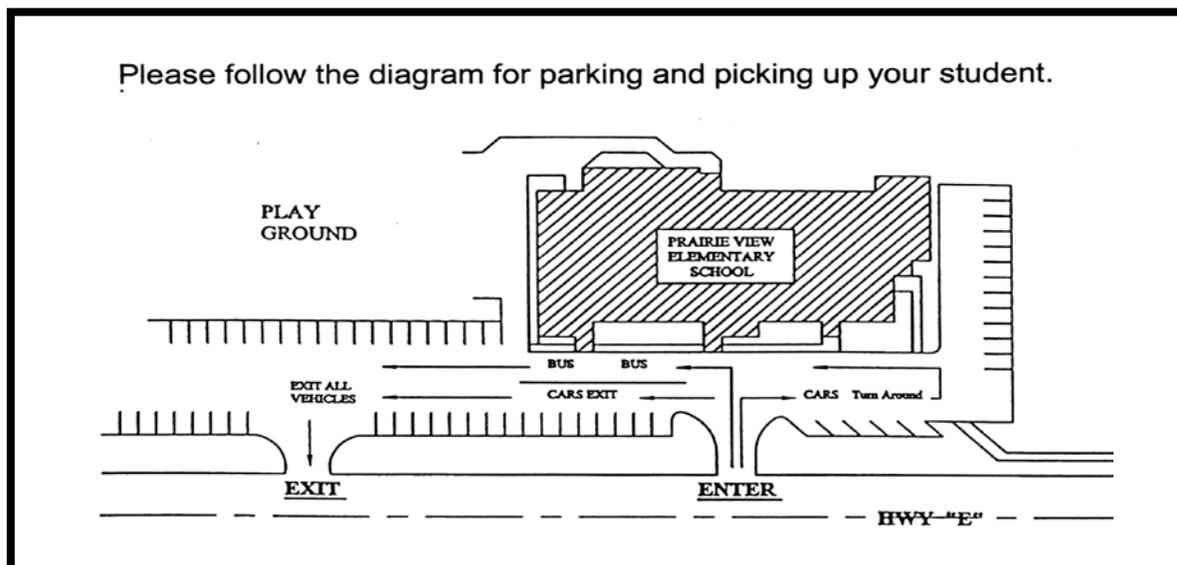
**Telephone:** 262-392-6310

**Fax line:** 262-392-6312

**Attendance Line Hours (24 hr. / 7 days per week):** 262-392-6310 - *select #1 for Attendance*

## PARKING LOT TRAFFIC FLOW

For the safety of all our students, please follow the diagram for dropping off or picking up your student. If you need to get out of your car to assist your son/daughter, please park in the provided spaces and walk your child to/from the building. Students should exit your vehicle on the building side only.



## PARENT TEACHER ORGANIZATION

The purpose of the Prairie View Teacher Organization is to promote communications between the parents or guardians and the school faculty/staff for the benefit of the children. PTO is a non-profit organization working to support existing programs, provide tools, equipment and whatever else is deemed necessary by the membership and staff.

The members of this organization consist of parents or guardians of the children attending Prairie View School and the faculty/staff members. The general meetings are open to all those wishing to attend. Meetings are held in the Library and begin at 7:00 p.m. This year's meetings are scheduled for September 12<sup>th</sup>, October 3<sup>RD</sup>, November 8<sup>th</sup> \*, January 9<sup>th</sup>, February 6<sup>th</sup>, March 13<sup>th</sup>, April 3<sup>rd</sup>, May 1<sup>st</sup>. ***Please plan to join us!***

\*November 8<sup>th</sup> meeting is at Mukwonago High School for the all-district meeting. (PVES PTO will meet at 6:00 p.m. prior to the 7:00 p.m. all-district meeting)

### **PTO Officers**

Jennifer Bantz	President	262-271-6333
Julie Kinunen	Vice-President	414-803-4748
Jamie Czarapata	Secretary	262-391-4487
Tod Kinunen	Treasurer	414-750-2415

## PLANNED ABSENCE FORMS

Planned Absence forms are available from the office when planning a vacation or event in which your child will be absent from school. Please request this form and complete it **prior** to the start of the absence. It should be turned into the office to facilitate attendance reporting and educational planning.

## **PROGRESS REPORTS – REPORT CARDS**

To complement a standards-based learning philosophy and provide more meaningful, ongoing communication with parents, the Mukwonago Area School District has a trimester reporting system. As a result, all parents will receive six communications about their children's progress (three report cards and three progress reports) throughout the school year. Formal conferences are held in the fall and spring of each year. If a parent feels that additional conferences are necessary, they should be arranged with the teacher to discuss the child's needs.

An important function of Prairie View Staff is to help explain our instructional program to parents. If you have any questions pertaining to your child's instructional program, please contact your child's teacher.

## **RESOURCES FOR PARENTS**

The information on advocacy resources agencies below is taken from the website of each agency.

### **ARCh's**

ARCh's **Advocacy** program offers assistance for children with special needs, as they and their parents seek to navigate through the often-confusing special education system. Through information and assistance, Advocacy builds teams around children to support them as they pursue and achieve their educational dreams. By focusing on the individual needs and abilities of each child served, ARCh works to insure that parents, medical personnel and educators understand the rights and responsibilities of all who are involved in making sure that each child's voice is heard. Our Advocacy Program also addresses parents' concerns regarding the rights of adult children who have disabilities.

### **About Personal Advocacy**

The Advocacy program was developed in response to parents' requests for assistance regarding school-aged children and the special education process within the public schools.

Our philosophy and approach to advocacy fosters the building of teams around children and adults with disabilities. Through collaboration and sharing of effective advocacy techniques, our goal is to provide support for each unique individual. We serve as independent advocates for the individual with a disability.

Advocacy Services include:

- Providing information and referral services
- Critique Individualized Education Plans (IEPs) and service plans
- Attend evaluations, IEP's and other team meetings for children
- Consult with families in their homes or at the ARCh office to answer questions and determine a plan of action
- Teach advocacy and self-advocacy technique
- Make referrals to appropriate community agencies and services
- Help families understand the complexities of the educational and adult service system
- Attend residential, vocational and/or day program staffing for adults
- Meet with families to explain and discuss the ARCh Life Needs Trust
- Offer "Peer Power", a program for young adults combining classes in self-advocacy with community outings and a support for parents.

### **ARCh Office Location**

419 Franklin Street

Waukesha, WI 53186-506

Phone: 262-542-9811 Fax: 262-542-5280

<http://www.waukeshaarch.org>

## **WI FACETS**

**Services:** WI FACETS provides 5 core services to help parents and others support and enrich the lives of children with disabilities.

**Information & Referral:** We are available to help with your questions about programs, services and resources. We can assist by providing you with information and referrals to other programs/agencies. We can also help you brainstorm options and solutions. We do not provide legal advice or legal representation. Call toll-free 1-877-374-0511.

**Support Groups:** We offer several ways for parents and caretakers to share, learn and discuss ideas with each other. Support groups meet regularly in several communities throughout the state. Online support groups are also available. Call toll-free 1-877-374-0511.

**Parent Leadership:** Our Volunteer Parent Leaders receive regular training and support from WI FACETS so they can help families in their communities with special education issues. If you are interested in learning more about our Volunteer Parent Leader Program, Call toll-free 1-877-374-0511 or [click here](#) for more information.

**Individual Assistance:** We provide free one-to-one support to parents and professionals by phone and in-person. This includes providing a very limited amount of in-person support for families

**Services:** WI FACETS provides 5 core services to help parents and others support and enrich the lives of children with disabilities.

**Information & Referral:** We are available to help with your questions about programs, services and resources. We can assist by providing you with information and referrals to other programs/agencies. We can also help you brainstorm options and solutions. We do not provide legal advice or legal representation. Call toll-free 1-877-374-0511.

**Support Groups:** We offer several ways for parents and caretakers to share, learn and discuss ideas with each other. Support groups meet regularly in several communities throughout the state. Online support groups are also available. Call toll-free 1-877-374-0511.

**Parent Leadership:** Our Volunteer Parent Leaders receive regular training and support from WI FACETS so they can help families in their communities with special education issues. If you are interested in learning more about our Volunteer Parent Leader Program, Call toll-free 1-877-374-0511 or [click here](#) for more information.

**Individual Assistance:** We provide free one-to-one support to parents and professionals by phone and in-person. This includes providing a very limited amount of in-person support for families at school meetings and mediations. When parents ask for in-person support, our ability to attend meetings and mediations is based on the issues involved, staff availability, and grant funds available. We are not able to attend due process hearings or resolution sessions.

**Youth Leadership Development:** WI FACETS is committed to assisting youth and young adults develop leadership and self-advocacy skills so that they may lead productive, meaningful adult lives. We offer several programs for transition aged youth and their families. [Click here](#) for more information.

### **Office of Civil Rights**

Office for Civil Rights (CR) Complaint

Parents may file a complaint under 34 C.F.R. 100.7 relative to Section 504 of the Rehabilitation Act of 1973. A complaint can be made by any person who believes he/she or any specific class of individuals has been subjected to discrimination. The written complaint is to be sent to the Office for Civil Rights. The complaint must indicate that discrimination occurred and that Section 504 was violated. It must be filed no later than 180 days from the alleged occurrence of discrimination and to enforce violation findings where warranted.

### **COMPLAINT REQUIREMENTS - Your complaint must:**

1. Be filed in writing, either on paper or electronically, by mail, fax, or e-mail;

2. Name the health care or social service provider involved, and describe the acts or omissions, you believed violated the civil rights laws or regulations; and
3. Be filed within 180 days of when you knew that the act or omission complained of occurred. OCR may extend the 180-day period if you can show "good cause."

**HOW TO SUBMIT YOUR COMPLAINT TO OCR** - *To submit a complaint to OCR, please use one of the following methods.*

If you mail or fax the complaint, be sure to send it to the appropriate [OCR regional office](#) based on where the alleged violation took place. OCR has ten regional offices, and each regional office covers specific states. Send your complaint to the attention of the OCR Regional Manager. *You do not need to sign the complaint and consent forms when you submit them by email because submission by email represents your signature.*

More information on how to file a discrimination complaint with the Office for Civil Rights may be found at: <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

**Wisconsin Department Of Public Instruction (DPI) Special Education Links:**

An Introduction to Special Education : <http://dpi.wi.gov/sped>  
 Information For Parents : <http://dpi.wi.gov/sped/families>

**Wisconsin Special Education Mediation System (WSEMS):** <http://www.wsems.us>

Mediation & Facilitated IEP Intake Coordinator, Contact : Jane Burns,  
 Phone Toll Free: (888)298-3857 or Email: [jane@wsens.us](mailto:jane@wsens.us)

## SCHOOL CLOSINGS

Mukwonago Area School District has partnered with the Shoutpoint Messenger communication service which will allow us to send a telephone, text, or email message to all parents/guardians providing important information about school closings or weather-related delays. Additionally, we will continue to use WTMJ (620 AM) as the official radio station to listen to for school closings in the Mukwonago Area School District. School closings are also listed on the various local news stations' web sites.

## SCHOOL HOURS

### School Hours for Students

8:30 a.m. – 3:35 p.m. (Monday, Tuesday, Thursday, Friday)  
 8:30 a.m. – 2:35 p.m. (Wednesday)

### Student Arrival & Dismissal Times

Due to safety issues, bus and parent transports should arrive at Prairie View **no earlier** than **8:20 a.m.** Students are not supervised until that time. Students will enter the building at the first bell, **8:25 a.m.** and proceed to their rooms. Classes begin at **8:30 a.m.** On the same token, the school day ends at **3:35 p.m.** (2:35 p.m. on Wednesdays). If you are picking up your son/daughter, **please be here by that time**, as there is no guaranteed supervision after. Students are met in our main lobby at the end of the day. This is for the safety of our kids.

### Recess Schedule

Grades 1/2/3:	A.M. Recess:	10:15 – 10:30 a.m.
Grades 1/2/3/4	P.M. Recess:	2:00 – 2:15 p.m. (Note: NO p.m. recess on Wednesdays)
Kindergarten:	A.M. Recess:	9:40 – 9:55 a.m.
	P.M. Recess:	3:20 – 3:35 p.m. (M/T/TH/F) / 2:20 – 2:35 p.m. (Wed)

## **Lunch Schedule**

<b>GRADE</b>	<b>LUNCH SERVING / EATING TIMES</b>	<b>LUNCH RECESS</b>
<b>Full K</b>	11:20 – 11:45	10:45 – 11:15
<b>Grade 1</b>	11:30 – 11:55	11:55 – 12:25
<b>Grade 3</b>	11:50 – 12:15	12:15 – 12:45
<b>Grade 2</b>	12:00 – 12 :25	12:25 – 12:55
<b>Grade 4</b>	12:15 – 12:40	11:45 – 12:15
<b>Grade 5</b>	12:20 – 12:45	11:50 – 12:20
<b>Grade 6</b>	12:25 – 12:50	11:55 – 12:25

## **SCHOOL BOARD POLICIES PERTAINING TO STUDENTS AND STAFF**

All Mukwonago Area School District School Board Policies may be found on the district website at:

<http://www.boarddocs.com/wi/masd/Board.nsf/Public?open&id=policies>

### **VOLUNTEERS – CONFIDENTIALITY POLICY**

We appreciate your time to help our children. To protect the interests of everyone involved, we need to inform you of the following expectations:

1. The children’s work, papers, records, scores, achievement and/or behavior intervention may become known to you through the course of your work, but they are private and confidential. This is mandated under Federal law.
2. Do not discuss the children and their work, or share your views regarding their progress with anyone outside the classroom (i.e. other teachers or staff members) or school (i.e. family, friends, neighbors, etc....) Talk to the teacher about any observations or concerns you may have.
3. Please keep your opinions and observations to yourself. If someone asks you about the class or how someone is doing, an appropriate response would be to say, “That’s confidential,” or “That’s private information.” Again, if you have concerns, please speak with the teacher.

This policy is in place for your protection, as well as for everyone in the classroom. You would want and expect this same confidentiality for your own child. It is a matter of school policy that these guidelines be strictly followed.

Each volunteer must complete the Volunteer Application and sign the confidentiality agreement prior to working with students / assisting with school functions.