

THORP ELEMENTARY SCHOOL

**Students & Parents
2021-2022
Handbook**



Empowering Students to Excel

INTRODUCTION

The purpose of this handbook is to give concise information about Thorp Elementary School to the students and their parents. It is a means whereby they may gain an awareness of the philosophy, functions, regulations and activities of Thorp Elementary School.

Cooperation between the home and school is an important factor in guiding each student towards reaching his/her potential. This cooperation between home and school comes through mutual understanding of the problems and activities of the home. On the part of the home, there must be an understanding of the purpose and limitations of the school.

Not all policies, rules and regulations can be outlined in a student handbook. Many things must be left to parents', teachers' and students' best judgment. For a student, accepting this responsibility is an important step in the process of becoming an adult.

It is our sincere hope that this handbook will be of assistance to parents and students. Please keep it handy for reference and use during the school year.

BASIC PHILOSOPHY OF EDUCATION

The School District of Thorp is available to all of our youth, regardless of race, color, creed or economic status. The schools, together with the home, the church and other educative agencies in Thorp, determine what future citizens will be.

Within this pattern of development, our schools can and should perform certain functions that other agencies cannot perform. To this end, our schools must strive for pupil growth and achievement through the following objectives:

1. To develop effective use of fundamentals and mental skills, such as speaking, writing and computing.
2. To teach the essential understanding, habits and attitudes necessary for the development of desirable physical and mental health.
3. To prepare each individual so that he/she may discharge his/her civic responsibilities intelligently at the local, state, national and world levels.
4. To promote the development of ethical character, good moral practices and a good sense of true values in every child.
5. To explore many recreational and vocational interests and to develop skills in the interested areas.
6. To incubate the ideals and principles of our American heritage including worthy home membership, loyalty to our country and devotion to the ways of democracy.

EQUAL EDUCATION OPPORTUNITIES

Discrimination Complaint Procedures

If any person believes that the School District or any part of the school organization has inadequately applied the principles and or regulations of Title VI, Title IX and Section 504 or in some way discriminates on the basis of sex, race, national origin, ancestry, age, creed, pregnancy, parental or marital status, sexual orientation, or physical, learning, cognitive or emotional disability, he/she may bring forward a complaint to the Title VI, Title IX or Section 504 Coordinator:

Angie Hanlin
School District of Thorp
605 S. Clark Street
P.O. Box 449
Thorp, WI 54771

Or during school hours by telephone: 715-669-5401.

Informal Procedure

The person who believes he/she has a valid basis for complaint shall discuss the concern with the local Title VI, Title IX or section 504 Coordinator, who shall in turn investigate the complaint and reply to the complainant in writing within five (5) school/business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed in the School Board Policy Handbook

ACCIDENTS

1. All accidents occurring on school premises must be reported to the teacher.
2. First aid will be administered by designated school personnel.
3. If possible, parents will be notified by phone when the seriousness of the accident warrants it.
4. An accident report must be completed and filed in the office. The teacher in charge fills out these reports at the time of the accident.
5. Every student is expected to do his part in observing and promoting rules of safety.
6. Conditions that are of a hazardous nature should be reported to a teacher or the Principal by whoever sees them.

ANNOUNCEMENTS

All elementary announcements will be made at 3:00 pm. **If parents need to make changes for their child(ren) for afterschool, they MUST call before 2:30 pm.**

ATTENDANCE

Successful work in school depends on several factors, one of which is regular attendance. The state compulsory school attendance law stipulates that all students between the ages of 6 and 18 are expected to attend school during the full period and hours when school is in session to the end of the school term, quarter, or semester of the school year in which he/she becomes 18 years of age.

Excused Absences

In order for an absence to be excused by the administration, it must comply with the definition and procedures of one of the following:

1. Illness

Notification Procedure: The parent or guardian of the student must call the school office by 8:00 a.m. the day of the illness. Our voicemail is active 24 hours per day to receive messages. A request for homework may also be made at this time. If a phone call has not been received by the office excusing the child for illness for that given day, the office staff will attempt to reach a parent/guardian by phone. (A less desirable option is for the student to bring a note from the parent or guardian excusing the absence upon returning to school.)

Verification: The administration may choose to verify any questionable absences with additional phone contacts to parent/guardian and/or medical personnel with proper consent.

Medical Excuse Letter: A written statement from a physician or licensed medical practitioner may be required to be turned in to the office as a record of the physical or mental condition of the student. Such statement shall be made in writing, shall state the period of time for which it is valid, and shall not exceed 30 days.

Extracurricular Events: Students who have been gone from school due to illness for any part of the day may not attend that night's extracurricular activities without administrative permission prior to the absence.

2. Parent/Guardian Excused Absence

Definition: Based on Wisconsin State Statute 118.15 (3) [c], parent(s)/guardian(s) are authorized to excuse their student from school attendance for any or no reason, up to a maximum of ten (10) school days in a school year, provided they notify the school in writing prior to the absence. (A school day is defined as all or any part of a school day.) Examples of absences that would fall under this category include: medical appointments, family vacation, court appearances, funeral services, state tournament games, hunting, and family emergencies.

Notification Procedure: The parent or guardian of the student must notify the office in writing one day prior to the time of absence.

Pre-Excused Make-Up Form on Future Absence(s): Students are to pick-up, complete, and return to the office a pre-excused absence form prior to the day of absence which indicates to the student what lessons and assignments will be missed. The form also allows the teachers to be aware of the student's upcoming absence. (The pre-excused absence form is required for students missing three (3) or more consecutive days.)

3. School Event Excuse

Definition: Students will be excused for school sponsored field trips and occasional athletic and other extracurricular competitions.

Notification Procedure: Advisors, teachers, or coaches will inform students of the planned event and relevant information passed on to parents/guardians.

School-sponsored Field Trip Form: Teachers will send home a notice and permission form for the parent/guardian to complete and sign. Students then return their completed forms to their classroom teacher.

4. Other Absences

Definition: There may be absences that arise on an unusual basis other than those specified above. For these absences, the individual circumstance will be considered by administration to determine expectations and requirements associated with the absence.

Unexcused Absences/Tardiness

An unexcused absence or tardy is one that school authorities do not approve. All school work and/or time missed will be made up at the discretion of the teacher for the days absent. Students with unexcused absences or tardiness may be considered truant as defined under SS118.15-16. In accordance with the law, students may be referred to the law enforcement who may refer them to Social Services or issue a citation.

Statutory School Attendance Laws

In compliance with state school attendance laws, students age 6-18 are expected to attend school all day every day as defined by State Statute 118.15-118.16 and/or defined by the principal. Students who are absent 10 or more days of the school year will receive notification by phone or letter from the building principal and/or designee. Should the issue continue, a follow up meeting with the principal will be scheduled; the meeting will

focus on attendance and other concerns that might affect the student's success. If the absenteeism persists, the situation may be referred to the police liaison officer who may refer them to Social Services or issue a citation.

Truancy

Truancy is defined as any student who is absent from or late to school without an acceptable excuse for part or all of the day on which school is held. Habitual truancy is defined by state statute 118.15 as a student absent from school without an acceptable excuse for part or all of five days in which school is held during the school semester. Habitual truancy will be referred to the law enforcement who may refer them to Social Services or issue a citation.

BICYCLES

Students riding bicycles to school are required to park them in the bicycle rack at the North entrance of the school building. Riding on school grounds is not permitted. Bicycles must be dismounted upon entering school grounds and must remain parked until riders are ready to go home. Bicycles should not be ridden on the playground during school hours. The owner is responsible for his/her own bicycle. Please lock up your bike to the bicycle rack.

BOMB THREAT – CONSEQUENCES

Any form of a bomb threat will be treated as a serious threat to the safety and welfare of students and staff.

Any student found responsible for making a bomb threat will be subject to penalties outlined in state law. "Whoever intentionally conveys or causes to be conveyed any threat or false information, knowing such to be false, concerning an attempt or alleged attempt being made or to be made to destroy any property by means of explosives is guilty of a Class E felony" (State Statute 947.015). A Class E felony carries a maximum possible prison sentence of two years and maximum fine of \$10,000.

A school board may expel a student for repeated refusal or neglect to obey school rules, for threatening to destroy school property with explosives (or providing false information about an alleged threat), or for endangering or threatening to endanger the property, health, or safety of others.

A Thorp School student making a bomb threat may:

1. be suspended from school
2. be subject to expulsion
3. face criminal charges
4. be responsible for monetary restitution sought by the school district

Please note: It is unfortunate that all students, must be informed of these consequences. Please use your parental judgment in explaining these consequences. If your child is too young to sign, just sign the parent/guardian signature on the handbook form.

BREAKFAST AND LUNCH PROGRAMS

Breakfast will be served from 7:35 am until 7:50 am daily. State requirements for breakfast include the following:

Students must select **3** food items, **including** at least ½ cup of fruits. Food items consist of fruit, grains (with optional meat) and milk.

Lunch will be served at specified times by grade levels. New state requirements for lunch include the following:

Students must select at least 3 food items of the 5 required items served. One selection **MUST** be at least ½ cup either fruit or vegetable.

****Student breakfast and lunch is free for all students this school year.****

BREAKFAST/LUNCH ACCOUNTS

Students are expected to have a positive balance in their lunch accounts at all times. If a family's account has a negative balance, the student may not be allowed to eat hot lunch or breakfast. Students are strongly encouraged to bring their lunch money to the office prior to the start of the school day.

BREAKFAST/LUNCH FREE OR REDUCED PRICES

Parents of students considering free or reduced price lunches should return the Application Form immediately. Forms are sent in the District mailing. If you did not receive this mailing you may pick up a Free/Reduced Lunch Form Application in the school office. The application is reviewed by the school's District Administrator and parents will be notified whether the application is approved or denied. **Families must apply each new school year.**

Students receiving free or reduced price meals will have a computerized account just as a full price meal account. Due to this computerized accounting system, the District is able to maintain the utmost confidentiality of families participating in the free or reduced price lunch program.

*If you are not sure whether your family qualifies for this program please apply anyway. Many State and Federal funding plans are based on the number of students participating in the free and reduced price lunch program. Utilizing free and reduced assistance is an asset to the school district.

BUSSES

Prior to Loading:

1. Be on time at the designated stop.
2. Stay off the roads at all times while waiting.
3. Wait until the bus comes to a complete stop.
4. Riders should form single lines for entry; pushing or other disturbances will result in disciplinary action.

On the Bus

1. No loud laughter or talking to divert driver attention.
2. Students must refrain from tampering with the bus and its equipment. The offender will pay for any damage.
3. Books, food or other articles left on the bus may not be recovered.
4. Older students should look after the safety and comfort of smaller children.
5. Do not throw anything out the window; doing so may result in a fine.
6. Riders will remain in their seats while the bus is in motion. "Horseplay" is dangerous and will not be permitted.
7. No smoking, profanity or card playing is permitted on the bus.
8. No liquids, food or live animals are allowed on the bus.
9. For the safety of all, all riders must remain quiet when the bus is approaching and crossing a railroad.

After Leaving the Bus

1. Cross the road, when necessary, at least 10 feet in front of the bus, **BUT ONLY AFTER** looking in both directions to be sure that there is no traffic approaching and after being given the signal from the driver.
2. The driver will not discharge riders at places other than the regular bus stops, at the home, or at school, except by written authorization from the parent/guardian or school official.
3. Bus stops will be designated wherever necessary to insure the safety of all students concerned.

Extra-Curricular Trips

1. All bus rules and regulations apply to any trip taken by the school for extra-curricular purposes.
2. Students must respect the supervision of the chaperone(s) appointed by the school.
3. Students going to a school activity by bus **MUST** return by bus unless a parent requests, in writing, that the student and that student only return with the family. This will be allowed only after the student has entered the bus and roll call has been taken. The parent must be present when the student leaves the bus.

CHANGE OF STUDENT INFORMATION

Inform the office promptly of any changes in address, phone number, marital status or emergency contact person during the school year. This information is essential for emergency situations as well as mailings.

CHILDREN OF DIVORCED OR SEPARATED PARENTS

The school district feels it is important for both parents to be aware of their child's progress and performance in school and strives to communicate with both parents to the greatest extent possible.

The school district takes the position of strict neutrality between parents who are involved in an action affecting the family (divorce, separation, etc.) unless otherwise directed by court restrictions. Both parents will be provided access to their child's school records and all instructional material used in their child's program unless the court order restricts one parent from viewing the records and or instructional records.

Unless directed otherwise by the court, the school district will use the following guidelines regarding parental access:

1. The parent enrolling the child will be considered the custodial parent and the other parent will be considered the visitational parent. Visitational parent means a non-custodial parent who has child visitation rights and privileges by virtue of the court order.
2. The custodial parent's residence shall be considered the student's residence for school purposes.
3. The visitational parent may request copies of all report cards, notices of school activities, disciplinary reports, conference opportunities or summaries, or other student records which are provided to the custodial parent. The visitational parent may also participate in all activities including conferences.
4. All parents are encouraged to participate in their children's education by attending school related functions. However, contact with a child at school solely as a means to exercise visitation shall not be allowed. The school district reserves the right to request a parent to leave school property if such parent is interfering with or disrupting the education process of their children, other students, teacher or district employee.
5. The student enrolled in the district may be released from school to either the custodial or visitational parent unless the custodial parent has presented a court order or other legally binding document that prohibits the release to the visitational parent.
6. No parent will have right superior to the other unless there is a court order restricting one or both parent's rights or contact with his or her children.

If the court has ordered arrangements other than those specified above, it is the responsibility of the parent to provide a copy of such court orders or other relevant materials to the school. In the event the custodial parent fails to provide the district with a certified copy of the most recent court order dealing with custody or visitation of the child(ren) or fails to provide the address of the visitational parent, this information may be supplied by the visitational parent.

“COMMONS” - SENSE RULES

Rules for the use of the Commons area are posted. Copies are given to all groups having permission to use this area.

1. No one is to be on the stage area without permission. If on the stage - please use the stairs and not jump on or off the front of the stage.
2. Stay off the railings at all times.
3. Courtesy and good manners is expected at all times.
4. Sitting on the window ledges is not permitted.

At lunch time....

- No soda is allowed for lunch.
- Sit in your designated area only.
- Clean up your area before leaving.

Stack trays, bowls, etc so that they will not fall.

Soak silverware in tub.

Put used paper napkins and food scraps in trash.

Put all recycling items in the recycle cans.

Use restroom as necessary.

DO NOT LOITER in the hallway.

CUMULATIVE RECORDS

A cumulative record is kept for every student in the School District of Thorp beginning with Kindergarten and continuing through High School. The student's academic and attendance records, health status, social development and other pertinent information are kept in this cumulative record. If a student transfers to another school district, the cumulative record is forwarded to the school or district upon their request, providing the parent or guardian has signed a release for these records.

DAILY ROUTINE

Students **should not arrive before 7:35 a.m as there is no supervision prior to that time.** When students arrive at the school, K-3rd graders should report to the commons, 4th-6th graders report to the elementary gym. If they are eating breakfast, they report immediately to the multi-purpose room. Students will be dismissed at 7:55 a.m. from the Commons and Multi-purpose room. They are expected to report immediately to their class.

It remains the policy of the Thorp Elementary School that all students stay on school property during the entire day including lunch periods. Therefore, it is expected that all students eat at school. We appreciate parental cooperation in this manner.

We begin dismissing 4K & kindergarten students at 3:10 and proceed by grade level. If students are to be picked up after school, they have three options.

1. Older children can be picked up on the south side of Maple Street outside the middle school.
2. Children in grades 3-5 can be picked up outside their classroom pods. For younger children, please drive into the main elementary /middle school parking lot. This new "Pickup Lane" will extend the whole length of the south side of the parking lot. Please drive forward, stay in vehicle, and wait for your child to exit the school. Your child can meet you at your vehicle and you can then leave the parking lot exit. All other vehicles can then pull forward to allow for other vehicles to enter the parking lot.
3. If you need to come into the school at the end of the school day, please park your vehicle on the south side of Maple Street and then enter the building using the main entrance doors.
4. If your child is riding a bike or walking home from school, again they should use the sidewalk at all times and then cross the street using the crossing guards at the intersection of Maple and Clark Street.

SCHOOL WIDE EXPECTATIONS

Each student has a right to a good education and this happens when our students follow our three school wide expectations of being safe, respectful, and responsible.

The Thorp Elementary School has adopted the principles of Positive Behavioral Interventions and Supports (PBIS). Our PBIS goal is to decrease the number of behavioral incidents as this will then increase instructional time with the end result of attaining high student achievement for all students. We have developed expectations for all areas of our school around principles of being safe, respectful, and responsible. We then teach our expectations to our students in all areas – bathrooms, commons, bus, lunchroom, hallway, playground, and classrooms. From here, we acknowledge students at high rates and reteach expectations when appropriate. We also collect data to help make decisions on areas that need additional supports. By implementing this framework, we believe it helps all students grow socially, emotionally, and academically.

DRESS CODE

Parents should be aware of their child's attire and make sure that clothing is appropriate for school. All clothing must be clean, safe and free from distractions. All clothing and appearance should be such that they do not disrupt instruction or the learning process. Coats and hats are not to be worn in the building during the school day. Some examples of clothing that are inappropriate:

- The wearing of coats, hats and boots in the building during school.
- Bare midriff tops
- Strapless/Spaghetti strap shirts/dresses (Allowed on concert days only)
- Tank tops

- Pants that are too long or too large
- Skirts, shorts or dresses that are too short

(A simple method for judging the appropriate length of a garment is to place your hands at your side – the garment should be no shorter than the ends of your fingertips.)

- No flip flops or open - toed sandals
- No wearing hoods

Tennis shoes are necessary in order to take part in the physical education activities in the gym.

During winter weather, students should come properly dressed to go outdoors during their lunch period. Students are encouraged to have boots or special shoes for outdoors, and tennis shoes or street shoes for inside the school.

ELECTRONIC MEDIA POLICY

Electronic Media are very valuable tools in education. The Thorp School District encourages responsible exploration and utilization of these resources. Such use is a privilege and is made possible through adherence to the following “Acceptable Use Guidelines.”

The purpose of all electronic media is personal growth and education. Users are expected to treat resources and others with respect. This includes refraining from usage of obscene, vulgar, hateful or abusive language. General school rules for behavior and communication apply.

Electronic Media may include, but are not limited to: stand-alone computers, networked computers, the Internet, CD Rom, audio CD’s, videos, laser discs, diskettes and scanned or digital images.

Storage devices may be treated like school lockers. Files and disks may be reviewed to maintain system integrity and ensure that users are acting responsibly. Users should not expect that files will always be private.

Use of Electronic Media to access, download, create or process inappropriate or unapproved materials is prohibited. Transmission of materials, information or software that violates any district, federal, state or local law, regulation or policy is prohibited.

Vandalism will result in disciplinary action up to and including, expulsion. Restitution may be sought. Vandalism is defined as the malicious attempt to harm or destroy District equipment or materials. Any damage to or interference with another’s media property also constitutes vandalism.

Electronic Media users identifying a security problem or violations of the Electronic Media Use Policy must report this to the supervising teacher. Any student’s work created as direct or indirect results of instruction when using school equipment, school time or which has received credit is the shared intellectual property of both the student and the school.

FIRE/TORNADO DRILLS

Fire Drills

Fire drills are held at regular intervals as required by law. These drills are a necessary safety precaution. Directions for leaving the building are posted in every classroom. It is important that students leave the building in absolute silence and single file accordingly. Students must remain with their class. Teachers will take attendance outside the building.

Tornado Drills

Tornado drills are held at regular intervals. All students are directed to go to the designated area and assume a kneeling position. Absolute silence by every student is essential.

In the event of Tornado Watch or Tornado Warning we will follow the procedure below:

1. Tornado watches will be monitored over the radio, but information will not be passed on to the students.
2. If Tornado develops (is sighted) in the Thorp area, students will be alerted and asked to move to the protected areas. This notification will be given over the intercom system.
3. The students should move quickly and quietly to the designated areas.
4. Classroom teachers will verify attendance.
5. Everyone will remain inside.
6. Students will kneel facing lockers; place heads down and cover their head with their hands.
7. Teachers will be positioned amongst students.
8. TORNADO WATCH Conditions are right for tornado.
TORNADO WARNING Tornado has been sighted in the area.

GENERAL STUDENT RESPONSIBILITY

1. Respect school property and equipment; keep it in as good or better condition than you found it.
2. Respect personal property and rights of others.
3. Work hard and always do your best.
4. Always dress neatly and in good taste.
5. Attend school regularly.
6. At the close of the day, those who do not have scheduled activities or appointments are expected to leave the building promptly.

LICE

The elementary students may be checked periodically for lice by trained personnel. Students are given as much privacy as possible if lice are detected. Parents of any child found to have lice and/or nits will be notified immediately. The school will also provide parents with information on removal of lice from the student and the home.

LOST AND FOUND

Clothing and personal belongings should be labeled with the student's name. Lost and found items will be placed in a central location of the building. Please check the lost and found periodically for items your child may have left at school. Items not claimed in a timely manner may be donated.

MEDICATION

The following guidelines incorporate provisions for the safety and protection of students on medication, classmates, and the school personnel involved.

1. All medicines are to be kept in the office.
2. No medications will be given without a signed permission slip by the parent(s) or legal guardian(s).
3. Medicines are to be brought to school by the parent(s) or guardian(s) and not sent with students.
4. No medications will be given unless the following information is provided by the parent(s) or guardian(s) in writing:
 - a. The name of the medication.
 - b. The dose to be given.
 - c. The times doses are to be given.
 - d. The start and stop dates medication is to be given.
 - e. The physician's name prescribing the medication.
5. It is required that medications be sent to school in the original containers.
6. Expired medication will not be administered.

MILK BREAK

One free milk is provided by the District for students in kindergarten through grade 5. Milk breaks are usually held in conjunction with morning recess.

PERSONAL VALUABLES

The School District of Thorp is not responsible for personal property brought to school by students. Students are discouraged from bringing money or other valuables to school unless parents are notified of a specific need by the school in advance.

PETS

No pets are to be brought to school without first receiving approval from both the principal and the teacher. A minimum 24-hour notice is required prior to bringing these pets to school.

PLAYGROUND RULES

1. Playground supervisors are in charge of the playground and must be readily obeyed.
2. Students **must** respect each other and the playground supervisors.

3. Students are to stay away from the entry doors and must also stay on the playground side of the light posts.
4. Students will finish their snacks before going on the playground.
5. Playground equipment must be put away after each recess.
6. Profanity, rough playing and fighting are not allowed.
7. Tackle football, snowball throwing and kicking of playground equipment are not permitted.
8. Students may play on the center blacktop and playground equipment area up to the football field and track areas.
9. Students in 4k-2nd grade must wear boots in winter. Students in third through sixth grade, who wear tennis shoes, must stay on the blacktop in winter. Students in **all** grades must wear snow pants and boots to play in the snow.
10. Students should go to the restroom before they go outside for recess.
11. Children must receive permission from supervisors in order to re-enter the building.
12. For student safety, sliding on ice patches is not allowed, nor is playing “King of the Hill”.
13. One person at a time may swing on each swing. No standing on swings. Rolling up of swings is not permitted.
14. Students should use playground equipment properly; sliding down - not climbing up slides for example.
15. No Coat Policy: Administration will determine when students can go outside without a coat.

PLEDGE OF ALLEGIANCE TO THE FLAG

The “Pledge of Allegiance” is recited daily in each classroom. This is done in compliance with State Statutes 118.06(2), which reads: “Every public school shall offer the pledge of allegiance or the national anthem in grades one to twelve each school day. Every private school shall offer the pledge of allegiance or the national anthem in grades one to twelve each school day unless the governing body of the private school determines the requirement conflicts with the school’s religious doctrines. No pupil may be compelled, against the pupil’s objections or those of the pupil’s parents or guardian, to recite the pledge or to sing the anthem.

“I pledge allegiance to the flag of the United States of America,
And to the Republic for which it stands.
One nation under God,
Indivisible, with liberty and justice for all.”

RECESS AND NOON HOUR

All children are expected to go outdoors for play when weather permits. **It is the responsibility of the parent/guardian to see that children come to school properly dressed for the season of the year.**

REPORTS OF STUDENT PROGRESS

1. Reports of student progress are issued every nine weeks by teachers to parents in the form of a report card.
2. Parent/Teacher conferences are held at the end of the first nine weeks and during the 3rd quarter for all students and throughout the year by appointment when needed.
3. Mid-term progress reports are mailed home by teachers for those students who are experiencing great difficulty or outstanding achievement in an area of study.
4. The best time to contact teachers is from 7:30 am to 7:50 am.

STUDENT'S RIGHTS

HARASSMENT CAN BE FOUND TO OCCUR WHERE THE EDUCATIONAL ENVIRONMENT HAS BECOME HOSTILE OR INTOLERABLE.

Procedure:

For persons who believe they have been sexually harassed or observed harassment, should speak to one of the following: Principal, Counselor, or Superintendent.

DOCUMENT IN WRITING THE NATURE OF THE HARASSMENT.

1. State the facts as you see them. Be as precise as possible and give times and dates if possible.
2. Describe your own personal feelings and reactions to the incident(s).
3. State what you would like to have happen next. If you want the behavior to stop, then state that.
4. Inform family members of the situation.

THE DISTRICT PROHIBITS AND WILL NOT TOLERATE HARASSMENT OF ANY STUDENT.

Sexual harassment is a violation of state and federal law. The Equal Employment Opportunity Commission has defined sexual harassment as “unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact and other verbal or physical conduct of sexual nature when.... Such contact has the purpose or effect of unreasonably interfering with student’s school performance or creating an intimidating, hostile, or offensive educational environment.

Specific actions that can be viewed as harassment include:

- Unsolicited verbal or written sexual comments and harassment.
- Subtle pressure for sexual activity.
- Patting, pinching, unnecessary touching, or attempted/actual physical assault.
- Sexual or racially oriented jokes, stories and materials (posters, magazine....)

SUPPLIES AND EQUIPMENT

The school furnishes many articles to aid the students in learning. It is important that the student extend great effort in the care of these things. In the case of library books, parents can remind students of return dates. Students will be charged for damaged or lost library materials.

TELEPHONE CALLS

Students may use the school phones for emergencies or school-related business. Students must receive permission to use the phones beforehand from school personnel. Cell/smart phones/devices must be turned off and put in backpacks upon entering the building. Students caught the first time using a phone/device will be given a warning. Any offense after that, the device will be put in the office to be picked up at the end of the day.

TEXTBOOKS

All basic textbooks are loaned to students for their use during the school year. The student's name and book number should be written in ink in the book in case the book is misplaced. It is expected that the student will provide the greatest possible care for texts and other school property. The student is subject to a fine should an assigned textbook become lost or damaged.

VISITOR(S)

Parents and guardians are encouraged to visit the school periodically, either during the day or after school. All visitors must report to the office upon entering the school building. Anyone interested in visiting the school should notify the school one day prior to the date of visit.

WEAPONS POLICY

No person shall possess, use, or store a weapon or look-alike weapon in or on school property, vehicles owned or operated for school purposes, or at school related activities.

A dangerous weapon or look-alike weapon is defined in state statutes and may include any object which, by the manner in which it is used or intended to be used, is capable of inflicting bodily harm or could be perceived as capable of inflicting bodily harm or endangering the health and safety of students or staff.

Any student violating this policy shall be subject to suspension and/or expulsion in accordance with State and Federal Law. The weapon(s) or look-alike weapon(s) will be confiscated if possible to safely do so and a parent/guardian as well as law enforcement will be notified.

The following are exceptions to this policy:

1. The building principal may allow weapons in the building for purposes of demonstration or educational presentation. Approval must be given prior to the weapon being brought to the school.
2. Weapons under the control of law enforcement personnel.
3. Weapons under the control of military personnel when acting in the discharge of their official duties.
4. Weapons properly utilized, demonstrated, or displayed during community use of school facilities.
5. Theatrical props or color guard replicas of weapons used in appropriate settings.
6. Starter pistols used in appropriate sporting events.
7. Archery equipment and tackle brought on school premises for the purpose of practicing on the archery range.
8. Proper use of sport equipment on school forested lands.

WITHDRAWAL PROCEDURES

Parents or guardians of the students withdrawing must come in to the office to sign a release form. Books and other school property are to be returned and obligations paid before final withdrawal will be acknowledged by the Principal.

Thorp Elementary School Staff

715-669-5548

Principal: Misti Trowbridge

Secretary: Mrs. Suzanne Anderson

Elementary Classroom Teachers

4K	Mrs. Amanda Hauser Mrs. Jen Knox	Red	Rm 116 Rm 115
Kindergarten:	Mrs. Ashley Luzinski Mrs. Alyssa Haines	Red	Rm 113 Rm 114
1 st Grade	Mrs. Bridget Girard Mrs. Jan Stroinski Mrs. Leah Chantelois	Yellow	Rm 124 Rm 125 Rm 122
2 nd Grade	Mrs. Lisa Lisiecki Mrs. Rachel Mohr	Yellow	Rm 128 Rm 127

3 rd Grade	Ms. Larissa Lewan Mrs. Alyece West	Yellow	Rm 123 Rm 126
4 th Grade	Mrs. Victoria Stewart Mrs. Lynn Webster	Green	Rm 143 Rm 144
5 th Grade	Mrs. Erin Klapatauskas Mrs. Leia Knipfer	Green	Rm 141 Rm 147
6 th Grade	Ms Mackenzie Palmer Mrs. Amy Harelson Mrs. Natalie Wright	Green	Rm 146 Rm 145 Rm 148

Specialists:

Art: Mrs. Suzanne Sivertson – Rm 139
Title I: Mrs. Rachel Devine - Rm 131
Special Education: Mrs. Jill Penk – Rm 153
Special Education: Mrs. Erinn Zillmer - Rm 117
Special Education: Mrs. Alyssa McQuillan – Rm 118
LMC Director: Mrs. Julie Beloungy -Rm 135
Physical Ed.: Mr. Marcus Genteman – Gym Rm 102
General Music: Mrs. Jennifer Corcoran - Rm 104
Band: Mrs. Bobbi Stouffer - Rm 103
Speech/Language Clinician: Mrs. Jessica Morello- Rm 133
Counselor: Ms. Siobhan Hammett - Rm 137
Psychologist: Mrs. Nicole Demske- Rm 138
Social Worker: Ms. Laura Confer – Rm 158
Title 1/Intervention Specialist : Mrs. Amy Brunsvold – Rm 132
Math Intervention: Mrs. Jennifer Kaminski – Rm 132
IT(Information Technology): Mrs. Barb Thidemann- Rm 225

Teaching Assistants

Mrs. BJ Falkenberg, Ms. Megan Albert,
Mrs. Cindy Alger, Mr. Ed Williams,
Mrs. Barb Williams, Miss Sheridan Shilts
Angela Mathison, Noreen Tyznik

Nurse/Health Assistant

Nurse – Jamie Smith
Health Assistant – Pat Hull

Playground Supervisors

Mrs. Evie Fosterling, Mrs. Pat Slowiak

Kitchen

Mr. Dan Abramczak
Mrs. Bev Abramczak
Mrs. Candy Meeker
Mrs. Michelle Immormino
Mrs. Kim Dernovsek

Custodians

Mr. Dave Pszeniczny
Ms. Rita Teschler
Mr. Tim Tieman
Mr. Wayne Abramowicz
Ms. Susan Johnson