

Neal Wilkins Early Learning Center
Parent Handbook
2016-2017



... activating children's natural curiosity to learn!

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Neal Wilkins Early Learning Center

The mission of the Neal Wilkins Early Learning Center is to provide all students the educational foundation they need to become life-long, self-confident learners. Students are empowered to think critically, become self-starters and take personal responsibility for their learning. We strive to build a sense of community where students exhibit compassion and respect for themselves and others.

DISTRICT WIDE SERVICES

Platteville School District – 342-4000

Information Systems – 342-4007

Special Services – 342-4025

Business Services – 342-4000

INTRODUCTION: This handbook organizes information about Neal Wilkins Early Learning Center which may be helpful to students and parents. We hope you will contact school any time you have any questions or concerns that are not adequately explained or covered in this handbook.

Neal Wilkins Early Learning Center - 342-4040

The School District of Platteville is an equal opportunity employer and does not discriminate on the basis of age, race, religion, color, handicap, marital status, sex, national origin, ancestry, sexual orientation, arrest record, conviction record or membership in the national guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States.

NEAL WILKINS EARLY LEARNING CENTER STAFF

ReNah Reuter - Principal

Tammy Haag - Director

Pam Greenhalgh - Administrative Assistant

Samantha Edgerton	Early Childhood
Denise Johnson	First Step
Jennifer King	First Step
Tina Roth	First Step
Jackie Kattre	Kindergarten
Dawn Gile	Kindergarten
Jessica Soots	Kindergarten
Julie Walter	Kindergarten
Erin Wernimont	Kindergarten
Tammy Haag	Director/Instructional Specialist/Interventionist
Jennifer Boland	Special Education/Early Childhood
Megan Bohlken	Speech and Language Therapist
Stacy Pelton	Speech and Language Therapist
Joseph Terrill	Physical Education
Kevyn Webb	Art
Marcia Russell	Music
Mary Schauff	Guidance Counselor
Emily Christensen	Occupational Therapist
Tamar Osborne	Physical Therapist
Val Shaw	English as a Second Language
Karen Utlej	Librarian/Media Specialist
Christine Wertel	Library Assistant
Colleena Digman	Instructional Assistant
Carol Clement	Instructional Assistant
Jill Hofmann	Spec. Ed Instructional Assistant
Amy Lancaster	Spec. Ed Instructional Assistant
Kathy Martin	Spec. Ed Instructional Assistant
Lisa Edge	Spec. Ed Instructional Assistant
Deb Klein	Food Service
Shelly Knox	Food Service/Housekeeping

Early Learning Center Programs

Early Childhood/Special Education Program

The early childhood /special education program provides education and related services to children age three through kindergarten with disabilities. Three-year-old early childhood students attend a morning program Monday, Tuesday, Wednesday, and Thursday. Four-year-old students with disabilities are integrated into the 4K program and may also receive additional services as determined by their Individual Education Plan. Students in kindergarten identified with a disability are also integrated into the regular classroom setting to the greatest extent possible, while receiving necessary support, accommodations, and related services.

First Step Four-Year-Old Program

The First Step program features optional participation for children two days per week (Monday/Wednesday or Tuesday/Thursday) from 8:15 a.m. - 3:15 p.m. Levels of ability and individual interests are used to design appropriate activities for all children. Children actively participate in the learning process through short-and long-term projects.

The Jolly Phonics program is used to teach letter names and sounds. The literacy program is a themed based curriculum that uses stories familiar to children to teach them new vocabulary, social and emotional skills, daily living skills and even includes gross and fine motor activities. The Read it Once Again curriculum allows for differentiation of all activities to enhance a skill or move on to the next skill. It also provides activities for families to share together at home.

The math program is a comprehensive program that builds upon skills to teach colors, shapes, patterns, number recognition, spatial awareness, and many other fundamental math skills children will need to be ready for kindergarten.

Guidance is taught by our guidance counselor one day per week and addresses students' social and emotional growth using the Second Step curriculum. It also integrates our Positive Behavior and Intervention Supports system used building wide.

Kindergarten Program

The kindergarten program is a full-day, every day model. The curriculum is designed to enable students to meet the established kindergarten benchmarks as identified in the district's Content Standards and Benchmarks for Academic Success. Provisions are made for individual student interests, learning styles, and rates of achievement using intervention programs, Youth Tutoring Youth, UW-P students, parent volunteers, and others.

Reading is taught in kindergarten in a sequentially developed program involving a variety of materials utilized in a multi-group instructional plan.

Language arts, spelling, handwriting and communication skills dovetail with the reading to provide a complete language development program, which addresses skill development along with an opportunity to develop the students' creative abilities.

Mathematics focuses on learning computational skills and concepts with increased opportunity to utilize the skills and concepts in practical, everyday settings. Math manipulatives are extensively used to help students visualize mathematics.

Social Studies is the study of home and family, community, state, other world communities and cultures, current topics and special units of study at different grade levels. Students are exposed to computer programs, internet, resource people, videos and field trip experiences.

Science is a blend of activities and experiences, which bring our children into contact with concepts in physical, chemical, biological and earth sciences. Similar to the social studies program, there is a wide range of units and program materials used at the different grade levels. These include reading materials, activities from specialized programs, resource people, films, television, computer programs, internet and visits to community and state areas of scientific interest.

Health Units are taught both as independent study areas and as integrated units in other studies in science, social studies, and physical education. These units help the child to better understand his/her body and how to care for it.

Art and Music are taught as separate subjects in their own rooms and are taught by certified art and music teachers. An appreciation of the history and significance that art and music had on societies around the world is a main theme. Children are given an opportunity to develop skills of expression as an outlet for their creative talents.

Physical Education activities incorporate a wide range of developmental skills. The program emphasis includes developing the total physical being, development of coordination, and an understanding and appreciation for rules of games, sportsmanship, teamwork, cooperation, and social interaction. The physical education program also teaches Human Growth and Development curriculum.

Developmental Guidance addresses students' social and emotional growth using the Second Step curriculum. It also integrates our Positive Behavior and Intervention Supports system used building wide.

Kindergarten Camp is a designated 30 minute block of time in which all students are provided specific skill instruction at their level in the subject area of reading.

Fee Schedule

An enrollment fee is charged for each student. This fee helps defray the cost of some special instructional materials needed in your child's class during the year. At times, special field trips may have admission or bus costs that parents are asked to cover for their child.

Enrollment Fee **\$15.00**

The enrollment fee is to be paid at the time you register your child for school or by the first day of school. This fee should be sent as a **separate check** from the lunch/milk money.

Lunch Fees

- A. Please place check or cash in an envelope and **mark the envelope with your child's name and the amount of money enclosed**. Checks should be made payable to School District of Platteville. The School District of Platteville uses a computerized debit system to record meal payments and purchases.
- B. If your child forgets his/her money he/she will be allowed to eat a lunch for that day and should bring the money the next school day.
- C. Free and reduced lunch rates are available to children who qualify. Information concerning this eligibility is available in the school office. This information remains confidential.

Regular Lunch Early Learning Center:

Single (Daily)	\$2.70
Adults	\$3.85

*Adults should notify the teacher and office in advance if they will be eating school lunch.

Reduced Lunch:

Single (Daily)	\$.40
Weekly	\$2.00

Milk:

Single (Daily)	\$.30
Weekly	\$1.50

Breakfast:

Single (Daily)	\$1.30
Adult	\$2.00

Automated Lunch System

The Platteville School District uses an automated lunch system. Each family has a lunch account with the school district. Under this system, student's individual lunch purchases each day are charged to the family account.

Parents may pay as much as they want into the account by sending their check to any of the elementary, middle or high school offices or to the Platteville School District Office. Parents with Internet access will be able to see their password protected account balance. Periodic statements will be sent home for those without Internet access to help parents know when to replenish the account.

This is not a credit card system but rather a debit card system. That is, money needs to be in the lunch account to draw on before the student's lunch charge is registered.

Daily School Schedule

Starting time for all classes - 8:15 a.m. (Children should plan to arrive at school between 8:00 and 8:10 a.m.)

Dismissal Time for classes-

Early Childhood - three-year-old

- 11:00 a.m. (Monday, Tuesday, Wednesday, Thursday,)

Early Childhood four-year-old, First Step four-year-old, Kindergarten

- 3:15p.m. for bus riders and 3:20 p.m. for walkers/car riders

Please use the main entrance (by the office) when picking up students. Two front entrances and the west parking lot entrance will be open for drop off in the morning between 8:00 – 8:15 a.m. All entrances will be locked between 8:15 a.m. and 3:00 p.m. The main entrance and west entrance are equipped with a buzzer that will connect you with the main office. The door can be unlocked by staff after you identify yourself. After entering please report to the office to sign in and get a Visitor Pass. Please do not block bus or handicapped access. Do not park and leave your car in the driveway in front of the school. If you plan on entering the school with your child, please park in the parking lot on the other side of the grass area.

Please contact the office before 2:00 p.m. if there is to be a change in routine at dismissal time.

Students should report to school between 8:00 and 8:15 a.m. The office will be open from 7:30 a.m. - 4:00 p.m. each day, but students should not enter the building until 8:00 a.m., unless they are eating breakfast at school. Supervision will be provided from 7:45 a.m. - 8:00 a.m. at the main entrance. If you arrive after 8:15 or if you need to leave between 8:15 a.m. and 3:15 p.m., you must check in at the office.

Emergency School Closing and Early Dismissal

In case of severe weather or other emergencies, the decision may be made to close schools for the day, delay buses, or dismiss early. An announcement will be made by the radio and television stations listed, and this announcement will be broadcast frequently. Remember that these announcements pertain to one day only. If there is no announcement, school will be operating as usual.

Announcements will be broadcast by the following radio and television stations:

WPVL	1590 AM, 107.1 FM	WGLR	97.7 FM	KLYV	105 FM
KATF	92.9 FM	KIYK	106.1 FM	KGRR	97.3 FM
KDTH	13.70 AM	WMTV	15	WISC-TV	3
WKOW-TV	27				

School officials try to determine by 6:30 a.m. if conditions call for closing the schools or altering the bus schedule that day. If severe weather conditions develop, or another emergency occurs during the day, the decision will be made that day whether or not to cancel afternoon classes and/or to dismiss

classes early. Please make plans for early dismissals as it is not possible for the school to contact each parent. If schools are closed due to emergency conditions, all other activities involving the use of the building or involving district staff and students are canceled for that day, also.

Safety of Walkers

1. Parents that are transporting their children to and from school are asked to be extra observant during the school year. City streets and school parking lots are full of student activity on school days so please observe all crosswalks, speed limits and other signage. Please review with your child proper pedestrian safety. Observe all parking signs and yellow painted areas when you are parking near the school to pick up or drop off students. Parking in restricted areas may result in tickets being issued for safety reasons. Wait for your students in designated areas only and please do not block school bus or handicapped access. Students are to walk on crosswalks. Students and parents should only cross streets at the designated crossing area.

2. Adult crossing guards supervise student crossing at the following city intersections:

- a. Broadway in front of Neal Wilkins
- b. Corner of Cedar and Chestnut
- c. Corner of Camp and Lancaster

Children crossing these “guarded” intersections are expected to obey the crossing guard. Guards have been instructed to inform the principal of the actions of uncooperative students. If a student continues to be uncooperative after being counseled by the principal, a contact will be made with the parent seeking assistance.

3. Students should not take shortcuts across people’s lawns to and from school. We need to be respectful of others’ property.

4. Non-bus riding students should not arrive at school before 7:30 a.m. because there is no supervision provided.

5. Students wishing to play on the playground after school are required to go home first (unless they are supervised by a parent). They are welcome to return, with your approval; however, supervision is not provided for after school play. If a student is going home with a friend or riding a different bus, he/she should have a note from the parent for the bus driver and the teacher.

6. Bicycle riding to and from school can be fun. However, there can be a lot of traffic around the school around 8:00 a.m. and 3:15 p.m., so make sure your child is counseled in safe driving practices.

7. Playground rules - safe play practices, as well as unsafe play practices, are reviewed with the children in the fall of each school year by classroom teachers. An adult supervisor is present whenever children are on the playground during school days (8:15 a.m. - 3:15 p.m.).

Bus Schedules

Bus schedules for the first few days of school will be in the process of adjustment according to route needs. Generally the pickup and delivery time for each student or family will be determined by the location on the bus route. Pick up times will generally be between 7:00 a.m. and 8:00 a.m. with arrival at the elementary buildings planned for near the 8:15 a.m. starting time.

- Shuttle buses will run to and from all schools both morning and afternoon.
- Buses pick up elementary students at 3:15 p.m. to take them to the Middle School and High School where those who ride other buses transfer to the appropriate bus. Departure from the High School is around 3:30 p.m.
- For the first several weeks, teachers and/or teaching assistants will help students ride the shuttle buses. If you have questions regarding pickup time, please call Warco Bus Service at 348-2751.

School Bus Rules and Expectations

Prior to Loading the Bus:

- Students should stay well off the road while waiting for the bus.
- Students should stay at least 10 feet away from the moving bus and wait until the bus stops before approaching it.
- If a student is not going to be on the bus, he/she should let the driver know in advance, if possible (348-2751). The Early Learning Center office should also be notified (342-4040).
- Students will only be picked up at designated stops.
- If a bus student is going home with a friend or riding a different bus, he/she must have a note from the parent for the bus driver and the school.

While on the Bus:

- All rules of conduct that apply on school property also apply on the bus.
- Students should not create any disturbance on the bus that may distract the driver's attention from his/her driving.
- All students must be in their seats while the bus is moving.
- Students should not throw anything in or out of the bus at any time.
- Aisles should be kept clear at all times.
- No part of the body should be extended from the window at any time.
- The emergency door should be used only in an emergency.
- The driver is delegated the same authority as the teacher to make and enforce rules for those for whom he/she is responsible.

After Leaving the Bus:

- If a student must cross the road after leaving the bus, he/she should wait for the driver's signal and then cross in front of the bus.
- If a student lives on the side of the road on which the bus stops, he/she should move away from the bus immediately after getting off.
- Students will be dropped off only at designated bus stops. All bus riders should wear a bus tag on his/her backpack that designates the drop-off point. Teachers will provide that the first day of school.

Student Absences

If your child will be absent or tardy from school, we request that you call the school office, 342-4040 before 8:00 a.m. If no call has been received, the school office will call home. If your child is late arriving, he/she should check in at the office with a note from the parent before going to class.

Absences for reasons known prior to the date(s) of absence should be arranged with the office. This applies to family plans to be out of town or for extended illness or incapacitation of the child. A copy of the Platteville School District attendance policy is available at the school office for further information or clarification.

Student Behavior Expectations

The following expectations have been developed for all students:

- a. Show respect for people and property
- b. Walk in the halls
- c. Follow adult directions
- d. Keep hands and feet to self
- e. Use appropriate voices inside the building

While on the playground students should:

- a. Keep wood chips and sticks on the ground
- b. Keep hands and feet to self
- c. Use equipment in the manner it was intended

Home/School Communications

Monthly newsletters are posted on the website or sent home in order to keep parents informed of school and classroom activities. Classroom newsletters are sent home each week or two to keep parents informed of classroom activities.

Parents are encouraged to check the school's website or call the school whenever there is a question or problem.

Visitors

Parents and other adults are welcome to visit our classrooms. Please call the teacher prior to visiting, as classroom schedules vary. All visitors must stop in the office prior to a visit in the building. Students that leave during the school day must be checked out through the office.

We ask that children not bring house guests and family visitors to school for classroom visits. Visitors are welcome to come to school to eat lunch with children.

Children are discouraged from bringing their pets to school except when invited to do so by the teacher. In such a case, the animal should be brought in a cage or on a leash.

Volunteer Program

Volunteers are always needed for clerical tasks, helping children reinforce learning in various curricular areas, assisting in making educational materials, and providing assistance on field trips. Some volunteers contribute their talents by working at home on school-related projects. Please contact us if you are interested.

School Library

The School Library has a collection of books that is used for instructional support as well as reading enrichment. Most of these materials are available for check-out by students.

Each class visits the Library regularly for book check-out. Books may be checked out for one week and may be renewed if there is not a waiting list for that particular book. There are no fines for overdue books, but children are expected to return the materials on time. Notes are sent out when a book is overdue. Parents are asked to help get overdue books returned so others may use the materials. A fee may be charged if an item is lost or has been damaged beyond repair.

Birthday Treats/Invitations

Due to numerous allergies, students are not allowed to bring birthday treats for their classmates or teachers.

Home party invitations will **not** be distributed at school unless the whole class is being invited. This is to prevent hurt feelings of children not invited. Thank you for understanding.

Celebration Balloons and Packages:

All student birthday/celebration balloons and packages that are delivered to school by parents or a private business will remain in the school office and not be taken to the student's classroom until dismissal time.

Student Clothing

Classroom clothing should be appropriate for the weather and for active play and work. Students need to wear tennis shoes and pants or moderate length shorts for physical education.

When the weather is cold, students should wear warm outer clothing or layers which can be removed when they return from outdoor recess. In the winter, appropriate foot gear, such as boots or overshoes, are needed. The students will go outside to play when the weather is suitable. Please mark all items of clothing with the student's first initial and last name.

Food Service

The school lunch program is an integral part of the overall program design. Students may bring a lunch from home but it will not be refrigerated at school. In order to create a quieter, more home-like atmosphere at lunch time, students are served lunch in their classrooms. This promotes the development of healthy eating habits and manners. School personnel supervise recess and lunch.

A family atmosphere is maintained while the children eat lunch. A certain degree of movement and conversation is expected. It is expected that children would be able to relax and enjoy their meal and at the same time be respectful of the rights of their neighbor. Learning to have a conversation at the table prepares children for family and restaurant meals.

It is expected that children have nutritious and well-balanced lunches at school. Parents are encouraged to send nutritious and healthy food items in sack lunches. (Please do not send soda pop

or candy in your child's lunch.) No food or drink is allowed on the playground except for special occasions.

School Pictures

School pictures for all students are taken in August at Registration. Students must have a completed picture packet and payment for any pictures ordered on Picture Day. All students will have their pictures taken for school records, even if not purchasing pictures. Spring pictures will also be offered. All students will have their pictures taken. Picture proofs will then be sent home with the option to purchase all or some of the pictures.

Lost and Found

A lost and found box is located in or outside the school office. Please mark your child's articles of clothing, boots, tennis shoes, hats, gloves, etc. for identification. Marking articles serves two purposes; it makes their return to the owner possible while deterring those who may accidentally or intentionally pick up someone else's property.

Field Trips

On occasion, we may take students for short outings or activities in the community. The student information sheet you fill out at the beginning of the year gives your child permission for these kinds of activities. Notifications of outings are noted in school newsletters, the website, and other communications sent home by teachers.

If there is any information regarding your child that is important for us to know concerning field trips, please let the office or your child's teacher know in advance.

Special Areas of Pupil Personnel Services

The elementary programs available for meeting students' special educational needs include an Early Childhood Education Program, a Learning Disabilities Program, an Behavioral/Emotional Disability Program, a Cognitive Disabilities Program, speech and language services, supplementary reading and/or mathematics programs and programs for vision and hearing impaired students.

Additional specialists include a school psychologist, school social worker, school nurse, speech and language clinicians, reading specialist, occupational therapist, physical therapist, and gifted and motivated coordinator. These specialists assist teachers in evaluating and programming for exceptional educational needs of the district's children.

Pupil Progress Evaluation and Reporting

Teachers utilize a wide range of diagnostic devices to assess each child's academic functioning and progress. Daily observations of skills and quality and quantity of performances are invaluable pieces of data in understanding each child's needs and level functioning.

Periodically, each teacher prepares a "progress report" which reflects those skills and concepts which the child demonstrates. This "progress report", along with notes on observations and concerns, becomes the basis for discussion at parent/student/teacher conferences. At these conferences the parent's and child's input (insights and understandings) are also discussed and become valued information for future programming and evaluation reporting.

Parents are encouraged to arrange a special conference at any time to discuss concerns for their child's progress and well being. Your child's teacher may also feel a need to confer with you about academic and behavioral concerns and contact you to arrange a conference.

Advance notice of parent/student/teacher conferences will be sent home prior to the conference. If there is a conflict, please call your child's teacher to arrange a convenient time.

Directory Information

The following information contained in students' records is "directory data" and may be disclosed (reference-School Policy JO): student name, date of birth, major field of study, participation in officially recognized activities for sports, weight and height if a member of an athletic team, dates of attendance, student photograph or videotape, degrees or awards, name of school most recently attended. Parents or guardians have two weeks from date of notice to advise the principal, director or district administrator's office of any or all of the items listed if they refuse the district the right to disclose "directory information" regarding their child.

Platteville School District Student Code of Conduct

Reference the Platteville School District Non-Discrimination Statement

If a student or parent has questions or concerns related to student discipline and the application of the Platteville School District Code of Conduct, they may contact the Director of Student Achievement who serves in the capacity of **District Discipline Supervisor**.

Brad Brogley, Director of Student Achievement
Platteville School District
780 N. Second St.
Platteville, WI 53818
(608) 342-4000, brogley@platteville.k12.wi.us

The School District of Platteville shall not discriminate in standards and rules of behavior or disciplinary actions, including suspensions and expulsions, on the basis sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability/handicap as required by s. 118.13, Wis. Statutes. Accordingly, the Platteville School District prohibits all forms of unlawful discrimination against students, regardless of the legally-protected classification or characteristic that serves as the basis for any prohibited discriminatory conduct, policy, or practice.