

Parent/Student Handbook

Addison Elementary School



Slinger School District

A Tradition of Excellence

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Message from the Principal

On behalf of everyone here at Addison Elementary School and the Slinger School District, welcome to our school community, where we believe in the power of **TEAMWORK!** We are excited to embark on this collaborative journey that fosters a positive and inclusive learning environment for all our students! At our school, we recognize that **TEAMWORK** plays a vital role in shaping successful individuals and building strong communities. By working together, we can create an atmosphere that encourages growth, respect, and empathy.

Over the years, our schools have earned an outstanding reputation for offering top quality education and programming. The results of our national and state tests have been exceptional. A large part of our success is a direct result of the cooperation achieved between home and school. This handbook serves as a guide to promote **TEAMWORK** among our students, staff, parents, and the wider school community. We firmly believe that when we unite our strengths and talents, we can achieve remarkable accomplishments and create a nurturing environment where every child can thrive.

Please know our families can expect frequent newsletters, regular assemblies, timely conferences and an open-door policy that invites family and community involvement. In order to aid in effective communication, every teacher and administrator has a private voicemail and email address. All staff email addresses can be located on our [Addison Elementary webpage](#), under the "[Meet the Staff](#)" link.

Let's celebrate the spirit of TEAMWORK as we embark on an exciting educational adventure together.

Sincerely,



Joel T. Dziejczak
Principal

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Please note that the information provided in this handbook is superseded by the current Slinger School District board policies. While this handbook may contain useful general guidelines and information, it is important to consult the most up-to-date district policies for accurate and authoritative guidance. District policies are regularly reviewed and revised to ensure compliance with legal requirements and to address the specific needs and priorities of the district. Therefore, it is crucial to refer to the district policies as the primary source of information for any matters concerning policies, procedures, and guidelines within the district. All district policies can be found on the Slinger School District website at: www.slinger.k12.wi.us/district/district_policies.cfm

School District of Slinger Mission Statement

The School District of Slinger's mission is to successfully educate all children and, thereby, to graduate high quality, lifelong learners who are college and career ready. To do so, the district is committed to: challenging every student's educational potential; hiring, developing, and retaining a high quality staff; supporting, involving, and utilizing the community; and providing a friendly, safe, and clean learning environment.

ENROLLMENT AGE

Kindergarten - A child must be four (4) years of age by September 1 to enroll in the 4-year-old Kindergarten program offered by the School District of Slinger. A child must be five (5) years of age by September 1 to enroll in 5-year-old Kindergarten (Board Policy 421).

All students NEW to Slinger School District need to enroll using our New Student Online Enrollment (NSOE) process. New student enrollment for 4-year-old and 5-year-old Kindergarten will be communicated on the Slinger School District website at the beginning of February for the following school year.

Grade One - A child must be six (6) years of age by September 1 to enter first grade and have successfully completed 5 year old kindergarten.

Early Entrance – If a child has not reached the age requirements listed above, parents may submit a written request to the District for early entrance. Early entrance may be granted according to established district criteria and procedures (Board Policy 421, Rule 2)

ENROLLMENT FEE

An enrollment/registration fee is collected at the beginning of the school year. It covers the cost of the use of books and materials provided to the child by the school. The School Board sets this fee on an annual basis. Children must purchase their own supplies such as pencils, paper, crayons, and erasers. Each child will be held responsible for keeping books covered at all times. It is suggested that the child have a book bag or backpack of some type to carry books/materials to and from school.

WITHDRAWAL OF STUDENTS

The school should be notified at least two days in advance of the student's impending withdrawal. All textbooks, library books, lunch payments, and fines must be cleared before the student leaves.

INSURANCE

The insurance carrier for the School District of Slinger is First Agency, Inc. This is a **supplemental** insurance policy (not primary). A description of the coverage is available from the office. If a child is injured at school, the school will call the family to pick up the child to take home or to seek medical assistance. If you seek medical attention for your child due to an injury that occurred at school, please notify the school immediately. We will process the insurance form for the supplemental insurance coverage if needed.

General School Procedures

SCHOOL HOURS

4 year old Kindergarten	
AM 4K Program	8:40 AM - 11:30 AM
PM 4K Program	12:40 - 3:30 PM

5 year old Kindergarten through Grade 5	
Student Arrival Time	8:30 AM
Start of School Day	8:40 AM
Student Departure Time	3:35 PM (2nd Bell) 3:40 PM (Final Bell)
Early Dismissal Departure	1:15 PM (Conferences)

SCHOOL CANCELLATION or DELAY (Severe Weather)

Notification of School District closing or 2-hour delay due to inclement weather will be given on these radio/television stations:

TELEVISION STATIONS

Channel 4 (NBC) Channel 12 (ABC)

Channel 6 (FOX) Channel 58 (CBS)

RADIO STATIONS

WTKM Hartford: 1540 AM & 104.5 FM WTMJ Milwaukee: 620 AM

West Bend: WBKV 1470 AM

WBWI 92.5 FM

The district will also use an automated recorded messenger and text message system to communicate with parents via phone number indicated in Skyward. A message regarding closings or delays will also scroll on the homepage of the school district's website.

EMERGENCY EARLY DISMISSAL

During early dismissal from school due to weather conditions or any other unexpected situation, the telephone lines become congested and it is extremely difficult to make outgoing

calls or receive incoming calls. Therefore, parents are urged to discuss with their children what they need to do or where they should go in the event of unexpected early school dismissal. An Emergency School Closing Form will be sent home for parents to fill out and return at the beginning of school. Children will be sent home according to the Emergency School Closing Form unless the school is notified in writing or by phone about any other procedures different than that for that particular day. Please contact the school should your emergency early dismissal plan change.

EMERGENCY PROCEDURES

Fire, tornado, lockdown, and bus evacuation drills are practiced regularly throughout the year. Students are instructed in proper procedures to follow in the event of an emergency. All drills are taken seriously.

VISITORS

All visitors **must** sign in at the school office with valid ID and obtain a visitor pass. Students are not permitted to have visitors during the school day, unless it directly relates to a classroom activity or presentation. Parents, grandparents or other family members are welcome to visit school to have lunch with their child, whenever it is possible. Parents wishing to schedule a conference with school personnel or visit a classroom should contact the teacher in advance.

DRUG FREE ZONE

Following State of Wisconsin regulations the school and grounds are drug free zones. No use of alcohol, chewing tobacco, smoking materials, or illegal drugs is permitted on school property by anyone.

PETS

Due to allergies and overall safety issues, pets are not allowed on the school grounds. The only exception to this rule, would be an educational or assembly type program.

ATTENDANCE

When a student is unable to attend school, parents should call the automated attendance line at **644-1956**. This number may be used any time of the day or night. Please report an absence to the attendance line before 9:00 a.m. the day of the absence. Parents should give their name, the student's name, teacher's name, and reason for the absence. If a parent forgets to call, the school will make an effort to confirm the student's absence by calling home and/or work.

HABITUAL TRUANCY

Habitual truancy means a student is absent from school without an acceptable excuse under Wisconsin State Statute 118.15 for part or all of 5 (five) or more days on which school is held during a semester. State law provides habitual truancy penalties.

Examples are:

1. Truant could be ordered to attend school.
2. The truant or parent or both could be assessed a \$500.00 fine plus court costs and be imprisoned up to thirty days.

Please note that Wisconsin Act 239 permits parents to excuse up to 10 days of absence in a school year. Students exceeding 10 days of absence for reasons other than illness, may be in jeopardy of being considered truant.

FAMILY TRIPS

Family trips scheduled during the school year interrupt a child's education. This is extremely critical during testing time. Contact your child's teacher and the office in advance for such trips. Families are encouraged to plan trips during scheduled days off.

TELEPHONE REGULATIONS

The use of the office telephone is restricted to school related issues. Parents may leave a message for their child for emergencies only. All other messages are discouraged.

Student cell phone use is prohibited. Cell phones may not be used during the school day. Phones must be turned off and kept in a safe and secure location if brought to school. The school is not responsible for lost or stolen cell phones.

SOLICITING POLICY

Addison Elementary School does not participate in fundraising activities through direct solicitation. The PTO/PBO does fundraising on approval of the administration and/or school board.

SCHOOL LUNCH PROGRAM & HEALTHY SNACKS

Hot lunch and milk are available to all full-time students in grades 5K through grade 5. The cost is determined at the Slinger School District's annual meeting. Students with food allergies are required to contact the school in writing. Healthy snacks such as fruits, vegetables, sandwiches, etc. are strongly encouraged at break times. Guidelines for healthy snacks and birthday treats are provided to all families early in the school year. The District participates in the Federal Government's Free and Reduced Program for low-income families. Forms and information are available in all school offices.

FIELD TRIPS

Field trips are an extension of the curriculum. Each trip has instructional objectives as part of a particular lesson. Permission slips are required to be signed by a parent/guardian prior to the actual trip. All trips and expenses are the responsibility of the student/parent. However, no child will be denied participation because of insufficient money. Please call the principal if you are unable to pay. Supervision of all children is the overall responsibility of the teachers and chaperones during the trip. Chaperones should not bring preschool children along on a field trip due to the learning nature of the activity and their role in supervision. A student may be withheld from attending a field trip due to behavior concerns and will receive an alternative educational experience within the school building.

LOST AND FOUND

Each year, valuable articles are lost by students, while here at school. We recommend that you label all coats, sweaters, mittens, boots, etc. By doing this, it should be possible to return lost items to their owners. Misplaced articles are put in the lost and found cabinet, located in

our lower level. After a period of time, unclaimed items are donated to charitable organizations.

BOOKSTORE

The Supply Junction is a student-run supply store that sells school materials, paper, folders, notebooks, pens, pencils, etc to the students of Addison Elementary. The store is generally open one morning every other week (typically Tuesday). The children are not required to purchase their supplies from the school bookstore.

BICYCLES

Because of the location of our building and the fact that we are on a busy road with no sidewalks, riding bicycles to school (or walking to school) is prohibited.

NON-DISCRIMINATION POLICY

The School District of Slinger does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex or handicap.

The district encourages informal resolution of complaints under this policy. If any person believes that the School District of Slinger or any part of the school organization has failed to follow the law and rules of s. 118.13, Wis. Stats., or in some way discriminates against pupils on the basis listed above, he/she may bring or send a complaint to the administration office at the following address: District Administrator, 207 Polk St., Slinger, WI 53086.

SCHOOL RULES

CONDUCT

All students shall obey the rules and regulations for the good order of the school as set forth by the Board of Education or the school authorities. These policies can be found on the [Slinger School District website under District Policies](#). Addison Elementary School follows a uniform system of behavioral management. It is based on the premise that all students can behave and positive things will happen by following the rules. Student self-discipline is our ultimate goal. A structured discipline program is a tool used for consistency in helping students achieve this goal. School rules are posted in each classroom and reviewed regularly.

First, certain general rules are expected of all children, such as, following directions; only one person talking at a time; keeping hands, feet, and objects to yourself. Second, consequences for breaking rules are set for consistency, including parental involvement. Third, those students who consistently show good behavior will be rewarded for their effort.

BUILDING REGULATIONS

1. Outdoor recess will be held in most types of weather. Dress children

appropriately, especially in winter, since even during cold weather they will play outdoors.

2. Children are not to leave the school grounds at any time during school hours.
3. Profanity, fighting, or defacing property will not be tolerated.
4. Dangerous, illegal, or inappropriate objects are not allowed at school, (i.e., any type of weapon, matches, sharp objects, etc.)
5. Students are prohibited from bringing personal toys or any valuable personal items to school unless prior permission has been granted. If found/brought to school they will need to remain in the student's backpack or held in the office for parent pick-up.
6. Student cell phone use is allowed, but only with parent permission and school supervision. Cell phones may not be used during instructional time and must be kept in a safe and secure location during the school day. The school is not responsible for lost or stolen cell phones.

HARASSMENT POLICY

Board Policy 411.1 (Harassment Policy) reads in part: *The School District of Slinger does not permit harassment in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of offenders. It is the policy of the District to maintain and insure a learning environment free of harassment or intimidation toward and/or between students. Student harassment is defined as behavior towards students based in whole or in part, on sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability which substantially interferes with a student's school performance or creates an intimidating, hostile, or offensive school environment, and is considered a form of student discrimination as defined by PI 9.02 (5) of the Wisconsin Administrative Code. For further information on these policies visit [Slinger School District website, District Policies](#).*

USE OF COMPUTER TECHNOLOGY POLICY

Board Policy 463 (Use of Computer Technology) reads in part: *Computer technology is used to enhance learning and support instruction for all students, including students with special needs. Computer networks allow individuals to interact electronically with other people within a school building and within the District. The Internet allows individuals to interact electronically with people and networks throughout the world. It is the policy of the School District of Slinger that all computer technology shall not be deemed private and shall be used in a responsible, efficient, ethical, and legal manner. School computers and Internet access is for educational purposes. Failure to adhere to this policy is a violation of school rules and shall result in the immediate revocation of access privileges. Additional disciplinary action up to and including expulsion and referral to legal authorities may result. Unacceptable uses of school district computer technology by students include, but are not limited to:*

1. *Violating any district policy, state or federal law;*

2. *Accessing, creating, transmitting, or retransmitting inappropriate items including: pornographic material, materials using profanity, obscenity, or other language and images which offend community standards or which promotes violence or advocates destruction of property;*
3. *Copying software, music, artwork, etc., in violation of copyright laws. Internet materials used in school work should be cited following the same procedures as referenced printed materials;*
4. *Using technology for personal financial gain, commercial venture, or illegal activity;*
5. *Damaging or destroying any component of technology, including hardware, peripherals, or files;*
6. *Malicious use of any technology, including hardware, peripherals, or files;*
7. *Using encryption software, hacking, or using unauthorized packages, from any access point within the District;*
8. *Committing or attempting to commit any willful act involving the use of the network which disrupts the operation of the network within the District or any network connected to the Internet.*

GENERAL SCHOOL RULES

Addison Elementary School Rules:

1. Be Respectful
2. Be Responsible
3. Be Safe!

Consequences:

1. Verbal warning and discussion of inappropriate behavior with child and teacher.
2. Loss of privileges (such as recess, time out, etc)
3. Teacher contacts parent(s)
4. Principal meets with the child and contacts the parent(s).

Reinforcements:

1. Positive reinforcement is used to encourage appropriate school behavior.
2. Reinforcements vary according to the grade and age of the child.

DRESS CODE

Students should come to school wearing clothes that are appropriate for an educational setting and are not disruptive or distracting to others. Clothing that is highly distracting, displays inappropriate images, illegal or inappropriate activities, or suggestive language is prohibited. Tank tops with wide straps are fine if they fit tight under the arms and cover any undergarments for the girls. All bellies and backs should be covered. Sundresses are fine but please have your daughter wear shorts underneath. Shorts should be long enough to keep all intended areas covered even when bending, running, sitting, etc. Flip flops and sandals are also fine as long as students have tennis shoes and socks for physical education class and recess.

SCHOOL BUS REGULATIONS

Bus Procedures:

1. School buses deliver children to school and return children home safely.
2. Buses will run whenever weather permits. In the event of inclement weather, announcements will be made on the local radio/TV stations concerning operations.

3. Please do not call the school or bus company to check if school is in session. Listen for announcements.

Bus Boarding:

1. Be on time, keep the bus on schedule.
2. Wait until the bus comes to a complete stop before attempting to approach or enter the school bus. Board the school bus in an orderly manner. Use handrails. Go to seats quickly and quietly.
3. If it is necessary to cross the road to board the bus or after leaving the bus, always wait for the signal from the driver.
4. The driver is instructed **not** to let riders off at places other than their regular bus stop unless they have a bus pass from the school office.

Bus Rules:

1. Follow the bus driver's directions.
2. Stay in your seat.
3. Keep your hands, feet, and other objects to yourself.
4. Talk quietly. The driver will warn you when you are getting too loud.
5. No eating or drinking.

***School buses can be equipped with video camera equipment that is used to monitor and document student behaviors.**

Consequences:

1. Verbal warning.
2. Bus conduct report filed, plus conference with the principal and parents notified.
3. Serious or repeated problems may lead to suspension or expulsion of bus privileges.

HEALTH CONCERNS

When students are ill or injured, they will be sent to the Health Room. Parents of students too ill to remain in school, will be called to have the student picked up. If parents are unable to be reached, the emergency contact on file in Skyward will be contacted to pick the student up. The school will follow the Washington County Health Department guidelines

WHEN TO KEEP YOUR CHILD HOME

FEVER: A fever is a warning sign that something is not right with the body. Any child with an oral temperature of 100 degrees or higher should not be sent to school, even if given a fever reducing medication. Children should remain at home until they do not have a fever for 24 hours, without Tylenol or any other fever reducing medication.

COLDS: Children with a hacking/barking cough or heavy nasal congestion belong at home, even if no fever is present. Children with a sore throat and no other symptoms may go to school. If white spots are present in the back of the throat or a fever is present, keep the child home and call your doctor as this is a symptom of strep throat. Children who have extreme chest congestion, nasal discharge and/or are experiencing fatigue should remain at home.

VOMITING & DIARRHEA: A child that vomits during the previous night or during school should be kept home for 24 hours and until they are no longer nauseous (vomiting), and eating normally. Children with diarrhea should be kept home for 24 hours after symptoms resolve (no diarrhea) and eating normally. Call your doctor if prompt improvement does not occur.

PINK EYE: A child with possible pink eye, also called conjunctivitis, should be seen, diagnosed and treated by a doctor. Treatment must be administered for 24 hours and pink eye symptoms subsided before a child may return to school.

ANTIBIOTICS: When a doctor prescribes antibiotic treatment for a condition, the State of Wisconsin Health Department recommends a child must be on antibiotics for 24 hours before returning to school.

MEDICATION AT SCHOOL: Any student who requires medication at school must have a medication form signed by a parent on file. Forms are available in the school office or by clicking the link: [Medication Form](#). Prescription drugs require a doctor's and parent's signatures and must be kept in the office in the original prescription bottle. The family should bring in non-prescription medications, too, with the parent's signature only on the consent form. All medications are to be given with adult supervision. The medication form needs to be signed annually.

HEARING AND VISION

Students in 4K/5K, 1st, 3rd & 5th grade will have their vision tested. Hearing screening can be requested and scheduled based on resources available per building.

IMMUNIZATIONS

Wisconsin law requires all students enrolled in a public school to have adequate immunizations. The school maintains a record of immunizations according to State law. A student may be restricted from school attendance if he/she fails to meet the appropriate level of compliance.

HEAD LICE

Head lice are common among school age children. Parents are urged to check their child's scalp on a regular basis. You should look for nits on the hair that may appear to be like dandruff, but stick to the hair. The louse, which is about ant size, may also be present. Parents must contact the school if their child has head lice so that a screening examination can occur. If head lice are suspected, parents will be contacted. Follow the steps below for treatment.

HEAD LICE – HEALTH DEPARTMENT RECOMMENDATIONS

1. Treatment
 - a. Several shampoos that kill head lice are on the market. Some can be bought over-the-counter at your local drugstore, others require a prescription.
 - b. All persons in the household who have head lice should be treated.
2. Procedures
 - a. Remove all clothing.
 - b. Use shampoo as directed on the label.
 - c. Put on clean clothes after shampooing.
3. Wash (using very hot water) all clothing, towels and bed linens used by persons with

lice.

4. Dry clean all clothing and hats that cannot be washed.
5. Treatment takes only about an hour. Your child will be readmitted to school immediately after treatment is judged to have been effective by school officials.
6. All initially infected persons should be retreated in 8 to 10 days. Your child will be rechecked at this time.
7. To prevent spreading head lice, students are encouraged not to share articles that come in contact with the head, neck or shoulders (combs, brushes, hats, coats, towels, etc.).

STUDENT SUPPORT SERVICES

If your child is experiencing learning difficulties or problems adjusting to school, we encourage you to contact his/her teacher or the principal. The school staff will work with you to develop a learning program within the regular school curriculum that will be appropriate for your child. Your child may also be evaluated to find out if he/she may have an exceptional education need and/or a need for special education programming.

The Slinger Schools provide testing, programming, and special education services for any student age three [3] through twenty-one [21].

If you suspect that your child may have a need for special programming or special education, call any school. The principal will provide you with information and refer you to appropriate school staff members.

TITLE 1

The School District of Slinger participates in a federally funded program called Title 1. This program is federally funded for students with academic and financial needs. We believe in early intervention programs starting at the 5-year-old Kindergarten levels.

MULTI-LEVEL SYSTEMS OF SUPPORT (MLSS)

When a child is experiencing educational difficulty in a particular subject area, a team of educators (teacher, guidance counselor, home/school counselor, psychologist, principal, etc.) may meet to discuss strategies to assist the child. The classroom teacher will notify parents of such meetings, when needed.

COUNSELING SERVICES

Counseling services are provided through individual, small group, and/or classroom settings. Parents seeking advice or assistance should contact the school principal.

ASSESSMENTS

The Slinger School District participates in a variety of assessments for elementary students. Many of these programs are mandated by the Wisconsin Department of Public Instruction.

District sponsored assessments are administered to students in 4K-5th (reading and math benchmark assessments). State mandated achievement tests are administered in 3rd, 4th, and 5th grades.

The test results are shared with parents via Skyward Family Access. Contact the school in advance so a conference can be set up with either the teacher or the principal if you have questions or concerns with the test or the results.

READING SERVICES

Reading support services are provided for those students who are not meeting grade level expectations. Programs will be developed for these readers through individual or small group instruction and/or curriculum modification.

HOME/SCHOOL COMMUNICATION

REPORTING TO PARENTS

Report cards are available for viewing in Skyward Family Access at the end of each trimester for students in 5K-grade 5. Kindergarten through grade 5, utilize a grading scale of: S (Secure), D (Developing) or NI (Needs Improvement). Teachers will continue to provide remediation and retesting for students who receive grades of NI. Students who continually fail to meet grade level objectives will be encouraged to attend Summer School remedial class in their area of deficiency. Also included is a section that indicates your child's progress in Social Skills. Parent/Teacher conferences are held in fall (October) and winter (late February).

OPEN HOUSE

Open house is held in the early part of the school year (end of August) to enable parents to meet their child's teacher, plus acquaint themselves with the school environment. These dates are published and sent home with registration materials.

HOMEWORK

Work at home affords the child an opportunity to further practice areas covered in the classroom. Homework for primary students (K-2) generally consists of practicing math facts and/or reading for 10 to 20 minutes each night, to reinforce skills learned in class. Homework for intermediate students (3-5) generally consists of completing work from the day that was not completed. The time spent on homework varies per child. Other projects might be assigned during the course of the year that involve homework. Timelines for these projects will be announced and outlined in advance.

ASSIGNMENT NOTEBOOKS

The use of assignment notebooks is standard practice for students in grades 3-5. Using an assignment notebook serves multiple purposes. Among them are the following:

It's a communication device between home and school. Teachers and parents can use this to communicate in written form as needed.

It is a record of all assignments given on a daily basis.

It is an organizational tool for the child, which allows them to check off assignments for the day, when they are completed.

It serves as a homework log. Any work not completed during the day, and not checked off as completed, is considered homework.

In addition to homework, the assignment notebook serves as a reminder or notifier of any upcoming tests, projects, or special events.

PBO

People Behind the Owls (PBO) exists to promote the welfare of children in the home, school, and community by providing opportunities for enrichment and by building a positive relationship between home and school. The Addison PBO has several open meetings per year in the ThinkLab at Addison Elementary School. Please consider participating in your Addison PBO!!

Remember, the information provided in this handbook is superseded by the current Slinger School District board policies. While this handbook may contain useful general guidelines and information, it is important to consult the most up-to-date district policies for accurate and authoritative guidance. District policies are regularly reviewed and revised to ensure compliance with legal requirements and to address the specific needs and priorities of the district. Therefore, it is crucial to refer to the district policies as the primary source of information for any matters concerning policies, procedures, and guidelines within the district. All district policies can be found on the Slinger School District website at:

www.slinger.k12.wi.us/district/district_policies.cfm