

## Colby Elementary School Student Handbook

### Attendance

State law 118.15, subsections 1-5 states: Any person having a child who is between the ages of 6 and 18 years of age shall cause such a child to attend school regularly during the full period and hours. The only time a child should not be in school is if his/her presence is detrimental to his/her health or that of others.

Parents must provide medical or legal verification for each of their child's absences. If your child is going to be absent from school, please contact the school office by phone indicating why your child is absent. If you do not contact the office, you will be called by 11:00 AM.

### Dress Code

We have a dress code, which creates an appropriate learning environment for staff and students. Please consider the code when shopping. Any type of attire that attracts undue attention to the wearer and thus creates a distraction in the school is not acceptable, unless it is a school wide special day. Any items with alcohol, drugs, tobacco, or sexually related messages on them are NEVER allowed in school. Clothing should completely cover the torso from above the chest to mid-thigh. No spaghetti straps or thin straps on any kind of shirt. For safety reasons shoes must be worn at all times. Flip flops are not allowed on the playground. Also when the weather is cold/snowy students are required to wear 5 things: coat, hat, mittens, boots, and snow pants. .

### Going Green

At Colby Elementary School we recycle our empty milk cartons and paper. We compost our food waste from lunch. We have cold frames next to the building that allow us to grow vegetables that can be used for science, health, and nutrition education.

### Student Behavior

All students are expected to respect school rules and each other at all times. School staff encourages good behavior at all times. During school time (including bus travel) the students will:

Be Safe: Walk and keep hands and feet to yourself

Be Respectful : Follow adult directions and use appropriate language

Be Responsible: Clean up after themselves, keep track of your own belongings and be prepared for class each day. Verbal and physical harassment or abuse of others will not be tolerated at any time.

### Student Emergency Information

During the school year please notify the office of any changes in home/cell number, contacts phone number, or employment phone number.

### Bus Transportation

The school district contracts to provide bus transportation for students in the district. Please notify the office and the teacher of any bus riding changes. Riding the bus is a privilege. Students who endanger the safety of others or disregard the rules may be asked to find their own transportation to and from school. Students cannot change their bus stop without permission from the bus company. Any questions concerning bus policies should be directed to the following bus contractors: Burnett Bus Service.....715-659-4391

### Milk and Lunch Program

A school lunch program is available for all students. All lunch money is collected in the elementary office. Lunches must be paid in advance. The school district offers a voluntary milk break for all children in grades PreK-4. The program is not related to the free and reduced lunch program.

### Free and Reduced Lunches

To participate in the subsidized lunch program parents must complete an application form available in the office. The information provided on the application is confidential and used for determining program eligibility. Applications may be submitted any time during the school year.

### Daily School Schedule:

School Office Hours:	7:30 AM-4:00 PM
Colby HS/MS/ES	8:15 AM-3:30 PM
Monday Late Start 9:15 AM-3:30 PM	Early Release 12:30 Dismissal

\*REMINDER: Students are NOT to arrive at school before 8:45 AM (Monday) or 7:45 AM (Tues.-Fri.)

Check Out Our Website: [www.colby.k12.wi.us](http://www.colby.k12.wi.us)

**Crisis Drills**

There will be a fire drill once a month and a tornado drill once a year and there may be other crisis drills during the year. Fire, tornado, and crisis drill procedures are posted in each classroom.

**Emergency School Closing**

In the event of inclement weather, please consult the following stations for messages regarding the closing of school or the postponing of events and activities sponsored by the School District of Colby:

TV Stations	Channel 7 (WSAW) – Wausau
Channel 9 (WAOW) – Wausau	Channel 13 (WEAU) - Eau Claire
Channel 18 (WQOW) - Eau Claire	
Radio Stations	95.5 FM (WIFC) – Wausau
99.3 (WKEB) – Medford	101.9 (WDEZ) – Wausau
104.5 (WAXX) - Eau Claire	

You may also be notified through School Messenger by phone, text, or e-mail if you have indicated that in the parent portal.

**Medication Policy**

It is the policy of the School District of Colby to authorize designated personnel to administer medication to pupils under specific conditions and thereby immunize those designees from civil liability. The Board acknowledges the occasional need for over-the-counter or prescription medication to benefit from an educational program. A physician's written order for prescription medication and written parental permission to administer any medication must be on file. The parent shall assume responsibility for informing the designated school of any change in the child's health or medication. The change will be noted on the medication log. Over-the counter medication is not supplied by the school.

**ANTI-BULLYING**

The School District of Colby is committed to creating a supportive, safe, caring and respectful learning environment for all students that enforces protection against bullying. Bullying includes aggressive behavior that is intentional and involves an imbalance of power between the bully and the bullied. It is typically repeated over time by either an individual or a group. Bullying takes many forms, including, but not limited to, physical or verbal assaults, nonverbal or emotional threats or intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages. Bullying is a form of victimization and is not necessarily a result of or part of an ongoing conflict. Bullying can also be characterized by teasing, put-downs, name calling, cruel rumors, false accusations, and hazing. Any District employee having knowledge that bullying is taking place must take immediate steps to see that the bullying is addressed. All staff members are responsible for directing complaints to the formal complaint process. The District will develop procedures to provide age-appropriate information and education to district staff, students, families, and volunteers regarding this policy and the recognition and prevention of bullying.

**Discrimination Statement**

The Colby School District does not discriminate against pupils based on sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability or handicap in its educational programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or handicap. Any person who believes he or she has experienced harassment should contact the Superintendent of Schools at the District Education Center, 509 2<sup>nd</sup> St., Colby, WI 54421, 715-223-2301 ext. 1

**District Phone Numbers:**

<b>District Education Center</b>	<b>715-223-2301</b>	<b>Colby Elementary School</b>	<b>715-223-3939</b>
<b>Colby High School</b>	<b>715-223-2338</b>	<b>Colby Middle School</b>	<b>715-223 8869</b>