

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 10:00 AM. Only 5 absences per semester are allowed by state law.

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.

Student Behavior

Students are expected to follow school rules at all times. School staff encourage 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:	7:45 AM-4:00 PM
Colby HS/MS/ES classes	8:15 AM-3:30 PM
Early Release 12:30 Dismissal	

*REMINDER: Students are NOT to arrive at school before 7:45 AM

Check Out Our Website: www.colby.k12.wi.us