



Banting Bobcat Family Handbook

**School District of Waukesha
Banting Elementary School
2019 Butler Drive
Waukesha, WI 53186**

Important Telephone Numbers

- General Number: 262-970-1200
- Attendance Line: 262-970-1216
- Principal: 262-970-1210
- Secretary: 262-970-1205
- Fax Number: 262-970-1220
- Website: <http://www.waukesha.k12.wi.us/banting>
- PTO Website: <http://www.waukeshaschools.com/banting/pto/home.html>.

Building Hours

During the school year the hours are 7:30 a.m. - 4:00 p.m.

During the summer hours vary. The principal and secretary can be reached by appointment.

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History of Banting School

Banting School and Banting Park are located at the site of the former Fox Farm. The City of Waukesha and the Waukesha Board of Education jointly purchased the site. Banting School sits on 12.09 acres and Banting Park on 7.5 acres. Banting School was first opened in 1966. It opened with 15 classrooms, a library and a gym. The Singing Hills subdivision was built on part of the Priedeman Farm. In order to reach Banting School, the students from Singing Hills cut across the Priedeman Farm. The owner of the farm gave the city an easement that was paved as a

path for the students. An addition was put onto the north end of the building in 1969. A second addition of 22,000 square feet was added in 1990. This added our beautiful library, two early childhood classrooms, two kindergarten rooms, two art rooms, a double size music room, music practice rooms and four classrooms. Banting School was named after G.O. Banting who was superintendent of the Waukesha School District from 1921-1937.

The School District of Waukesha, including Banting School, does not discriminate in any curricular, extra-curricular, student services, recreational or other programs or activities because of a person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical/mental/ emotional/learning disability.

School District of Waukesha Mission Statement

The mission of the school district is to educate and graduate students by providing equal access to quality education. The high academic standards we set help to develop socially responsible citizens with skills, attitudes and behaviors necessary for lifelong learning, higher education and employment.

Banting School Shared Vision

To instill in every child a life-long love of learning,
and to be the school of choice for students, parents, and staff.

Banting School Shared Mission

Banting will promote high standards of excellence for all individuals with the support of students, staff, parents, and community in a respectful, safe, and enjoyable learning environment.

Banting School Rule

Be kind and respectful to yourself, others and your school.

Parents and staff of Banting School designed this handbook for your convenience. It was organized as a quick reference guide to provide a brief explanation of terms, and in no way claims to define or explain every topic. This handbook was meant to create discussion and inform you of what Banting has to offer. Please see each department for further descriptions. This handbook will be distributed to every family in the Fall of 2004. After that, any updates will be posted on the Banting web page. Any family new to Banting will get a hard copy of the handbook. Please keep this handbook accessible for future reference.

Please note that wherever a School Board Policy Number is listed in parenthesis, the listed description is a brief summary of the policy. The Waukesha Board of Education adopts policies. Current policies are available for viewing at Banting in the office or in our library; in the School District Office, 222 Maple St.; or at the Waukesha Public Library. Find Banting's handbook and future updates on our website at <http://www.waukesha.k12.wi.us/banting/>.

Banting School PTO, Inc.

Who we are ...

The Banting PTO is a group of parents and staff members who organize programs and fundraisers that benefit the school, its students and the community. The organization is run by elected and non-elected volunteers who are committed to helping the school. Every parent of a Banting child and every Banting staff member is a member of Banting's PTO. There are no membership dues.

What we do ...

The PTO has an annual budget of about \$15-20,000 which funds or partially funds field trips, assemblies, library materials, music education, computer learning, classroom supplies and playground equipment.

How we do it ...

The PTO focuses on no-effort fundraising. We do easy things, like clipping of coupons and labels, collecting milk caps -- things that involve the kids without taking over family life. Kids are also integral to the fun events the PTO holds to raise funds:

What else is important?

It's not all about fundraising. The PTO hosts events just for fun.

- Family fun nights -to foster a friendly school atmosphere for families and give parents opportunities to meet other parents
- Book fairs - kids love the book fairs and teachers love the books
- The Banting Bash - an end of the year "thank you" party for the school.

Interested?

We're always looking for new ideas and volunteers. Contact the school office for more information about the current PTO officers and volunteers.

<http://www.waukeshaschools.com/banting/pto/home.html>.

Absences and Attendance (SB Policy #5113)

When a student is unable to attend school, parents should call in between 4:00 p.m. and 8:30 a.m. at the **Attendance Line** phone number **970-1216**. Please provide the following information:

- The student's name
- The teacher's name
- The reason for the absence

If a parent forgets to call, the school will call the home to confirm the reason for the absence. Regular attendance is essential to student success. Persistent absenteeism creates a genuine hardship for a student, which can create a real learning problem. Parent cooperation in assuring attendance is appreciated. Please contact the teacher to obtain any make-up work for days of absence. Recognized excuses for absence are listed as follows: personal illness, family illness, death in the family, religious holidays. Parents are required to give advance notice of two weeks prior to any other absence by filling out a ***“Request for School Absence Form for Educational Purposes,”*** available in the office or on-line in the “forms” section of this document.

Admissions (SB Policy #5112)

New kindergarten students must be 5 years old on or before September 1st of the school year in which they are enrolling. New first grade students must be 6 years old on or before September 1st. Ages must be verified by a birth certificate, and immunization records must be complete. Upper level students who are transferring from other schools should arrange to provide copies of their academic records to insure admission to the proper placement/grouping.

Academic Honesty (SB Policy #6175)

No student will unfairly advance his or her own academic performance nor will the student in any way intentionally limit or impede the academic performance of others. Teachers will educate students as to what constitutes academic dishonesty and what is acceptable and unacceptable behavior in our school.

Arrival and Dismissal

Students should arrive at school between 8:20 and 8:35 a.m. when playground supervision is provided. Safety of ALL students is our number one goal. Parents delivering students should drop students off on the streets adjacent to school. Dropping off and picking up students in the front or back parking lots is prohibited. Students are dismissed at 3:25 pm. and should leave promptly for home. An adult crossing guard is positioned on the corner of Greenway Terrace and Butler Drive. The crossing guard is on duty 15 minutes before school and 10 minutes after dismissal. Sixth grade safety patrol students are stationed at Butler Drive and Atlantic Drive.

Art

All students at Banting are enrolled in art classes. All classes meet twice per week with a qualified art specialist. Painting, drawing and sculpting are just a few types of media that students use to express themselves. Our district's developmental curriculum emphasizes basic concepts and techniques. Through the study of art history, we explore the significance of art of the past, present and future.

Assemblies

Assemblies are planned periodically as special curricular events for students. Many topics and experiences are planned to enrich the students' academic and social experiences. The school's PTO helps to provide funding for these educational experiences.

Assignment Notebooks

Students in grades 2, 3, 4, and 5 will be given assignment notebooks to use daily. Please check

your child’s assignment notebook each day after school. The purpose of the assignment notebook is to improve communication between home and school as well as improve student organization and accountability for daily assignments.

Awards

Our school enjoys recognizing students' positive academic and social performance. Awards are intended to promote and recognize individual effort and achievement. Classroom awards and school-wide awards will be presented through a variety of formats throughout the school year. At the end of the year, we have an all school awards assembly.

Bicycles

A city ordinance requires the registration of all bicycles. In addition, we suggest that students record their bicycle serial numbers. When traveling to and from school, students must obey all traffic regulations and we strongly encourage the wearing of a helmet. The school assumes no responsibility for bicycles. However, provisions have been made to safeguard the bikes by requiring them to be properly parked and locked in the school bike racks. Bicycles are never to be ridden on the school grounds.

Bilingual Education – Spanish

ONE-WAY Dual Language Program

In the fall of 2001, Banting became a district site for a Spanish Bilingual Expansion program. We started with bilingual pre-school and kindergarten classes. Banting had the most space available in the district at the time and was chosen as the school for the Spanish bilingual program to expand. Each year, Banting receives a new group of students and the students proceed through the grades. The students are taught in Spanish starting in pre-school and kindergarten. During this time, they are naturally immersed in the English language all around them. In addition to being immersed in an English school environment, first through fifth grade students also receive English as a Second Language instruction from a qualified instructor. We believe students first need to learn (speak, read and write) one language well, before they are able to learn (speak, read and write) another.

We have found that the culture at Banting is one that is truly supportive of English Language Learners. The ELL students are well on their way to becoming truly bilingual individuals. For the majority of students, the transition to learning in English is in the intermediate grades.

Banting	
<p>Spanish Language Instruction Through 5th Grade + ESL (% of Academic Instruction Spanish / English)</p> <p>Pre-K -- 100 K-1 -- 90 / 10 2 -- 80 / 20 3 -- 70 / 30 4 -- 60 / 40 5 -- Transition (Note – Specials are taught in English.)</p>	<p>ELL Instruction</p> <p>Available for ELL’s from first language backgrounds other than Spanish.</p>

TWO-WAY Dual Language Program

The Two-Way Dual Language (DL) kindergarten class began in the Fall of 2009. Two-Way DL classes are comprised of half English speakers and half Spanish speakers. Beginning in kindergarten, ninety percent of the classroom instruction is in Spanish. The percentage of English instruction increases each year until 4th & 5th grades when Two-Way DL students will receive 50% of their classroom instruction in both languages. A Two-Way Dual Language program provides our English speaking children the opportunity to learn a second language, through academic content, alongside native Spanish speaking peers. Spanish speaking children have the opportunity to be instructed with English speaking student models, while developing their language skills through academic content. The optimal window of learning a second language is during a child's primary years while their brains are sponges. Both groups will benefit from the multicultural aspect of the program.

Birthdays

Students will have their names read over the loud speaker and are asked to come to the office for a special birthday pencil. Students may bring in store bought treats to share with classmates. Birthday party invitations should not be passed out at school. If a party is being planned, invitations should be mailed via U.S. mail.

Book It

Various grade levels may participate in a reading program sponsored by Pizza Hut. The participating teachers set goals for the students to read a specific amount of minutes each month for several months. Children who reach these goals receive a free Pizza Hut personal pan pizza certificate as a reward.

Breakfast

School Breakfast is served every day. The breakfast program is operated similarly to the lunch program. Please send breakfast money in an envelope labeled with the child's name and his/her teacher's name. Money may be sent daily or you may pay for meals in advance. There is an on-line payment option at <http://www.pay4lunch.com/cafepprepay.aspx>. The breakfast program uses a computerized system. Students memorize a PIN (Personalized Identification Number). Menus will be sent home with students. Free or reduced lunch applications are available in the office.

Building Use (SB Policy #1330)

Banting's gym is scheduled almost every evening by the Waukesha community. If you are interested in using our building space, please contact the school secretary at 970-1205. Typically the gym is scheduled in September through the entire school year on a first come, first served basis. If the users do not follow through on the expectations of the contract, use will be revoked.

Bus Conduct – Student Rules

The following rules have been established in order to insure the safety of all students who ride buses to and from school and on school planned field trips:

- Use only the bus and bus stop assigned.
- Orderly behavior is required at the bus stop.
- Remain seated and face the front when the bus is in motion.
- Talk quietly and make no unnecessary noise.
- Do not talk to the bus driver unless necessary.

- Keep head and arms inside the bus.
- Do not litter the inside of the bus or throw anything out of the window.
- Be quiet when the bus is crossing railroad tracks.

Infractions of the above rules will be brought to the attention of the parents. The bus company completes student disciplinary reports for students who break bus rules. The principal or designee assigns consequences.

Busing (SB Policy #3541)

Students shall be eligible to be transported to school if they reside two or more miles from school. Families may independently contract with the bus company for transportation, provided that a bus stop already exists.

Cancellation of School

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or general emergencies. Every practical means will be used to notify parents in case of a cancellation.

1. The decision to cancel schools due to weather is made at 5:30 a.m.
2. Call 262-970-1155 to hear a recorded message regarding school closings or cancellations.
3. Via the internet go to the SDW website under “district” then “school closings.”
4. Via local radio or television stations for information.

Cable chan. 13 (Time Warner cable)

WISN TV chan. 12 (and their radio affiliates)

WTMJ TV chan. 4 (and their radio affiliates)

WITI TV chan. 6

WDJT CBS chan. 58

WKLH 96.5 FM (and their radio affiliates)

WSSP 1250 AM (and their radio affiliates)

You may also check the WISN TV Website at: www.wisn.com

Change of Address or Phone Number

Please notify the office whenever a change is made in your emergency contacts. This is important so that the school is able to contact someone in the event of illness or injury.

Choir

The Banting School Choir is an extracurricular activity open to all students in grades 4 and 5 who are interested in a disciplined, higher level singing experience. Quality choral literature is learned and students perform in 2 to 3 concerts per year. Hard work, attendance, and enthusiasm are required. Practice may be before school, after school, or at lunchtime.

Classroom Parties

Classroom parties may be held at various times in the year. These may be to celebrate a holiday or compliment a learning unit. Birthday treats may also be brought to school after making arrangements with the classroom teacher. It is requested that the treats be store bought healthy snacks or juice (see Food in Schools).

Clubs and Organizations

Many community based clubs and organizations are available to Banting students. These include: Cub Scouts, Boy Scouts, Girl Scouts, Brownies, and 4H. Some team sports are also available.

Communicable Diseases

Illnesses such as pink eye, chicken pox, impetigo, flu, strep throat and others are communicable, especially in their early stages. Children with rashes, fevers, vomiting and/or diarrhea should be kept home 24 hours after symptoms subside. This is for the ill student's benefit as well as other students. Children with chicken pox may not attend school until all pox lesions are dry and crusted. Students with head lice will be required to go home and may not return until they are treated.

Communication Procedure

The School District is committed to working closely with parents and guardians to resolve issues and concerns in a way that is mutually agreeable. Please follow these steps when you have a concern, question, or problem that needs attention.

- First, contact the teacher. If there is a serious issue, you may wish to schedule a meeting.
- If no resolution has been reached, or if your concern is school wide, please contact the principal.
- If resolution is still not reached, please contact the Area Administrator at 970-1012.
- Unresolved issues may be appealed to the Superintendent of Schools at 970-1012.
- The final step in the district appeal process is a written appeal to the Board of Education.

Conferences

Planned conferences are an important component of student success. Parents are encouraged to request conferences any time an issue develops regarding their child's academic or behavioral performance at school. Regularly scheduled conferences are planned during the year by school staff. Teachers will communicate with parent of scheduled dates and times.

Daily Schedule

8:05 a.m.	Breakfast
8:20 a.m.	Supervision begins on the playground for grades 1-5 Kindergartners wait in the foyer or in the lunchroom
8:35 a.m.	First bell, all classes
8:40 a.m.	Second bell, classes begin
3:25 p.m.	School is dismissed

Day Care

Before and after school child care is provided through a partnership with Banting and Waukesha Parks, Recreation & Forestry Department which will include Banting's Cool Afterschool Program, Before School Kid Fit Program and the "Day-off" activity days. Banting students are eligible to receive a 50% reduction of the program fee if qualified for the reduced lunch program and registered by the deadline. Those residents qualifying for free lunches, Food Share, Foster Care Medicaid or SSI will receive a 75% reduction of the program fee if registered by the registration Deadline. Financial Assistance forms can be obtained from the school office.

For additional information, call WPRF at 262-524-3737 or Banting School at 262-970-1205.

Discipline Policy (SB Policy #5114)

Banting staff members have the authority and responsibility to maintain discipline in the classroom and on the playground. School discipline policies are established and enforced. When a student is having a problem, the staff member may: conference with the student, conference,

with the parent, use classroom disciplinary procedures, and/or refer the situation directly to the principal. **Banting's Behavior Plan can be found in Appendix 1.**

Doctor and Dentist Appointments

Parents are encouraged to make every effort to schedule these appointments outside of school hours. Please look at the school calendar for scheduled days off to plan for needed appointments. Should other days or times be needed, students will be excused for these appointments with a note from their parent/guardian.

Dress Code Policy (SB Policy #5132)

Students are expected to conform to dress code policies as specified in our School Board Policy. Dress or grooming which is disruptive to the educational process will not be permitted. Clothing with inappropriate symbols, pictures, or wording is not allowed to be worn in school.

Emergency Drills

Banting School has plans for the following emergencies: fire, tornado, bomb, intruder/dangerous situation, and others. Fire drills are practiced once a month.

Emergency Information/Health Room Card

In case of an emergency, each student is required to have an emergency card on file at school with the following information:

- Parent/Guardian names along with complete and up-to-date home address
- Home phone and Parent/Guardian work phone numbers
- Emergency phone number(s) of friend or relative in case you cannot be reached
- Physician and Dentist names and phone numbers and medical alert information

This form will be sent home early in the year. Please keep the school informed of changes.

Emotional Behavioral Disability Class (EBD)

The Emotional Behavioral Disability program at Banting School serves children from the district that needs specialized assistance to be successful in the school environment. A team of professionals evaluates a child and determines that he/she should receive these services. Parents and teachers work together to design a school program tailored specifically for that child. The child will spend time in the EBD classroom and also in his or her homeroom. The EBD teacher and/or aide may also spend time in the student's homeroom.

English Language Learner (ELL) and English as a Second Language (ESL)

Banting has a very diverse student population. Students who enroll in our schools and need assistance in speaking English are served through the ESL program. Students receive support depending upon their ELL level. Students who have a lower English level receive more support from qualified ESL district staff.

Fees (SB Policy #3250)

For school fees, make checks payable to the *School District of Waukesha*. Payment for all children in one family may be included on the same check. Delinquent fees are turned over to the District office for collection. Please contact the principal if you would like to set up a payment plan that meets your family's budgetary needs.

Field Trips

Field trips within our city and to nearby points of interest are scheduled by various classroom teachers. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of our community. Parents will receive notices of field trips in advance of the scheduled trip date and will be asked to return signed field trip permission slip forms. Fees are collected from each student to cover expenses. The Banting PTO provides money per student to defray the cost of field trips. Parents are encouraged to chaperone field trips with their children when they are invited. Per district policy, background checks will be run on every field trip volunteer.

Field Trip Volunteer Guidelines – Refer to Appendix 2

Fifth Grade Promotion

The fifth grade class celebrates their achievements at Banting before they move. A committee plans the event, which usually includes a reception and a recap of their Banting experience.

Fighting (SB Policy #5114)

Fighting is strictly forbidden at school. Breaking this rule could result in an in-school or out of school suspension. *“Play fighting”* is not considered acceptable behavior. **Banting's Behavior Plan can be found in Appendix 1.**

Food in Schools

Because of potential exposure to unwanted contamination, Banting adheres to store-bought treats only in school. Homemade treats such as cookies or cupcakes cannot be distributed to students. Homemade food is allowed at PTO events as long as families follow the Food in Schools policy.

Friday Home Folders

Banting sends information home from the office on Friday. This folder is called the “Friday Folder.” Parents are expected to check this folder each week and keep up-to-date on the happenings at Banting.

Fundraising - See PTO page at the beginning of this handbook

The Banting PTO engages in raising funds to assist Banting staff, students, and families. Direct student participation maybe requested, but participation is voluntary.

Future Problem Solving

This is a team activity designed for 5th graders who are interested in stretching their minds. They learn new ways to solve problems and to work cooperatively. The team meets five to six times during the lunch hour, or before or after school. The team competes with teams from other schools in the Waukesha School District and the competition is held every other year.

Gifted and Talented (G.T.) Program

The Gifted and Talented Program provides services to students identified as exceptionally able in the areas of academics, creativity, leadership, or the arts. Identification of these students comes through standardized test scores, parent, and teacher recommendations. Services are provided in the regular classroom.

Good Guy Recess

At Banting we value attentive listening, appreciations-no put downs, the right to pass, and mutual respect. When students exhibit these values through their behavior they are invited to our quarterly Good Guy Recess. Students who do not get invited to Good Guy Recess have received some type of discipline referral. **Banting's Behavior Plan can be found in Appendix 1.**

Harassment (SB Policy #4111)

The School District of Waukesha does not tolerate harassment due to race, gender, age, religion/creed, sexual orientation, color, pregnancy, disability, or national origin by employees, volunteers, or students. Please ask if you would like a copy of this policy.

Hat Parade

Each spring Banting students follow the Horning marching band as they march around our school. The Hat Parade is another one of those fun Banting traditions where students make silly hats, enjoy marching with the band and end up with a concert on the lawn, weather permitting.

Head Lice (SB Policy #5141.3)

Students found to have head lice will be required to go home and must be treated before returning to school. All siblings of a lice infected student will also be sent home, as effective treatment requires all household members to be treated. Clothing must also be changed before returning to school. The health room assistant will send home information on methods of treatment and household decontamination home with the student.

Health Room (SB Policy #5141)

The school district provides an aide to care for the students. This person is not a nurse. He or she addresses first aid and emergency situations, which may arise during the school day, not existing health situations. Occasionally, a Red Cross trained volunteer will staff the health room. Written notification of any first-aid interventions will be sent home with the child.

Homework Policy – Refer to Appendix 3

Homework is very important to student achievement. It is an extension of the learning that takes place in the school. Homework can provide practice and a drill that reinforces classroom study, research and creative thinking. A “Homework Policy” has been established at Banting and can be found in Appendix 3.

Hoop Shoot

The Hoop Shoot is a basketball free throw event sponsored by the Waukesha Elks Club and is usually held in December. This is not a school or district sponsored event. Students have the opportunity to participate on a voluntary basis. The Banting winner proceeds to the next level of competition in the Elk's contest.

Human Growth and Development

In grades 4 and 5, students will participate in a district wide program presented by classroom teachers. The program is instruction of the developing body and changes students may experience; it is designed to create discussion with parents. Parents will receive notification prior to class and will have the opportunity to review all materials in advance. Parents will have the option to request that their child not participate.

Illness and Injury

In case of illness or injury a student will be cared for temporarily by a staff member and first-aid will be administered. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, then the student will be taken to the hospital emergency room. Remember, an emergency card should be on file at the school with parents' phone numbers, emergency contact information and signature. Please pick up your ill child promptly. Please refer to Appendix 4 if you have questions about "Is your child too sick for school?"

Immunizations

State law requires that every student produce evidence of up-to-date immunizations for diphtheria, tetanus, whooping cough, polio, MMR (measles, mumps, and rubella), hepatitis B, and chicken pox. If needed, contact the health room aide for specific requirements.

Individualized Educational Plan (IEP)

This is a written plan for children with identified special education needs. The IEP is developed in conjunction with the child's parents, teachers, and district specialists. It is reviewed annually.

Insurance

The school district does not carry insurance to cover injuries incurred at school or to and from school. If you do not carry your own insurance, it is wise to purchase coverage that is offered through a separate carrier by the school district. The insurance form is available at the beginning of the year for you to fill out.

Kindergarten

Children entering kindergarten are required to be five years old on or before September 1st of the year they are enrolling. Registration takes place in January. Orientation takes place in the spring. Parents must bring a birth certificate, proof of residency, and immunization records to enroll.

Kindergarten for 4 year olds

The 4K "Future 4 Waukesha" program will be community and school based. Community partners such as area preschools, private schools, childcare programs, etc. currently provide District 4K classrooms. 4K classrooms are available at limited district sites in addition to the community partner sites. 4K is a voluntary, comprehensive child development program providing an enrichment opportunity for all four-year-old children and their families prior to 5-year-old kindergarten. 4K programs operate Monday through Friday.

Learning Disabilities Program

This program is designed to work with students who have average to above average intelligence, but may have difficulties remembering, processing, or understanding information. Students are mainstreamed into their class and work in the LD resource room for the subject(s) in which help is needed. These students are given review work and alternative approaches to learning.

Leaving School (SB Policy #5113)

Students are not allowed to leave school during school hours without written or verbal permission from their parent or guardian.

Library

The Banting library is open to students during school hours Monday through Friday. It is supervised by the library aide. Students may come to the library as often as they need and may use the facilities to read, research, study, or work on special assignments. There are no overdue book fee charges. Students will be expected to pay for lost or damaged books. Parents may check out books under their child's name.

Loitering

Students should leave school promptly after classes or activities. There is to be no hanging around before or after school. There is before and after school day care provided at Banting through the Waukesha Parks, Recreation & Forestry. Students who no longer attend Banting or visitors are permitted into the school only after registering in the office.

Lost and Found

Clothing found in or near the building is placed in the lost and found near the health room. Glasses, jewelry, keys or any other articles of value are kept in the office.

Lunch

Children may bring a daily bag lunch; milk is available for purchase. Hot lunch is also served. Please send lunch money in an envelope labeled with the child's name and his/her teacher's name, along with how many meals are to be purchased. Students pay for second helpings if they request them. Money may be sent daily or you may pay for meals in advance. **There is an on-line payment option at <http://www.pay4lunch.com/cafeipay.aspx>.** The lunch program uses a computerized system. Students memorize a PIN (Personalized Identification Number). Menus will be sent home with students and will be posted on our website. Free or reduced lunch applications are available in the office.

Lunchroom Rules

The same general rules for behavior apply in the cafeteria as in the classroom. Students are encouraged to speak to their friends during lunch in a soft voice, and they must keep their hands to themselves. Student council developed the following lunchroom rules:

- Respect everyone.
- If you do not have a ticket, you go to the end of the line.
- Use good table manners.
- Use appropriate language and noise level.
- Don't get up until you are dismissed.
- Pick up your trash.

Make-Up Work

The school will provide the make-up work for excused absences. Students or their parents are responsible for requesting the make-up work. The teacher should be given advance notice so planned assignments can be given, completed, and returned promptly. The school is not obligated to provide make-up work for unexcused absences.

May Day Baskets

Around May 1st, Banting students make homemade May Day baskets and deliver them to the

neighborhoods around Banting. We do this each year to help students develop a larger sense of community and to promote the great students that attend Banting School!

Medications Policy (SB Policy #5141.2)

When, under exceptional circumstances, a student is required to take oral medication during school hours, there must be a Physicians Authorization of Medication form or Parent Authorization for non-prescription or short-term medication, on file. These forms are available in the office or on line in the “forms” section of this document. The principal or his/her authorized designee will administer the medication. Medication should be brought in its original container. *Do not send any medications to school with your child.*

Music

All students at Banting School are enrolled in music classes. All classes meet twice per week with a qualified music specialist. The music program provides an opportunity to develop music skills through various experiences involving singing, playing instruments, listening, movement, and music reading.

Newsletter

A school newsletter containing items of interest to students and parents/guardians will come home in the Friday Folder typically at the beginning of each month. Classroom and individual notices will be sent home periodically. It is the parents’ responsibility to read these items.

Noon Hour Secretaries

Volunteers from the 5th grade commit to help in the office one lunch hour period per week all year. Responsibilities include answering the phone and directing visitors. Students must be dependable and reliable; in turn students gain trust and self-respect.

Obstacle Course

Classrooms participate in this event during the spring as part of the physical education class. The students are asked to complete the course going over, under, and around various obstacles set in their path. The physical education teacher designs the course.

Open House

Traditionally Banting holds their Open House a few days before school begins. The purpose of our Open House is to provide a time for students and families to meet the classroom teacher and check out the room. Oftentimes, teachers have just started back to work so classrooms are typically “under construction.”

Parent Volunteers

Banting Elementary School considers its parent/friend volunteers as a very special resource. Parents/friends are encouraged to help in classroom programs and extracurricular activities. Please call the office or contact your child’s teacher to share your time or skill. Per district policy, background checks will be run on classroom volunteers.

Pets (SB Policy #5141.3)

Per school board policy, no pets of any kind are allowed at school without permission. Teachers may give special permission for pets to be brought to school as a part of a special activity. However, under no circumstances is a potentially dangerous pet allowed on school grounds.

Phone Directory

Every year the Banting PTO prepares a phone directory that lists the names, addresses and telephone numbers of students, their parents/guardians and e-mail addresses. A note goes home early in the year for families to indicate whether or not they prefer to be part of the directory. The information in this directory is not to be used for business contacts or personal gain.

Photographing and/or Videotaping of Students Policy (SB Policy #5125)

In the course of a school year, groups of students are occasionally videotaped and/or photographed in classroom situations, during fine arts performances, on field trips, for teacher training, etc. The resulting photo and/or videotape may be used in a variety of ways: to promote the school district, individual school or specific programs to the community; to instruct students or staff members, or to orient new parents, staff and students. The final product could also take a variety of forms: photo displays, slide presentation, newspaper articles, pamphlets, website photos or videos or video program. Pursuant to the Family Educational Right and Privacy Act and State Statute 118.125 (1)(d), any parent, guardian or eligible student (18 years of age or older) may inform the district of their desire that their child not be photographed or videotaped. Permission is granted or denied on the Banting Consent / Non Consent form each year.

Physical Education

The staff at Banting believes that physical education is an important part of the educational experience. The development and maintenance of a healthy body is essential for physical well-being and mental health. We attempt to create an atmosphere for the development of leadership, sportsmanship, and congeniality through our programs. Classes are held twice a week.

Pictures

Individual pictures will be taken sometime each fall. An order blank is sent home for each child. If you choose to order, pictures will be sent home with your child within eight weeks. Yearbooks/memory books that include all grades' pictures are available to purchase and are passed out to students at the end of the school year.

Playground Rules

Students are to remain on the playing field or blacktop play area during outdoor recess. When fields are too muddy, that area will be off-limits. Tackle football is never allowed. Other potentially dangerous games like skateboarding, king of the mountain, snowball throwing, and piggyback riding are not permitted. Misuse or destruction of playground equipment will not be tolerated.

Playground Supervision

School staff will supervise the playground beginning at 8:15 a.m. Prior to that time, students should not be on the playground. Other supervised playtimes are the morning recess (1st-3rd), noon period, and afternoon recesses. The playground is not supervised after school. Students are expected to leave the premises immediately after dismissal. **Banting's Behavior Plan can be found in Appendix 1.**

Popcorn

When available, students can purchase popcorn during the afternoon recess for 25 cents. Fifth graders use this as a fund raiser.

Problem Solving Team (PST)

The PST is a group of professionals who meet to help teachers and parents with issues related to student needs in academic and social/behavioral areas. The steps of the meeting include; defining the concern, analyzing the concern, brainstorming solutions and developing a plan. The goals are to establish a feasible plan, determine who will do what, identify how we will measure progress and schedule a follow up meeting to review progress.

Progress Reports and Web Grader

Progress reports are sent by teachers in grade 4-5 to indicate a student's need for improvement. This is to give students and parents time to address the problem prior to the end of the quarter. The reports are created directly from our online grading <http://www.clihome.com/wg/home.asp>.

Promotions and Retentions (SB Policy #5126)

Promotions and retentions are based on an evaluation of academic, physical, social and emotional growth. Parents will be involved in retention discussions but the final decision rests with the building administrator.

READ 180

READ 180 is a reading intervention model for fourth and fifth grade students struggling in reading. The *READ 180* structure provides a simple way to organize instruction and classroom activity. Students break into three small groups that rotate through three stations. The stations include: independent reading, instructional computer software, and small group instruction.

Recess Weather Policy

Decisions to have outside recess during cold weather depend on the temperature and the wind chill factor. With Banting's SMART weather site on our roof, we have up-to-date, accurate information. Students at Banting stay inside when it is raining, when the temperature or wind chill is below zero.

Release of Records (SB Policy #5125)

In accordance with the Family Educational Rights and Privacy Act of 1974, certain information from the students' records are exempt from the Wisconsin Public Record and Property Law and shall not be released as "Public Record." However, directory information, which includes a student's name, address, and telephone number, is released to the Parent- Teacher Organization (PTO) for purposes of organizing volunteers, fundraising and scheduling events. General video taping (for example, student concerts) is also done without specific parent permission. This information will be released unless you, the parent/guardian, inform us **IN WRITING**, within 10 school days of this notification of any or all of the items you **DO NOT** wish to be released without prior written consent.

Report Cards

Report cards are issued following the completion of each trimester. Please carefully review your child's progress and contact school if you have questions regarding grades. You may call the school at any time and arrange an appointment with your child's teacher. Fourth and fifth grade parents can log into Web Grader to view their child's grades at <http://www.clihome.com/wg/home.asp>.

RSVP – Retired Senior Volunteer Program

Starting in the fall of 2008, RSVP will be matching senior citizens to assist students at Banting. If you or someone you know would like to volunteer (55 or older), stop in the Banting office and pick up a volunteer form or contact the school office at 970-1210.

Safety Patrol

Grade 5 assists with the safety of Banting school children. Any 5th grader can sign up to volunteer for the program but they must show dependability, responsibility, and be committed to the welfare of others. These students must be available before school, at noon hour, and after school for approximately 20 minutes.

School Safety

For the safety of our children, school doors will be locked during the day. There is a buzzer at the front and back door. District policy requires all visitors to register in the office whenever in the building. Parents and visitors are asked to wear ID badges that they can get from the office upon registering.

School Store

Fifth grade students run the school store. It is located in the lower level by the front entrance. Once a week during lunchtime, students are able to purchase school supplies at reasonable prices.

School Supplies

Each grade level will furnish students with an exact list of supplies needed for the semester. These supplies are usually easy to obtain. A basic list could contain: pencils, ruled paper, crayons, scissors, and washable glue. Each year the supply list is posted on the website.

Serious Incident Report

At Banting we value attentive listening, appreciations-no put downs, the right to pass, and mutual respect. When students do not exhibit these behaviors, there are more serious consequences. For major or repeated infractions of school rules, students receive a "serious incident report". A serious incident report could be used for documentation purposes and/or consequences. Consequences may range from a loss of recess to an in or out of school suspension. Serious incident reports are expected to be signed by the parent and returned to the office. Students who receive a serious incident report are not invited to the quarterly Good Guy Recess. **Banting's Behavior Plan can be found in Appendix 1.**

600 Minutes Reading Program

This is a program sponsored by Great America Theme Park in Gurney, IL. Students are encouraged to read 600 minutes, and have the time documented at home. This is to be completed within a time frame that is announced at school. All students who choose to participate and complete the requirements are given a reduced price admittance pass to Great America.

Social Worker

The primary responsibility of the school Social Worker is to help handle and develop background information for the families that are referred for exceptional education evaluations. The Social Worker also provides services to families through consultations on behavioral problems, facilitating parent groups, and helping parents find community resources. The Social Worker may also meet with children individually or in small groups when problems occur that may affect academic progress.

Speech/Language

Children who are identified as having a speech and/or language problem, exhibit difficulty with articulation of speech sounds, voice or language problems (difficulty understanding language or verbally expressing themselves). Evaluation by a speech pathologist determines need for service.

Spirit Days

Student Council creates a number of spirit days throughout the year, typically on Fridays. Refer to the Banting family newsletter for specific dates to mark on your calendar.

Standardized Testing

Standardized tests are administered to students throughout their years in school. Results, which are used to evaluate student progress and provide information about the effectiveness of our school's programs, will be made available to parents once we receive them. You can undoubtedly assist us in this area by ensuring early bedtimes, healthy eating, and proper school attendance everyday. Listed below are the various tests used in our school district.

- Wisconsin Knowledge and Concept Examination
The WKCE will be administered to 3rd, 4th and 5th graders sometime in November. The WKCE is the testing instrument used statewide for students in grades 3-8, and 10th.

Student Council

The purpose of the Student Council is to provide first hand experience for students in the methods and procedures of democratic government. Members volunteer and serve as student advisors.

Student Records (SB Policy #5125)

Specific records are kept on each student in the main office. There are five different records that parents can refer to at some time in the year by requesting an appointment with the teacher or principal. The records include the student's permanent academic record, grade report cards, fees owed, standardized test results, and daily attendance records.

Student Teachers

Occasionally, university or college trained students are assigned to classes to gain necessary practical teaching experiences. They have completed all required courses through their university and are ready to practice their craft under the careful monitoring of an assigned teacher. Student teachers work with classes for nine weeks. Mentor teachers receive training to help their student teacher succeed.

Study Skills

Specific study skills and techniques can make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

- Come to class prepared with paper and pencil.
- Be an active participant in class. Listen well and take part in class.
- Ask questions to clarify problems.
- Plan your day, and schedule time for homework.
- Use what is learned, and apply it to new situations.
- Strive to do your best work. Just "getting by" is not a worthwhile goal.
- Third through sixth grade students must maintain an assignment notebook.

Substitute Teachers

Students are expected to be extra courteous to substitute teachers. Any misconduct will be dealt with immediately.

Summer School (District)

District Summer school is available to help improve student learning in selected subject matters. Summer school locations are announced in the spring. Any costs associated with summer school are listed with each subject matter offering. Banting also offers summer school as a targeted intervention for specific students needing assistance.

Suspensions (SB Policy #5114)

Suspensions from school are given by the principal for flagrant infractions of school rules and policy. Suspensions are used as a last resort. Only the building administrator administers suspensions. Suspensions may be in or out of school. **Banting's Behavior Plan can be found in Appendix 1.**

Swim Team

Grades three through five are encouraged to join our swim team. Practices take place at a local pool once a week for 4-6 weeks and are set up by the coach. The competition is held on a Saturday. Invitations to sign up are announced at school and in the school newsletter.

Talent Show

All students are invited to audition for the end of the year talent show. Acts are limited from each grade level. Rehearsals are done at home, and the performance is usually the last day of school. Parents are invited to attend the show.

Tardiness (Policy #5113)

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instructional time. Students arriving after 8:40 a.m. are considered tardy and must report to the office for a pass to get into class. Repeated tardiness can result in truancy.

Telephone

The office telephone is a business phone and is not used by students, except for an important or emergency reason. Students are not allowed to use the phone to make personal arrangements (like going home with a friend). Each classroom has a telephone for safety reasons. Each teacher has 24 hour voice mail where messages can be left. Individual classroom teachers' numbers will be published in a newsletter and on the website. Use the attendance line for absences. A listing of district phone numbers are available on the district's website at www.waukesha.k12.wi.us.

Title I

Title I is a federally funded program that provides assistance to students who struggle in reading or math. Title I involves providing services to students in addition to the instruction they are already receiving in their classroom. Title I seeks to involve parents in programming as well.

Town Hall

Town Hall is a district wide project for fifth graders that encourages citizenship and participatory democracy. Students act as legislators by researching issues, drafting proposals, lobbying, and advocating. This activity alternates yearly with Future Problem Solvers.

TRIBES

Banting is a **Tribes Learning Community** that creates a safe and caring environment in which all kids achieve! Students achieve because they feel included and appreciated by peers and teachers; are respected for their different abilities and cultures; are involved in their own learning; and have positive expectations from others. The learning of academic material and self-responsible behavior is assured because teachers utilize methods based upon brain-compatible learning, multiple intelligences, cooperative learning and social development research. Our school and classroom rules include:

- Attentive Listening
- Appreciations – No Put Downs
- Participation – Right to Pass
- Mutual Respect

Truancy (SB Policy #5113)

In accordance with state law, all children between six and 18 years of age must attend school unless they have an excused absence. Truancy is defined as any absence of any portion of a school day or absence for one or more days from school during which the principal has not been notified in writing or by phone of the reason for the acceptable absence by the parent or guardian of the pupil who is absent. In the case of truancy, strict procedural steps will be followed. Tardiness that is not excused shall be considered truancy.

Use of Tobacco and Alcohol (SB Policy #1331)

School Board Policies and State Law Prohibit the Use Of Tobacco, Alcohol Or Other Drugs On All School Property! Clothing advertising alcohol or tobacco products is likewise not allowed. The use of tobacco products by adults who are participating in school related activities (field trips) are also prohibited. Your cooperation is appreciated.

Valuables

Common sense would best determine what valuables to send to school with the students. The staff is not responsible for students' valuables. In rare circumstances, the students can register their possession at the office for safekeeping.

Visitors

Parents are welcome and are encouraged to visit the school. We ask that everyone begin their visit by registering in the office. A visitor's pass will be issued. This is a policy to protect our students from unwelcome visitors. Failure to register at the principal's office may create a delay.

Walking Students

Students who walk to school should come straight to school, remain on the sidewalks, respect other people's property, and cross at crosswalks. Frequently review all safety rules with your child. Students should walk with a friend and never accept a ride with a stranger. The School Safety Patrol will assist walking students at busy intersections 15 minutes before and after school.

Web Site

The school district has an informational web site <http://www.waukesha.k12.wi.us> to access information at your convenience. Banting's website is <http://www.waukesha.k12.wi.us/banting/>. Banting's PTO website is <http://www.waukeshaschools.com/banting/pto/home.html>.

Withdrawals or Moving

Notify the school office in writing of the student's last day of attendance and new address. Teachers and staff will summarize the student's progress and prepare the file. All records sent through the School District of Waukesha's central office are sent directly to the new school.

Yearbook/Memory Book

At the end of the year, a memory book is made available to families for purchase from our school photographer. It includes group classroom pictures and various pictures from clubs, organizations, and school activities.