

***WINSKILL***

***ELEMENTARY***

***SCHOOL***



**PARENT-STUDENT**

**HANDBOOK**

**2023 - 2024**





## **VISION STATEMENT**

**We strive to create high levels of learning in a welcoming, collaborative environment that nurtures personalized success for all Flying Arrows.**

## **MISSION STATEMENTS**

**Welcoming** - We stand to provide a safe, inviting, and supportive environment.

**Collaborative** - We stand to build relationships that focus on a shared responsibility for continuous school improvement.

**Personalized Success and High Levels of Learning** - We stand to support individual growth with high expectations to develop lifelong learners.

## **COLLECTIVE COMMITMENTS**

As Flying Arrows, we will build supportive relationships, model a culture of respect, and reinforce kind, positive behaviors.

As Flying Arrows, we will celebrate our achievements, recognizing that effort and growth are demonstrated individually.

As Flying Arrows, we will strive for greatness by consistently setting high academic and behavioral expectations; promoting lifelong learning for future success.

As Flying Arrows, we will encourage communication that is relevant, empathetic, and open to different perspectives.

As Flying Arrows, we will build a welcoming environment we are proud of, where everyone feels emotionally, physically and intellectually safe.

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## INTRODUCTION

Dear Parents,

We welcome your child to the Winskill Elementary School. If you looked through our district vision statement, you will see what we are all about here at Lancaster Community Schools.

I look forward to leading this building to new heights each year. I always strive to get better every day and I assure you our teaching staff does as well. We are all here for the purpose of helping our students grow academically, socially, emotionally, behaviorally, etc.

The purpose of this handbook is to help you become better acquainted with the school. Contained in this handbook are descriptions of activities, rules and regulations, and ideals that promote standards of excellence.

I look forward to working with parents in a collaborative effort to help you help your child grow to achieve high levels of success.

If you have any questions, just let me know.

Kind Regards,

Brad Sturmer  
Principal

**WINSKILL ELEMENTARY SCHOOL STAFF  
2023-2024  
Brad Sturmer, Principal**

**Office Personnel:**

Mr. Sturmer	Principal	Mrs. Kirschbaum	Secretary – Office
Mr. Campbell	Special Education Director	Mrs. Klein	Secretary - Office
Mrs. Walker	Nurse (ECE-12)		

**Classroom Teachers:**

Mrs. Marenas	Early Childhood	Ms. Enloe	Grade Three
Ms. Boughton	4 Yr. Old Kdgn.	Mrs. Kirschbaum	Grade Three
Mrs. McWilliams	4 Yr. Old Kdgn.	Mrs. Muldoon	Grade Three
		Ms. Wagner	Grade Three

Mrs. Kamps	Kindergarten	Mrs. Bailie	Grade Four
Mrs. Martins	Kindergarten	Ms. Feller	Grade Four
Mrs. Mezera	Kindergarten	Mrs. Moefu	Grade Four
Mrs. Straka	Kindergarten		

Mrs. Cooley	Grade One		
Mrs. Ingebritsen	Grade One		
Mrs. Langkamp	Grade One		
Mrs. Lindholm	Grade One		

Mrs. Adams	Grade Two		
Mrs. Hinderman	Grade Two		
Ms. Marcue	Grade Two		
Mrs. Schaefer	Grade Two		

Mrs. Bussan	Grade Five
Mrs. Price	Grade Five
Mrs. Sperle	Grade Five

**Special Area Teachers:**

Mrs. McLimans	Art
Mrs. Sturmer	Music
Mrs. Post	LMC
Mrs. Vesperman	Secretary IMC
Mr. Chambers	Phy Ed
Mr. Bradley	Phy. Ed
Mrs. Fuerstenberg	SEL Interventionist
Mrs. Carlson	ELL

**Special Program Teachers:**

Mrs. Ralph	Math Interventionist
Mr. McLimans	Title I Reading Teacher
Mrs. Recker	Title I Reading Teacher
Mrs. Campbell	Special Education - Kindergarten
Mrs. Breuer	Special Education - 1 <sup>st</sup> Grade
Mrs. Needham	Special Education - 2 <sup>nd</sup> Grade
Mr. Rolland	Special Education - 3 <sup>rd</sup> Grade
Mrs. Kopp	Special Education - 4 <sup>th</sup> Grade
Ms. Powers	Special Education - 5 <sup>th</sup> Grade
Ms. Engelhart	Speech & Language
Ms. Hanke	Speech & Language
Ms. Winkelman	Speech & Language
Mrs. Peloquin	Occupational Therapy (ECE-12)

**Assistants:**

Mrs. Addison	Teacher Asst. – Sp. Ed
Ms. Addison	Teacher Asst. – Sp. Ed
Mrs. Bierman	Teacher Asst. – Sp. Ed
Mrs. Dressler	Teacher Asst. – Sp. Ed
Mrs. Harding	Teacher Asst. – 4 Yr. Old Kindergarten
Ms. Holman	Teacher Asst. – Sp. Ed
Mrs. Lolwing	Teacher Asst. – Sp. Ed
Mrs. McKelvey	Teacher Asst. – Kindergarten
Mrs. McEachron	Teacher Asst. – Sp. Ed
Ms. Moon	Teacher Asst. – Sp. Ed
Ms. Morris	Teacher Asst. –Sp. Ed
Mrs. Pauls	Teacher Asst. – Sp. Ed
Mrs. Pauls	Teacher Asst. – Sp.Ed
Mrs. Rogers	Teacher Asst. – ECE
Mrs. Vogelsberg	Teacher Asst. – Sp. Ed
Mrs. Wagner	Teacher Asst.-4-Yr. Old Kindergarten

**Maintenance/Custodial:**

Mrs. Bass	Custodian
Mr. Farrey	Custodian
Mr. Snider	Custodian
Mr. Reynolds	Maintenance
Mr. Robison	Custodian
Ms. Yanna	Custodian

**Kitchen Staff:**

Mrs. Blankenberg	Cook
Mrs. Clauer	Cafeteria Staff
Mrs. Coates	Cafeteria Staff

## **DAILY SCHEDULE**

<b>7:30 am</b>	<b>Breakfast is served</b>
<b>7:40 am</b>	<b>Students may enter the building</b>
<b>7:55 am</b>	<b>Tardy Bell, Attendance Taken</b>
<b>10:25 - 11:25</b>	<b>Kindergarten Lunch/Recess</b>
<b>10:50 - 11:50</b>	<b>Grade 2 Lunch/Recess</b>
<b>11:20 - 12:15</b>	<b>Grade 3 Lunch/Recess</b>
<b>11:35 - 12:25</b>	<b>Grade 4 Lunch/Recess</b>
<b>11:20 - 12:10</b>	<b>Grade 5 Lunch/Recess</b>
<b>3:00 pm</b>	<b>4-Year Old Kindergarten Dismissal</b>
<b>3:12 pm</b>	<b>Bus Student Dismissal</b>
<b>3:15 pm</b>	<b>Dismissal For All Other Students</b>
<b>3:20 pm</b>	<b>Buses leave Winskill</b>

**Students should not arrive at school before 7:30 a.m. and should be picked up between 3:15 and 3:25 p.m. as there is no direct adult supervision prior to or after that time frame. Students should plan to leave the school building and grounds promptly at dismissal time.**

\* On inclement weather days (below zero or rainy days), students will be allowed in the building at 7:30 am.

\*Students who eat breakfast may enter the cafeteria at 7:30 am.



## **ATTENDANCE**

Parents are required to call the Winskill Office (723-4066) by 9:00 am and by 12:20 pm for afternoon 4 Year Kindergarten if your child is going to be absent. You may report an absence by using voice mail, extension #104.

If a student arrives after 9:30am, he/she will be recorded as absent for the morning. If a student leaves before 2:00pm, he/she will be recorded as absent for the afternoon.

In order to insure the safety of all students, parents are encouraged to call at these times. If a call is not received, the secretary will call home or will call the additional numbers as indicated by parents on the information form completed at the beginning of the year. If we can't get a hold of anyone to ensure the safety of your child, the unexcused absence will be referred to the principal. A home visit will be made if deemed necessary.

Parents who will be going on vacation during the school year are asked to please send a note to the office requesting the absence two weeks ahead of time indicating the dates the student will be absent. This will give teachers enough time to prepare any work for the student.

The importance of attending school cannot be over-emphasized. In order to maintain a good learning sequence and pattern, students need to be in school. Parents' cooperation in promoting good attendance is essential to their child/children's educational program.

### **ATTENDANCE/TRUANCY POLICY**

#### **LANCASTER COMMUNITY SCHOOL DISTRICT**

#### **SCHOOL ATTENANCE/TRUANCY POLICY ADMINISTRATIVE PROCEDURE**

#### **Policy 431.1R**

- 1) "Truancy" means a pupil absence from school without an acceptable excuse for part or all of any day on which school is held.
- 2) A student will not be regarded as truant when parental explanation of an acceptable excuse or acceptable reason for the absence is given on the day of the absence or by the time the pupil returns to school.
- 3) Acceptable Board of Education reasons for which pupils may be absent (excused) by parent (or guardian) under Section 118.15 of Wisconsin Statutes, other than illness:
  - a) Evidence that the student is not in proper physical or mental condition to attend school an educational program. The district may request the parent or guardian to obtain a written statement from physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuse shall be made in writing and shall state the time period for which it is valid not to exceed 30 days.

- b) Attendance at a funeral, as deemed necessary by the parent or guardian.
  - c) A court appearance or other legal procedure which requires attendance of the students.
  - d) A quarantine as imposed by a public health officer
  - e) Special circumstances that show good cause which are approved in advance by the school attendance officer, or designee.
  - f) Suspensions from school
- 4) In addition, the parent or guardian may excuse a pupil for up to ten (10) days in a school year provided the excuse is in writing and is received prior to the absence. Examples of absences included in the ten (10) days would be hunting, attendance to State tournaments, college visits and family trips.

**Parent-Excused Absence:** In addition to the reasons above, a parent or guardian may excuse a student on up to ten (10) days in a school year **provided the excuse is made verbally or in writing and is received prior to the absence.** For a full day of absence, the Winskill Office message at 723-4066 extension 104 **before 8:00 AM** in emergency situations when you cannot provide written notice in advance. Examples of the types of activities for which a parent may excuse absence include: hunting, weddings, attending state tournaments, church functions, and family trips. Please note that the “ten days” means “part or all of ten days” **not** an accumulation of time equal to ten days.

### **BEVERAGES IN SCHOOL.**

The only beverage allowed for students is clear water. We have many water fountains throughout school to fill water bottles throughout the day, as well.

### **BICYCLES, ETC.**

Children may not ride bicycles on the school grounds during the school day. Bicycles must be walked on to school property from crossings and off of school property to crossings on school days. Bicycles are to be parked in racks and students are to stay away from other pupils’ bicycles. All bicycles are parked on the school grounds at the student’s risk. A bicycle safety unit is taught in early spring just before students begin riding again. Skateboards, Roller Blades, Wheeled Shoes, etc. are not allowed on school grounds before, during or after school.

### **BIRTHDAY TREATS**

If a child is bringing a birthday treat, parents must contact the child’s classroom teacher or the school office for an accurate number of children in the child’s class. We also ask that parents do not send latex balloons to school and that parents check with the school nurse

regarding possible food allergies in the classroom before sending treats. **Please consider non-food items, such as pencils, erasers, or stickers for classroom treats.** No home-baked treats or food items containing ingredients that may cause allergic reaction will be allowed in identified classrooms.

### **BUS TRANSPORTATION AND RULES**

Imperative to a safe and effective transportation program is proper student behavior while riding school buses. Listed below are the basic rules of behavior for all student riders. Students shall be properly advised of the rules and drivers shall enforce them strictly and consistently at all times. Disregard for bus transportation rules may result in suspension of riding privileges for a period of time as deemed necessary by the Principal. The same rules apply to students riding a bus on an educational trip.

1. Students will walk from school to the bus.
2. Students will listen to their bus driver at all times.
3. Students will use voice levels of 0, 1, or 2.
4. Students will respect the personal space of others.
5. Students will remain in their seats at all times while bus is moving.
6. Students will make sure to keep their area clean.
7. There will no eating or drinking on the bus.

Parents of bus riders should contact the bus driver or the bus barn when their child is not riding the bus to school or home after school dismissal. Parents of bus riders who are not riding the bus home should send a note to the Winskill Office indicating where they are to go or who will be picking them up after school. Also, if a bus rider is to ride a different bus or is not a regular bus rider, but wishes to go home with a bus student, parents are asked to send a note to the Winskill Office requesting permission to do so.

### **CANDY/GUM/SODA**

Candy and gum are not necessary at school except in situations such as special treats at room parties. Sodas are not allowed to be consumed during the school day on school grounds. Please consider this when packing lunches. Treats cannot be eaten on the way home on the bus.

### **EDUCATIONAL TRIPS**

As budget allows, educational trips similar to those taken in previous years will again be planned for the coming school year. Some of these trips will be making use of our own community resources. Parent Reminders during the school year will keep you informed of such activities.

## **FEES for the 2023-2024 School Year**

-Milk K-5	\$36.00 per semester
-Milk to take with cold lunches	\$.40 per carton
-School Breakfast	\$1.40 per day \$126.00 – 1 <sup>st</sup> Semester \$126.00 – 2 <sup>nd</sup> Semester \$252.00 - Yearly
-School Lunch	\$3.25 per day \$292.50 – 1 <sup>st</sup> semester \$292.50 – 2 <sup>nd</sup> semester \$585.00 – Yearly

\*\*Every student will receive a free activity ticket. This provides admittance to High School Sporting Events.

### **FRIENDS OF WINSKILL**

Friends of Winskill is a parent, teacher, and support staff organization. Any parent, teacher, support staff, or community person is a welcome member. Its focus is to provide volunteers to support school activities, share information on new teaching techniques and programs, and provide a means of communication between parents, school, and the community. Friends of Winskill will have a meeting each month this school year except for the month of December. Their meetings dates and times will be announced in the monthly Parent Reminders. Hopefully many of you will be able to attend and lend your support to this very worthwhile organization.

### **GUIDANCE**

Guidance services are available for every student in Winskill. These services include individual and group counseling, interpretation of test scores, study helps, help with home, school, and/or social concerns, or for any other reason the student feels he/she would like to talk with the counselor.

## HEALTH – SCHOOL NURSE

### Guidelines for when to send your child to school when ill

Your child is too ill to go to school if he or she has any of these signs:

- ♣ Seems very tired and needs bed rest
- ♣ Has vomiting or diarrhea-May return after 24hours of being symptom free
- ♣ Becomes short of breath or is wheezing
- ♣ Has a cough that disrupts ability to learn or concentrate
- ♣ Has distracting pain from earache, headache, sore throat or recent injury
- ♣ Has drainage from eye(s), red or itchy eyes that distract from student learning
- ♣ Breaks out in a rash; not all rashes require that a child stay home from school so check with your medical provider
- ♣ Fever- Your child should not go to school if his temperature is above 100.4°F. They may return when Fever has been gone for 24hours without the use of fever reducing medications.
- ♣ Your child should stay home from school if he has a contagious disease. A contagious disease is one that can be spread by close contact with a person or object. Examples are: chickenpox, flu, vomiting, diarrhea, colds, strep throat and "pinkeye", COVID-19. A disease may be contagious before the child shows signs of illness. It is very hard to prevent the spread of some germs, especially in a school classroom. Good hand washing will help prevent the spread of germs
- ♣ If your child has a contagious disease, ask your doctor when he may return to school.

### Student Illness/Accidents

The school has a health/first aid room adjacent to the office that is equipped with a cot and first aid supplies and is available for use when children become ill or incur minor injuries such as abrasions, small cuts, nosebleeds, etc., while at school. The parent will be notified if necessary. In cases of student illness/injuries of considerable consequence, parents are contacted so they may pick up their children to take them home or to a medical facility.

Our student insurance program covers any student injured on school property during school hours. Student accidents should be reported to the school within 20 days and medical treatment must begin within 60 days. The parents should inform the nurse if they

know their child has been injured at school and the parents have taken their child to the doctor or dentist.

### **Emergency Health Information**

Parents are asked to complete an Emergency form and return it to the school before the start of the school year. Information on the form includes home and cell phone numbers, emergency contact, health problems the child has, if any, and directions as to handling emergency child illnesses and injuries, etc. **It is most important that the school has this information and that it is current at all times.**

### **Screenings**

Vision and hearing screenings will be conducted throughout the school year. Also, any students will be screened for whom the parents or teachers request screening. If there is a problem with the screening, the parents will be notified and expected to take the student to the appropriate health care provider for a professional evaluation. Please notify the school nurse of the evaluation's outcome.

Since she has to spend time at all 3 schools; the nurse cannot always be reached by phone although her office is in Winskill. To call the nurse at Winskill or to leave a voice message, dial 723-4066, ext.# 106.

### **Immunization Policy**

State law requires that every child attending school must be properly immunized against certain diseases (rubella, measles, polio, and DPT/DT/TD). Parents must make arrangements to have their child receive the first dosage of any needed immunizations **within 30 days** after the start of the school year, or the school may exclude your student until compliant. Exemptions to immunizations can be obtained for medical, religious, or personal conviction reasons. The school nurse is responsible for keeping records, which document that every student is properly immunized, and she will contact parents when there are any problems concerning their child's immunization records.

### **Medication Policy**

All medications to be dispensed during school should be taken to the nurse. Prescription medication must be accompanied by a medication request form signed by the attending physician. Non-prescription medication must be accompanied by a medication consent form signed by the parent. A phone call for the first day's dosage is acceptable, but a signed permission form must be on file before medication can be given the second day. Forms are available from the school nurse.

## **INCLEMENT WEATHER**

Dressing appropriately for the weather conditions: Children are often required to take part in outdoor activities during the school day. Parents should make sure that their children are dressed properly so that they can participate in recess activities lasting anywhere from 10 to 30 minutes. For cold weather, children should wear hats, gloves or mittens, and

boots, along with their coats. Outdoor activities will be canceled on days with extreme weather conditions.

### **INSTRUCTIONAL MATERIALS CENTER (I.M.C) GUIDELINES**

All students are encouraged to make use of the Winskill I.M.C. There are specific rules for using reference books, magazines, books, other media, and equipment. A librarian is on duty at all times to help students. Learning how to use the I.M.C. is taught in regularly scheduled classes by the school librarian. There are no fines for overdue books, but damaged or lost material must be paid for at replacement cost.

The following is a list of important points for parents:

1. Parents may check out books for themselves or their children.
2. I.M.C. hours are 7:35 am to 3:30 pm weekly.
3. Care of Books – Have a special place to store the books at home.
4. Talk with your child about the books he/she checks out. Show an interest in his/her books and what he/she is reading.
5. Children enjoy being read to and reading to others. Both activities are essential to developing good readers.
6. Set an example for your child. Read and enjoy books yourself.
7. Parents are always welcome in the I.M.C.

### **KID'S COURTYARD**

Winskill is fortunate to have the Kid's Courtyard, a community playground, located on the grounds. Students and parents are reminded that the same rules apply to the Kid's Courtyard before, during, and after school as the other Winskill equipment and playgrounds.

### **LUNCH, BREAKFAST AND LUNCHROOM PROCEDURE**

Breakfast and lunch menus are sent home monthly and available on our school website [Lancastersd.k12.wi.us](http://Lancastersd.k12.wi.us). Breakfast is served before school beginning at 7:30 AM and concluding at 7:55 AM.

Students should deposit lunch money in to the office in an envelope with the name of the student.

Students who bring cold lunch may purchase milk or bring a healthy drink with their lunch.

Good manners and eating habits are expected from students. Students are encouraged to try all the food.

### **Milk Program**

Milk may be purchased for a milk break and/or lunch. The office will collect all milk break money paid on a semester or yearly basis. No refund for semester break or yearly milk break will be given.

### **School Food Service Payment Procedures**

In accordance with the directives of the USDA and the federally subsidized National School Lunch Program and School Breakfast Program.

Parents and guardians must plan for their child to have sufficient access to food at school on each school day and must actively monitor and manage their child's school food service account. In order to help parents and guardians meet these responsibilities and to ensure that school families are reasonably informed about the food-service options that are available to students, the District has established the following guidelines regarding food-service charges and student access to food at school.

A student will always be permitted to select and receive one of the standard school meal options if either of the following apply:

- a. The District has determined that the student is currently eligible to receive free meals at school; or
- b. The student has sufficient prepaid funds in his/her food service account, or enough money in hand, to pay for the meal on the day the meal is purchased.

If a student's family account balance becomes negative \$20.00, office staff will send a written notice. If a student's family account exceeds negative \$20.00 office staff will contact the building administrators who will work with the family to seek a remedy. If a balance exceeds negative \$40.00, students will no longer be able to charge on their accounts. All further purchases will be on a "cash on account" basis, until the balance is no longer negative.

Students who are denied a full meal due to insufficient funds in their account will be offered an alternate meal. Students may be denied the alternate meal if it is determined by building administration that they are abusing this privilege. Prior to the denial of this access, the office personnel will make attempts to contact the parents to indicate the need for a resolution.

Graduating seniors need to bring their accounts to a zero balance at the end of the school year. Balances of underclassmen are carried over to the following year. Graduating seniors who have a negative balance, and have earned a diploma, will not be allowed to go through the graduation ceremony.

Parents are strongly encouraged to submit free/reduced lunch application forms yearly, as well as when their household information or income changes. Applications can be submitted at any time of the year and are available at school and on our website.



## **PARENT/TEACHER CONFERENCES**

There will be two parent-teacher conferences with the dates listed on the calendar. Every effort will be made by the school to schedule these conferences at a convenient time for parents. All parents are urged to attend the conferences, since it is one of the best ways the teacher has to give parents information about their child's progress. If the parent or teacher desires additional conferences through the year, these can be arranged as the need arises.

## **PUPIL DISMISSAL DURING SCHOOL HOURS**

Parents should either call the office or write a note to have a student released while school is in session. If a call is made, the office will notify the teacher. Students will not be released to anyone who is not listed by the parent in the student information system. Parents/guardians may also give written or verbal permission to school staff as to whom the child may be released to. Students must sign out in the office to be dismissed.

## **SCHOOL DRESS**

Good grooming and appropriate dress helps students to maintain a positive attitude toward school and themselves. Students are encouraged to use good judgment when dressing for school.

During hot weather students may wear shorts that are neat, clean, and give a respectable appearance. We encourage parents to monitor this and make sure students dress appropriately for the weather. Parents' cooperation is appreciated.

All students must wear tennis shoes on physical education days. Girls in Kindergarten through grade five must wear either shorts or slacks under their skirt/dress.

## **SCHOOL STARTING LATE/EARLY DISMISSAL/ SCHOOL CANCELLATION PROCEDURE**

Due to inclement weather or other unpredictable circumstances, classes may be delayed, dismissed early or canceled. Parents should listen to the following radio stations for details: WGLR, WTOQ/WKPL, WDBQ/K-LYV, WJTY, KAT-FM, WDMP, WPVL, WQPC and TV stations: WMTV-Channel 15 Madison, WKOW-Channel 27 Madison, and WISCTV-Channel 3 Madison. School cancellations will also be posted on the District Web Page. **Winskill Students will be dismissed 15 minutes earlier than the time stated on the radio/TV.** Example: For a 1:00 dismissal student will dismiss from Winskill at 12:45 and the Middle School/High School at 1:00.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The rights and responsibilities listed here provide the basis for all other expectations and rules regarding student behavior and conduct in line with the belief that responsible behavior by all ultimately ensures others of their rights as individuals.

### **Basic right of each student:**

I have the right to learn in a safe environment, which encourages honesty and respect for self and others.

### **Three major student responsibilities stemming from the basic right:**

1. I will attend school – prepared and on time.
2. I will respect the rights of others.
3. I will follow the rules of the school and individual classrooms.

### **Ten rights of students:**

1. Each student has the right to learn.
2. Each student has the right to use school facilities and participate in school programs according to school rules.
3. Each student has the right to have access to a copy of all rules to which he/she is subject.
4. Each student has the right to determine his/her own dress as long as it maintains good decorum and a safe, favorable academic atmosphere.
5. Each student has the right to express his/her views and opinions in an appropriate manner and through proper channels.
6. Each student has the right to courteous behavior from other students and staff.
7. Each student has the right to be free from assault, intimidation, and harassment.
8. Each student has the right to hold property free from theft or damage.
9. Each student has the right to seek and obtain help regarding alcohol and other drugs from school staff members.
10. Each student has the right to learn in an atmosphere, which encourages honesty and respect for the rights and needs of all students and staff, and the respect of school property and school rules.

## **VISITING SCHOOL**

Parents are encouraged to visit their child's classroom throughout the school year. Visitors must contact the teacher in advance.

Any items for students can be left in the office during school hours.

**When visiting school, we ask that you use the office door to enter and exit. Please sign-in at the office and obtain a visitor badge upon arrival.**

## **WITHDRAWAL OF STUDENTS**

When parents are aware that their child will be withdrawing, they should notify the Winkill Office as soon as possible. This gives the classroom teacher an opportunity to fill out transfer forms. Parents should stop in the office sometime before moving to leave their new address and to help their child(ren) pick up their personal belongings. All school records will be forwarded by mail upon request from the school to which the student is enrolling.