

PORTAGE COMMUNITY SCHOOLS 2017-18



CLASSES BEGIN TUESDAY, SEPTEMBER 5th

For K through 6th grades, 9th grade and New Portage Academy Students

CLASSES BEGIN WEDNESDAY, SEPTEMBER 6th

7th, 8th, 10th, 11th & 12th grades, Returning Portage Academy Students, Second day for all other students

NEW STUDENTS: All parents/legal guardians of new students to the Portage Area who have not previously registered should do so as soon as possible online at the district website (www.portage.k12.wi.us) or in the District Registrar's office located at the John Muir Elementary School, 2600 Woodcrest Drive, Portage, WI (608) 742-3715, Please call ahead to make an appointment, if possible.

BUS REGISTRATION: Students who rode a bus last year (16-17 school year) will automatically be registered for the 2017-18 school year. Only students with changes (i.e. addresses) and new to the district will need to complete a bus registration form. The bus registration form is online on the district website at www.portage.k12.wi.us (click "Bus Transportation" under "District") or pick up a paper copy at the John Muir registrar office, Bartels Middle School or the Portage High School.

ALL STUDENT ABSENCES: All parents/legal guardians are responsible to call the school by 8:00 a.m. when your child will be absent, give the reason for the absence and send a note explaining the absence when the student returns to school.

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| PRE-SCHOOL | Please contact Teresa at (608) 742-3715 for openings and to register your child for pre-school. Children must be 4 years of age on or before September 1st. Please note: Each site may have additional paperwork/requirements. |
| ENDEAVOR Preschool | REGISTRATION August 15th 4:00 pm-6:00 pm Translator avail. (608) 587-2625 OPEN HOUSE August 31st 4:00 pm- 6:00 pm VISITATION/FIRST DAY September 5th 8:00 am SCHOOL DAY M-Th 8:00 am-11:15 am, Supply Fee \$20.00 |
| ALPHABET EXPRESS | Meet the Teachers Day September 1st (608) 566-5626 FIRST DAY September 5th SCHOOL DAY Morning Class M-Th 8:00 am-11:00 am Afternoon Class: M-Th 12:00 pm-3:00 pm Supply Fee \$30 Information will be sent to parents |
| HEAD START | OPEN HOUSE/SCREENING DAY: Individual times to be scheduled the week of August 28th (608) 742-5329 FIRST DAY September 5th SCHOOL DAY M-Th 8:00 am-3:00 pm, No Supply Fee |
| LEARNING TREE CHILD CARE CENTER | VISITATION DAY September 5th (608) 742-7035 FIRST DAY September 6th SCHOOL DAY Morning Class: M-Th 8:15 am-11:15 am Afternoon Class: 12:00pm-3:00 pm, No Supply Fee |
| LITTLE SCHOOL, INC. | Meet the Teacher Day August 31 (608) 742-2129 9:00 am for morning students, 1:00 pm for afternoon students FIRST DAY September 5th SCHOOL DAY 3-Day Morning Class: T, W, Th 8:05 am-11:30 am 4-Day Afternoon Class: M-Th 12:15 pm-2:50 pm Supply Fee \$30, Information will be sent to parents |
| ST. JOHN'S CHILD DEVELOPMENT CENTER | VISITATION Aug 31 Morning: 9:00am Afternoon: 1:00 pm (608) 742-9000 FIRST DAY September 5th SCHOOL DAY Morning Class: M-Th 8:00 am-11:00am Afternoon Class: M-Th 12:00pm-3:00pm, No Supply Fee Child care available before and after 4K |
| ST. MARY SCHOOL | Back to School Night Aug 28 4:00 pm-6:30 pm (608) 742-4998 First Day September 5th SCHOOL DAY M-Th 8:05 am-11:25 am Fridays and PM available at an additional fee Supply Fee \$50/student |

ELEMENTARY Registration for new and returning students will be completed online this year. Parents may complete the online process by using the link on the district website (www.portage.k12.wi.us) or by attending the building onsite registrations where they will be able to use a school computer to complete the online process with assistance. Supply fee is \$20.00 (required). The elementary supply fee includes your students basic school supplies your child needs for the school year. Elementary students only need to bring a backpack and gym shoes. The open house is a chance for all parents/guardians to orientate themselves with the schools and meet their child's teacher. Open House dates and times are listed under each school.

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| ENDEAVOR | Registration August 15th 4:00 pm-6:00 pm (608) 587-2625 Open House August 31st 4:00 pm-6:00 pm First Day September 5th, SCHOOL DAY 8:00 am-3:00 pm |
| LEWISTON | Registration August 15th 3:00 pm-5:00 pm (608) 742-2524 Open House August 31st 4:00 pm-6:00 pm First Day September 5th, SCHOOL DAY 8:00 am-3:00 pm |
| MUIR | Registration John Muir Cafeteria August 17th 12:00 pm-4:00 pm (608) 742-5531 or August 17th 5:00 pm-7:00 pm Open House August 31st 4:00 pm-6:00 pm First Day September 5th, SCHOOL DAY 8:00 am-3:10 pm |
| RUSCH | Registration August 16th 3:00 pm-6:00 pm (608) 742-7376 Open House August 31st 4:00 pm-6:00 pm First Day September 5th, SCHOOL DAY 8:00 am-2:55 pm |
| WOODRIDGE | K and 1st Grade Registration John Muir Cafeteria (608) 742-3494 August 17th 12:00 pm-4:00 pm or August 17th 5:00 pm-7:00 pm Open House August 31st 4:00 pm-6:00 pm First Day September 5th, SCHOOL DAY 8:00 am-2:55 pm |

MIDDLE SCHOOL REGISTRATION of all 6th, 7th and 8th grade new and returning (608) 742-2165 students will be completed online this year. Parents may complete the online process by using the link on the district website (www.portage.k12.wi.us) or by attending the building onsite registrations where they will be able to use a school computer to complete the online process with assistance held in the Middle School gymnasium.

REGISTRATION August 22nd and 23rd noon-5 pm
OPEN HOUSE August 30th 4:00 pm-5:00 pm
FIRST DAY September 5th for 6th grade and new students
FIRST DAY September 6th for 7th & 8th grade students
REGULAR SCHOOL DAY 7:55 am-3:15 pm

Student fees: All fines and obligations from the prior year must be paid before students are issued a schedule. Payable to Portage Schools. 6th and New Students \$22.75 Supply Fee (Chromebook Bag included) 7th & 8th Grades -\$6.75 Supply Fee (use last year's Chromebook Bag); Concert Band \$11 (to clean uniforms); Upon registration, payment of required fees, lunch fees and completion of necessary forms, students will receive their class schedule and handbooks, etc.

HIGH SCHOOL REGISTRATION all Grades 9-12 (High School Commons) Parents may (608) 742-8545 complete the online process by using the link on the district website (www.portage.k12.wi.us) or by attending the building onsite registrations where they will be able to use a school computer to complete the online process with assistance

REGISTRATION August 17th 10:00 am-6:00 pm
NOTE: School Pictures will also be taken at this time by Galley. Please have the necessary forms (which will be sent in August) completed when you register. Schedules, parking permits and other material will be given to students who turn in all the necessary forms.
OPEN HOUSE August 30th 4:00 pm-6:00 pm
FIRST DAY September 5th for freshman
FIRST DAY September 6th for sophomores, juniors and seniors
SCHOOL DAY 7:55 am-3:15 pm

Student fees: All fines and obligations from the prior year should be taken care of at registration. All fees are payable to Portage Schools. New Students to District Supply fee \$16.75 (Chromebook Bag included); 9-12 Returning District Students Supply Fee \$.75 (use last year's Chromebook Bag); Lock \$5 (required); Phy. Ed Lock \$5 (optional); Athletic Pass \$20 (optional); Yearbook \$55 (optional); Band \$19 (to clean uniforms, gowns & tuxedos); **Seniors only**- Project Graduation \$25 (optional). Upon registration, payment of required fees and completion of necessary forms students will receive their handbooks, etc.

PORTAGE ACADEMY

(608) 745-0887
FIRST DAY September 5th for New Students
FIRST DAY September 6th for returning students
SCHOOL DAY Morning Session 8:30 am-11:30 am
Afternoon Session 12:30 pm-3:30 pm

DATES TO REMEMBER

September 5 First Day
K thru 6th grades, 9th grade &
New PAA Students
September 6 First Day
7th, 8th, 10th, 11th, 12th grades &
Returning PAA Students
September 18 No School
October 17 Immunization Info Due
October 26, 27 No School
November 22, 23, 24 No School
November 27 No School
December 25-Dec 29 No School
January 1 No School
January 2 School Resumes
February 5 No School
March 19-23 No School
Spring Break
March 26 School Resumes
March 30 No School

April 16 No School
May 28 No School
June 6 Last Day for Students
(subject to change based on
inclement weather days)

Parent Teacher Conference
(Note: Times are subject to change)

Elementary: Oct 23 & 24, 4-7pm

Middle School: Oct 19 & 24, 4-7pm

High School: Nov 9, 4-7 pm

Elementary: March 13 & 15, 4-7pm

Middle School: Feb 22 & 27, 4-7pm

High School: March 1, 4-7 pm

SCHOOL DISTRICT NOTES

LUNCH PRICES

Grades K-5: \$2.60 per day = \$13.00 per week
Grades 6-8: \$2.90 per day = \$14.50 per week
Grades 9-12: \$3.50 per day = \$17.50 per week
Reduced Lunch K-12: 40¢ per day = \$2.00 per week
Adults: K-12 \$4.00 per day = \$20.00 per week

BREAKFAST PRICES

Grades K-12: \$1.60 per day = \$8.00 per week
Reduced Breakfast: 30¢ per day = \$1.50 per week
All meals include a half pint of milk
Additional half pint of milk = 35¢
Adults K-12 Breakfast \$2.40 per day = \$12.00 per week

Elementary morning milk will be offered during breakfast time for 35¢. Elementary morning milk will come out of your child's lunch account. We encourage anyone who qualifies to take advantage of the free or reduced breakfast/lunch nutrition program. An application may be picked up at registration or at any school office.

IMMUNIZATION REQUIREMENTS—AGE/GRADE REQUIREMENTS FOR 2017-2018 YEAR

Per the Wisconsin Student Immunization Law, state statute 252.04 and administrative code DHS 144.

AGE/GRADE

NUMBER OF DOSES

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|-------------------------------|-------------------------|---------|---------|-------|--------------|
| PreK (2 yrs-4 yrs) | 4 DTP/DTaP/DT | 3 Polio | 3 Hep B | 1 MMR | 1 Varicella* |
| Grade K, 1, 2, 3, 4 & 5 | 4 DTP/DTaP/DT/Td | 4 Polio | 3 Hep B | 2 MMR | 2 Varicella* |
| Grade 6, 7, 8, 9, 10, 11 & 12 | 4 DTP/DTaP/DT/Td 1 Tdap | 4 Polio | 3 Hep B | 2 MMR | 2 Varicella* |

*Varicella vaccine/chickenpox shot is not required if your child has had the chickenpox disease. Provide the chickenpox disease date instead. Immunization waivers may be completed for health reasons (signed by physician) or for religious or personal reasons (signed by parent/legal guardian) and must list the specific immunizations and dose(s) of each waived. **Immunization information is due to the school nurse no later than the 30th school day or October 17, 2017.**

SCHOOL SUPPLIES

Elementary students will be supplied with needed classroom items. Elementary students will only need a backpack and gym shoes. The Middle School supply lists are located on the district webpage (www.portage.k12.wi.us) under "Schools", "Middle School" and then "School Supplies". The High School supply lists are located on the district webpage (www.portage.k12.wi.us) under "Schools" and then "Portage High School".

WORK PERMIT—REQUIRED FOR ANYONE UNDER 18 YEARS OF AGE

Available at the High School office during regular office hours. When permit is applied for, the following must be furnished: 1) original social security card; 2) proof of age - driver's license, birth record from register of deeds or baptismal record from church; 3) letter from employer stating intent to employ the minor along with job duties, work hours, and time of day minor will be working; 4) letter from minor's parent, guardian or court-ordered foster parent consenting to the employment or the parent, guardian or foster parent may countersign the employer's letter; 5) the school district the minor attends; and 6) \$10.00 permit fee (to be reimbursed to minor by employer no later than first pay check).

ATHLETIC EVENT FEES

Student Athletic Event Fee \$4.00. All athletic events for K-12 students and adults who do not have athletic passes will be charged \$4.00 at the door. Student Athletic Pass \$20.00. All K-12 Portage school students (public or parochial) living in the school district may purchase an athletic pass for \$20.00. The pass is valid for all home athletic events except WIAA tournaments. Pictures for High School student passes can be taken at the high school during Portage High School orientation and registration. Adult Athletic Pass \$30.00. An adult season pass will be available to any adult residing in the district for all home athletic events (exclusive of WIAA and special tournaments). The adult season pass is \$30.00 and may be obtained at the High School. Senior Citizen Activity Passes \$10.00 (one time charge for a lifetime pass). Senior Citizen activity passes are available at Portage High School for all persons age 65 and older. This entitles the person to be admitted to all school-sponsored events in the Portage School District (except the High School Musical production and the WIAA tournaments). You must come to the high school in person to get your pass, since an I.D. picture is taken to issue the pass. If you already have a pass, it is not necessary to get a new pass.

BEFORE AND AFTER SCHOOL CHILDCARE

Portage School Age Before/After Care Program will be available from 6:30 am. to 7:30 am. and from 3:00 pm. till 5:30 pm. every day when school is in session at the following location: John Muir Elementary School. This program is for children 5 years old to 11 years old who attend the following Portage schools: Lewiston, John Muir, Rusch and Woodridge Elementary. If interested please contact Debbie or Mary at St. John's Child Development Center at (608) 742-9000 or cdcoffice@stjohnsportage.com. All registration paperwork can be found online at <http://www.stjohnsportage.com/portage-before-and-after-care-program-registration>.

AHERA NOTIFICATION

As a result of the Federal Asbestos Hazard Emergency Response Act (AHERA), all primary and secondary schools are required to develop and implement a plan for managing all building materials which contain asbestos. The District proposed and the State approved such a plan in 1988. A copy of the plan is available for review in the office of the Director of Buildings & Grounds at 742-4879 x4143. As part of the above-referenced Act, all buildings are to be re-inspected every three years. Such inspection was recently conducted for the District by Advance Health & Safety, LLC. The District is pleased to announce that practically all asbestos-related materials have been removed. The District will continue to take all necessary steps to ensure full compliance.

INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

The reauthorization of the Individuals with Disabilities Education Act (IDEA) requires that adult students and parents of children with disabilities receive a copy of the Procedural Safeguards Notice (Rights) one time per year or upon request. If you need a copy contact the Student Services Department at 305 E. Slifer Street, Portage, WI or calling 608-742-3599.

CHILD FIND

Portage Schools provide programs for students' ages 3-21 with disabilities. The school district must locate, identify, and evaluate all resident children with disabilities, including children with disabilities attending private schools, regardless of the severity of their disability. The school district has a screening program, (Child Find), to locate and screen all children with suspected disabilities who are residents of the district and who have not graduated from high school. Requests may be made by contacting the Director of Student Services at 608-742-3599, or by writing to the Director of Student Services at 305 E. Slifer Street, Portage, WI 53901.

EQUAL OPPORTUNITY EMPLOYER

This school district is an equal opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, age, national origin, handicap, veteran or family status, or any other status or condition protected by applicable state or federal laws, except where a bona fide occupational qualification applies. Any suggestion, problem or complaint with regard to equal employment should be directed to the District Administrator at 305 E. Slifer Street, Portage, WI 53901, (608) 742-4879.

NON-DISCRIMINATION

It is the policy of the Portage Community School District that no person may be denied benefits of, or be discriminated against in any curricular, extracurricular, student's service, recreation, or other program or activity because of the person's race, sex, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap as required by x.118.13 Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973 (disability). Any questions concerning discrimination on the basis of sex should be directed to Director of Instruction, 305 E. Slifer Street, Portage, WI 53901, (608) 742-4879. Inquiries related to discrimination on the basis of disability, should be directed to Director of Student Services, 305 E. Slifer Street, Portage, WI 53901, (608)742-3599.

ESEA ACT

Provides that parents have the right to request information on the professional qualifications of their child's teachers. Other information that can be inspected includes: Third party surveys of students, instructional materials, physical exams or screenings and the collection of student personal information for marketing purposes.

PUBLIC INFORMATION POLICY

Student information such as name, address, telephone listing, date/place of birth, major field of study, participation in officially recognized activities and sports, weight and height of member of athletic teams, date of attendance, photographs, degrees and awards received and the name of the school most recently previously attended by the student shall be considered public information and may be released to appropriate persons and media, unless parents or adult students refuse the release, in writing, of their own initiation. The public may obtain information about disclosure of public record, make requests for such disclosure and, in accordance with state law, inspect or obtain copies of such records in the custody of the Board at the following places and times: Office of the District Administrator, 305 E. Slifer Street, Portage, WI 53901. Times 8:00 A.M.-3:00 P.M., Monday through Friday, excluding holidays, or by appointment.