

## A Message from Melissa Pfohl

Dear Parents,

Once again it is going to be a very exciting summer for the students of the McFarland School District. From extended learning classes to enrichment programs, we truly have something to offer to each and every one of our children in the McFarland School District. This summer our classes will take place at Conrad Elvehjem Early Learning Center, McFarland Primary School and the McFarland High School.

**Online registration opens on April 12<sup>th</sup> at 7:00 P.M. *One very important consideration is that you will register your child for the grade level he/she will be in for the 2017-2018 school year. If you child is currently a 2<sup>nd</sup> grader you will register that child as a 3<sup>rd</sup> grader for the 2017 Summer School Sessions.***

Space is limited in our summer school classes. Our registration system works on a first come – first served basis, and it is possible that you may not be able to enroll your child in all of the classes he/she wants. ***Due to limited space, we ask that your student not enroll in the same class at two different sessions or times.***

Please review our course offerings with your child. I am confident that you will share my enthusiasm once you learn more about what's available. Your child's participation in our summer school program is a great way to build developmental assets, and to have a good time.

At the same time I must remind everyone that Summer School is not the same as the regular school year. We have a limited staff during the summer and cannot offer the same services that are offered during the school year such as a lunch program and guidance services to support a wide range of student issues. The staff we have on site for Summer School is phenomenal and we will make sure all students have the best experience possible. The general information that follows contains an alphabetical listing of everything you need to know about summer school.

We are looking forward to working with your children this summer to make their experience a rewarding one!

Melissa Pfohl  
Summer School Director

## GENERAL INFORMATION

### Arrival TIME

Children should not arrive before 7:50 A.M. There is no adult supervision indoors or outside before this time.

### Attendance

It is extremely important that parents contact the school if your child will not be attending classes on any given day. We realize that attendance is not mandatory, but we want to make sure all children are safe and accounted for. We will call you if your child is reported absent by the teacher. Please call the following to report an absence:

For all classes grades K-8	838-4689
For all Credit Recovery grades 9-12	838-4646

### Behavior

Appropriate behavior is expected from all students during summer school. Summer school staff will contact parents if behavior issues occur in the classroom, hallways, playground, etc. If problems continue, the student may be removed from the class for the remainder of the session and possibly lose the privilege of attending any summer school classes.

### Calendar

Enrichment classes run are in session Monday through Thursday. Please note there is an optional "Fun Friday!" classes that requires a separate enrollment. Summer School dates are:

June 19 -- June 29	Session 1
July 10 -- July 13	Session 2 (One week session)
July 17 -- July 27	Session 3

Fun Friday Dates: June 28, June 30, July 14, July 21, and July 28

\*\* There are a few classes that fall outside of the June 19-July 27 calendar. For a list of all Summer 2017 classes please refer to the Summer School tab on the McFarland School District website. If you require a printed copy of the course list, please contact the summer school office.

### Cancelled Classes

All classes must meet a minimum of 12 enrolled students in order to be held. **Summer School staff will review course enrollment numbers by 4/19/17 and families will be notified of courses that do not meeting the minimum enrollment threshold.** If a course is dropped, families will have the opportunity to enroll in any course that still has seats remaining open at that time. Final determination of class offerings will be based on student enrollment and other criteria set forth by the director of summer school.

### **District Website**

We will use the district website at [www.mcfarland.k12.wi.us/](http://www.mcfarland.k12.wi.us/) to provide you with complete information about summer school so please take the opportunity to become familiar with it. The Summer School link can be found under Quick Links. When you reach the Summer School page, you will find links to our Summer School courses and a link to the Online Registration system. It's a good idea to check the website regularly for updated information.

### **Dress**

Students may wear casual clothing during summer school, but appropriate clothing and footwear is expected. **Sandals/flip flops are highly discouraged due to safety concerns, especially for outdoor classes, recess, etc.**

### **Eligibility**

All public, private, and homeschooled students living within the McFarland School District are eligible to register for summer school classes. Open Enrollment Students who are currently attending the McFarland School District during the 2016-2017 school year are also eligible to register for summer school classes.

First Time Open Enrollment Students who have been approved to attend the McFarland School District beginning in September of 2017 are **not** eligible to register for summer school classes until after **May 1** when online registration has closed. These students may then register for classes as non-residents and pay the non-resident fees of \$75 per class by calling Jessica Karls at 838-4500, Ext. 5469.

### **Emergency Closing**

In case of an emergency closing, an announcement will be made on local radio and TV stations.

### **Extended Learning Classes (Getting Ready for the next grade)**

If your child is referred to an Extended Learning class (most are called "Getting Ready for \_\_\_ Grade"), you will receive a letter from your child's teacher. It is extremely important that students who receive referral letters enroll in the class to which they were referred. **These classes will be included in online registration.** Since these classes require teacher referral, parents of referred students will receive a password to use during online registration. Only those parents with the password will have access to registration in these classes.

### **Fees and Payment**

Courses may charge a minimum supply fee per student per course to cover all supplies. No child will be kept out of summer school because of financial hardship. **If your family participates in the Free/Reduced Lunch Program, or if you would like to request financial assistance, please call Jessica Karls at 838-4500, Ext. 5469.** We can help, but it is your responsibility to make the request.

**\*\*Payments for all summer school classes are due no later than May 5.**

**\*\*Attention Parents and Guardians:**

Your registration is NOT complete until payment is received. All payments must be received by May 5<sup>th</sup> or your registration may be dropped. This means that your child/children could be

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dropped from all the classes in which they were registered. You will have an opportunity to register again, but there is no guarantee that space will still be available.

*If you need to make payment arrangements and/or have questions about your fees being waived or reduced you must contact Jessica Karls at 838-4500 x5469 before May 5<sup>th</sup>.*

### **Grade Level/Age**

Use your child's 2017-2018 grade level to determine the appropriate summer school classes. For example, if your child is in 3<sup>rd</sup> grade right now, then you will register him as a 4th grader. All children currently in 4K or who are registered to attend Kindergarten in the 2017-2018 school year should use Kindergarten as their grade level. Using the wrong grade level will delay your child's registration. The grade/age requirements are set to benefit the children and make instruction more consistent for the teacher. If a class has an age requirement, your child must be that age BEFORE the class begins.

### **Health Concerns**

When you register online, you will be asked to provide information about any health concerns related to your child, such as asthma, allergies, etc. This information will be kept by the school nurse and may be shared as necessary with summer school staff.

Health Services is committed to the daily management of students with identified life threatening food allergies. The increase of students with severe allergies poses unique challenges for students and school staff. It is our goal to avoid and prevent accidental exposure to students who may be affected by allergenic food substances. Therefore, **all classrooms at Conrad Elvehjem Early Learning Center, the McFarland Primary School, Waubesa Intermediate School, Indian Mound Middle School and McFarland High School** will be nut free environments for the summer school sessions. Depending upon student needs, some classrooms may have other food restrictions.

### **High School For-Credit Courses**

Options will be available for students who are in need of credit recovery at the high school level. Please contact the McFarland High School Guidance Office for more information.

### **Location/Room Assignments**

Classes will be held at Conrad Elvehjem Early Learning Center, McFarland Primary School and McFarland High School. In most cases, classes for Early Childhood and grades K will be held at Conrad Elvehjem Early Learning Center, classes for grades 1-5 will be held at McFarland Primary School, and classes for grades 5 and above will be held at the high school. **However, any class locations listed for specific classes are tentative, and final determination of class locations and room assignments may not be posted until late May. Once we have made a final determination of classes and their room assignments we will post them all on the district website.**

### **Lunch**

Lunch is not provided during summer school. If your child has an 11:25-12:55 class, you may send a small bag lunch or snack with your child to eat between 11:10 and 11:25.

### **Mailing Addresses**

If you do **not** choose online payment, invoices and payment of fees should be sent to:

Summer School  
ATTN: Jessica Karls  
5101 Farwell St  
McFarland, WI 53558

### **Summer Sports and Recreation Programs**

McFarland Recreation, Activities, & Play (MRAP) offers a wide variety of safe and affordable summer sport and recreation programs for students in the McFarland School District area. Information about programs being offered for the 2017 Summer season can be found [www.mrapnews.com](http://www.mrapnews.com) . Further questions can be directed to Alisha Fix at 838-4500 X6727 or email [fixa@mcfds.org](mailto:fixa@mcfds.org).

### **Registration**

Registration is online for all classes. Please read guidelines about this process provided in the next section of this Handbook entitled **Online Registration**.

### **Refund Policy**

No refunds or credits will be given for cancellations occurring after May 5 unless the cancellation is due to a medical or family emergency. Any refunds due will be processed beginning August 14 and due to DPI guidelines will be issued as a credit to the McFSD family food service account.

### **Staff**

Melissa Pfohl, Summer School Director	838-4500, Ext. 4510
Jessica Karls, Summer School Assistant	838-4500, Ext. 5469
Alisha Fix, Recreation Coordinator	838-4500, Ext. 6727
Stu Schaefer, Aquatic Director	838-3168

### **Swimming Programs**

The McFarland School District will be using the online registration procedure, called “Activity Reg” for our Aquatic and Recreation programs. This online sign up program has many advantages for our community members. Programs such as swimming lessons, youth basketball, baseball, and other summer recreation programs will be using this new registration process for all future registrations.

Here is what you need to know about the registration program:

- One family account will allow parents/guardians to sign up their children for a number of different district programs in a more efficient manner.
- The program will also include detailed descriptions, sign up information, program tracking, and payment history.

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- Activity Reg allows for online credit/debit payment which provides for immediate enrollment.
- Check and cash registration payments will continue to be accepted only IN-PERSON and ON-SITE during our normal business hours; however, online sign-up and payment is preferred. Mailing of payments will no longer be accepted. Please contact us with any additional questions or concerns you may have regarding this process.

Information about the Summer Swim program may be accessed at:  
[www.mcfarlandcommunitypool.com](http://www.mcfarlandcommunitypool.com). Questions should be referred to pool staff at 838-3168.

2017 Swim Session dates:  
Session 1 (June 19th – June 29th)  
Session 2 (July 10th – July 20th)  
Session 3 (July 31 - Aug 10th)

### **Transportation**

We do not provide transportation between buildings for summer school classes.

# ONLINE REGISTRATION

## Access

The system will be open for browsing and pre-registration on April 7. The actual enrollment period opens at **7:00 PM on Wednesday, April 12**, and closes at **7:00 PM on Friday, April 28**. For access, go to <http://www.mcfarland.k12.wi.us> Under the District tab click Summer School and then click Online Registration. Registrations are automatically time-stamped and processed on a first-come, first-served basis.

## Where to Register

1. Use any computer that has Internet access (your home, public library, etc.)
2. For those who have no other access to a computer, the computer lab in room 170 at McFarland High School will be open on Wednesday, April 12, from 6:30 to 8:00 P.M. Please call Jessica Karls at 838-4500, Ext. 5469 to reserve a space.
3. If you would like access to a computer prior to 4/12 in order to create your account, please contact Jessica Karls at 838-4500, Ext 5469 to set up a time.

## How to Use the System

Each year the district deletes all data from the system. **So even if you registered last summer, you must start anew and register as a new user.** You will register each student for Summer School using their unique student number. (Student numbers can be found online thru Infinite Campus.) After you have created your account, you can login anytime to access your registration information or make changes. You will only have the ability to add and drop classes for your child(ren).

**Step 1. Create your Account** -- The first time you visit the registration center home page click the "Create an Account" button. This will allow you to choose a username and password for this summer. (It is best if you use an email address you check frequently as your username as this will allow for better communication.) You will then receive a confirmation email. Click the link in the email and follow the prompts filling out the necessary information.

**Step 2. Add Students** -- once the account is created, click the Add a Student link, and enter each student's unique student ID and date of birth.

**Step 3. Enroll** -- Once you have a student record created, click the Add/Drop Classes link to enroll that student in activities **as long as the enrollment period is open (April 12 to April 28 for most enrichment classes)**. After April 28, you can still browse the availability of classes by clicking the View Open link, but you will need to call Jessica Karls to actually add or drop a class.

**Step 4. Pay** -- Once enrolled and you don't plan to add/drop any more classes, you can make your payment. You may pay online, or by cash or check. **Payments are due no later than May 5.** If you pay online, our system should get a confirmation of it immediately. If your online payment appears successful, but our system does not reflect that, don't worry. Simply wait or contact the system administrator with the confirmation number from your transaction. If you pay by check or cash, you will need to print a copy of your invoice and mail it to Jessica Karls along with your payment. We do not send confirmations.

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Step 5. **Review your schedule** -- You can view your schedule online at any time throughout the duration of summer school.

All of the above instructions can be accessed in the system by clicking **Help** in the navigation bar. If you still have questions, please call 838-4500, Ext. 5469 or send an email to Jessica Karls at [summerschool@mcfcd.org](mailto:summerschool@mcfcd.org) .

## ONLINE PAYMENT GUIDE

The secure online payment system for Summer School is hosted by [e-Funds for Schools](#). **If you do not have one already, it's a good idea to create your e-Funds account BEFORE online registration opens on April 12<sup>th</sup>.**

### **Already Set Up with e-Funds?**

If you already have an e-Funds account and you remember your username and password for that system, then simply click Pay Online from the main menu in the summer school system. This will take you to the e-Funds website, where you will login, confirm, and submit your payment. You do not need a family or student number for summer school payments. Be sure to check the box that reads **"Check here if making payment(s) for yourself."** After submitting your payment, you will be redirected back to the summer school website, where you will see confirmation that your payment was successful.

### **New to e-Funds?**

If you are new to e-Funds, before you can pay online you'll need to create an account with them.

Visit the link below and click "Register Here" under "New Users"  
<https://eps.mvbanking.com/cgi-bin/efs/login.pl?access=55064>

Follow their directions. They also have a registration guide on their site. You do not need a family or student number for summer school payments. Be sure to check the box that reads **"Check here if making payment(s) for yourself."** You will need to complete your account setup in e-Funds and add a payment method (for example, a checking account) before returning to the summer school program.

Once your e-Funds account is established, return to the summer school system and click Pay Online from the main menu.

### **If you have additional questions, please contact:**

Jessica Karls  
838-4500, x. 5469  
[summerschool@mcfcd.org](mailto:summerschool@mcfcd.org)