

## 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; 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 Waubesa Intermediate School and Indian Mound Middle School.

**Online registration opens on April 10<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 2019-2010 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 2019 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, students my 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  
Director of Teaching and Learning  
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-5

838-4689

For all grades 6-12

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 Monday through Thursday. Summer School dates are:

June 17 -- June 27    Session 1

July 8 -- July 25     Session 2 (Three week session)

\*\* There are a few classes that fall outside of the June 17-July 27 calendar. For a list of all Summer 2019 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 4/19/19 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 2018-2019 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 2019 are **not** eligible to register for summer school classes until after May 15 . 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.

The School Board does not discriminate in the employment of professional staff on the basis of any characteristic protected under State or Federal law including, but not limited to, the Protected Classes of race, color, national origin, age, sex, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service sexual orientation, national origin, ancestry, arrest record, conviction record, on the basis of transgender status, change of sex or gender identity, or any other characteristic protected by law in its employment practices. Inquiries related to Section 504 of the Rehabilitation Act of 1973, s.118.13, Wisconsin Statutes, or Title IX of the Education Amendments of 1972 should be directed to the District's Nondiscrimination Officer at 608-838-4514 or 5101 Farwell Street, McFarland, WI 53558

### **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 will be processed through Infinite campus. You will not pay on registration night. The Summer School fee payment period will be May 15 - May 29.**

*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 29<sup>th</sup>.*

### **Grade Level/Age**

Use your child's 2019-2020 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 them as a 4th grader. 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**

The nursing staff in McFarland School District will use the information you have provided to the school health staff to make teachers aware of any potential health concerns. If there is a change in your child's health status, please contact the Health Services office in your student's building.

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 Waubesa Intermediate School and Indian Mound Middle 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**

Any student in need of Credit Recovery will need to make arrangements through their counselor at the high school. Credit Recovery is not part of the Summer School program. Please contact the McFarland High School Student Services Office for more information.

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### **Location/Room Assignments**

Classes for students entering grades 1-5 will be held at Waubesa Intermediate School and for students entering grades 6 and above will be at Indian Mound Middle School. **Final determination of 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.** New this summer: There will be an open house at WIS prior to the start of summer school to allow students to walk their schedule and get familiar with the building. Watch for more information about this event!

### **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 2019 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@mcfbsd.org](mailto:fixa@mcfbsd.org).

### **Registration**

Registration is online for all classes. For complete directions on creating your account and using the registration system please read guidelines on the Summer School page of the McFSD website.

### **Refund Policy**

No refunds or credits will be given for cancellations occurring after April 29 unless the cancellation is due to a medical or family emergency. Any refunds due will be processed beginning August 30 and due to DPI guidelines will be issued as a credit to the McFSD family food service account.

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**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**

2018 Swim Session dates:

Session 1 (June 17th – June 27th)

Session 2 (July 8th – July 18th)

Session 3 (July 29th - Aug 8th)

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.

**Transportation**

We do not provide transportation for summer school classes.