



2020-21 FREQUENTLY ASKED QUESTIONS
Bethesda Elementary School
730 S. University Drive, Waukesha, WI 53188
Phone: 262-970-1305 Fax: 262-970-1320



Office Information

Office Hours: 7:45 a.m. - 4:00 p.m.
Health Room Hours: 8:30 a.m. - 3:30 p.m.

Principal:

[Jeremy Martin](#), 970-1310

Secretary:

[Karen Tillis](#), 970-1305

Health Room:

[Lisa Hetzel](#) & [Elizabeth Salamon](#),
970-1315

School Psychologist:

[Allyson Gonzalez](#), 970-1728

School Social Worker:

[Cathie Callahan](#), 970-3393



If you reach our voicemail, please leave a message. We will return your call, if needed.

School Hours

Grades K5 – 5: 8:40 a.m. – 3:40 p.m.
 AM 4K: Monday - Friday 8:35 a.m. – 11:25 a.m.
 PM 4K: Monday - Thursday 12:30 p.m. – 3:40 p.m.

For the safety of all students, please ensure that your children are not arriving at school before 8:30 a.m. There is no supervision until that time.

Prompt pick up is greatly appreciated as staff supervision ends at 4:00 p.m. Unless attending a registered activity or in the WPRF After School Program, no students should be in the building after 4:00p.m.

Lunch & Recess Schedule

Kgtn	Recess: 11:15-11:40	Passing: 11:40-11:45	Lunch: 11:45-12:05
Grade 1	Recess: 11:15-11:40	Passing: 11:40-11:45	Lunch: 11:45-12:05
Grade 2	Recess: 11:45-12:10	Passing: 12:10-12:15	Lunch: 12:15-12:35
Grade 3	Recess: 11:45-12:10	Passing: 12:10-12:15	Lunch: 12:15-12:35
Grade 4	Recess: 12:10-12:35	Passing: 12:35-12:40	Lunch: 12:40-1:00
Grade 5	Recess: 12:10-12:35	Passing: 12:35-12:40	Lunch: 12:40-1:00

Health Room

For students who need to take medication at school, we have [Prescribed Medication forms](#), [Over-the-Counter medication forms](#), and [Inhaler/Asthma Care forms](#) that must be filled out and on file in the office before we can dispense medication. Forms can also be obtained in the Bethesda health room. All medications must be delivered by an adult to the health room, in the original container. OTC medications need to be appropriate for the child's weight & age as labeled on the bottle (such as Tylenol, Advil, etc.).

In order to limit exposure, we have a dedicated isolation room where students who present COVID-like symptoms will be screened by health room personnel to determine whether they must be sent home. This determination is made based on CDC and Wisconsin State Department of Health regulations and guidelines.

COVID-19 Procedures, Protocols & Guidelines

There are many new procedures, protocols, and guidelines in place in 2020-21 as a result of COVID-19. Our Bethesda staff places the utmost importance on keeping your children safe while in our care and we have many measures in place to keep them socially distanced as much as possible while in school. We have incorporated extra recess as well as lunch in classrooms to keep classroom cohorts together.

Knowing when to keep your child home is extremely important during this time to help contain the spread. Your student should stay home if they are symptomatic or have been tested for COVID-19 (while waiting for the results). Your student is considered symptomatic if they have one of the symptoms marked with a (*) or two of the other symptoms above baseline for them:

- Cough*
- Shortness of breath or difficulty breathing*
- New loss of taste or smell*
- Congestion or runny nose
- Fever or chills
- Nausea or vomiting
- Diarrhea
- Headache
- Fatigue
- Muscle or body aches
- Sore throat

If your child presents these symptoms while at school - one of the symptoms marked with a (*) or two of the other symptoms above baseline for them - you will be contacted and they will need to be picked up. Depending on the symptoms, siblings may also need to be sent home.

If it is determined that your child has had close contact with someone who has tested positive for COVID-19, you will receive a letter via email with specific quarantine instructions.

Students and staff cases of COVID-19, as well as close contacts needing to quarantine are counted in the [Waukesha COVID-19 Case Dashboard](#). Please know that if there is a positive case in the building, parents will receive notification. If there is a positive case with a student or staff member, it will be listed on this dashboard under "isolation". The number of students and staff in quarantine after exposure to a positive case will be listed here as well. We cannot provide specific information about staff, students, classrooms, grade levels, etc. as a result of privacy issues. If your child was considered to be in close contact, you will be notified.

Below are additional resources for understanding procedures and guidelines for this year.

[COVID-19 Recommendations for 2020-21](#)

[DHS Next Steps: Close contact with someone with COVID-19](#)

[Cloth face coverings in schools](#)

[Returning to School after COVID-19](#)

Attendance Procedures

To report an absence, late arrival, or early departure, please use one of the following methods (available 24 hours a day, 7 days a week). **Please do not send notes, emails, or phone calls to the teacher or secretary. This will not excuse your child.**

1. Using your mobile device, download and install the School Messenger app from the Apple App Store or Google Play Store. The first time you use the app, select Sign Up to create your account. Select Attendance then Report an Absence.
2. Use the Safe Arrival website, <https://go.schoolmessenger.com>. The first time you use the website, select Sign Up to create your account. Select Attendance then Report an Absence.
3. Call 1-866-490-7371 to report an absence using the automated phone system.

Future absences can be reported at any time. **PrePlanned absence forms** should still be submitted in advance for planned absences of more than two days only. There is no difference in how the absences are excused, only that teachers may have work for the student to complete in an extended absence.

Please note that you should enter any early departure notification at least 1 hour before the student's planned departure time. Students will not be waiting in the office - they will be called up when you arrive to pick them up.



School Messenger / Safe Arrival Information:

[Parent Letter & Introductory School Messenger/Safe Arrival Video](#)

[Safe Arrival Support - 262-970-1073 or \[ITHelpDesk@waukesha.k12.wi.us\]\(mailto:ITHelpDesk@waukesha.k12.wi.us\)](#)

Attendance Policies

Our attendance system, Infinite Campus, counts absences by minutes missed during the school day. Please make sure if your student is absent for any amount of time for a medical appointment that you **turn in a medical excuse** to cover as many absences as possible. Absences can add up quickly, so it's important to start this process right away in the school year.

As a parent/guardian, you have the right to excuse your child for up to 10 school days, which includes ANY absence, for any reason, including pre-planned absence vacations (all absences cleared with a medical note do not count). After those ten absences, medical documentation is required in order to excuse your child.

If your child is required to quarantine or isolate due to COVID-like symptoms and/or close contact with a positive case, there will be no attendance penalties and the absence will be recorded as such without you needing to call in their absence.

It is critical that you accurately report your child's absence through Safe Arrival or the Attendance Line as all automated phone calls when your child is marked absent have been turned off this year, district-wide.

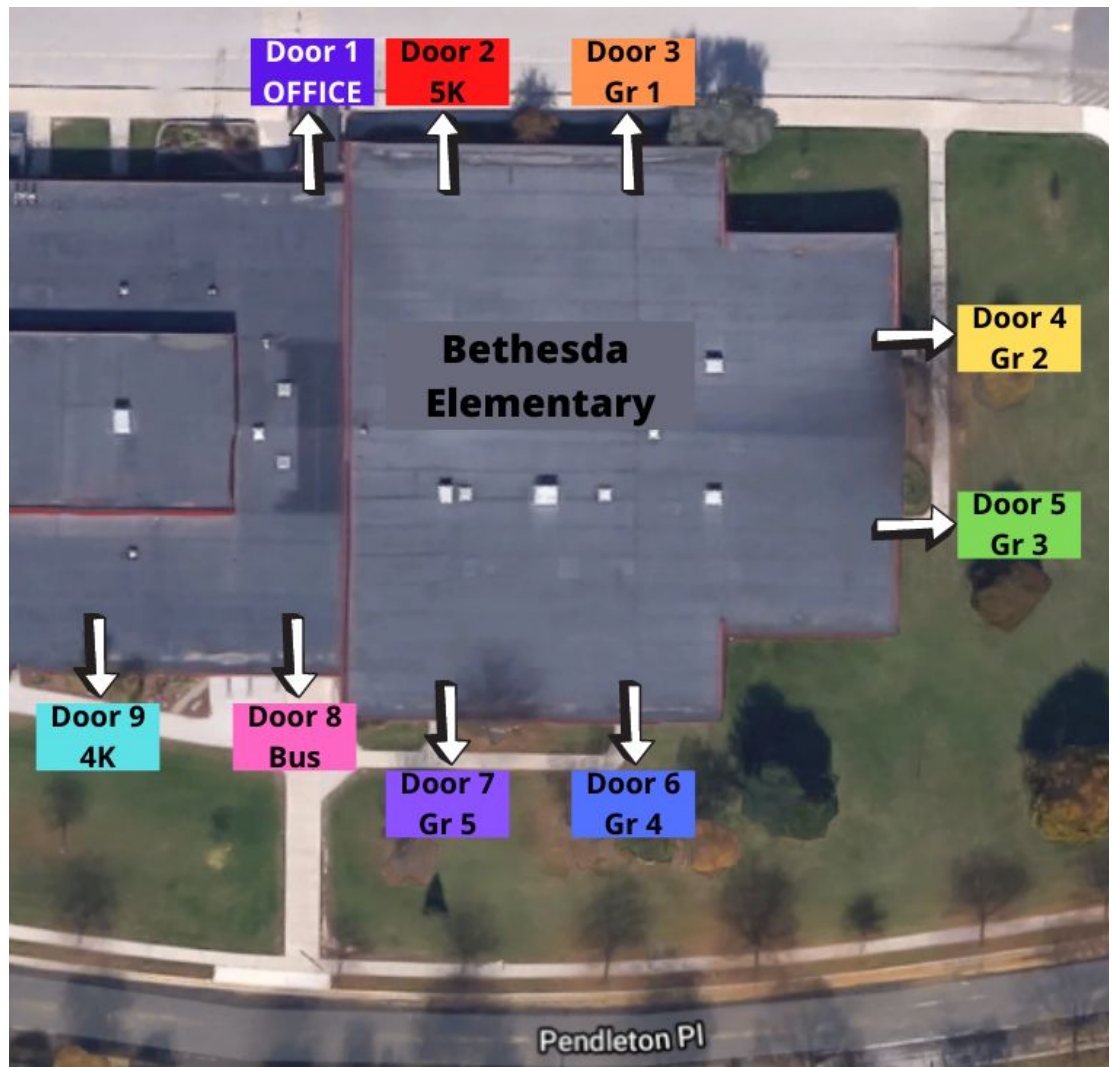
Please remember to have your child turn in a medical excuse to the office for any medical appointments, such as doctor, dental, orthodontist, etc. Excuses can also be faxed to 262-970-1320.

Wisconsin State Law states that a child excused in writing by his or her parent or guardian must complete any course work missed during the absence, and may not be excused for more than 10 days in a school year under this provision, Wis. Stat. Sec. 118.15(3) (c).

School Entry

Students will begin to line up outside their classroom doors no earlier than 8:30. Students are required to wear a mask on school property .

- Students **cannot** be dropped off before **8:30 am**
- No playground access before school
- Be sure to follow lane guides in the parking lot
- Adults who need to assist their child in the morning must also wear a mask
- Independent walkers will walk to their grade level doors
- Bus Riders - Enter the large doors on Pendleton. (3rd, 4th, or 5th grade could enter from their grade level door)
- Students must be wearing their mask for their temperature check.
- Make sure you update your contact information in IC and be available for a morning phone call if a student is unable to enter school due to a temperature.



School Dismissal

School dismissal is at 3:40 pm. 4K & 5K will be released to their parents. All students will depart from the same doors they enter in the morning.

***IMPORTANT: make sure you set up a regular and consistent location to pick up your child(ren) after school each day and communicate with them so they feel comfortable with your plan. Please share your meeting spot with your child's teacher.**

- No playground access after school
- Bus Riders - Exit the large doors on Pendleton
- Be sure to follow lane guides in the parking lot (drop off lane vs. parking lane)

Exterior doors are unlocked from 7:45 a.m. to 4:00 p.m. (our office hours) on school days. There is no way to enter the building after these hours since the exterior doors are locked. During the school day our interior doors are locked and you can only enter the school through the office.

Visiting the School

Our main entrance doors are unlocked during the day between 7:45 a.m. and 4:00 p.m. Due to our COVID-19 guidelines, NO VISITORS will be allowed in the building at any time.

If you are picking up a student, please make sure you have entered their early departure via School Messenger or our Attendance Line. We will call your student up from the classroom upon your arrival and not before.

Volunteers & Background Checks

We love our Bethesda volunteers, but as we start this unique school year, volunteers will NOT be allowed in district buildings until further notice.

Communication

We do much of our communication via email. Each Friday we send home an email newsletter to all families letting you know what's happened that week as well as important information regarding upcoming events, announcements, etc. Please be sure to check the newsletter weekly so you are not missing critical information. The newsletter is also always available on the [Bethesda website](#).

Teachers are using Google Classroom this year to ensure students have access to lessons and assignments in the event they have to be home for an extended period of time. Students should be familiar with navigating these systems.

The district has created a [Virtual Learning Help Page](#) with resources for students and parents who are learning virtually (either regularly or in quarantine).

Another form of communication we use is a School Messenger automated recorded phone call to all Bethesda families. This system may be used for important upcoming events & reminders (such as make up picture day, parent/teacher conferences, PTO events, etc.). Occasionally, we may send out important information or reminders via a "robocall".

If you receive and miss a call from our school, please check your voicemail messages before calling the school. When a message to all families goes out, our phone system can quickly become overwhelmed by return calls.



The Bethesda Parent Teacher Organization is organized for the purpose of supporting the education of children at Bethesda Elementary by fostering relationships among the school, parents, and staff. The intent of the Bethesda PTO is to:

- Promote the wellbeing of children and youth at home, school and community
- Bring closer relationships between home and school
- Utilize funds for the improvement and/or enhancement of the educational and physical environment
- Aid the principal and staff of Bethesda Elementary as needed.

All parents/guardians of a student at Bethesda, the principal, and any staff employed at Bethesda are members of the PTO.

The PTO holds two primary fundraisers each school year: Trivia Night in the fall, and the Bethesda Walk in the spring. In addition to those larger fundraisers, we have other ways that we raise money to help support our school, students, and staff. Visit the PTO Fundraising Efforts page to see more!

Visit the [Bethesda PTO Facebook page](#) and [Bethesda PTO Website](#) for more information.

Parent / Teacher Conferences

PARENT / TEACHER CONFERENCES



Conferences are held twice a year and are usually in November and February. Sign ups typically go out a few weeks before conferences. Parent participation and communication are essential for student success. We understand that sometimes there may be a need to meet with your child's teacher outside of conferences. Please contact the teacher directly to schedule a meeting time.

This year we will be holding parent teacher conferences virtually to ensure safety of our students and staff.

Before & After School Childcare

Waukesha Park & Rec provides child care each day at Bethesda. They are here in the morning from 7:00-8:30 a.m. and in the afternoon from 3:40-6:00 p.m. If you are in need of their services, feel free to call them at (262) 524-3737, or you can find the link to the WPRF program website on our [Bethesda Website](#).

If you have a child enrolled in the program, you may reach out to them at bethesdacoolschool@gmail.com to report absences.

Infinite Campus

The Infinite Campus Parent Portal will be your one stop shop for all school related activities pertaining to your children. You will need only one username and password to access Schedules, Attendance, Grades, Fees, Food Service, etc.

For directions on how to use the account creation key to create your infinite campus account refer to the [Infinite Campus Help Page](#).

If you are having problems creating your account you can request help using the [Infinite Campus Problem Report Form](#)

School Fees

Yearly school fees are \$60.00 per student, and a \$25.00 Technology Fee is charged for 4K-5th grade students in 2020-21. You may pay these fees directly online through your Infinite Campus Parent Portal. If you must pay by cash/check, you can pay at the office (online payments preferred).

Unpaid fee status reports are submitted to our District office in January of each year, and then forwarded to a collection agency. Unpaid fees accumulate from year to year and are required to be paid in whole before a diploma is given at the time of graduation. Participation in extracurricular activities (sports and clubs) in the Waukesha middle and high schools is also impacted by failure to pay student fees.

Technology - Waukesha One

Waukesha One emphasizes the personalization of learning that enables every student to choose his/her own learning path, pace and product to meet and demonstrate the established learning goals. Through Waukesha One, all K5-5th grade Bethesda students will be assigned an iPad for use in the classroom. Students in grades 2-5 will take iPads home while students in grades K5-1 will use their iPad in the classroom only. For an overview and more information about iPad technology, please visit the [Waukesha One](#) website, where you can find FAQs and helpful information.

Technology Acceptable Use Policies and Financial Responsibilities are reviewed and signed as part of families' annual online registration. Click the links below to view the agreements

[Technology Acceptable Use Policy](#)
[Financial Responsibility and Student iPad Pledge](#)



Classroom Interruptions

Teachers' phones are blocked and will go directly to voicemail. Feel free to leave a teacher a message regarding your student (other than attendance). Teachers usually check their voicemail and email before school, usually during lunch (but it is not a guarantee), and after school.

We ask that you make after school pick up arrangements ahead of time with your student. This will help reduce the number of interruptions we have to make to teachers during the day. If you have deliveries, (such as forgotten lunch, homework, etc.) that need to be made to your student, please drop them off on the cart outside of the office to be delivered at a later time. We ask that you please label any items that you drop off.

Recess

All students will be outside during most/all types of weather, other than hard rain, or extreme cold (Below 0° with wind chill). School policy: if a child is well enough to be at school, it is expected that they are well enough to participate in all school activities, including recess and P.E.

Recess Clothing: During winter months, snow boots are required for the playground. Just remember to pack regular shoes in their backpack if they wear their boots to school. If you do not pack regular shoes, students will call home for them.

Playground Use

Our playground is utilized throughout the day by all grade levels. For this reason it is important that those who are not actively enrolled Bethesda students do not play on the Bethesda playground; please utilize the playground at the park on Minot Street.

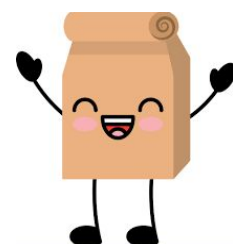
School Lunch

For the 2020-21 school year, lunch will be eaten in the classrooms to allow for the best social distancing scenario. All students are able to receive lunch for free through December 31, 2020 (or until funding runs out) through the USDA. One menu option is available each day. If a student selects milk only, they will be charged the regular fee for milk.

The regular price for hot lunch is \$2.20 and includes milk. Children can also purchase milk for cold lunch if they wish. The regular price for milk is \$0.40. Students place their order for lunch the morning before (i.e., to order hot lunch for Tuesday, they pick what they want on Monday morning).

There are two options to pay for student lunches:

1. You can send cash/check in an envelope with your student, labeled with their name and homeroom teacher. They will put their payment into the classroom lunch envelope. You can put as much money into their account as you wish. Money will roll over to the next school year.
2. You can also put money into their account by logging into your [Infinite Campus Portal](#)



[Lunch menus](#) can be found on the Waukesha School District website.

Free & Reduced Lunch Program: Please turn in the following forms or fill out the online application via Infinite Campus. If you complete prior to the start of the school year during registration, students are able to use this program on the first day of attendance. The cost for lunch if you qualify for reduced price is \$0.40.

[Free/Reduced Lunch Application - English](#) [Free/Reduced Lunch Application - Spanish](#)
[Free/Reduced Online Application Instructions - English & Spanish](#)

Clothing at School

For younger students (4K, 5K, & 1st grade), please have an extra pair of pants, underwear and socks in their backpack for those “just in case” accidents. We don’t have many extra changes of clothes in the health room, and it will save you from having to bring clothes to school for your child.

You may want to pack a sweater/sweatshirt for your student, even when the weather is warm outside. Our air conditioned building can get pretty chilly in the classrooms.

What works: suitable length shorts, spaghetti strap tops at least 1” wide, shirts that meet the top of pants or shorts, and shorts.

What doesn’t work: Skin tight look, short shorts, inappropriate or suggestive words on clothing, bare midriffs, and miniskirts.

Discouraged: flip-flops.

Physical Education

Students must have gym shoes for their PE days. They do not have to be expensive, just standard well-fitting tennis shoes that are comfortable for exercise. All children are expected to participate in PE classes. They will be excused from these only with a written excuse from a doctor.



Field Trips

Due to COVID-19 guidelines, field trips may not be possible during the 2020-21 school year.

Friday Spirit Day

We invite all students to participate in Spirit Day each Friday. Wear your Bethesda gear and show your school pride. The PTO will have spirit wear order forms available the first few weeks of the school year, and also mid-year.

Information will be shared on the [Bethesda PTO Facebook page](#) as ordering becomes available.

Birthday Treats

While we appreciate your wish to recognize your child's birthday by bringing treats to school, please be aware that we cannot allow birthday treats of any kind to be brought to school. Any treats brought in will be sent back home or turned away at the door.

This decision was made after much thought and input from the district wellness guidelines, parents, and staff. The purpose of the wellness policy is to create a school environment that promotes positive nutrition, healthy food choices and physical activity for students. Other rationale includes: loss of instructional time, expense on families, equity, allergies, and other health concerns.

Please know that we are not trying to take the fun out of birthdays. Classroom teachers will recognize children on their special day in special ways. Each student will be recognized in our morning announcements on their birthday and will get to choose a birthday pencil. Bethesda will continue to be a place where we celebrate our students.

Bicycles / Scooters / Skateboards

Any student may bring a bicycle, scooter or skateboard to school with parent permission. They must be locked outside to the bicycle racks; we do not have space in the building to store them. Bicycles are not to be used on sidewalks adjacent to the school, parking lot or playground between the hours of 8:00 a.m. and 4:00 p.m.

Inclement Weather

To hear a recorded message regarding school closings or cancellations you can call 262-970-1155. On occasion schools may be closed for the day, delay their starting time or may close early because of severe weather conditions. Stay tuned to the local radio or television stations for information. They will be notified beginning at 5:30 a.m. if schools are to be closed:

WISN TV Website

WISN TV chan. 12 (and their radio affiliates)

WTMJ TV chan. 4 (and their radio affiliates)

WITI TV chan. 6

WKLH 96.5 FM (and their radio affiliates)

WTMJ 620 AM (and their radio affiliates)

Cable chan. 13 (Time Warner cable)



Lost & Found

Items and clothing lost at school will be placed in the bins located between the front entrance doors. Due to COVID-19 guidelines, we ask that you not send your child to school with any items that are not absolutely required. Please be sure to check lost and found regularly to see if your child has any missing items.

Transportation

Transportation is provided to students living two miles or more from their school and is operated by First Student Bus Company. For questions about transportation, please contact **Evonne Johnson** at 262-970-1150. For bus incidents and concerns, please contact First Student at 262-524-0667.