SHERMAN ELEMENTARY SCHOOL

2019-20

PARENT AND STUDENT HANDBOOK

Sherman Mission:

To prepare all for postsecondary success!

Sherman Vision:

At Sherman, in partnership with families and the community,
we are dedicated to engaging learners in a focused, respectful environment
where all staff and students work collaboratively to achieve at high levels.

EAU CLAIRE AREA SCHOOL DISTRICT

SHERMAN ELEMENTARY SCHOOL

3110 WEST VINE STREET
EAU CLAIRE WI 54703

Sherman Families:

Welcome to Sherman School! We are excited to have your family be a part of the Sherman Elementary School community. Our highly qualified staff will support your children to be high achieving learners. Our goal in the first week of school is to:

- *Promote* a climate that is warm and has a sense of community.
- *Create* a safe learning environment.
- *Teach* the schedule and routines of the school day.
- *Establish* expectations for behavior and ways we will learn together in the year ahead.
- *Introduce* students to our environment, the materials of the classroom and school, while teaching students how to use and care for them.

Please use this handbook as a guide along with the Eau Claire School District Parent and Student Handbook. If you have any questions, feel free to contact your child's teacher or me.

Have a great year!
Joel Dimock, Principal

"Assume nothing, teach everything."

EAU CLAIRE AREA SCHOOL DISTRICT

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SHERMAN ELEMENTARY SCHOOL
CORE VALUES

Responsibility	Our vision states that students and staff work collaboratively to achieve at high levels. We believe Sherman Stars must understand the duties and tasks that are expected of them in order to be successful learners. We believe students should be accountable for their actions towards themselves, others, and community.
Respect	Our vision states that we are dedicated to engage learners in a focused and respectful environment. We believe Sherman Stars should learn to value self, others, property, and diversity. Students will achieve at high levels when working together respectfully.
Safety	Our vision states that students need a focused and respectful environment in order to learn. We believe Sherman Elementary must be a place where Sherman Stars are protected and feel safe. Students will learn best in an environment that promotes learning, safety, and respect.
Cooperation	Our vision states that staff and students will work collaboratively to achieve at high levels. We believe Sherman Stars must be able to work and play cooperatively in and out of the classroom in order to be prepared for the 21st century.
Honesty	Our vision states that students will be engaged in a focused and respectful environment. We believe this environment will be created by both students and staff consistently seeking and speaking the truth. We believe Sherman Stars should be sincere and truthful towards peers and adults.

Working Together for a Bright Future!

SHERMAN ELEMENTARY SCHOOL
TELEPHONE EXTENSIONS
715-852-XXXX

Teachers may be reached before school, 7:30am-8:45am, or after school starting at 3:45pm.
During the school day all phone calls will be directed to voicemail.
If you need to report an absence or change for your child, please direct all calls to the Sherman Office.

ATTENDANCE LINE 715-852-4800

OFFICE STAFF

PRINCIPAL, Joel Dimock	4810
SECRETARY, Rachel Lessard	4801
SCHOOL COUNSELOR, Wendy Ferstenou	4803
BEHAVIOR INTERVENTIONIST, Ashely Hensley	4875
SCHOOL NURSE, Paula Zurbuchen	5007
PARTNERSHIP COORDINATOR, Sam Zappa	4807
SOCIAL WORKER, Sarah Cater	4807
PSYCOLOGIST, Erin Bunten	4829
LITERACY COACH, Karen Batz	4813

KINDERGARTEN

Derleth, Janessa	4844
Gerl, Chrissy	4848
Marcott, Dawn	4843
Reynolds, Allie	4877
Seyer, Mariah	XXXX

FIRST GRADE

Heike, Sara	4857
Moldenhauer, Karen	4847
Nelson, Angie	4817
Oleson, Elecia	4859

SECOND GRADE

Fritz, Dee Ann	4821
Raymond, Heather	4846
Shuda, Ann	4811

THIRD GRADE

Biederman, Autumn	4827
Krueger, Sue	4819
McManus, Tim	4845
Ollhoff, Hannah	XXXX

FOURTH GRADE

Gunderson, Sara	4850
Sanderfoot, Rebecca	4876
Thielen, Hanna	4856

FIFTH GRADE

Albin, Katie	4835
Bartel, Nikki	4858
Brower, Christy	4860

SPECIAL EDUCATION

Fitch, Kelsie	4833
Henry, Bryanna	XXXX
Kressin, Jennie	4269
Meinen, Kelsey	4830
Shaw-Carey, Janet	4851

ELL STAFF

Frazier, Kristy	4839
Giles, Katelyn	XXXX
Her, Choua	4825
Xiong, Xia	4893

MISC STAFF

ADAPT PE, Nate Elliot	XXXX
GIFT/TALENTED, Sandy Flores	4869
INTERVENTIONIST, Kelly Fritz	4870
INTERVENTIONIST, Cali Heimann	4250
INTERVENTIONIST, Aryn Jurewicz	3667
INTERVENTIONIST, Brianna Koleski	4838
OCC. THERAPIST, Jenny Dykes	4849
PHY. THERAPIST, Laura Ecker	4823
SCHOOL LIBRARY Theresa Paine	4809
SHERMAN KITCHEN, Sue Eberhardt	4806
SPEECH, Maggie Seefeldt	4854
SPEECH, Caitlin Motzing	XXXX

SHERMAN ELEMENTARY
2019-20 SCHOOL CALENDAR

2019

August 26-30	Staff Work/ Professional Development
Monday, Sept 2	**All Schools Closed** – Labor Day
Tuesday, Sept 3	School Orientation for All Students
Wednesday, Sept 4	First Day of School for Grades 1-5 and ½ of Kindergarten (A-L)
Thursday, Sept 5	Second Day of School for Grades 1-5 and First Day for ½ of Kindergarten (M-Z)
Friday, Sept 6	Full Day of School for All Students
October 24	**No School** for Elementary and Middle students - Parent/Teacher Conferences
October 25	**All Schools Closed** – Fall Break
October 28	**No School** for Elementary/Middle/High students - Professional Development
November 15	End of First Trimester
November 25-26	**No School** for Elementary/Middle/High students - Professional Development
November 27-29	**All Schools Closed** – Thanksgiving Break
December 23-January 1	**All Schools Closed** – Winter Break

2020

January 2	Classes Resume
January 20	**No School** for Elementary/Middle/High students - Professional Development
February 19	End of Second Trimester
February 20	**No School** for Elementary and Middle students - Parent/Teacher Conferences
February 21	**All Schools Closed** – Mid Winter Break
February 24	**No School** for Elementary/Middle/High students - Professional Development
March 23-27	**All Schools Closed** – Spring Break
April 10	**All Schools Closed** – Break
April 13	**No School** for Elementary/Middle/High students - Professional Development (*possible inclement weather make-up day for all students*)
May 22	**No School** for Elementary/Middle/High students - Professional Development
May 25	**All Schools Closed** – Memorial Day
June 5	**Students Last Day of School**
June 8	Last Day for Staff

SHERMAN ELEMENTARY
2019-20 DAILY SCHOOL SCHEDULE

Sherman Elementary Daily Schedule 2019-20	
7:30 am	Sherman Office Opens
8:15 am	Students may arrive for breakfast, enter at Door 1
8:20 am	Student Breakfast begins
8:25 am	Playground Supervision Begins
8:40 am	Bell Rings for All Students to line-up
8:45 am	**Instructional Day Begins, bell rings**
3:36 pm	**Dismissal Bell rings for** Grade 4 / Grade 5
3:38 pm	**Dismissal Bell rings for** Kindergarten / Grade 1
3:40 pm	**Dismissal Bell rings for** Grade 2 / Grade 3
3:45 pm	Busses Leave
4:00 pm	Sherman Office Closes

Grace School-Aged Care Before/After Hours: 6:30 - 8:30 am, 3:40 - 6:00 pm
School Office Hours: 7:30 am - 4:00 pm
Teacher Classroom Hours: 8:00 am - 3:45 pm

Sherman Elementary Lunch & Recess Schedule 2019-20			
Grade	***Lunch Recess***	***Lunch***	***Recess***
Kindergarten	11:10-11:30 am	11:35- 11:55 am	1:35-1:50 pm
Grade 3	11:25-11:45 am	11:50-12:10 pm	1:20-1:35 pm
Grade 1	11:35-11:55 am	12:00-12:20 pm	2:20-2:35 pm
Grade 4	11:50-12:10 pm	12:15-12:35 pm	2:05-2:20 pm
Grade 2	12:00-12:20 pm	12:25-12:45 pm	10:20-10:35 am
Grade 5	12:15-12:35 pm	12:40-1:00 pm	2:05-2:20 pm

ATTENDANCE

All children ages 5 to 18 are required to attend school by Wisconsin state law. Any child who is five years old before September 1 is eligible to attend kindergarten. Good school attendance is important. Your help in reinforcing the importance of good attendance and being on time is critical. Illness, medical appointments, legal proceedings, family emergencies, religious holidays, or pre-arranged absences approved by the school principal are the only absences classified as excusable. Appointments, vacations, sporting events, etc., should be scheduled outside of the school day so there is little or no loss of school time.

Any absences for non-medical reasons (vacation, sports, etc.) require prior written approval from the principal. If your child must be out of town or on vacation during school, please send notification to the building principal. All late arrivals are considered **unexcused absences** unless due to a medical appointment. State law defines truancy as 5 unexcused absences for all or part of a day.

If your child will be absent from school or late, please call the school office at 852-4800 before 8:30 a.m. Please leave a message giving your child's name, and the reason for the absence. If the office has not been contacted, the secretary will attempt to call to check on the absence.

ACCIDENT/EMERGENCY PROCEDURES

In the event of an accident or emergency, every effort will be made to contact the parent/guardian as soon as possible. If the parent cannot be reached, emergency contacts listed in Skyward will be called. The facts of the accident or emergency will be given and the parent or contact person will determine if a doctor is needed. In the event of an extreme emergency, an ambulance will be called. No child will be released to any person other than his/her parent without written consent from the child's parent/guardian or permission indicated in Skyward or Emergency School Closing Plan.

BEFORE & AFTER SCHOOL CHILDCARE

Childcare is provided at Sherman School and is available before school beginning at 6:30 a.m. and after school until 6:00 p.m. Grace School -Age Childcare service is provided by Grace Lutheran Foundation. For more information about this program call 715-832-3039. Charges for services include registration fee, deposit fee, rates are charged per hour, no show fee, etc.)

BEHAVIOR SYSTEM

We use the Positive Behavior Intervention and Support (PBIS) framework at Sherman Elementary. This is a school-wide approach that involves teaching behavior expectations throughout the school. This approach has been used in over 10,000 schools nation-wide with proven success. This model focuses on teaching, reinforcing, and recognizing appropriate student behavior. We also have ways to support students who are struggling with their behaviors. Theses supports are intended to help the students to learn and demonstrate appropriate behaviors at school. This school-wide behavior system teaches clear expectations for all areas of the school (classrooms, hallways, restrooms, cafeteria, playground, etc.). Every person in the school is aware of these expectations and works to ensure students are consistently getting the same message.

BEHAVIOR REMINDER/SIGNIFICANT BEHAVIOR CONCERN

As part of the PBIS framework we will be teaching expectations to students. Reminders and skill building will be a part of this process. However, Behavior Reminders may need to be given to students who continue to struggle with following school expectations. This is a way for the school to document behaviors, communicate with parents, and problem solve. Three Behavior Reminders will result in a Significant Behavior Concern. Office Discipline referrals may be made with either types of reminders or concerns. Significant Behavior Concerns may result in either in-school or out-of-school suspension.

BICYCLES, SCOOTERS, SKATEBOARDS & ROLLER BLADES

Bicycles are welcome at school, scooters with handlebars are permitted, but skateboards and rollerblades are not allowed. Children are not to ride bicycles or scooters on the school sidewalks or blacktop area of the playground. Students should walk their bikes or scooters to the bike racks and secure them with a lock. We request your support by not allowing your child to bring skateboards or roller blades to school in accordance with Board of Education policy and City of Eau Claire ordinance. All bikes and scooters must be kept outside at the bike racks.

BIRTHDAYS & SPECIAL OCCASIONS

Birthdays are special and we like to recognize students on their birthday. Students can share a treat with their class on their birthday. Treats should not be expensive or elaborate. When bringing a treat, please bring enough for the whole class. *If your child is having a party, invitations may only be distributed at school if every child in the class is invited.*

Please do not arrange for flowers, balloons, gifts, or other "surprises" to be delivered to your child at school this is disruptive

Due to severe allergies in our school, please provide snacks that are free of peanuts, peanut butter, or other nut products. Make sure to read all labeling to ensure items where not produce in facility where nuts may be present during the manufacturing process. If a student comes to school with a product that is potentially unsafe due to these allergy issues, the item will be kept in the office for parents to pick up later. We know this can be sad for a student, especially when it's a special treat for his/her birthday, so please make sure to check all foods before sending them to school. Please share this policy with grandparents and others who may need this information.

BUSING GUIDELINES FOR STUDENT TRANSPORTATION

Student Transit, Eau Claire partners with the Eau Claire Area School District to provide busing for students to/from school, field trips, etc. The bus driver, like the teacher of a school classroom, has the responsibility for the safety and welfare of the students. Student's behavior on the school bus directly affects their safety and the safety of others, the following regulations apply when students are riding the school bus, including school field trips.

1. Students shall always follow the instructions and directions of the bus driver.
2. Students should arrive at the bus stop on time, waiting in a safe place off the road.
3. Students will wait until the bus comes to a complete stop before attempting to board.
4. During boarding or exiting from the bus, students will not run.
5. Once seated students will remain seated while the bus is in motion and will not obstruct the aisles with legs, feet or other objects.
6. Students will be courteous to the driver and fellow passengers. Students, who have not already been assigned to a seat by the driver, will be allowed to sit in any available seat on the bus.
7. Bullying, teasing, threatening or harassing are hurtful and will not be tolerated.
8. To avoid choking, eating or drinking on the bus is not permitted.
9. Loud talking, laughing, yelling, singing, whistling, throwing of objects, standing or changing seats are prohibited. Serious safety hazards can result from noise and behavior that distracts the driver.
10. No part of the body (hands, arms, legs or head) will be put out the window.
11. Nothing will be thrown from the bus.
12. Students will keep the bus clean and be respectful of bus company property. Students and/or parents of students who damage or deface the bus or bus equipment will be responsible for payment of any repairs/damage.
13. Possession of cigarettes, chewing tobacco, alcohol or illegal drugs while on the bus will not be tolerated.
14. Possession of flame or spark producing devices, including matches, lighters, etc. are prohibited.
15. Aggressive and/or physical conduct such as hitting, punching, fighting and inappropriate touch are unacceptable behaviors and will not be tolerated.
16. Possession of weapons such as knives, chains, guns, or any other dangerous item(s) including laser pointers that can inflict injury are prohibited.

Violation of any of the above listed regulations will result in disciplinary action. (See Disciplinary Action Plan addressing school bus behavior) Violations will not be tolerated. Students who do not follow these guidelines can be suspended from riding the school bus.

If actions result in the student(s) needing to be removed from the school bus immediately, the Eau Claire Police Department will be called to assist in removing the student(s) from the bus. The student will be released to his/her parent or legal guardian by the Eau Claire Police Department.

Students are assigned to a specific bus to and from school. Parents must request in writing any exception from this rule. Students will not be allowed on or off the bus at a place other than their regular stop unless the bus driver is presented with a written parent request.

Parents and students are encouraged to contact Student Transit or the respective school official regarding any problems with school bus transportation. Students are encouraged to discuss issues with their bus driver (during appropriate times), the principal, counselor, teacher, parent or any appropriate adult. To ensure safe transportation for all involved, it is imperative that the students, parents, school officials, bus driver and the bus company work cooperatively together to solve any problems that may arise.

The consequences of inappropriate or unacceptable behavior on the school bus is outlined in the Disciplinary Action Plan below and will be imposed for violation of behavior/safety standards that cause danger to students or drivers. Serious or repeated misbehaviors may result in long term or permanent loss of bus transportation privileges. Serious consequences apply for students who hit or bully anyone on the bus.

First Student Violation of Bus Policy

1) First Offense: The bus driver will counsel the student(s), discuss the behavior, and give a verbal warning.
2) Assigned seating may be enforced.
3) Following the above interventions, a description of the violation will be written up by the driver on a Bus Misconduct Form and submitted by Student Transit to the respective school officials.

Disciplinary Action: First Violation

The school official may have a conference with the student, review the ECASD Guidelines for Student Transportation as appropriate per age level, and remind the student of the consequences of continued behavior. A copy of the report may be sent home to the student's parent/guardian. A copy of *the Bus Misconduct Form* will be kept on file at the school for future review.

Second Student Violation of Bus Policy

If the above actions have been taken and the student's behavior continues to violate the policy:

1) A second *Bus Misconduct Form* is submitted by the driver and delivered to the respective school officials.

Disciplinary Action: Second Violation

The school official may have a second conference with the student discussing misconduct on the bus. A copy of the report may be sent home to the student's parent/guardian requiring a signature from the parent and student. The form will be returned to the school. A copy of the *Bus Misconduct Form* will be kept on file at the school for future review. The student may be assigned in-school consequences to be determined by the respective school official.

Third and Subsequent Student Violation of Bus Policy

If the above actions were taken in the first and second violation and the student's behavior continues to violate the policy:

1) A third and subsequent *Bus Misconduct Form* is submitted by the driver and delivered to the respective school officials.

BUSING GUIDELINES FOR STUDENT TRANSPORTATION - CONTINUED

2) The school official may have a conference with the student and the student's parent may be notified. A copy of the Misconduct Form may be given to the parent for review and signing. One of the following steps may be taken based on the severity of the behavior (the action is left to the discretion of the school official):

1st	Bus Suspension:	3 school days
2nd	Bus Suspension:	7 school days
3rd	Bus Suspension:	15 school days
4th	Bus Suspension:	30 school days
5th	Bus Suspension:	loss of bus privileges for the remainder of the school year*

The following behaviors may merit *suspension* from riding the school bus *(the respective school officials will determine such suspensions.):*

- **Insubordination:** Defined as a direct refusal to follow instructions of the bus driver or others in charge.
- **Smoking, Drugs, or Alcohol:** Defined to mean any act leading to or participating in these activities.
- **Fighting:** Defined to mean any act leading to aggression or harm, or physical assault upon a person or persons, regardless of whether or not promoted by the action of others.
- **Abusive or Offensive Language:** Defined to mean abusive or derogatory remarks intended to be uncomplimentary or unacceptable (bullying or verbal abuse fall into this category).
- **Destruction of Bus Property:** Defined to mean any act relating to the marring, cutting, tearing, or general destruction of the bus or bus property.
- **Repeat Offenders:** Defined to mean students who have three completed Bus Misconduct Forms in a calendar school year.

Riding the school bus is a privilege, not a right. Students may lose their bus riding privileges immediately for serious violations to the ECASD Guidelines for Student Transportation. These include physical fighting, destruction of property, use of a weapon, or making a dangerous threat to anyone while on the bus. Other penalties may include suspension or expulsion from school.

*****Wisconsin law requires a student's attendance in school. If bus privileges are revoked, it will remain the responsibility of the parent or guardian to transport the student to and from school.

CARE OF BOOKS/EQUIPMENT

Often, students will be allowed to take home books and/or equipment that belong to the school. The most common item will be school library books. Anything that a child brings home that is being borrowed must be returned in the same condition as when it left. Library books are due back at a designated time. We appreciate your help in making sure that all items are returned on time and in good condition.

CELL PHONES

Students are prohibited from using cell phones or electronic paging devices while in school buildings or at any school-sponsored activity or field trip. All devices should be in the "off" position while in the school building. Cell phones and electronic paging devices cannot be displayed during the school day. Cell phones must stay in backpacks and can only be used before and after school.

First violation: Cell phones taken away and given back to the student at the end of the day.
Second violation: Cell phones taken away and parents must come in and pick them up.

CHANGE IN INFORMATION

It is extremely important that we maintain current data on our students (address, phone number, emergency contacts, etc.) Please update Skyward as soon as possible of any information changes and let the school secretary know of any address changes. If your address has changed proof will be requested.

CHILDREN OF SEPARATED/DIVORCED PARENTS

The Eau Claire Area School District will maintain strict neutrality between parents who are involved in an action affecting the family, unless otherwise directed by Court Order.

Prior to the beginning of each school year, each parent enrolling a student will be requested to provide the building administrator with current information regarding any Court Order, which provides specific rights to the child's parents. In the absence of a Court Order, neither parent will be deemed to have rights superior to the other parent. Either parent may provide the building administrator with a certified copy of the most recent Court Order. Unless directed in the most recent Court Order, both parents, custodial and non-custodial, are entitled to all grade reports, newsletters, disciplinary action, and teacher/principal conference appointments. The non-custodial parent must make a written request for the specific information requested and provide address information.

CODE OF CLASSROOM CONDUCT

As part of Wisconsin Act 335, the Eau Claire Area School District has developed a "Code of Classroom Conduct" that defines when disruptive students will be removed from class. Parents will be contacted by phone or letter (office discipline referral) if a student is removed from class. Types of violations that could result in removal include: 1) Acts of violence toward students, staff, or other individuals, 2) Acts of inciting, 3) Alcohol, tobacco, and other drug issues, 4) Other behaviors, which seriously disrupt the learning environment.

CRISIS EVACUATION PROCEDURES

In the event of an evacuation that requires us to leave school property, we will evacuate to Bowl Winkles located at 1616 North Clairemont Ave, Eau Claire. If there is an emergency that requires us to leave the school grounds, parents should report to Bowl Winkles to pick up their children.

DISCLAIMER OF THE SCHOOL DISTRICT

The Eau Claire School District from time to time permits the distribution of information about appropriate non-commercial activities sponsored by non-profit organizations. The fact that this information is distributed through the Eau Claire School System does not imply sponsorship of or support for the activity in question. Any problems related to the operation of the activity will be strictly between the participant and the sponsoring organization. Requests for further information about the activity should be directed to the sponsoring organization.

DRILLS

All students are instructed on proper procedure to be used in the event of a fire, tornado, or other emergency. Drills are held periodically to practice emergency procedures in an efficient and safe manner. In the event of an emergency, every effort will be made to protect all students from harm by following recommended emergency procedures. All students would be accounted for and no student would be allowed to leave the area except with parents or guardians or with specific written permission from them.

DRESS CODE

Responsibility for the personal appearance of students enrolled in the Eau Claire Area School District shall normally rest with the students themselves and their parent(s)/guardian(s). Student dress or grooming shall not, however:

- affect the health or safety of students;
- disrupt the learning process within the classroom or school; or
- be destructive to school property.

Children need to be dressed appropriately for school with clothing that does not compromise their health or safety. The following basic guidelines pertaining to dress should be followed:

1) In cold weather, mittens, snow pants, boots or other waterproof shoes are required if children wish to play in the snow.
2) Any clothing advertising alcohol, tobacco, and other drugs, or perpetuating gang activities and weapons, are not permitted.
3) Clothing that protects basic modesty: no clothing that allows the viewing of undergarments or midriffs, no spaghetti strap dresses or tops.
4) No head coverings such as hoods, hats, bandanas, or do-rags are allowed in the school building. They're allowed to/from school and outside.
5) Sturdy, safe shoes are the best choice for all school activities.

DROP-OFF & PICK-UP

All students, when dropped off, must report to the playground. Students needing breakfast can be dropped off at Door 1 starting at 8:15am. Playground supervision begins at 8:25am. If you need to bring your child before this time, they will be outside unsupervised. Please find alternate childcare.

- **Students are arriving by bus** and not eating breakfast, they should walk around to the playground and not through the building.
- **Student dropped off by parents** should *walk along the sidewalk on the west end* of the building to enter the playground area. Children will line up with their classrooms at the first bell at 8:40am and then enter the building. The second bell rings at 8:45am. Only student's needing breakfast may enter Door 1 starting at 8:15am.

All of our students will be walked out at the end of the school day by their teacher at 3:40pm. Due to the nature of our large school population, we ask that parents arrange a common meeting area for you and your child to meet at dismissal, i.e., school bell, flagpole, bike rack, etc. Please do not enter the building. This will ensure that students are able to exit safely. For the safety of your children, all children who are not getting picked up by their designated person – will need a written note to be turned into the teacher and the guest must check-in at the office before your child can be picked up. Students must be picked up at the end of the school day, 3:45pm.

FIELD TRIPS

The ECASD provides a field trip for each grade level every school year. Grade level teachers often plan extra field trips pertaining to curriculum given in the classroom. Prior to each field trip, your child's teacher will send a notice of the field trip destination, date, time, and mode of transportation for parent permission. All trips are adequately chaperoned and are of educational value to the children. **If your child does not return a signed permission slip, he/she will not be able to participate in the field trip. If you wish to volunteer on a field trip please contact your child's teacher and fill out the required paperwork.**

FILMING/PHOTOGRAPHING/VIDEOTAPING

We encourage the media to come and learn about our school. However, we are also sensitive to the fact that some families may not want their child to appear in the media. If this is a concern for you, please contact the secretary to fill out the appropriate form. If we do not hear from you, we will assume that you give us permission to allow your child to be photographed or videotaped. Use of Student Photographs on the web: Pictures may be published on school/school district websites unless a signed parent **Opt-Out** form is turned in. Last names will not be used to identify students; first names may be used.

HEALTH SERVICES

Head Lice in Schools

Head lice can be a nuisance but has **not** been shown to spread disease. Transmission of head lice usually occurs through direct contact with the **head** of another infested individual. Lice cannot hop or fly; they crawl. Nits (eggs) are attached to the hair shaft with a glue-like substance and are very unlikely to be transferred successfully to other people. In-school transmission is considered rare. When live head lice are found on a student, the parent/guardian will be notified by phone. The student can remain in the classroom, and a letter with treatment information will be sent home with the student at the end of the day. When nits (eggs) are found on a student, the student can remain in the classroom, and a letter with treatment information will be sent home with the student at the end of the day. Parents are asked to treat for head lice and remove all nits (eggs) before sending their child back to school. Most lice treatments do not kill nits, so it is important to remove all nits to prevent them from hatching into live lice. Treatment for lice is **not** recommended unless the child has lice. Parents are encouraged to make checking for head lice a part of routine hygiene. Lice cases are tracked, and letters to parents notifying them of lice in the classroom will be sent out on an as- needed basis as determined by the school nurse and administrator. Contact your child's school nurse with questions.

Hearing and Vision Screening

In the fall the City and County Health Department will provide a hearing test to students in grades K and 1 and a vision screening to all students in K, 1, and 3 who do **not** wear glasses. Should either test indicate a problem, a retest is given. If the child does not pass the retest, the parents will be notified in writing by the Health Dept. with a recommendation to consult a doctor for further examination. The vision and hearing testing we conduct is simply a screening measure and is not meant to replace regular medical appointments.

Immunizations

Wisconsin State Statute 140.5 requires that all students entering public school have basic immunizations or they will be refused entry unless the child has been exempted for religious or medical reasons. It is the parent's responsibility to make sure that their child meets this requirement. We require evidence of these immunizations to be kept in the child's cumulative file. If immunizations are not up to date, your child may be excluded from school until the proper immunizations are received.

Medications

Whenever possible, all medications should be administered at home; however, under certain circumstances it may be necessary for a student to take medication while in school. No prescription or over-the-counter(OTC) medication shall be given to a student by any employee of the District unless written instructions for administering medication, signed by the prescribing physician/licensed prescriber, along with written authorization from the parent(s)/guardian(s), authorizing school personnel to give medication in the dosage prescribed by the physician/licensed prescriber, have been delivered along with the drug to designated school personnel. For school personnel to administer the medication, parents/guardians must complete and submit the approved child/student medication management forms. School personnel authorized to administer medications must complete the district-approved medication management training. The Eau Claire Area School District assumes no responsibility in circumstances where students bring and consume medication at school without benefit of the procedures outlined within the medication administration policy. For questions about medications, contact the School Nurse.

HEALTH SERVICES - CONTINUED

Restricted Physical Activity

If your child must stay inside from recess or sit out from PE class for a medical reason, a note from the healthcare provider will be required detailing the dates of restricted activity.

Sick Child Guidelines

Please keep your child home if he/she currently has or has had these symptoms in the last 12 hours: Temperature of 100.5° or more, diarrhea, vomiting, persistent coughing, or a draining or spreading rash. If you have any questions about these guidelines, please contact the school office for further direction.

HOMEWORK

Homework is defined here as taking books, materials, and assignments related to the school curriculum home after school for the purpose of independent study. K-3 students may have occasional assignments of general homework which they can do by themselves. They may also have specific assignments such as practicing reading and solving math problems, which require parental guidance. Students in grades 4 & 5 may have homework. That does not necessarily mean that all children will have homework every day.

ILLNESS/INJURY

If your child becomes ill or is injured at school, school personnel will monitor the situation. You will be notified by the teacher or office staff of the injury or the illness. First aid will be administered. It is important that parents keep the main office up to date on telephone numbers, including work numbers and emergency contacts so that we may easily contact parents.

LOST & FOUND

Lost and found items will be collected throughout the school year and stored outside of the office by Door 1. Should your child lose anything, be sure to have him/her check this area. Please place names in jackets, boots, caps, sweatshirts, lunch boxes, to help us identify lost items. Small items such as money, jewelry, and keys can be claimed at the secretary's office. At the end of the school year we take unclaimed items to charity, so please check for lost items immediately.

LUNCH & BREAKFAST SERVICES

Breakfast and lunch are served at school each day. Pricing listed below:

Student Breakfast	$1.00	*Student Lunch*	$2.65
Student Reduced Breakfast	$0.30	*Student Reduced Lunch*	$0.40
Adult Breakfast	$1.70	*Adult Lunch*	$3.55

Student/Adult Milk $0.50

*Parents are welcome to have lunch with their child; however, in order to maintain safety for our students, please depart when students are dismissed from the lunchroom. A monthly menu is sent home with each family. You can also access the menus on the district web site at: http://www.ecasd.us/District/Departments/Food-and-Nutrition

FUNDING YOUR STUDENT'S MEAL ACCOUNT

The district uses www.myschoolbucks.com as an online credit/debit payment service to allow parents to prepay for their child's school meal purchases.

LUNCH & BREAKFAST SERVICES - CONTINUED

MySchoolBucks:

- **Free:** There is no fee for using the www.mySchoolBucks.com service
- **Easy:** Enrolling and funding is simple and completed online
- **Convenient:** Once your account is established, you can check balances and fund the account from your computer or phone
- **Secure:** Your personal and payment card information is protected by the most advanced internet security.
- **Recurring Payments:** With the recurring payment option, SmartPay, money will always be in your child's account. When a low balance is reached, money is automatically deposited.

To enroll visit www.mySchoolBucks.com and follow the step-by-step directions. **Your payment will be credited to your child(ren)'s account within 24-72 hours, depending on the time it takes to communicate to your credit/debit card holder and bank. If, during the 24-72hour timeframe, your child(ren) does not have sufficient funds in his/her account to eat, please send cash or check in case the payment is delayed. No payment should take longer than 72 hours.**

If you enroll with the recurring payment option called SmartPay, you can set up your child(ren)'s accounts so that a payment will be initiated when their account balance reaches a certain amount. For example, you can set up a recurring payment of $25.00 when your child(ren)'s account gets to $8.00. Once you set this up, you will not have to go back into *MySchoolBucks* unless you change credit/debit cards, your credit card expires, or your student changes schools. This program has been very successful and, based on parent comments, we believe it is a great benefit to our families. If you have questions; you can call MySchoolBucks at 1-800-479-3531.

PARENT-TEACHER CONFERENCES

Parent/Teacher conferences are held twice a year. A goal setting conference takes place in the fall and a progress review conference occurs in February. Report cards are distributed three times a year: December, April and June. Parents may request to schedule a conference at any time upon request.

PARTNERSHIP COORDINATOR

The Partnership Coordinator acts as a liaison between the home, school, and the community. One of the main responsibilities of the coordinator is to offer enrichment programs and activities for students and families. These activities take place before and after school. Parents and/or Guardians are responsible for providing transportation for their child. Alternative arrangements can be discussed with the Partnership Coordinator. The Partnership Coordinator encourages an open line of communication with parents and students. Any questions, problems, concerns, or suggestions are gladly welcomed. We are looking forward to another fun "club" year at Sherman!

PERSONAL PROPERTY

Students should not bring toys, fidgets (spinners, cubes, etc.), money, and other valuable personal items to school. The lockers the students use do not have doors or locks on them. In addition, such items are a distraction to the students and others around him/her. The teacher or principal will keep items deemed a distraction or dangerous until they can be safely returned to a student or parent. Gum Chewing - No gum is allowed during the school day.

PET SAFETY ON SCHOOL GROUNDS

Please do not bring your pets with you when you are dropping off/picking up your children. Some children are afraid of animals and animals may act differently around larger groups of excited children than they do in your home. We have had a few incidents of dogs trying to bite or run after students, as well as students with allergies. Thank for keeping your pets off school grounds.

PHYSICAL EDUCATION

Running, jumping, and training are basic to our physical education program in grades K-5. Students need to have good sturdy shoes which allow them to participate safely. Shoes should fit well and have laces or velcro fasteners, with soft soles and no heel. Your child will not be allowed to participate in physical education without proper shoes. If your child is ill or injured and cannot participate, please send a note to your child's teacher. Students with asthma or allergies should have their inhalers readily available.

RECESS

Students will go out for recess unless it is raining, or the temperature is dangerously cold. The school staff will make the decision based on the district guidelines of zero real temperature, or -10 wind chill. Please send your child to school with appropriate clothes for the weather. Warm winter coats, hats, boots, and mittens are essentials of every elementary school child in the Eau Claire Area. If a child must stay inside for medical reasons, parents are required to send a note from the doctor detailing the duration of time from restricted activity. When this is the case the child will remain in the office and can read or play quietly. In order to maintain student safety, the only adults allowed on the playground during recess will be the recess supervisors.

REQUEST FOR EARLY DISMISSAL

District policy does NOT allow early dismissal for such activities as choir practice, private music lessons, YMCA classes, etc. If your child does leave the school daily early this will impact their attendance record.

SCHOOL CLOSINGS

Inclement weather can impact busing and the school day. Inclement weather can cause unsafe bus routes, schools to start late or to be closed. The ECASD along with Student Transit work together to make an informed decision regarding student safety. The ECASD will notify families with a Skyward message and a message on the ECASD Facebook site regarding any changes to the school day due to inclement weather after 6am. This information will also be provided to families on local television and radio stations.

- **Late Start:** School will run 2-hours later then the schedule time, 10:45am. In the event of Late Start students may not be dropped off to the office to wait for school to start. Supervision will not be available (Grace School-Aged Childcare will not provide AM Care on late start. Afterschool childcare will be run as normal.) When dropping off your child direct them to the playground. Supervision on the playground will begin at 10:25am.
- **Closure:** All school buildings will be closed due to weather and regular scheduled classes will resume the next school day
- **Early Release:** At times, it may be necessary to close school early. The ECASD will send out a Skyward message, alerting families, between 10-11am, and elementary schools will close at 1:40pm for all students. Student Transit will provide busing for students. Your child will be dropped off earlier than their expected arrival time. Parents please make appropriate arrangements for your child. Grace School-Aged Childcare will not provide childcare for an early release day.

SCHOOL PARKING

The main parking lot, located by Door 1 and 2, provides a safe place to load and unload students. There are two handicap spaces available for persons in need, please do not park in the handicap zone if you do not have a handicap tag. Buses use the loading area by the side parking lot located at Door 10. Please avoid using this area during bus loading/unloading times 8:25-8:45am and 3:35-3:50pm. For visiting the school please park at the main parking lot located at Door 1 and check in at the office. For security reasons all doors to the school will be locked except for the main door, Door 1.

SCHOOL SAFETY & SECURITY

Safety at Sherman Elementary is of utmost importance. All school doors remain locked throughout the school day. Visitors and parents/guardians are only allowed to enter the building through Door 1 and must be buzzed in. This rule applies to the whole school day- including the start of school and at dismissal. It is required that all people who enter the building sign in and wear a visitor badge if they are going beyond the office. Any student leaving the school day early will require a note and a parent/guardian to come into the office for their release. Providing the office with information can help make sure your child will be ready to go and waiting in the office at the time requested. Visitors are not allowed beyond the office unless it has been arranged by a teacher for meeting, conference, or volunteering in the classroom. Visitors may join their child for lunch upon signing in, in the office. Please do not walk to the classroom to get your child as this is disruptive. Please help us keep our school secure by following these rules.

TITLE 1

Title I, a Federal program to assist schools with meeting the needs of students who live in households with income levels that qualify for free and reduced lunch. Last year, 45% of Sherman families qualified for free or reduced meals at school so we are considered a Title I "School-Wide Program" school. This means that all students at Sherman are considered "Title I students." Through Title I, the Federal government provides additional money for staff, resources, training for teachers, and other resources to help ensure that the students at Sherman who have the highest academic needs get the highest quality programming possible to meet their needs. Title I requirements are also very specific about the schools' responsibility in communicating and partnering with parents/guardians. The Sherman School Compact that you are asked to sign on Orientation Day each year is part of that Title I communication and partnership requirement.

VISITORS

Family members and community members are welcomed at Sherman School. For the safety of our students and staff all visitors must check in at the office and wear a visitor nametag before going beyond the office. Please refer to *School Safety & Security* for more information regarding visiting Sherman Elementary.

WEAPON POLICY

The Eau Claire School District has a non-tolerance policy with regards to possession of weapons on school property and school buses. A weapon is any item commonly used to inflict harm and/or to intimidate. This includes toy weapons or replicas of weapons. Students violating this policy will be suspended or expelled from school.