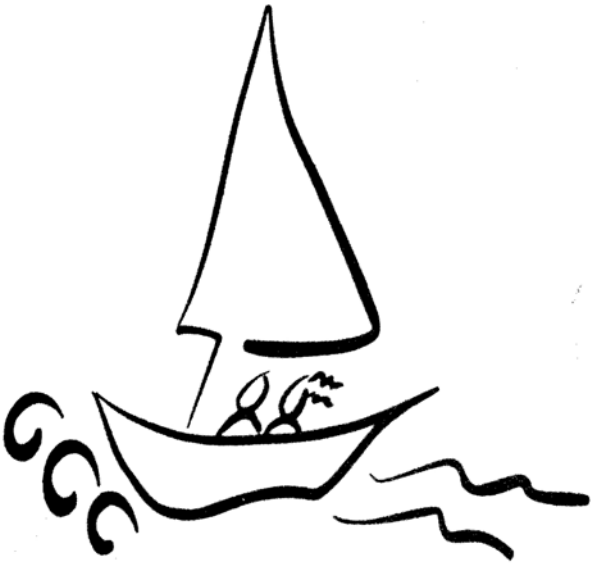
Sturgeon Bay
Elementary Schools

Parent
Handbook

2009-2010



This handbook is posted on the district website sturbay.k12.wi.us

Elementary School Phone Numbers

Sunset School 746-2811
Sawyer School 746-2817
Sunrise School 746-2814

Elementary Principal 746-2815
Transportation Routes 746-5814
Food Service Account 746-2807

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Dear Families:

Welcome to the start of a new school year in the Sturgeon Bay Elementary School Community of Learners!!

Let's work together to create a tremendously successful elementary school experience for your child/ren. Through this handbook we have attempted to answer questions about the elementary school programs, policies, procedures, and expectations. Please review the handbook and keep it in a convenient place for future reference. If you have any questions, please call. Nothing is more important to us than your child/ren and the partnership between home and school.

MISSION STATEMENT

The School District of Sturgeon Bay, in partnership with the student, family, and community, will provide diverse educational opportunities for the development of informed, knowledgeable citizens and successful life long learners.

BOARD OF EDUCATION

Joel Kitchens	President	743-7990	jkitchens@charter.net
Pam Seiler	Vice President	743-5851	rico4@charter.net
Roger Wood	Treasurer	743-7622	tenfortybug@yahoo.com
Lori Raye	Clerk	743-4410	loriraye@era.com
Michael Barry	Member	743-5612	Mbarry5612@charter.net
Tina Jennerjohn	Member	743-4096	enchantedllc@att.net
John Hauser	Member	743-8990	jhauser@rwbaird.com
Keith Miller	Member	743-3070	themillers@dcwis.com
Julie Hathaway	Member	746-0231	juliehathaway@yahoo.com

ADMINISTRATION

Joe Stutting	Superintendent	746-2801	jstutting@sturbay.k12.wi.us
Ann Smejkal	Elementary Principal	746-2815	asmejkal@sturbay.k12.wi.us
Randy Watermolen	Middle School Principal	746-2803	rwatermo@sturbay.k12.wi.us
Robert Nickel	High School Principal	746-2802	rnickel@sturbay.k12.wi.us
Tom Olsen	Business Manager/Transportation Director	746-2805	tolsen@sturbay.k12.wi.us
Sharon Sanderson	Director of Pupil Services/Special Education	746-2804	ssanderson@sturbay.k12.wi.us
Russ Cross	Manager of Buildings & Grounds	746-1834	rcross@sturbay.k12.wi.us
Sandy Andre	Food Service Director	746-3877	sandre@sturbay.k12.wi.us

Sturgeon Bay Elementary School Staff

Revised 8/31/2009

Position	Sawyer Grades 1-2	Sunrise Grades 3-5	Sunset Preschool-K
Principal	Ann Smejkal 746-2815 asmejkal@sturbay.k12.wi.us	Ann Smejkal 746-2815 asmejkal@sturbay.k12.wi.us	Ann Smejkal 746-2815 asmejkal@sturbay.k12.wi.us
Secretary	Brenda Olsen 746-2817 bolsen@sturbay.k12.wi.us	Colleen Elliott 746-2814 celliott@sturbay.k12.wi.us	Melinda Knutson 746-2811 mknutson@sturbay.k12.wi.us
Director of Pupil Services/ Special Ed	Sharon Sanderson 746-2804 ssanderson@sturbay.k12.wi.us	Sharon Sanderson 746-2804 ssanderson@sturbay.k12.wi.us	Sharon Sanderson 746-2804 ssanderson@sturbay.k12.wi.us
Pupil Services/ Special Ed Secretary		Cherie Choronzy 746-2816 choronzy@sturbay.k12.w.us	
Guidance Counselor	Patsy Vollrath 746-5827 pvollrath@sturbay.k12.wi.us	Belinda Richard 746-5919 brichard@sturbay.k12.wi.us	Patsy Vollrath 746-5827 pvollrath@sturbay.k12.wi.us
Psychologist	Robert Myers 746-5811 rmyers@sturbay.k12.wi.us	Robert Myers 746-5811 rmyers@sturbay.k12.wi.us	Robert Myers 746-5811 rmyers@sturbay.k12.wi.us
Reading Specialist & Gifted &Talented Teacher	Gretchen Montee 746-5817 gmontee@sturbay.k12.wi.us	Gretchen Montee 746-5817 gmontee@sturbay.k12.wi.us	Gretchen Montee 746-5817 gmontee@sturbay.k12.wi.us
Reading First Coordinator	Lola DeVillers 746-5710 ldevillers@sturbay.k12.wi.us	Lola DeVillers 746-5710 ldevillers@sturbay.k12.wi.us	Lola DeVillers 746-5710 ldevillers@sturbay.k12.wi.us
School Nurse	Amy Jacobs 746-5903 ajacobs@sturbay.k12.wi.us	Amy Jacobs 746-5903 ajacobs@sturbay.k12.wi.us	Amy Jacobs 746-5903 ajacobs@sturbay.k12.wi.us
Early Childhood Teacher			Mary Retzak 746-5714 mretzak@sturbay.k12.wi.us
Early Childhood Teacher			Melissa Benzinger 746-5803 mruedinger@sturbay.k12.wi.us
4 Yr Old Preschool Teacher			Tammy Kroll 746-5833 tkroll@sturbay.k12.wi.us
4 Yr Old Preschool Teacher			Allison Rockendorf 746-5851 cclaflin@sturbay.k12.wi.us
4 Yr Old Preschool Teacher			Rebecca Ulberg 746-5715 arockendorf@sturby.k12.wi.us
Kindergarten Teacher			Jeanne Barnard 746-5702 jbarnard@sturbay.k12.wi.us

Position	Sawyer Grades 1-2	Sunrise Grades 3-5	Sunset Preschool-K
Kindergarten Teacher			Heather Bley 746-5821 hbley@sturbay.k12.wi.us
Kindergarten Teacher			Peggy Carstens 746-5905 pcarstens@sturbay.k12.wi.us
Kindergarten Teacher			Bonnie Smith 746-5821 bsmith@sturbay.k12.wi.us
Kindergarten Teacher			Debra Swanson 746-5805 dswanson@sturbay.k12.wi.us
Kindergarten Teacher of Special Education			Jan Treadeau 746-5826 treadeau@sturbay.k12.wi.us
Grade 1 Teacher	Jane Bumgardner 746-5904 jbumgardner@sturbay.k12.wi.us		
Grade 1 Teacher	Krista Schley 746-5824 kschley@sturbay.k12.wi.us		
Grade 1 Teacher	Diane Slivka 746-5820 dslivka@sturbay.k12.wi.us		
Grade 1 Teacher	Constance Rudolph 746-5836 crudolph@sturbay.k12.wi.us		
Grade 1 Teacher	Kathy VanderVelden 746-5724 kvandervelden@sturbay.k12.wi.us		
Grade 1 Teacher of Special Education	Debra Doyle 746-5734 ddoyle@sturbay.k12.wi.us		
Grade 2 Teacher	Lori Cedzo 746-5706 lcedzo@sturbay.k12.wi.us		
Grade 2 Teacher	Travis Grooters 746-5759 tgrooters@sturbay.k12.wi.us		
Grade 2 Teacher	Lane Hagen 746-5806 lhagen@sturbay.k12.wi.us		
Grade 2 Teacher	Nancy Hunsader 746-5911 nhunsader@sturbay.k12.wi.us		
Grade 2 Teacher (part time)	Amy Richard 746-5804 arichard@sturbay.k12.wi.us		

Position	Sawyer Grades 1-2	Sunrise Grades 3-5	Sunset Preschool-K
Grade 2 Teacher (part time)	Katie Schnorr 746-5830 kschnorr@sturbay.k12.wi.us		
Grade 2 Teacher of Special Education	Cheri VanDenBogart 746-5810 cnotz@sturbay.k12.wi.us		
Grade 3 Teacher		Sue Eliason 746-5916 seliason@sturbay.k12.wi.us	
Grade 3 Teacher		Joyce Gordon 746-5912 jgordon@sturbay.k12.wi.us	
Grade 3 Teacher		Margo Ireland 746-5712 mireland@sturbay.k12.wi.us	
Grade 3 Teacher		Jeanne Schopf 746-5924 jschopf@sturbay.k12.wi.us	
Grade 3Teacher		Aaron Pairolero 746-5707 apairolero@sturbay.k12.wi.us	
Grade 4 Teacher		Traci Bournoville 746-5834 tbournoville@sturbay.k12.wi.us	
Grade 4 Teacher		Kim Sibilsky 746-5917 ksibilsky@sturbay.k12.wi.us	
Grade 4 Teacher		Sandy Swagel 746-5823 sswagel@sturbay.k12.wi.us	
Grade 4 Teacher		Jim Tellstrom 746-5723 jtellstr@sturbay.k12.wi.us	
Grade 5 Teacher		Dean Hoegger 746-5809 dhoegger@sturbay.k12.wi.us	
Grade 5 Teacher		Tony Smith 746-5923 tsmith@sturbay.k12.wi.us	
Grade 5 Teacher		Nikki Wruck 746-5915 nwruck@sturbay.k12.wi.us	
Art Teacher	Julie Gebauer 746-5808 jgebauer@sturbay.k12.wi.us	Julie Gebauer 746-5808 jgebauer@sturbay.k12.wi.us	Sarah Fredrickson 746-5738 sfredrickson@sturbay.k12.wi.us
Music Teacher	Carmen Youra 746-5926 cyoura@sturbay.k12.wi.us	Carmen Youra 746-5926 cyoura@sturbay.k12.wi.us	Leslie Hill (Kindergarten) 746-5742 lhill@sturbay.k12.wi.us

Position	Sawyer Grades 1-2	Sunrise Grades 3-5	Sunset Preschool-K
PhyEd Teacher	Amber Vanness 746-5918 avanness@sturbay.k12.wi.us	Jim Benesh 746-5802 jbenesh@sturbay.k12.wi.us	Jody Wheat (Kindergarten) 746-3869 jwheat@sturbay.k12.wi.us
Library Teacher	Julie Davis 746-5812 jdavis@sturbay.k12.wi.us	Julie Davis 746-5901 jdavis@sturbay.k12.wi.us	Julie Davis 746-5901 jdavis@sturbay.k12.wi.us
Title I Teacher	Deb Holland 746-5815 dholland@sturbay.k12.wi.us		
Title I Teacher	Margaret Bayer 746-5902 mbayer@sturbay.k12.wi.us		
Teacher of Special Education		Stacey Bumgarner 746-5781 sbumgarner@sturbay.k12.wi.us	
Teacher of Special Education	Mary Retzak 746-5714 mretzak@sturbay.k12.wi.us	Sue Piper 746-5819 spiper@sturbay.k12.wi.us	
Teacher of Special Education		Gretchen Schmelzer 746-5914 gschmelzer@sturbay.k12.wi.us	
Teacher of Speech & Language	Julie Doucette 746-5909 doucette@sturbay.k12.wi.us	Linda Mirkes 746-5816 lmirkes@sturbay.k12.wi.us	Sarah Koelling 746-5716 skoelling@sturbay.k12.wi.us
ELL Teacher	Renee Honold-Smith 746-5902 rhonoldsmith@sturbay.k12.wi.us	Renee Honold-Smith 746-5902 rhonoldsmith@sturbay.k12.wi.us	
Physical Therapist	Rebecca Ullman 746-5801 rullman@sturbay.k12.wi.us	Rebecca Ullman 746-5801 rullman@sturbay.k12.wi.us	Rebecca Ullman 746-5801 rullman@sturbay.k12.wi.us
Occupational Therapist	Tracy Conard 746-5801 tconard@sturbay.k12.wi.us	Tracy Conard 746-5801 tconard@sturbay.k12.wi.us	Tracy Conard 746-5801 tconard@sturbay.k12.wi.us
Library Associate	Jolene Wilson 746-5812 jwilson@sturbay.k12.wi.us	Carol Mulinix 746-5901 cmulinix@sturbay.k12.wi.us	
Associate	Bev Ellingson 746-5907 bellingson@sturbay.k12.wi.us	Ria Buesing 746-2814 rbuesing@sturbay.k12.wi.us	Paula Anschutz 746-5803 panschutz@sturbay.k12.wi.us
Associate	Jill Forbes 746-2817	Cynthia Hoovler 746-2814	Kris Amos 746-2817
Associate	Barb Zastrow 746-2817	Evan Hucek ehucek@sturbay.k12.wi.us	RaeLynn Dalske 746-2817
Associate			Julie Friese 746-5715
Special Education Associate	Darlene Hohlfelder 746-5826	Maggie Harding 746-5914	Stacey Vogel 746-5851
Special Education Associate	Janet Babler 746-2817		Lori MacMillen 746-5833

Position	Sawyer Grades 1-2	Sunrise Grades 3-5	Sunset Preschool-K
Special Education Associate	Maggie Stover 746-2817		Lana Vertz-Stange 746-2817
Transportation Coordinator	John Sullivan 746-5814 jsullivan@sturbay.k12.wi.us	John Sullivan 746-5814 jsullivan@sturbay.k12.wi.us	John Sullivan 746-5814 jsullivan@sturbay.k12.wi.us
Lunch Server	Patricia Michels 746-5807	Sally Anderson 746-5921	
Lunch Server	Vicki Benzshawel 746-5807	Nancy Peil 746-5921	
Lunch Server	Carla Maccoux 746-5807	Jeanne Hembel 746-5921	
Custodian	Darrell Viste 746-5908 dviste@sturbay.k12.wi.us	Darrell Viste 746-5908 dviste@sturbay.k12.wi.us	Bob Konrad 746-5718 bkonrad@sturbay.k12.wi.us
Custodian	John Melland 746-5814	Kathy Soukup 746-5908	Dave Kerscher 746-5718

ARRIVAL TO & DEPARTURE FROM SCHOOL

Arrival Procedures (7:20-7:40 AM)

Supervision will be provided in the bus zones and on the playground at all schools beginning at 7:20 AM.

Buses

Sunset – Kindergarten

Sunset neighborhood buses will arrive at Sunset school at 7:20. Kindergarteners will unload from the buses and go directly to the playground.

Buses from Sawyer and Sunrise neighborhoods will arrive by 7:40.

Sawyer – Grades 1 and 2

Sawyer neighborhood buses will arrive at Sawyer school at 7:20. Students will unload from the buses and go directly to the playground.

Buses from Sunset and Sunrise neighborhoods will arrive by 7:40.

Sunrise – Grades 3-5

Sunrise neighborhood buses will arrive at Sunrise school at 7:20. Students will unload from the buses and go directly to the playground.

Buses from Sawyer and Sunset neighborhoods will arrive by 7:40.

Private Vehicle - Students who are dropped off by private vehicle should be dropped off in the following locations; sunset – Erie Street, Sawyer – Willow Street, Sunrise – Rhode Island. Students are to go directly to the playground area and only enter the school with their respective class at 7:40 AM. Please quickly drop off your child and move your vehicle. Please park away from any bus area if you choose to walk your child to the playground or enter the building. The congestion in these areas is a safety concern. Should you run late in the morning and drop your child off at any one of the elementary schools, please drop your child off at the "main entrance." All other doors are locked at 7:40 AM after associates and children have come into the buildings.

Bikes -

During weather that is appropriate for bike riding, students are allowed to ride their bikes to school. Bicycles must be "walked" on sidewalks adjacent to the school. Bicycle racks are provided for parking and the bike rack area is "off-limits" during the school day. Helmets are encouraged. In order to provide a measure of safety, the Board of Education has a policy and rules related to bicycles at school (JHFC). Included are the following:

1. Students may bring bikes to school at their own risk; locks are encouraged.
2. Bikes are to be kept in the bike racks during school hours.
3. No bike use during school hours.
4. Students should ride only THEIR own bikes; one child per bike.
5. All bikes should be licensed.
6. Students should demonstrate safe bike riding skills and follow the state laws regarding the use of bikes.

Infractions of bike rules may result in suspension of bike privileges. No roller blades, skateboards, or scooters are allowed. We simply cannot store them inside during the school day.

Afternoon Dismissal 2:30 PM

Supervision will be provided at the bus zone at all schools.

All times are approximate

Wave 1

Sunset: Yellow and Purple buses will load at 2:30
Sawyer: Orange and Red buses will load at 2:30
Sunrise: Green and Pink buses will load at 2:30

Wave 2

All Schools: Students picked up by private vehicle after Wave 1 buses will depart at approximately 2:35 PM. Specific procedures regarding this will be distributed at Kindergarten orientation or the first day of school. At Sawyer and Sunset these students will depart through the front door/lobby.
At Sunrise students picked up by private vehicle will exit through the 14th Avenue door. Walkers may exit through either the 14th Avenue or Rhode Island Street exits.

Wave 3

Sunset: Orange and Red buses will load immediately following parent pick ups
Sawyer: Green and Pink buses will load immediately following parent pick ups
Sunrise: Yellow and Purple buses will load at 2:35

Wave 4

Sunset: Green and Pink buses will load at 2:45
Sawyer: Yellow and Purple buses will load at 2:45
Sunrise: Red and Orange buses will load at 2:45

Each student will be sent home the usual way unless the parent sends a written note to the school office stating the specific request for an alternate plan for that day; exceptions will be made when a parent calls for an emergency last minute change.

ABSENCES

It is expected that children attend school daily. If a child is ill, please keep them home to encourage a speedy recovery and to limit the possibility of passing the illness on to others. **Parents are expected to call the school office (Sunset 746-5855, Sawyer 746-2817, Sunrise 746-2814) to report their child's absence.** If the school is not called prior to 8:00 AM, school personnel will attempt to contact parents of absent students. Your cooperation helps ensure the safety of students. Please notify the school if your home, work, or emergency phone numbers change. **Parents who do not have a phone are expected to send a written note of explanation with the child upon his or her return to school**. Failure to report an absence by one of these means will result in the absence being documented as **UNEXCUSED**.

Students are expected to enter the school with their classmates at 7:40AM. Students arriving after 7:40 will be marked tardy. Students who arrive after 8:00 AM should report to the office and will be considered absent (excused or unexcused) for the appropriate periods of the school day missed. Students will be dismissed according to the dismissal procedure. **If your child/ren must leave the building prior to dismissal, s/he MUST CHECK OUT in the office prior to leaving and MUST CHECK IN at the office upon return for a signed pass to return to the classroom.**

Students may be excused from school during the course of the day only if in the custody of their parent/s, an adult designated on the pupil emergency card, or an adult designated in a written note from their parents. Students will be required to make up all necessary assignments as determined by the teacher.

If your family has a planned absence during a time when school attendance is expected, please submit a request to the respective school office at least one week in advance to have the absence excused. The family will be responsible to assist their student in the completion of assignments. No school texts will be sent on family trips.

We encourage families to make medical, dental, counseling, and other appointments after school hours whenever possible, unless there is an emergency. Community agencies have usually been able to accommodate appointments after our school day.

Non-school employees and persons not contracted by the school are not allowed to counsel or provide therapy for students at school. With written parent permission a representative from an out-of-school counseling agency may pick a student up at the end of the school day and transport the student to an out-of-school counseling session. We expect students to be supervised by Sturgeon Bay School District employees while at school. School facilities do not have spaces for these activities.

School Board policies that address attendance and truancy issues include JED, JEDA and JEDB.
1997 Wisconsin Act 239 became effective June 18, 1998. This act includes the following: (Please note that only significant and relevant changes are listed.)

- Changes the definition of "habitual truant" to "pupil who is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a semester."
- Allows that parents may excuse a child for not more than 10 days per school year.
- Once notified of attendance/truancy concerns, the parent must meet with school personnel within 5 school days (may be an additional 5 days by mutual consent.) If the meeting is not held within 10 days, court proceedings may be initiated without the meeting.
- The parent or person in control of a child who fails to attend school regularly may be fined not more than $500 or imprisoned for not more than 30 days or both (first offense.) For second and/or subsequent violations, the person may be fined $1000, imprisoned for 90 days or both.
- The court may also order: community service, counseling at the responsible party's expense, and the parent/guardian's attendance at school with the child.
- Suspension of the student's driving privilege for up to one year (raised from 90 days.)

BOARD POLICY BOOK

The Sturgeon Bay School Board Policy Book is available for parent review at each school office, Sawyer's Library-Media Center, and the Door County Public Library.

BOOK ORDERS

Several times during the school year teachers receive book order forms from children's book clubs. These clubs offer paperback books at reasonable prices. Most of the clubs are sponsored by companies with which the district has done business for years. We do not want to have students put excessive pressure on parents to buy these books and will send order forms home only with those children whose parents have requested to receive them on the Book Club Order Form Permission slip which is sent home at the beginning of the school year.

BUILDING USE

Sturgeon Bay Schools encourages the use of its facilities by civic groups in the evenings. To request use of a facility, contact the manager of Buildings & Grounds. Any group using an elementary building must complete its activity by 8:00 PM.

CELEBRATIONS

Please distribute invitations or presents for private parties outside of school. Student directory data is available from the school office after the third Friday in September.

Please remember to let the teacher know ahead of time if you would like to send treats to the classroom; please consider nutritious choices. Soft and hard candies are not allowed in school. No personal deliveries (balloons, flowers, candy, etc.) will be accepted for students at school.

CLASSROOM ASSIGNMENTS

Classroom assignments for a given school year are made by the principal with every effort to balance classes according to gender, academic and social leadership, special needs, and matches of learning and teaching styles. **If parents have concerns or preferences regarding the class assignment of their child/ren for the following school year, they are to contact the office for the appropriate form, which must be completed and returned to the principal prior to May 1.** Please know that requests for specific teachers may not be automatically honored, as the first priority is balanced classes.

CLASS LISTS/DIRECTORY DATA

Under the Wisconsin pupil records law, school districts may disclose "directory data" with respect to each pupil to any person. Parents or guardians may request that all or any part of the directory data not be released without prior consent. **PARENTS OR GUARDIANS HAVE 14 DAYS FROM RECEIPT OF THIS NOTICE TO INFORM THE SCHOOL IN WRITING IF THEY DO NOT WANT THE DIRECTORY DATA RELEASED FOR ANY REASON.**

Directory data includes student name, address, and telephone number. The Sturgeon Bay Board of Education policy does not allow this information to be given to commercial vendors. Contact your principal with any questions.

Students enrolling in the Sturgeon Bay School District **will use his or her birth name, unless that name has been changed by an Order of the Court.** A copy of the Court Order addressing the name change must be on file in the student's behavioral record.

COMMUNICABLE DISEASES

Call the respective school IMMEDIATELY should your child contract one of the following diseases:

DISEASE	COMMUNICABILITY, PRECAUTIONS & RESTRICTIONS
Chicken Pox	Keep patient home until all lesions are crusted over, usually 5-6 days after rash appears.
Conjunctivitis "Pink Eye"	Depends on the case, refer for diagnosis and medical treatment.
Influenza	Keep patient home until symptoms disappear. Communicable 3-7 days after clinical onset.
Measles	Communicable from onset of respiratory illness until 4 days after appearance of rash. Keep patient home until 5 days after the appearance of rash.
Mumps	Keep patient home until salivary gland swelling has subsided, or other symptoms have cleared.
Pertussis "Whooping Cough"	Child should be under physician's care.
Scabies	Keep patient home under adequate treatment from physician and until the physician gives permission to return to school.
Head Lice	Keep patient home until appropriate treatment has been completed. If, *after initial treatment,* nits are present but no live lice, the student may remain in school.
Streptococcal	Keep patient home for 7 days from onset if untreated; with adequate medication treatment keep patient home for 24 hours.
Impetigo	Keep patient home until all lesions have healed, or child has been on antibiotic treatment for 24 hours.

COMMUNITY EVENTS AND ACTIVITIES

Elementary staff members get many requests from outside groups and/or agencies to make announcements and/or distribute informational brochures and flyers to elementary students. These flyers and brochures have information regarding positive, worthwhile events and activities available to the students in our community. While we want to support having our students involved in these community events, we must remain consistent regarding what and how we distribute materials to students. The following guidelines are used as per Board Policy KI:

- All requests for making announcements or distribution of materials must be approved by the principal.
- Announcements and distribution of materials are made only for non-profit community organizations.
- Classroom teachers will make brief announcements regarding an event/activity.
- If the organization provides copies, they will be made available to those interested students.
- Students will be offered information regarding these events, but not required to take them.
- A flyer and brochure of an event will also be posted on the "Community Events" bulletin board.

CONDUCT – SCHOOL & BUS

The School District of Sturgeon Bay recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe classroom environment conducive to teaching and to the learning processes. Every member of the school community is expected to contribute to this. Staff, including administrators, teachers, and associates must use their training, experience and authority to create schools and classes where effective learning is possible. Students are expected to come to school, and to every class, ready and willing to participate, learn and grow, and to enhance the learning of others. Parents should be aware of their children's activities, performance, and behavior in school, and are asked to cooperate and consult with the school to prevent or address problems.

Our students are expected to conduct themselves very appropriately, show pride in themselves and our schools and treat others with dignity and respect. The schools stress a style of discipline that is progressive, fair, firm and consistent to enhance the learning and safety of all. It is our belief that students should be accountable for their actions. Part of a school's job is to help students mature into responsible citizens. Part of growing up involves making mistakes and learning from them. Most situations are dealt with between the child and adult supervisor. We make every effort to communicate concerns regarding repeated inappropriate behavior or severe inappropriate behavior with parents so we may work together in a cooperative and supportive way.

Should you receive an "Incident Report" or other form of written report regarding a problem involving your child, please review the incident with your child and sign and return the notice or report. The incident report briefly describes the incident and what consequences were administered for inappropriate behaviors. If you have further questions regarding the behavior, please call the staff member/s who signed the incident report. There are times when more severe inappropriate behaviors warrant in-school or out-of-school suspension as determined by a school administrator. Parents will be contacted should either of these consequences be deemed necessary.

The Classroom Code of Conduct policy (JFC) establishes behavior guidelines and expectations of the student by staff, administrators and fellow students. Adopted by the Board of Education in the spring of 1999, this Code is part of the Board Policy Book and is available upon request.

COOPERATION WITH CHURCHES

The Board of Education recognizes the church as an important partner with the school in the overall development of youth. Every effort shall be made to schedule school activities so they will interfere as little as possible with scheduled church events. **As a general rule, Wednesday evenings and Sunday's will remain devoid of school activities.** (Board Policy KMA)

DESTINATION IMAGINATION

Destination Imagination is an international creative problem-solving competition for student's kindergarten through college. The program is highly effective for any student who has the desire to work as part of a team towards a unique solution to one of DI's challenging problems developed each year. Students learn to cooperate with each other, evaluate ideas, research topics, and make decisions, as well as develop independence and self-confidence. In our elementary schools, students in grades 3-5 participate on teams of 5-7 members; each team is assigned a coach.

DIVORCED PARENTS

The Sturgeon Bay Elementary Schools will maintain strict neutrality between parents who are involved in a divorce action, unless otherwise directed by Court Order.

Each family with children in an elementary school is requested to provide the principal with a certified copy of the most recent Court Order, which provides specific custody and visitation rights of the parents. In the absence of a copy of the written Court Order, neither parent shall be deemed to have rights superior to the other parent.

Unless directed otherwise in the most recent Court Order, both parents, custodial and non-custodial, are entitled to all grade reports, notices of school activities, disciplinary action, and teacher/principal conference appointments or summary. **The non-custodial parent will submit a written request for these reports and notices, including**

his/her current address, to the elementary principal. For the purpose of conferencing, both parents should be scheduled for the same conference time when possible.

Students will not be released to any person other than those listed on the emergency card. It is the custodial parent(s)' responsibility to notify the school office regarding any changes to emergency card information.

A non-custodial parent with visiting rights may not visit his/her child enrolled in school during required school hours unless such a visit is expressly requested in a certified copy of the most recent Court Order and is on file with the school, or the custodial parent has consented in writing to such a visit and the visit is approved by the principal.

DRESS AND GROOMING

The students of the Sturgeon Bay School District should use good judgment in their dress and grooming. They should dress in a manner that does not present a danger to health or safety, advertise alcohol, tobacco or drugs, have slogans with vulgar, violent or sexually suggestive themes or signify gang affiliations or cause interference with classroom order. Questions have arisen regarding the appropriateness of wearing "baggies" – low hanging pants or trousers. We will follow the same policy as the middle school & high school – trousers/pants are to be **worn at the waist.** The wearing of long, oversized shirts to conceal the waistline is not an acceptable alternative. All shirts or blouses must cover the midriff, have sleeves, and expose no cleavage. Shorts or skirts may be worn to school. They must be of appropriate style and length (extend past fingers when arms at one's side). Long sleeve shirts must be available to be worn at school from November – March as building temperatures vary. Caps, hats of any kind, or bandanas are not to be worn in any school building. Oxford style lace or Velcro tennis shoes with soft gum rubber soles are required for physical education and are the preferred tennis shoe for general school wear. This type of shoe provides good traction and serves as a safety measure. Tennis shoes with retractable rollerblades are not allowed. All clothing should be marked for easy identification. At the close of the school year any items that remain in a lost & found bin will be donated to charity.

DRESS FOR RECESS

Students are expected to play outside for recesses and should be dressed appropriately, especially when the weather is wet or cold. Temperature guidelines have been developed to help in the selection of clothes.

40 – 50 Degrees - light jacket as needed
Under 40 Degrees - winter jackets, hats or head bands, mittens or gloves
Under 20 Degrees - boots required in all areas in grades PS & K – 2
Under 0 Degrees – boots required in all areas grades 3 - 5

Students will have indoor recess when temperatures are <u>at or below</u>

Sunset: 0 degrees
Sawyer: 0 degrees
Sunrise: -10 degrees

Snow Conditions - Snow pants must be worn to play off the blacktop area. K – 2 students are expected to wear snow pants outside if parents sent them to school with the child and the temperatures warrant their wear; students in grades 3 – 5 may choose to wear/not wear snow pants on the blacktop area, but must wear them to play off the blacktop area. **Boots are required on the blacktop area when snow or ice is present.** Students not having boots when needed will stay in a dry area outside as designated by the playground supervisor. When the ground is sufficiently dry such that mud will not be tracked into the school and classrooms, an announcement will be made by the principal or building coordinator stating that "boots are not required."

EDUCATIONAL PHILOSOPHY

The School District of Sturgeon Bay believes that we have an obligation to continually strive to instill in each individual, according to his/her abilities, the knowledge, skills, attitudes, and values necessary for effective living in a free and changing society based on the rights and responsibilities in our American heritage.

This school district aims to provide a diversified program of educational experiences for youth and to cooperate with the home, church, and community to promote the development of effectively educated citizens.

Within the classroom, emphasis should be on the development of fundamental skills and knowledge, as well as on breadth and depth of materials according to the student's ability. This can best be accomplished through a varied and flexible curriculum presented in surroundings that promotes good work and study. The needs of the students, their parents, and the community demand an honest appraisal of student ability, flexible learning programs, and a healthy respect for learning itself. Likewise, recognition of the obligation to stimulate the ability to think objectively, to draw conclusions, and to make decisions is accompanied by an awareness of significant and desirable social and personal values.

ELECTRONIC DEVICES

Electronic devices such as cell phones, I-Pods, DVD players and electronic games are not allowed in school except for special activities with the approval of the principal. If an electronic device is brought to school it will be confiscated and returned only to a parent.

EMERGENCY PLANS

Fire

Fire drills are held monthly as required by law. Teachers instruct students as to the procedures to follow for a fire drill/alarm. Plans are posted in all classrooms.

High Risk or Violent Situations

The school district has a plan that will be followed for security, intruders, and bomb threats. All school personnel have copies of this plan, which has been developed with the Door County Sheriff's Department and the Sturgeon Bay Police Department.

School Closings

The Superintendent or designee may close schools. Official announcements will be made over radio stations WDOR 93.9 FM, WSRG STAR 97.7 FM, WBDK 96.7 FM, and local television news broadcasts. In the event that both parents work outside the home, arrangements should be made as to where a child should go if school is closed during the course of the day. Phones are typically very busy during such emergencies, so please make arrangements in advance and discuss them with your child/ren. If there is any doubt regarding where a child should go, the child will remain at school.

Weather Conditions

Tornado alert plans are posted in all classrooms. Tornado alert drills are conducted twice annually.

ENROLLMENT PROCEDURES

Preschool children must be 4 years old on or before September 1. Kindergarten children must be 5 years old on or before September 1. The Sturgeon Bay School Board has a policy (JEB) regarding early admission to Kindergarten; contact the principal if you are considering this. First grade children must be 6 years old on or before September

1 or have completed a state approved kindergarten program. Enrollment forms may be completed at one of the two district registration days in August or at an elementary school office.

All new and returning families are expected to attend district registration days in August to either enroll or confirm enrollment and update information.

In addition, all students entering Sturgeon Bay Schools for the first time are requested to have a physical and dental examination by a licensed physician or nurse practitioner and dentist. Physical examinations are strongly encouraged for students entering preschool or kindergarten and sixth grade.

All students entering kindergarten are requested to provide proof of an eye examination by a licensed optometrist or physician by December 31st following enrollment in kindergarten.

All students participating in school sponsored interscholastic athletic programs are required to have a physical examination in accordance with the Wisconsin Interscholastic Athletic Association regulations.

The cost of all such examinations shall be borne by the student's parents or guardians.

FEES

The registration fee is $10.00 per Preschool student, and $20.00 per student in Kindergarten – grade 5. This registration fee helps defray the cost of consumable school supplies - workbooks, worksheets, construction paper, etc. Fees are collected during August registration days or upon registration of transfer students.

Text and library books are furnished by the Board of Education on a loan basis. Replacement costs will be assessed for lost or damaged books by the issuing teacher or librarian.

FIELD TRIPS

Field trips are an important part of our education program. Through these excursions, students see what they are learning in the classroom applied in real life. It's a time to develop skills in courtesy, safety, and good citizenship, and it stimulates interest and pride in our community. Permission slips will be sent home for parental approval of student participation in each field trip. **Students must have written parental permission to participate on all field trips off the Sturgeon Bay School sites!** Fieldtrips between Sunset, Sawyer, Sunrise, T.J. Walker Middle School, Sturgeon Bay High School, and Crossroads at Big Creek will not require parent permission for participation; however, parents will be notified of these trips through teacher newsletters. The permission slip will indicate any cost associated with the field trip. Scholarships are available by contacting the building principal. **Only children in the class may attend the field trip**; no pre-school children or infants.

Participation in activities held away from the school site is dependent on the student meeting the school's expectations regarding academic performance and school-wide behavior. Parents will be notified by the teacher if a child is in danger of losing fieldtrip privileges. Students who do not go on school-sponsored field trips will be expected to attend school and supervised by school personnel.

FOOD SERVICES

It is preferred that parents prepay at the food services department located **at the high school** for their children's breakfast, lunch, and milk. **Please mail payments to: Sturgeon Bay High School, Food Service Department, 1230 Michigan Street, Sturgeon Bay, WI 54235.** Please call 746-2807 with any questions

concerning your family's food services account. If your child has special dietary needs contact the Food Service director at 746-3877. With medical verification of lactose intolerance an alternative beverage will be provided.

Breakfast

Cold breakfasts are served as an alternative to snack each morning. The breakfast fee is $1.50 per elementary breakfast which includes one carton of white milk. Milk only is available for $.30 per carton. Students who do not select a school breakfast may bring their own snack as an alternative.

Lunch

Lunch is served between 11:15 – Noon. The lunch fees are $2.15 per elementary student lunch, and $2.50 per elementary student salad. Both student lunches and salads include one carton of either chocolate or white milk. Milk only is available at $.30 per carton as a cold lunch beverage.

Students will be provided with one lunch card each. All replacement lunch cards will cost $3.00 each.

Free & Reduced Food Services

Students in grades K-5 who receive free food services will receive a breakfast including one white milk, or one milk only and a lunch with one milk included free of charge. Additional milks are available at a cost of $.30 each, charged to the student's food services account. Students in grades K-5 who receive reduced food services will receive a breakfast including one white milk or one milk only free of charge at breakfast break. A lunch will be provided with one milk included for a charge of $.40. Additional milks are available to these students at a cost of $.30 each, charged to the student's food services account.

Sturgeon Bay School District serves meals under the National School Lunch Program. To apply for free or reduced price meals, households must fill out the application and return it to the food services department located at the high school. Additional copies are available at each school office. The information provided on the application will be used for the purpose of determining eligibility and may be verified at any time during the school year by school or other officials. Applications may be submitted at any time during the school year.

In the operation of the child nutrition programs, no child will be discriminated against because of race, color, sex, national origin, age, or disability. If any member of a household believes they have been discriminated against, they should write immediately to the Secretary of Agriculture, Washington D.C. 20250.

HARASSMENT

The District is committed to providing equal educational opportunities for all students and stopping discrimination. We will maintain a learning and working environment for students and employees free from any form of harassment or intimidation. Board Policy (JP) states that the District does not tolerate harassment in any form and will take necessary and appropriate action to eliminate it, up to and including discipline of offenders. Any student who believes he/she has been subjected to harassment is encouraged to directly inform the person engaging in harassing conduct or communication that such conduct or communication is offensive and must stop. Any student who believes he/she has been the victim of harassment must report his/her concerns to the principal or a district staff member, verbally or in writing, in a timely manner. Complaints will be processed in accordance with established procedures. There shall be no retaliation against individuals who file complaints under this policy. A copy of the policy is available upon request at each school office.

HEALTH

Screenings at School

With the cooperation of the Door County Health Department, the following **health screening services** are provided for:

Vision Screening: Preschool, Kindergarten, 3, 4, 5 & referrals; and
Hearing Screening: Preschool, Kindergarten, 1, 2, 3 & referrals.

If problems are noticed during screening, the Door County Public Health Department will contact parents. Parents can request private screenings for their child by contacting the Health Department directly. If a parent does not wish to have his/her child/ren participate in these screenings, a request for exclusion must be submitted in writing to the respective school office. **These are basic screenings and are not substitutes for the physical and vision exams recommended by the district.**

Examinations by Medical Professionals

All students entering school for the first time are encouraged to have a physical examination by a licensed physician or licensed nurse practitioner or show proof of a physical examination within the prior 12-months. Proof of physical examination is due by December 31st.

Students entering kindergarten are encouraged to provide proof of an eye examination by a licensed optometrist or physician by December 31st following a student's enrollment in kindergarten.

Students entering first grade are encouraged to have a dental examination by December 31st following the student's enrollment in first grade.

All students participating on school sponsored interscholastic athletic programs are required to have a physical examination in accordance with the Wisconsin Interscholastic Athletic Association regulations.

The cost of all such examinations shall be borne by the students' parents or guardians.

HOME/SCHOOL COMMUNICATION

The District maintains a Website at **www.sturbay.k12.wi.us**, which can be visited at any time.

The SLOOP is the monthly newsletter for the Sturgeon Bay Elementary Schools. Please expect editions to be delivered home (one per family) on the first "school" Monday of each month by the youngest elementary aged student in your family. The SLOOP is also available on the district website.

In addition, teachers will send home informational newsletters at least once a month. These will include past/future areas of instruction, special interest topics and other pertinent information.

Written communication (teacher letters, SLOOPS, field trip permission slips, etc.) will be sent home in a specially designated red Home/School Communication Folder provided by the PTG. Check the folder's contents daily and return it to school.

Third thru fifth grade students will be provided with an assignment notebook. The notebook will be used to develop organizational skills regarding classroom assignments. Use of the assignment notebook is required; replacement notebooks are available for purchase at the school store. We ask that teachers and parents monitor and assist with the use of the assignment notebook.

If you have general concerns regarding your child or his/her school work please contact the teacher first, then the principal if deemed necessary.

HOMEBOUND

If a student at the elementary level will be absent for 20 consecutive days or has intermittent absences of at least 5 consecutive school days for an anticipated absence of 20 or more days and the absences are due to physical and/or emotional illness, the student may qualify for Homebound instruction. A licensed physician and/or licensed mental health professional must verify the need for absences in writing. Homebound instruction is available to students as the need develops and is designed to help the students maintain educational progress by providing educational services during specific periods of time when the student cannot attend school. It shall be provided within the limits as prescribed by state law.

For further information on Homebound instruction, you may contact your child's Guidance Counselor, Principal and/or Director of Special Education/Pupil Services.

HOMEWORK

The Board of Education has a policy regarding homework (IKB). A complete copy of this policy is located in each school office. Homework is defined as any opportunity to extend learning beyond the regular classroom period. The board believes that teachers, students, and parents/guardians all have responsibilities regarding homework. Students are expected to complete homework obligations. Each classroom teacher will communicate their assignment/homework procedures and routines at the beginning of the year.

If you have concerns regarding your child's homework please contact the teacher first, then the principal if deemed necessary

HOURS – OFFICE

Elementary school office hours are 7:15 AM - 3:15 PM, Monday – Thursday, and 7:15 AM - 3:00 PM Friday.

HOURS - STUDENT

Early Childhood & Sunset 4yr Old Preschool: Tuesday – Friday

Morning session	7:45 AM – 10:15 AM
Afternoon session	11:45 – 2:15 PM

Grades Kindergarten - 5:	Monday - Friday 7:40 AM - 2:30 PM

HOURS – TEACHER

Teacher hours are 7:35 AM – 3:10 PM.

ILLNESS OR INJURY

Students are expected to report all injuries to their teacher or supervisor immediately. When a child becomes ill or injured at school, the parents will be contacted at home or work to inform them of the illness or injury and to request that the child be transported home if needed. When a parent cannot be reached, the school will contact and release the child to the person/s designated on the pupil emergency card. **Please keep emergency cards up to date**. It is important to have persons listed in addition to the parents as sometimes neither parent can be reached. Please be sure the persons listed on the card have been informed and give their permission to be contacted.

The cost of medical care rests with the student's parent or guardian. The school board does not provide student insurance, however a low cost student insurance policy is available. Participation is optional, but should be considered by families who do not have insurance coverage. To receive an information packet and application form, please contact your respective school office.

IMMUNIZATIONS

State law requires that students through grade 12 and children in day care centers be immunized. Immunizations are required against measles, mumps, rubella, hepatitis B, polio, diphtheria, tetanus, chicken pox, and pertussis/whooping cough. Students must present written evidence of complete basic and booster immunizations, including the day, month and year for each one.

If students are not fully immunized upon admittance to school, they must have received at least one dose of any vaccine required for their grade within 30 days of admission. They must remain on schedule and complete all required immunizations within one year. Exemptions may be obtained for medical, religious or personal conviction reasons. A physician must sign the medical waiver; a parent, guardian or adult student must sign religious and personal conviction waivers.

Following are the current minimum required immunizations for each age/grade level. It is not a recommended immunization schedule for infants and preschoolers. For that schedule, contact your doctor or local health department.

Age/Grade	Number of Doses
Pre K (2 years through 4 years)	4 DTP/DTaP/DT 3 Polio 1 MMR[5] 3 Hep B 1 Var[6]
Grades K and 1[1]	4 DTP/DTaP/DT/Td[1] 4 Polio[4] 2 MMR[5] 3 Hep B 2 Var[6]
Grade 2 through 5	4 DTP/DTaP/DT/Td[2] 4 Polio[4] 2 MMR[5] 3 Hep B 2 Var[6]

1. DTP/DTaP/DT vaccine for children entering Kindergarten: Your child must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th) to be compliant. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
2. DTP/DTaP/DT/Td vaccine for students entering grades 1 through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
3. Tdap means adolescent tetanus, diphtheria and acellular pertussis vaccine. If your child received a dose of a tetanus-containing vaccine, such as Td, within 5 years of entering the grade in which Tdap is required, your child is compliant and a dose of Tdap vaccine is not required.
4. Polio vaccine for students entering grades kindergarten through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
5. The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1st birthday is also acceptable).
6. Var means Varicella (chickenpox) vaccine. Chickenpox disease history is also acceptable.

INTERNET ACCESS

Elementary students can use computers for accessing and exploring information on the Internet. In the interest of maintaining computer ethics, all students using the Internet for any purpose while at school must have submitted a signed parent permission slip before using the Internet. Intentional misuse of computers or technology will jeopardize student access to such equipment and be cause for disciplinary action. (Board Policy JQ)

LIBRARY PROCEDURES

Classrooms visit the library at least once weekly. Students in kindergarten and grade 1 may check out one book. Students in grades 2-5 may check out two books. Kindergarten students need to return their books every week. Students in grades 1-5 check out their books for two weeks; however, students in grades 1 and 2 are encouraged to return their books every week when they have LMC class in order to check out another book.

Classroom teachers are given overdue notices for their students when a book has not been returned one week past the due date. This gives students an extra week to return their books before they become overdue. At the elementary level, fines are not charged for overdue books. Because we feel that borrowing book(s) from the library is important for our students, children may continue to borrow books from the library with the following understanding: If the book(s) in question are found before the end of the school year and they are in good condition, they will be returned to the library. If they are not found or are significantly damaged, the parent will be billed for the replacement cost of the book(s).

It may be helpful to keep library book(s) in a "special" place in the home. This place should be for school library books only and should be out of reach to younger siblings or pets.

MEDICATION

Ideally, all medications should be given at home, but this is not always possible. In order to comply with State Statutes, the Board of Education has a medication policy (JHCD). **Before school personnel can administer any medication, the Non-Prescription and/or Prescription Medication Authorization Form must be completed and returned to school.** All medication, prescription and non-prescription, must be sent to school in the original container and will be kept in the school office. The building principal will designate school personnel authorized to dispense medication. Non-Prescription and Prescription Medication Authorization Forms are available from your local doctor, school office, and Appendix B in this handbook. An exception to this noted in Wisconsin Statute 118.291 became effective September 1, 1999. This legislation permits a student to carry in their possession an inhaler for the treatment of asthma provided three conditions are met:

1. The inhaler is used before exercise to prevent the onset of breathing problems.
2. The student has written permission from both a physician and their parent or guardian (if they are a minor).
3. The principal has a copy of the written approval of the physician and parents (school office).

Please do not send cough drops to school as they can be a choking hazard.

NEGLECT/ABUSE REFERRALS

As per Wisconsin Law 48.981 school personnel are required to report suspected cases of child abuse/neglect to the Door County Department of Social Services or Sturgeon Bay Police Department. The procedures followed are outlined by law and school policy/procedures (JHG.) All such reports are confidential.

NONDISCRIMINATION POLICY

It is the policy of the School District of Sturgeon Bay, pursuant to s.118.13, Wis, Stats., and PI 9, that no person, on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability, may be denied admission to any school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other programs.

All vocational education programs follow the district's policies (AC, ACA, & ACB) of non-discrimination on the basis of the above-mentioned reasons. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation.

Any questions of complaints concerning Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of the above mentioned reasons, contact: Mr. Joe Stutting, Superintendent, School District of Sturgeon Bay, Sturgeon Bay, WI 54235, phone 920-746-2800.

Inquiries related to Section 504 of the Rehabilitation Act of 1972, which prohibits discrimination on the basis of handicap, should be directed to: Director of Pupil Services/Special Education, Ms. Sharon Sanderson, School District of Sturgeon Bay, Sturgeon Bay, WI 54235, phone 920/746-2804.

OPEN ENROLLMENT

There is a short window of opportunity to apply for open enrollment under the open enrollment law. Application forms may be obtained from the District Office, 1230 Michigan Street beginning February 1. If your child has already been accepted, you do not need to reapply. Should you have further questions please call the district office at 746-2807.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are one of the most important channels of communication between school and home. Regularly scheduled conferences are held in November for grades K-5 to review student progress and plan for remediation and/or enrichment. Every effort will be given to create an accommodating conference schedule for families with children at multiple schools. Preschool conferences will be held in February. Teachers welcome opportunities at any time of the school year to discuss in private any concern you have regarding your child. Make an appointment by calling the respective school office.

PARENT TEACHER GROUP

The Parent-Teacher Group (PTG) supports the united efforts of home, school, and community on behalf of children. Participation helps parents become better acquainted with the schools and more informed about educational programs. Meetings are generally held quarterly; specific dates, times and locations will be published in the SLOOP. The PTG agenda will include a short time period for parent advisory issues. Parent opinion is welcome and valued in determining school programs and activities.

The PTG is responsible for:

- Room parents will arrange treats for various school functions and classroom parties.
- ART (Artists Relived Today) program. The goal of this program is to introduce children to great art. In this PTG sponsored program, children become acquainted with selected masterpieces through presentation by volunteer parents and community people. The PTG, with help from the Miller Art Center, trains volunteers to give a monthly 15-20 minute lesson about a selected work and its artist. If you are interested in becoming an "art person", please contact Nicole Herbst at 920-868-9520.
- Artist in Residence program
- Collecting Campbell Soup labels, Pick N' Save labels, and Econo Foods receipts
- Curriculum and Child Development Informational Meetings
- Fund Raising events
- Open Houses
- Volunteer Services
- Back to School Nights

PETS/ANIMALS IN SCHOOL

The guidelines and expectations regarding pet or animal visits for classroom "show & tell" type activities include:

- The principal is to be consulted prior to the inclusion of a live animal in the classroom.
- Prior to introducing any animals into the classroom, teachers shall be certain that: students and school personnel are not allergic to their presence; the animals are free from any diseases or parasites; the animals will present no physical danger to students; and students are instructed of expected behavior in the presence of the animal
- All pets brought to school must have their vaccinations unless they are too young for required shots.
- Pets must be brought into school by a parent, shown, and immediately taken home after the classroom lesson. Parents need to make arrangements with the teacher to find out the best time for showing the pet. This arrangement will save the parent time knowing that they must be at school as long as the pet is at school. Animals are not to roam freely at school. Animals are not to be transported on school buses.
- Only the parent, teacher, or students designated by the teacher are to handle the animals.

Animals are not allowed on school grounds during arrival and dismissal times, even on a leash.

PHYSICAL EDUCATION

All students are expected to participate in physical education classes. Parent excuses for excluding a student from physical education class will be accepted for no more than **two days**. Beyond two days a doctor or chiropractor's excuse is needed. Exceptions will be made if a student is feeling ill or has an injury and has not had time to get the written excuse. In most situations, students who do not participate in physical education will observe the class activities.

PICTURES

Student pictures are taken each year for students in grades Preschool-5. Memory books will be available, order forms will be distributed in the fall.

PLAYGROUNDS

Playgrounds are supervised each morning beginning at 7:20 AM. The large number of students using the playground during recesses has prompted us to adopt important safety rules. These rules are reviewed regularly with students and posted in our hallways. School rules of courtesy and respect apply to the playground. We are concerned for the safety of each child at school.

We ask that children not bring trading card collections, electronic games, gadgets, pagers, cell phones, footballs, hardballs, bats, skateboards, roller blades, scooters, and other objects that may cause injury or simulate violence.

Playing rough games, tackling, fighting, and throwing snowballs are not allowed. Please discuss the importance of responsible playground behavior with your child/ren.

REPORT CARDS

Report cards are issued at the end of each quarter for students in grades 1-5, and at the end of each semester for students in preschool & kindergarten. Art, music, and Phy Ed report cards are issued at the end of each semester for students in grades K-5. Report cards reflect the educational development of your child in terms of academics,

study habits, physical development, and social-emotional growth. Parents can use this information to support their child's learning at home.

SCHOOL CLOSINGS

In the event of severe weather conditions or emergency circumstances, the Superintendent may close schools. Official announcements will be made over radio stations WDOR 93.9 FM, WSRG STAR 97.7 FM, WBDK 96.7 FM, and cable channel 7. These stations are also used to inform parents of any busing delays caused by inclement weather or mechanical problems. In the event that both parents work outside the home, arrangements should be made as to where a child should go, if school is closed during the course of the day. Phones are typically very busy during such emergencies, so advance arrangements are important. Regular bus routes are followed when school is dismissed early. Please discuss a plan for emergency school closings with your child/ren, the phone lines become extremely busy during snow emergencies. **If school is "CLOSED" all school activities involving students and/or parents scheduled for that day are cancelled.**

SELLING IN THE SCHOOLS

Individuals or groups must receive permission from their building principal in order to sell items on school grounds. Sales are allowed for "non-profit" causes only. Sale of school related items, containing facsimiles of school logos (i.e. sweatshirts, T-shirts, jackets, etc.) by recognized school groups might be permitted with the approval of the school district administrator. (Board Policy JL)

SNACKS/TREATS

Our schools promote an environment that cultivates maximum student potential. Nutrition/activity influences a child's development, health, well being, and potential for learning. Our districts nutrition/activity policy encourages us to support lifelong healthy eating and activity habits. Please send snacks with nutritional value (Board Policy JFCL). Select snacks from several areas of the Food Guide Pyramid. Offer a variety of foods and vary the presentation to maintain your child's interest in snack choices. Appropriate portions will support your child's appetite for lunch. Students are allowed to have a personal water bottle throughout the day. No soda or candy is allowed. **Let the teacher know at least a day in advance if you would like to send a special treat for the entire class in recognition of a birthday or other celebration.** Please consider treats that have nutritional value and are easy to serve in the classroom setting.

Preschool classes may have a different system for "group" snacks. Teachers will include information about snacks in their newsletters.

SPECIAL EDUCATION

The Sturgeon Bay Schools provides programs to meet the special education needs of individual students ages three to twenty-one. All categorical programs in areas of learning, social and emotional development and sensory impairment are provided, including supportive therapies, transportation and adaptive equipment.

A child is eligible for any of these programs if, after going through an evaluation process, the child's needs require special education programming. If you suspect that a student may be in need of special help, you can contact the classroom teacher, counselor, or principal for consultation. For further information, contact the Director of Pupil Services/Special Ed, Ms. Sharon Sanderson, at 746-2804.

SPECIAL PROGRAMS

AODA-Alcohol and Other Drug Abuse Prevention Programs

The Alcohol and Other Drug Abuse Prevention Program is taught in grades kindergarten through five as part of the K-12 curriculum. The goal of this curriculum is to prevent alcohol and other drug abuse by promoting positive self-esteem, teaching good decision making skills and giving students factual information about alcohol and other drugs. As the unit begins at each grade level, parents will receive further information describing the activities.

Human Growth and Development

Teachers and the counselor at the 5th grade level teach a "Growing Up and Liking It" guidance/health unit. The program includes an introduction to reproductive physiology and a discussion of various physical, psychological, emotional, social, as well as sexual problems young people need to be prepared to understand as they enter into puberty. A parent program precedes the student program, at which parents may preview materials used in the student sessions. We encourage family discussions on the topic. All materials on human growth and development are available to parents of younger children to share with children individually. Contact the Sunrise School Guidance Counselor, Belinda Richard, 746-5919, to obtain copies of these materials.

Reading Buddy Program

In the reading buddy program, an adult volunteer buddy reads with a student buddy for 25-30 minutes once a week. Times vary, but are usually between 12:05-12:40 PM. The adult buddy provides positive reinforcement for the student's efforts and discusses materials read. If you or someone you know is interested in being an adult reading buddy, please call Ms. Gretchen Montee, Reading Specialist, at 746-5817.

Sturgeon Bay Police Dept. Prevention Programs

Officers from the Sturgeon Bay Police Dept. will provide instructional support at all K – 5 grade levels. They will deal with topics such as: Stranger Danger (knowing address & phone number), Bike Safety, Job of a Police Officer, Home Alone Safety, Abduction Prevention, Peer Pressure, and Alcohol and Other Drug Abuse Information. Classroom teachers will provide parents more information regarding these classroom presentations through their newsletters. Officers will also help monitor traffic at busy drop-off and pick-up times and visit with students in hallways, lunchrooms, and playgrounds. The goal is for children to see police officers as "community helpers".

SPECIAL SERVICES

Gifted and Talented

Sturgeon Bay School's gifted and talented program is structured to provide students with the types of services needed depending upon their abilities and development. The gifted and talented instructor provides consultation to regular education teachers and parents. Services might include subject area acceleration, advanced placement classes, grouping for instruction, performance groups, and differentiated assignments

Guidance and Counseling Services

The elementary schools are staffed with the following counselors: Mrs. Patsy Vollrath at Sunset and Sawyer Schools, 746-5827, and Mrs. Belinda Richard at Sunrise School, 746-5919. The guidance program is developmental in nature, focusing on the educational and personal-social concerns of all children. The guidance counselors and classroom teachers coordinate and conduct classroom guidance activities. Counselors also work with small groups and individual students. Students participate in small groups and individual counseling only if parents give written permission. The guidance counselors are available for consultation with parents.

Title I

Title I is a federally funded program designed to provide support in the areas of reading, language arts, and math for students in grades 1-3. Students are selected to be in the Title I program through test results, teacher recommendations and/or classroom performance. In the program students will become involved in small groups or individual learning experiences that will reinforce skills taught in the regular classroom. The Title I program is

coordinated by Ms. Gretchen Montee, Reading Specialist, 746-5817, and directed by Mrs. Ann Smejkal, Elementary Principal, 746-2815.

STAYING AFTER SCHOOL

Students may remain after school to complete schoolwork, work on extra projects, or for disciplinary action. Under most circumstances, parental permission will be obtained prior to the student remaining at school. The teacher or appropriate staff member will supervise students staying after school. It may be necessary for parents to transport their child home from school. A student may be retained at school if there is a serious concern for the safety of that child or other students.

SUBSTITUTE TEACHERS AND ASSOCIATES

Substitutes for teachers and associates are to be shown a high level of respect and cooperation.

SUPPLIES

Each grade level has a specific list of supplies needed for regular classroom use. All student supplies should be labeled with the student's name. A supply list is included in Appendix A of this handbook. Please replenish supplies as needed. Basic school supplies are available for a minimal fee at Sawyer and Sunrise school stores.

TEACHER QUALIFICATIONS

Parents of students in the Sturgeon Bay School District have the right to know the professional qualifications of the classroom teachers that instruct their children. Federal law allows parents to ask for specific information about the child's classroom teachers and requires that we respond in a timely manner when we are asked for such information. Parents have the right to ask for the following information in regard to their child's teachers:

- Whether the Wisconsin Department of Public Instruction has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Wisconsin Department of Public Instruction has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' assistants or similar paraprofessionals provide services to your child and, if they do, their qualifications.

To receive any of this information, please call the Principal of the school attended by your child or children.

TRANSFER STUDENTS

Children can be affected by moves in both positive and negative ways. The following suggestions may be helpful in providing for a successful transition.

Transfer into this district:

Notify the school of your intention to enroll as soon as possible. This allows the teacher time to prepare the room with the materials needed for your child and that student for receiving a new classmate. Accompany your child to school on his/her first day and meet the child's teacher(s). If possible, arrive a few minutes early. Supply the child with the basic school supplies but consider allowing your child to use "old favorites" (notebooks, school bags, lunch boxes, etc.). It may be less threatening to stay with the familiar. Make sure your child knows their way home - which bus to take or which sidewalks lead home. A rehearsal before hand may be a good idea. Emphasize similarities between old and new. Maintain familiar routines - bedtimes, chores, sports, etc. Provide opportunities

outside of the school day for your child to develop new friendships. Time with friends at school is not enough. Consult your child's teacher and/or guidance counselor about any questions or concerns regarding your child's transition. We want your child's transition to our school system to go smoothly and successfully.

Transfer out of this district:
If a student withdraws from the school before the end of the school year, the school should be notified at least two days in advance, but preferable up to thirty days in advance. This will help to assure that all withdrawal procedures may be completed; there is time for completion of projects and time to say good-bye. At the time a student enrolls in a new school, the parents will then initiate a request for the student's records to be sent to the new school. Be aware and willing to discuss feelings your child may express towards the move. Include your child in the move as much as possible. Involve him/her in packing, planning, and visiting the new home and school. Ask your child's teacher for a "Pupil Transfer Summary' to take with you to your child's new teacher. It will provide information about books used in our system and the progress the student has made. It will be most helpful for the new teacher on your child's first day at the new school. We want your child to have a smooth and successful transition to their new school.

VISITORS TO SCHOOL

Parents are always welcome. However to be respectful of student learning and instructional time, visits to a class should be arranged with the teacher beforehand. Students attending other schools must obtain permission from the principal prior to a visitation. These visits are limited to no longer than a half day.

All visitors, including parents and volunteers, are required to report to the office and register before going to a classroom. Visitors will be identified by a nametag visitor's pass. All visitors must also sign out of the office and return their visitors pass prior to leaving the school. We look forward to your visits! (Board Policy KK)

VOLUNTEERS

We welcome volunteers in our schools. Parents have the opportunity to volunteer with the classroom teacher, principal, or Parent Teacher Group. Please do not bring infants or very young children along when you volunteer. Volunteers are required to report to the office and register before going to a classroom. Volunteers will be identified by a nametag visitor's pass. Volunteers must also sign out of the office and return their visitors pass prior to leaving the school.