

Sparta Area School District

Student/Parent Handbook

Herrman Elementary School



2021-2022

The Spartan Way

**Respectful
Responsible
Safe**

925 North Black River Street
Sparta, Wisconsin 54656

SCHOOL PHONE (608) 366-3438

FAX (608) 366-3437

Visit the Sparta Area School District website at
www.spartan.org

PRINCIPALS

Mr. Toby Oswald
Mr. Mike Roddick

COUNSELORS

Hope Anderson
Haley Lamprecht
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SECRETARIES

Sue Cox
Merry Kuderer

Other Contact Information

Southwest Bus Company	269-2069
District Office	366-3400
Food Service	366-3405

Non-Discrimination Statement Regarding Students ([Board Policy Article 517](#))

It is the policy of the Sparta Area School District to comply with all applicable state or federal laws concerning non-discrimination and, therefore, no person may be denied admission to any public school in this District or be denied participation in, be denied the benefits of, or otherwise be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program or activity on grounds that include the person's sex, race, color, national origin, ancestry, creed, socio-economic status, homeless status, religion, pregnancy or marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap, or any other factor outlined in state or federal law. Complaints and/or requests for the complaint procedure should be directed to the District compliance officer: Amber Kulig 900 E Montgomery St, Sparta, WI 54656, (608) 366-3400. In accordance with Title IX, the Sparta Area School District does not discriminate on the basis of sex in its educational programs or employment practices. For administrative procedures relating to grievances under Title IX, contact your school principal.

Procedures and expectations for all students district wide are provided in the The Sparta Area School District Student/Parent Handbook. This handbook references information and expectations specific to Herrman Elementary School. These items are IN ADDITION TO the information provided in the District Student/Parent Handbook.

You may view the District Handbook at [Sparta Area School District Student/Parent Handbook](#). You may view all Board policies on line at [BoardDocs® LT](#) Click on the **POLICIES button in the top right corner of the Board of Education home page. A copy of a Board policy can also be requested at any Sparta School Office.**

The Spartan Way

Schools within the Sparta Area School District, similar to other PBIS schools across Wisconsin, have created a more positive environment for students and staff by establishing clear expectations for their students and taking active steps in teaching, modeling and reinforcing appropriate behaviors school wide. This initiative will coordinate Positive Behavioral Interventions and Supports (PBIS) throughout the Sparta Area School District and connect PBIS within the greater Sparta community.

The Spartan Way uses common PBIS language to increase understanding and familiarity district-wide. The uniform program makes building transitions easier for students and parents and allows for community involvement and recognition of students. Businesses throughout the Sparta School District are also joining The Spartan Way and its key words – Respectful, Responsible, Safe – businesses and organizations have The Spartan Way cards to recognize students exhibiting the desired traits. Window clings have been provided to businesses and organizations that are interested in participating.

Herrman Goal Statements

- Develop a solid foundation in core academic learning.
- Students of all ability levels will have diverse, quality educational experiences.
- Motivate, challenge and engage all students in the learning process.
- Develop in all students the skills required to be successful in the 21st century.
- Foster relationships that promote a responsible and caring environment within our district.
- Encourage the development of personal responsibility for family, community and the world.

ARRIVAL & DISMISSAL

School hours for Herrman Elementary School are as follows: Classes begin at 7:50 a.m.
Students are not to arrive at school prior to 7:30 a.m. Classes end at 3:00 p.m.

When pupils enter the building after the above listed time, students are expected to go directly to their designated area. Pupils are expected to leave the building and school grounds immediately at the close of the school day, unless they have permission from a teacher and are under the supervision of that teacher or attend WIN.

When students enter the school grounds they must stay there. Leaving the school grounds will only be allowed with parental permission or if the school initiates the student departure. Students shall be released only to a parent with whom they reside, to their legal guardian, or to a lawful custodian during the school day. Please alert the classroom teacher by sending a note if your child will be leaving during the day.

ATTENDANCE, TARDINESS, TRUANCY ([Board Policy Article 501](#))

If a child is going to be late/tardy or absent from school, **the parent needs to call/notify school**. Please call the school anytime to leave a message notifying the school of your child's absence. We need to make sure that your child is safe and not stranded between home and school. If your child plans to eat hot lunch and arrives at school late, it may not be possible to order lunch. Please call the school to order lunch by 8:15 a.m. or send a cold lunch with him/her.

State law requires all students to be in attendance when school is in session (Wis. Stats. 118.15(1)(a)). A student is considered absent if they are not in attendance for all or part of the school day for which the student is scheduled.

Parents may request that their child be excused for medical reasons (doctor's appointments, student illness, and family medical emergencies), family religious observances, death in the family, or school related events. Parents may request to excuse their child, with prior notice, for family events and vacations (Any missed school work must be made up). The

school will accept parent requests and excuses, for the above listed reasons, a maximum of **ten** times during the school year. Remember, the number of days a parent can excuse is limited to ten days per year, beyond that, a note from a physician will be required before an absence will be considered excused.

Over 45 minutes in any half-day is considered a half-day absence. If a student is absent from school for **less than 45 minutes** in any half-day, it is considered a *Tardy* or *Late*. Tardies are unexcused absences and Lates are excused absences. Reasons for excused absences (Lates) are illness, medical appointments, religious observances, death in family or school related events. Absences beyond these exceptions will be recorded as unexcused.

When a student has an unexcused absence, the school will notify the parent by phone or by letter advising the parent of the unexcused absence/tardy. After the third unexcused absence/tardy, the parent will receive a letter from the principal requesting a meeting with school officials. If a student misses part or all of five or more days without an acceptable excuse within a semester, a plan must be developed with the parent to address the truancy. If the family refuses to meet with school officials and/or the student continues to be truant, a report will be filed with the Monroe County Corporate Council. Students who are age twelve or over are also subject to a fine in Municipal court.

CLASSROOM PARTIES, TREATS, BIRTHDAYS, CELEBRATIONS ([Board Policy Article 700](#))

Parents are encouraged to provide healthy snacks and treats for student celebrations and other events. To reduce the risk to students who have food allergies, parents are encouraged to provide fresh fruit or vegetables, or food items that are commercially prepared or prepared by a city/state health-inspected bakery. The District's Nutrition Service will assist parents by providing this service to families at a reasonable cost. If you are interested in Nutrition Service providing this service for your child's treats, please contact them at 366-3422. Beginning in September of 2006, schools with students in preschool through grade five will prohibit the distribution of home-prepared snacks and treats to students during school hours. This policy is not intended to regulate events where parents or guardians are present, such as a parent group 'fun fair' or "pot-luck", faculty events, or secondary school classroom related cultural events involving food items.

Parents are asked not to send party invitations to school unless the entire class is invited. We do not want hurt feelings that may be caused by some students not receiving an invitation.

PARENT/TEACHER ORGANIZATIONS ([Board Policy Article 617](#))

Each elementary school has a parent/teacher group. The focus of these groups is to support a strong educational partnership between students, parents, teachers, and the community. Each year the parent/teacher groups hold fundraisers. The goal is to help the staff in as many ways as possible to make the elementary school years a positive, productive and fun learning environment for your child. All parents/guardians are encouraged to get involved with your child's parent/teacher group. Watch for newsletters and notes with information regarding upcoming activities and meeting dates.

PHYSICAL EDUCATION CLASSES

Elementary physical education classes are scheduled on a regular basis. Check with your child's teacher to find out the days your child has class. For your child's safety, children are expected to have non-marking rubber-soled shoes.

REPORTING STUDENT PROGRESS ([Board Policy Article 403](#))

Progress reports are prepared each trimester and distributed to parents. Face-to-face Parent/Teacher/ Student conferences are scheduled in the fall and in the spring. Outside of these scheduled times, feel free to contact the school anytime to check on your child's academic or behavior progress.