

Sheboygan Falls Elementary School
GRADES 4K - 4
PARENT/STUDENT HANDBOOK



SHEBOYGAN FALLS ELEMENTARY MISSION STATEMENT:

We are safe, respectful, and responsible at SFES.

We show expected behaviors at school!

- **EC:** I am a member of the Sheboygan Falls Elementary Family.
- **K:** I am a caring member of the Sheboygan Falls Elementary Family.
I am kind to others.
- **1ST** I am a cooperative member of the Sheboygan Falls Elementary Family.
I share and take turns.
- **2ND** I am an honest member of the Sheboygan Falls Elementary Family.
I tell the truth and can be trusted.
- **3RD** I am a productive member of the Sheboygan Falls Elementary Family.
I stay on task and produce quality work.
- **4TH** I am a respectful member of the Sheboygan Falls Elementary Family.
I am learning to care for myself, our school, and world.

SHEBOYGAN FALLS ELEMENTARY SCHOOL

1 ALFRED W MILEY AVENUE

SHEBOYGAN FALLS, WI 53085

OFFICE 920-467-7820

FAX 920-467-7824

Mrs Lynn Bub, Principal

Mrs Shelley Hyde, Associate Principal

www.sheboyganfalls.k12.wi.us

SCHOOL HOURS

The school office is open 7:15 AM - 3:45 PM

4K Bell Schedule – Classes meet M, T, Th & F (no classes on Wednesday's)

AM Session

Entry Bell – 7:30-7:55 am

Tardy Bell – 8:05 am

Dismissal Bell – 11:05 am

PM Session

Entry Bell – 11:50 am

Tardy Bell – 12:00 pm

Dismissal Bell – 3:00 pm

4K STUDENT DROP OFF AND PICK UP - 4K students may be dropped off in the same front drop off circle as all the other elementary students. Students enter Door 3. Afternoon 4K students should also join their classroom via door 3 as they arrive at school. Adults and student helpers are available to support 4K students after drop off at door 3.

K-4 Bell Schedule

Entry Bell – 7:30-7:55 am

Tardy Bell – 8:05 am

Dismissal Bell – 3:00 pm

Wednesday Early Release Bell – 1:55 pm

Doors unlocked and supervision in classrooms begins at 7:30 am. Your child should not be dropped off before 7:30am.

STUDENT DROP OFF AND PICK UP

Unless a parent or guardian needs to come into the building, they should not bring their children into the building. To help students learn independence and create a healthy separation routine, they need to **follow our morning process** and enter with the other students. Please note: Morning supervision begins at 7:30 AM. Please do not drop your child(ren) off before 7:30 AM; we do not have supervision before this time. Doors will remain locked until this time.

Students who are being picked up after school are dismissed at the southeast atrium, **Door #3**.

This is the pickup/drop off circle area. **Families should meet their child at the Door #3 pick-up/drop-off area. At no time will students be allowed to cross a street or walk through a parking lot without an adult.**

Additionally, SFES will begin using PikMyKid for students who can enter their vehicle independently and secure their seatbelt while in the loop. More details to follow.

VISITOR PARKING

The main parking lot for visitors is the Southeast lot. There is no parking in the bus lot or the drop off circle at any time.

VISITOR PROTOCOL

All Visitors, whether volunteering, attending an event or meeting with a teacher, will need to be let in at the main entrance (door #2 near the flag pole), then check in and get a visitor badge at the front office desk. When leaving the building, the visitor must return to the office and return the visitor badge. This procedure helps us keep our schools safe by ensuring that no unauthorized person enters. Visitors, in most cases, will not be asked to check in and out using this system during evening PTO/Booster meetings, school plays, programs, athletic events or other large-crowd events.

All visitors and volunteers must wear their name badges in plain sight at all times while on school grounds or at school-related events or activities.

When an event takes place that requires chaperones or volunteers to supervise students and is after school or away from school, schools will work with those chaperones or volunteers to check them in/out.

ATTENDANCE

ABSENCE REPORTING

When a student is absent from school, the absence must be verified with a phone call from a parent/guardian ~ 467-7820. State law requires that we record a reason for absences. The office must be notified by 9AM. When the absence is not excused by 4:00 PM on the third day following the absence, it will remain unexcused. Please do not call your child's teacher to report a daily absence. You may send a note to school or contact your child's teacher if you are aware of an upcoming absence/appointment.

APPOINTMENTS

School Board Policy, in accordance with Wisconsin State Statute 118.15 on Compulsory School Attendance Law, requires regular school attendance, but allows legal excuses for absences for personal illness. Every attempt should be made to schedule vacations and appointments outside of the school day. Permission slips to leave the building for appointments are obtained by parent phone call or by presenting a note from home to the office on the day of the appointment. Verification of attending an appointment may be required when your child returns. **We strongly encourage you to provide a medical excuse for all absences related to medical appointments and extended illnesses as this helps us to accurately report "reason for absence," as required by Wisconsin State Statute.**

Excused Absences:

The following are acceptable excuses for missing school as outlined in the SFSD Board Policy:

1. Physical or mental condition – a doctor’s confirmation may be required.
2. Obtaining religious instruction.
3. Permission of parent or guardian – if the student has been excused by a parent/guardian BEFORE the absence. **A student may not be excused for more than 10 days per school year** and must complete any work missed during the absence. Examples include, but are not limited to: professional or legal appointments, funeral of a relative, or family vacations (**see Pre-Arranged Absences below**).
4. Religious holidays consistent with the student’s belief/creed.
5. Suspension or Expulsion.
6. Program or Curriculum Modification – if the Board has excused the student from regular attendance.

The following absences MAY be excused by the principal:

1. Quarantine – of the student’s home by a public health officer.
2. Illness of an immediate family member.
3. Emergency – if the emergency requires the student to be absent because of familial responsibilities or other appropriate reasons.

PRE-ARRANGED ABSENCES

A student who needs to be absent from school for a family vacation, medical reasons, or other reasons must have this absence cleared in advance. **Pre-arranged family vacations count toward the ten-day parentally excused limit per school year.** To have an absence approved in advance, a student needs to pick up a vacation/absence form from the office at least one week in advance. *This form must be filled out by the parent, signed by all teachers, and returned to the office not later than two days before the absence.*

TARDINESS

If a student is not in his/her classroom when the 2nd bell rings (8:05AM), he/she will be considered tardy. If a student arrives after the 2nd bell rings, he/she must check in at the office to get a pink “admittance slip” to give to the teacher. The school is required to establish start, end, and tardy times based on State Statute 118.15.

More attendance information is available at the DPI website:

<https://dpi.wi.gov/sites/default/files/imce/sspw/pdf/schlattendqa.pdf>

Unexcused Absences: Unexcused absences demonstrate a disregard for the educational program and are considered a serious matter. An absence is unexcused if it does not fall under the acceptable excuses listed above. Administration will follow the truancy process for students defined by **State Statute 118.15** as **habitual truants with 5 or more unexcused absences per semester.**

Consequences may include a truancy fine and/or referral to Social Services.

OPEN ENROLLMENT TRUANCY

If your child is attending school under open enrollment in our district, truancy impacts your student's continued enrollment status. Pursuant to Wis. Admin. Code PI § 36.08 the district has the right to terminate the open enrollment status of your child for the reason of habitual truancy. It is our sincere desire to work with you to support your child to be successful with school attendance.

BIRTHDAYS

Birthdays are special for elementary students and we do celebrate them during the year. Students are allowed to bring a treat for their classroom only. We encourage healthy treats! *We do not allow students to walk around the building to pass out treats to other staff/friends.* In addition, we do ask that students NOT distribute party invitations at school unless the whole class is invited, or all the same gender from the same class is invited. This causes too many hurt feelings to those not included and is a disruption to learning. Please take care of this matter outside of school. At this time, an anonymous donor ensures children receive a book on their birthday. Students can visit the office to pick out their book.

BREAKFAST, HOT LUNCH & MILK - Breakfast and a hot lunch is available daily for full day students. Monthly menus will be published on the ES website. We encourage balanced meals. If your child brings a snack or lunch from home, please include healthy choices. Avoid high sugar, low nutrition foods. **NO SODA OR ENERGY DRINKS!** Breakfast, milk, and lunch can be purchased through an automated food service account. Parents of Early Childhood and 4K students have the option of paying for semester milk. There are 2 **ways to deposit money into your child's food service account.**

1. **A deposit form**(found in the ES office or online). Please make sure the form and payment goes into **an envelope with your child's name on it** ! There is a deposit box in the ES office or the envelope can be mailed to the Middle School. Please remember it can take up to 48 hours for a payment to show in your child's account.

2. **Campus Portal/Infinite Campus** ~ by using your Campus Portal Login & Password parents may deposit money, view account balances, print out history, and view purchases. There is a convenience fee of \$2.00 per deposit if using the online system.

*Parents, siblings, or visitors wishing to have lunch will need to purchase a ticket in the lunch line.
You can contact Food Services at 467-7880 ext. 4134 with any questions.

PRICES FOR 2019-2020

Daily Breakfast: \$1.65	K-4 Hot Lunch: \$2.40
Reduced Breakfast: Free	Reduced Hot Lunch: \$0.40
Adult Breakfast: \$2.05	Adult Hot Lunch without milk: \$3.90
Carton of Milk: \$0.35	

The links noted below are the District's policy and guidelines regarding negative account balances and guidelines for Food Service. Please review.

<http://www.boarddocs.com/wi/shebfall/Board.nsf/goto?open&id=ANQNNG5904FA>

<http://www.boarddocs.com/wi/shebfall/Board.nsf/goto?open&id=ANQNMZ58D383>

FIELD TRIP EXPECTATIONS

Our school community sponsors specific field trip experiences for students at each grade level. Thanks to our PTO Group (Friends of Falcon Families) for sponsoring entry fees for each child. The elementary school provides busing for each event.

Parents wishing to be considered to chaperone, as well as parents planning to attend any off-site field trip, must fill out a background **check each year**. *The background check process is completed and approved or denied by our district office.*

If many parents wish to participate, chaperones for field trips are chosen at random. To serve as a chaperone, the background check must be completed and cleared by our district office. Some field experiences may provide for additional adults to attend. Please read information from your child's classroom teacher carefully for off-site events. For liability reasons, approved chaperones may not bring additional children on a field trip.

It is necessary for all students to ride the bus to and from the field trip experience for safety and accountability. It is not advised for non-chaperone family members to attempt to meet the field trip at an off-site location, unless outlined specifically for that trip. Academic field trips are intended to match learning standards and are not intended as family events. Visitors other than approved chaperones are not advised to attend. Questions should be directed to the classroom teacher or the office in advance of the field trip date.

HEALTH SERVICES

It is important that you *keep emergency contact information updated* . In case of an emergency, we will need to contact you or your emergency contact. By using your Infinite Campus Parent Portal, you can update these contacts by adding, deleting or changing contact information.

PLEASE DO NOT SEND SICK CHILDREN TO SCHOOL!

DO NOT SEND YOUR CHILD TO SCHOOL IF HE/SHE HAS:

1. Communicable diseases, please call the school nurse if your child is diagnosed with any communicable diseases.
2. A fever ~ oral temperature of 100.0 or higher. **Students taking medication for a fever should NOT be sent to school.** We cannot dispense medication for a fever at school.
3. Diarrhea and/or vomiting.
4. Other signs of an illness such as paleness, irritability, or excessive sleepiness.
5. A rash you can't explain.
6. Drainage or pus from a crusty sore (could suggest impetigo or infection).

YOU MAY SEND YOUR CHILD TO SCHOOL IF HE/SHE:

1. Has been taking antibiotics for 24 hours or more.
2. Has a mild cold, cough, or runny nose.
3. Is experiencing symptoms which are part of a medical condition.
4. Has minor bumps, bruises, scrapes, etc. that don't require medical attention.
5. **Has been fever, vomit and diarrhea free for 24 hours or more.**

HEAD LICE

Please be aware that the health room staff follows recommendations made by the Centers for Disease Control (CDC), American Academy of Pediatrics (AAP) and the National Association of School Nurses (NASN) for the management of lice in school. We do not exclude for nits or head lice. If you discover lice on your child it is important to notify the school. If live lice or nits are discovered on a student while in school, the parent will be informed and can choose to pick up the student early for treatment. Please be aware that student confidentiality is of utmost importance. Contact the health room staff if you have questions or concerns regarding lice treatment.

MEDICATION ~ State law and Board policy determines our procedures for giving medication. No medication will be given unless the following procedures are followed.

Prescription Medication:

1. Complete the “Parent/Guardian Medication” consent form.
2. Have prescribing doctor complete the “Physician Order” form. The Health Room Staff can assist you with this portion of the form if you have not already received one from your physician.
3. Send medication in the original container, with pharmacy prescription label printed in current year. You may ask the pharmacy to make a “School bottle” for your student.

Non-Prescription Medication:

1. Complete the “Parent/Guardian Medication” consent form.
2. Send medication in the original container labeled with the child’s name, dosage, time to be given, and name of doctor to be consulted, if needed.

*Copies of the consent forms can be found in the ES office, health room, or online under Elementary/Forms for Families

*Students may not transport medication to and from school.

*We are a **LATEX FREE SCHOOL!** Please **do not send in latex balloons** for any reason! Foil balloons (Mylar) are allowed.

DRUG FREE ZONE ~ SFES is a drug free zone! The possession of alcohol, tobacco or drugs is not allowed on school property. Any possession or use may lead to referral to the police and/or social services as well as a disciplinary hearing with the school board.

SCREENINGS ~ **Per School Board Policy**, the school nurse will do hearing and vision screenings in the fall. Referrals will be sent home if the screening is abnormal. These screenings are not meant to substitute professional exams.

Hearing ~ Students in EC, 4K, K and 1st Grade

Vision ~ Students in EC, 4K, Kindergarten, and 3RD Grade

Students may be referred to the school nurse at any time during the year for hearing or vision screening if parents or staff have concerns.

STUDENT DRESS

Though we do not have a dress code, we expect students to be dressed appropriately for school:

1. Clothing should be simple so children can dress themselves.
2. Put your child's name on all clothing that she/he may remove during the day: hats, mittens or gloves, boots, coats, gym shoes, etc.
3. Make sure that boots fit appropriately so your child can easily remove them or put them on by themselves.
4. Make sure that your child is dressed **appropriately for the weather!** In winter, we expect students to wear boots, mittens, hats, snow pants, and a winter coat.
5. **All students are expected to go outside for recess**, weather permitting. An exception would be if the child had a doctor's excuse, which we will need in writing.

**Children who have been home ill are asked to stay at home until they are able to participate in all aspects of the school day, including recess.*

STUDENT BEHAVIORS

We work to teach and practice expected behaviors at Sheboygan Falls Elementary. The language we use and behavior lessons we practice support our school mission, vision and commitment statements. We ask for your support and cooperation in achieving a positive learning environment for every child.

Expected behaviors: being respectful, responsible, cooperative, productive, safe, and/or fair. .

Unexpected behaviors: being disrespectful, irresponsible, uncooperative, unproductive, unsafe, vandalism, threats, weapons, lying, stealing, cheating, and/or inappropriate language

When an unexpected behavior occurs, students will create a fix-it plan and/or receive a consequence. Staff work to re-teach the expected behaviors and routinely practice with students to achieve an expected result next time. We practice social skills regularly!

Possible interventions by the principal, associate principal, liaison officer, teachers, and/or parents occur, as appropriate.

Our staff work together to offer self-regulation strategies and highlight being a kind, respectful, responsible, and safe school citizen throughout the school year.

PLAYGROUND RULES

SAFETY & RESPECT are the main concerns for playground rules; however, we follow expected behaviors on our playground.

When on the playground, I will:

1. Get permission from an adult to leave the playground.
2. Use kind words.
3. Problem-solve using strategies or help from an adult.
4. Be responsible for equipment I take outside and/or play with.
5. Use playground equipment appropriately.
6. Keep my mouth free of objects (food and gum).
7. Line up when the signal is given.
8. Follow the directions from the adults on the playground.
9. Leave rocks, snow, and wood chips on the playground for safety.
10. Keep my body to myself.
11. Electronics, toys, or trading cards are not allowed on the playground. Recess time is for imaginative play and social practice. *The school is not responsible for any items brought to school.
12. Problem Solving - Notes home are intended to help you understand what happened in a learning opportunity/problem, how it was solved, and prepare you for conversations with your child.

CAFETERIA RULES

SAFETY & A PLEASANT EATING ENVIRONMENT is important in the cafeteria. We use expected behaviors to help everyone enjoy lunch.

When in the cafeteria I will:

1. Wait in line patiently, keeping my body to myself.
2. Ask permission if I need to leave the line or the cafeteria.
3. Carry my tray with two hands.
4. Eat or at least try food on my tray or in my lunch.
5. Place uneaten food and silverware in the right containers.
6. Be respectful and follow the directions of the adults in the lunchroom.
7. Use a volume 0, 1, or 2.
8. Raise my hand to be dismissed for recess.

BUS RULES

Students will only be dropped off at their regular stop unless the driver has authorization (a note) from parents or administration. Riding the bus is a privilege and can be revoked if your child does not follow the bus rules. Consistent or severe problems will be referred to the school. If a child loses bus-riding privilege, parents are responsible to get the child to and from school.

1. Be on time to your stop. Stay off the road for safety.
2. Take a seat and stay seated until the bus arrives at school (no more than 3 to a seat). The bus driver or school has the right to assign seats if needed. Elementary students should be seated towards the front of the bus (in front of the tape line provided to denote separation between elementary, middle and high school students).
3. Use a volume 0, 1, or 2 at all times.
4. **Show expected behavior on the bus so all can feel safe and comfortable; this means**
5. **Body to self**
6. **Use kind words**
7. **Follow adult directions**
8. Keep head, hands, and all materials inside the bus at all times.
9. Be respectful to fellow students and the driver.
10. Wait for the bus to come to a complete stop before leaving your seat.
11. If you need to cross the street, look both ways and watch for the bus driver to signal you to cross.

PARENT INVOLVEMENT/COOPERATION

As a parent/guardian I will do my best to:

1. Be positive about school and learning and encourage my child to do their very best.
2. Encourage my child to read as often as possible!
3. Make sure my child knows where to go after school. I will send a note (preferred method) or contact the office by noon (in emergency situations) if anything changes.
4. Label anything that comes to school. All money should be in a sealed envelope and labeled appropriately.
5. Check my child's backpack, agenda, folder or any other materials that come home daily and return all necessary materials.

6. Keep the lines of communication open, attend conferences and parent nights, and check the lost & found occasionally.
7. Discuss with my child what to do in case of early weather dismissals or other emergencies.
8. See that only appropriate materials are brought to school. Toys should be kept at home for safety.

PARENTAL PERMISSION

During the school day, students may be photographed by school employees. The photographs can be used in the yearbook, front page of the District website, newspaper articles, and television reports or for promotional material that is authorized by the administration. As part of our online summer registration, parents should note if they do not want their child's picture published in any/all publications.

REPORT CARDS/CONFERENCES

Conferences are held after the first and third quarters. This is a time for parents, teachers, and students to review progress and set goals for the upcoming quarter. Report Cards are posted online via Infinite Campus at semester, late January, and the last day of school. All parents/guardians are encouraged to attend conferences. You should contact your child's teacher throughout the school year with any comments, questions, or concerns you may have.

SPECIAL PROGRAMS

SPECIAL EDUCATION Programs for students with special needs are available through the school district. Students can be referred for an evaluation to determine eligibility by school personnel, parents or physicians. If a student is found to be eligible for special education under at least one of the eleven Wisconsin disability areas, a team, including parents, will meet to determine needs for specially designed instruction. All students in our school are provided an education in the most inclusive setting possible to meet their unique needs.

ENGLISH LEARNERS Parents or students needing English language support should contact the school office. EL students and their families are supported by the school's EL staff and their classroom teachers within their grade level classroom.

COUNSELING SERVICES The school counselor's main responsibility is to help students maximize their potential. The school counselor's activities are directed toward each child experiencing success. When barriers or problems arise, the school counselor will work with the student, teacher, parent/guardian to help remove these barriers. When appropriate, school counselors will make referrals to other individuals/agencies to assist the student or family. School Counselors can be reached through the office and encourage all students to seek information or help with any area of concern. Confidentiality prevails.

LIBRARY/MEDIA SFES has a library which is available for student instruction and use. A computer lab is located next to the library and a second lab is located in the 4 grade pod. Laptop carts are also located in other pod areas.

PHYSICAL EDUCATION Each child who is physically able is required to take physical education class. **A doctor's statement is required to excuse a child from PE or recess.** Students will need a separate pair of clean gym shoes for PE class.

SCHOOL CLOSINGS DUE TO INCLEMENT WEATHER

Any decision to close schools for all or any portion of a school day will be made as early as possible so parents have the opportunity to make alternate child care or transportation plans. All closing announcements or early dismissals will be made on the school website [w www.sheboyganfalls.k12.wi.us](http://www.sheboyganfalls.k12.wi.us) .

You may also receive a message from Infinite Campus or you can listen to the following radio **stations**

WTMJ 620AM, WLWK 94.5FM, WMIL 106.1FM, WISN 1130AM, WLKN 98.1FM, WRNW 97.3, WOKY 920 AM, WRIT 95.7, WSTM 91.3 FM.

WXER 104.5FM & 96.1 FM, WHBL 1330AM, WHBZ 106.5FM, WBFM 93.7FM, WJUB 1420AM.

We also announce school closings on the following **television stations**:

Today's TMJ4; WFRV Local 5 News, WISN TV CHANNEL 12 (and on WISN.com), and WITI Fox 6 Storm Center.

We ask that **no individual phone calls** are made to any of the above resources. We will not dismiss students early unless the safety of the children requires us to do so.

In the event of a tornado warning, students will only be dismissed to his/her parents during the warning. Buses will not run until the warning is lifted.

HARASSMENT POLICY

The School District of Sheboygan Falls does not tolerate harassment in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of the offenders. It is the policy of the district to maintain and insure a learning environment and working condition free of any form of harassment or intimidation towards and between students or its employees.

Harassment is defined as any deliberate, repeated, or unwanted verbal or physical sexual contact, explicit derogatory statements, or discriminating remark which is offensive or objectionable to the recipient or which causes the recipient discomfort, humiliation, or which interferes with the recipient's academic performance or work environment.

COMPLAINT PROCEDURE

1. Inform the student that his/her behavior is unwanted, offensive, or inappropriate. **Do not** assume the problem will go away.
2. Notify a counselor, teacher, or school administrator right away. Early reporting assists any investigation.
3. Request a copy of the district's harassment policy from the office so that reporting procedures are clear. Fill out Form "A" Harassment Documentation Form and return to the person you reported to.
4. Keep notes. Make a record of dates, times, places, witnesses, and descriptions of each incident. Save all notes or records in a safe place. Once a report has been filed with the building administrator, a confidential and expeditious investigation shall begin.

2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

The Board of Education is committed to providing an equal educational opportunity for all students in the District. The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities. The Board is also committed to equal employment opportunity in its employment policies and practices as they relate to students. The Board's policies pertaining to employment practices can be found in Policy [1422](#), Policy [3122](#), and Policy [4122](#) - Nondiscrimination and Equal Employment Opportunity.

The Board designates the following individuals to serve as the District's "Compliance Officers":

Mary Lofy Blahnik, Director of Instruction, 220 Amherst Avenue, Sheboygan Falls, WI 53085, 920-467-7893, mlofy@sheboyganfalls.k12.wi.us and Kevin Krutzik, High School Principal, 220 Amherst Avenue, Sheboygan Falls, WI 53085, 920-467-7890, kkruzik@sheboyganfalls.k12.wi.us.