

Sevastopol Elementary School

4K-5 Student/Parent Handbook

2019-2020



Sevastopol Elementary School

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Sturgeon Bay, WI 54235

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www.sevastopol.k12.wi.us

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WELCOME TO SEVASTOPOL ELEMENTARY SCHOOL

Dear Parents/Guardians and Students,

Welcome to the Pioneer Team at Sevastopol Elementary School. Each year we try to provide each student with the skills, strategies and opportunities to learn and grow. We take great pride in each student being able to shine and will work hard with you to make this happen. It is the team that surrounds each student that is the key to success. Not one of us can do this on our own. We challenge our students and parents to become part of the team in each child's school year. Please do not hesitate to contact the staff throughout the year to work together.

The purpose of this Parent-Student Handbook is to provide you with a quick reference guide to our school. It contains essential information about our school, as well as important School Board Policies under which we operate. Additional information and updates are available on our school website at www.sevastopol.k12.wi.us. Please read the handbook carefully knowing that the district policies, which are continually updated, supersede all handbook statements if questions arise. The handbook version posted on-line at <https://tinyurl.com/SevElHB> supersedes this copy/version.

Let's make this year a great success for your child both in learning academics and growing in friendships and other social/emotional areas. It is our goal in Sevastopol to be a part of a team that prepares the whole child where each child is seen as a unique and special individual.

Aaron Hilts
Principal

MISSION STATEMENT

At Sevastopol Elementary School, parents, staff and students share in the responsibility of providing a learning environment of trust and mutual respect. All are committed to high standards so that each student can maximize his/her learning.

Our staff strives to:

- Model a love of learning
- Provide quality curriculum, meaningful instruction and appropriate assessment;
- Promote student self-control and self-discipline;
- Create a classroom learning environment with high expectations;
- Value instructional time.

Our students strive to:

- Actively participate and produce independent, high-quality products;
- Become independent learners;
- Attend class promptly and arrive prepared;
- Conduct themselves in a manner that contributes to an orderly atmosphere and ensures the rights of others.

Parents and Community strive to:

- Establish high expectations for students;
- Encourage a quality work ethic and set high expectations;
- Insist on good attendance;
- Be actively involved in the school and supportive of its work.

NONDISCRIMINATION POLICY 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 of Education 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, disability, age (except as authorized by law), military status or physical, mental, emotional, or learning disability in any of its student program and activities.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to their membership in the Protected Classes, race, color, national origin, sex, disability, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

Any questions concerning this policy should be directed to the Superintendent of the School District of Sevastopol, 4550 Hwy 57, Sturgeon Bay, WI 54235; 920-743-6282 ext. 1103.

SCHOOL BOARD

Lisa BieriPresident
 Keith VolkmannVice President
 Jay Zahn.....Treasurer
 Karen Brauer..... Clerk

Cindy Zellner - Ehlers.....Assistant Clerk
 David KacmarynskiBoard Member
 Sue TodayBoard Member

ADMINISTRATION

Kyle Luedtke	Ext. 1103	Superintendent
Adam Baier	Ext. 1104	Middle School/High School Principal
Mr. Aaron Hilts	Ext. 1106	4K-5 Principal
Mrs. Melissa Margraff	Ext. 1111	Director of Special Education
Casey Andrews	Ext. 1117	Director of Food Service

FACULTY AND STAFF

Kim Lama	Ext. 1166	Early Childhood Teacher
Heather Bley	Ext. 1173	4K Teacher
Tami Desotelle	Ext. 1166	4K Teacher
Leann Leonardson	Ext. 1154	Special Education Teacher
Katie Huehns	Ext. 1137	K Teacher
Megan Horvat	Ext. 1158	K Teacher
Lisa Bley	Ext. 1135	1 st Teacher
Ann Ploor	Ext. 1152	1 st Teacher
Brooke Tanck	Ext. 1156	2 nd Teacher
Katie Grooters	Ext. 1134	2 nd Teacher
Justin Skiba	Ext. 1155	3 rd Teacher
Kimberly Thomas	Ext. 1139	3 rd Teacher
Elizabeth Colburn	Ext. 1157	4 th Teacher
Allison Neumann	Ext. 1152	4 th Teacher
Joel Schauske	Ext. 1157	4 th Teacher
Stacey Schroeder	Ext. 1150	5 th Teacher
Beth Rikkola	Ext. 1151	5 th Teacher
Stephanie Ayer	Ext. 1109	5 th Teacher
Cally Asher	Ext. 1142	Special Education Teacher
Diane Jenquin	Ext. 1133	Reading Specialist
Ron Frank	Ext. 1121	PE/Adaptive PE Teacher
Shannon Sheehan	Ext. 1187	Music
Tanya Hasenjager	Ext. 1186	Band
Bridget Bowers	Ext. 1113	4K-12 Media Specialist/Technology

District Staff

Danielle Hanson	Ext.1 175	4K-12 Speech/Language Specialist
Melissa Malcore	Ext. 1108	6-12 Guidance
Holly Retzlaff	Ext. 1146	4K-5 School Guidance
Missy Forry	Ext. 1107	4K-5 Secretary
Amy Lautenbach	Ext. 1105	6-12 Secretary

**SEVASTOPOL 4K/ELEMENTARY SCHOOL
2018-2019 CALENDAR**

August 5.....	K-12 Student Registration Day
August 6	K-12 Student Registration Day
August 15,22	New Teaching Staff In-service
August 23.....	Annual Board Meeting
August 27, 28,29	All Teaching Staff In-service
August 28	Elementary 4K – 5 Open House 5:30-7:00
September 3	First Day of School
September 27	No School-Teacher In-service
September 20.....	School Picture Day
October 9	Parent-Teacher Conferences 4:00 – 8:00
October 10	Early Dismissal 11:30 Parent-Teacher Conferences 12:00 – 8:00
October 11	No School
November 3	Turkey Trot
November 27	Early Dismissal 11:30 a.m.
November 28,29.	No School-Thanksgiving Break
December TBD.....	Senior Citizen Concert & Lunch 1st – 5th Grade Winter Concert 6:30
December TBD	4K/5K Winter Concert (tentative)
December 23 – January 1	Winter Break
January 2	School Resumes
January 24	No School-Teacher In-service
February 18 – March	Accepting Memory Book Order Forms
February 20	Staff In-Service (11:30 student dismissal) Parent-Teacher Conferences 12-4 and 5-8
February 21.....	No School-Teacher In-service
March 13.....	No School-Teacher In-service
April 9-13.....	Spring Break
May 25.....	No School – Memorial Day
May 29.....	Last Day of School Track Meet 8:30 Awards 1:30

Elementary School Attendance Policy

Regular attendance is a critical factor in academic success. All absences must be reported and explained by the parents/guardians within 48 hours of an absence. **A phone call to the Attendance Line (1107) by 8:30 a.m. on the morning of an unplanned absence from the parent/guardian specifically explaining the reason for the absence is requested.** This line can be used 24 hours a day. Written notes from home are not acceptable.

A student must be in school all day if he/she wants to attend or participate in co-curricular activities that day, except in cases of family emergencies, excused preplanned absences (received one day in advance), or a written medical release. Extended absences of more than three days due to illness will require a doctor's excuse to return to school.

Students arriving to school between 7:56 and 8:10 will receive a tardy. Arriving after 8:10 will be considered a partial absence. Leaving school before 2:45 is also considered a partial absence.

All students must report to the Elementary School office when they arrive late or leave early during the school day.

School Board policy states:

I. Wisconsin State Law requires that every school board shall establish a written attendance policy specifying the reasons for which pupils may be permitted to be absent from a public school under s 118.15 and shall require the teachers employed in the school district to submit to the school attendance officer daily attendance reports on all pupils under their charge.

II. The district administrator, or his/her designee, shall be responsible for enforcing school attendance and shall have authority to perform duties of the school attendance officer as described in the Wisconsin Statutes.

III. Types of Absences

A. Board Approved Excused Absence

A child is required to be in school every day school is open for instruction unless the student is permitted to be absent for one of the following Board approved acceptable excuses:

- 1) Illness (temporarily not in proper physical or mental condition) will be excused. This may require a written physician's excusal.
- 2) Death in the family/attend funeral services will be excused.
- 3) Church attendance will be excused if there is only one service scheduled. If there is a service at night, the student will not be excused from school.
- 4) Medical appointments with licensed physician, dentist, chiropractor, optometrist, or psychologist or Christian Science practitioner living and residing in this state, who is listed in the Christian Science Journal, will be excused. The school attendance officer will request the parent or guardian of the child to obtain a written statement from a licensed physician, dentist, chiropractor, optometrist, or psychologist or Christian Science practitioner living and residing in this state, who is listed in the Christian Science Journal, as sufficient proof of the physical or mental condition of the child. (ss.118.15(3)(a)).
- 5) Field trips that are part of a curriculum or extracurricular activities planned during school hours will be excused. (Field trips are not considered "absences from school")
- 6) Suspensions or expulsions from school will be considered excused absences.
- 7) Unique circumstances will be considered on a prior approval basis.

Excused Absences

Parents/Legal guardians are expected to notify the school by 8:30 a.m. on the day of the absence and provide the reason for the absence. The school will make a determination as to whether or not the absence is acceptable or unacceptable.

In cases where the school does not receive notification within 48 hours concerning the absence, the student may be considered unexcused.

B. Parent or Guardian Requested Absence

A student may be absent from school ten (10) days per year as a result of a parental/guardian request. As per Statute 118.15(3)(c).

“Any child excused in writing by his or her parent or guardian before the absence”. The school board shall require a child excused under this paragraph to complete any course work missed during the absence. A child may not be excused for more than 10 days in a school year under this paragraph.”

If the parent/guardian request is not a board approved excused absence, it will be recorded as one of the ten (10) days allowed by state statute.

C. Unexcused Absence

Truancy, missing the school bus, trips and appointments as described above not approved in advance and any other situation not specifically covered herein are considered unexcused absences. Unexcused absences are documented as outlined in the Door County Truancy Criteria and State Statute 118.16.

Truancy shall be defined as any absence for part or all of one or more days from school for an unexcused reason. Tardies may be considered unexcused absences and subject to truancy procedures and laws.

Habitual truant means a pupil who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a semester.

IV. Make-up Work

- 1) A student will be permitted to make up work missed for excused absences. For specific procedures, see student/parent handbook.
- 2) A student with an unexcused absence may receive a grade of “0” for work missed.

V. Student Attendance Accounting

Each teacher shall keep a daily attendance record of all students assigned to his/her class. These records shall be reported to the attendance officer. A summary shall be compiled and maintained in the administrative office.

Advance Permission for Absence

Planned Absence Forms are available in the Elementary School office. These forms are to be signed by the student’s parent/guardian and each of the student’s teachers and returned to the office for administrative approval one day prior to the absence. Students are encouraged to give teachers more than one day notice when they have extended absences.

Excused Absences - make up work timeline

It is the student’s responsibility to contact his/her teachers to determine what course work and exams must be made up. Teachers shall have the discretion to assign substitute course work and exams. Teachers shall also have the discretion to specify where and when exams and course work shall be completed, including outside regular school

hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal base upon extenuating circumstances.

Building Use

The School District of Sevastopol encourages the use of its facilities by civic groups, clubs and sports teams in the evenings. To request building use, please contact the district office at 743-6282 ext. 1101 at least two weeks in advance.

Bus Rules and Safety Guidelines

The following rules and expectations have been established by bus drivers, parents/ guardians, and school staff to help ensure a safe and enjoyable bus ride to and from school and school-sponsored activities.

Students are reminded that riding the bus is a privilege. This privilege may be suspended or revoked for rule violations.

- Follow the directions of the bus driver.
- Stay seated in your seat.
- Keep all parts of your body and objects in the bus.
- Use a normal voice when speaking.
- Do not use inappropriate language.
- Do not eat, drink, or chew gum.
- Be courteous to others.
- Keep the bus clean.
- Do not bring dangerous objects or animals on the bus without prior approval.
- Windows may be opened a maximum of two notches only.
- All rules and expectations outlined in the **Attendance and Discipline Policies** are applicable.
- Parents/Guardians desiring a change from the student's typical bus schedule (e.g., drop off at a different stop, ride another bus, etc.) must provide a prior written request to the Elementary School office describing the change.

The Sevastopol School District utilizes video cameras to monitor bus rides. Videotaped information may be used in disciplinary actions.

Bus Procedure Information for Parents

The following is information related to our bus procedures.

- Continue pick-up and drop off at all licensed day care centers within our district boundaries, YMCA, and Carlton Heights Trailer Court in Carlsville.
- Busses will only travel on state, county or township roads.
- Parents will declare **one pick-up and one drop-off address** that must stay consistent throughout the school year. Please call Roch Lautenbach, 743-6282, ext. 1116 **by August 15th** declaring your one pick-up and one drop-off address if it is not your permanent address. Parents living at separate addresses can use two addresses for pick-up and two-addresses for drop-off.
- Changes will be allowed during the year only if the permanent address changes.
- Group transportation/bus passes to birthday parties, sleepovers, after school get-togethers, after-school activities, etc. will not be allowed.
- All requests for bus changes (**riding or not riding**) for that day must be received by **12:00** in the PreK-5 or 6th-12th offices. This includes parents who call the office to say they are picking up their children after school.
- Two emergency bus change requests will be allowed per semester providing the parent contacts the office via note or phone call prior to noon on the date of change. No changes will be allowed after **12 noon**.

Cell Phones, Cameras or Electronic Communication Devices

Students are generally prohibited from using or displaying in plain sight ECDs including, but not limited to, cell phone, cameras, portable gaming systems, pagers, or two-way communication devices during the school day. However,

possession and use of ECDs may be permitted if use by the student is determined to be for a medical, school, educational, vocational reason, with principal permission.

The use or possession of an ECD in a locker room or bathroom is prohibited. (Board policy 5518)

Classroom Assignments

The principal makes classroom assignments for a given school year with every effort to balance classes according to gender, academic and social leadership, special needs and teaching styles. If parents have concerns regarding the class assignment of their child for the upcoming school year, they are to fill out a teacher request form prior to May 1st.

Concerns...Questions...Problems

We try to meet the needs of every student and family as best we can. However, concerns and problems will arise. We strongly encourage parents and community members to contact our school if you have any concerns or questions. **A parent's first contact should always be with their child's teacher.** Many problems can be quickly solved through a brief exchange of information. Teachers can typically be reached prior to 8:00 a.m. or between 3:10 and 4:00 p.m. If you prefer, leave a message on their voicemail or send an email and the teacher will promptly get back to you. Transportation issues should be directed to the transportation office at 920-743-6282 ext. 1116.

Dress Code

Parents are expected to provide their children with neat and clean clothing to wear to school. Please clearly mark your child's name, first and last, on articles of clothing such as coats, gloves, school bags, etc. We will make every effort to see that students return home with these items. The school maintains a lost and found area for clothing that is unmarked. The lost and found area is located next to the Elementary School office. Unclaimed items are given to charity throughout the school year. Please send children adequately dressed for the weather.

Students will be expected to attend school in neat, clean, and modest clothing. No item of apparel that depicts or advertises alcohol, tobacco, fire arms, drugs or slogans with a vulgar or sexually suggestive themes will be permitted in school or at school-sponsored activities. When a student's appearance disrupts the educational process, is destructive to school property, or not in compliance with state health codes, he or she may be subject to disciplinary action.

Modest clothing shall be defined as clothing that does not show any undergarments, midriff, or buttock. When standing with arms at sides, student's legs should be covered to approximately finger length. Caps, hats, and bandanas are prohibited in school. Students wearing hooded sweatshirts may not wear the hood covering their head during school hours inside the building. When violations are observed, students will be asked to make corrections. Parents may need to be called to bring in a change of clothing.

4K-5 Students: Tennis shoes are required during physical education. Snow boots are required after the first snowfall. *also see Recess/Weather for more details on page 16.

Emergency Drills

Each month schools are required by law to conduct fire drills. The purpose of these drills is to give the students practice in evacuating the building under emergency situations and in all types of weather conditions. In addition, weather disaster, bomb threats, and intruder drills are practiced periodically during the school year.

Field Trips

Field trips are an important part of our educational 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.

Throughout the year, students will be taking field trips to various locations. Permission slips will be sent home for prior parent approval. Students will not be allowed to participate in a field trip without such approval. Students who do not go on school-sponsored field trips will be expected to attend school. Students must be in school the entire day to attend a.m. or p.m. field trips unless they submit a medical excuse or attend a funeral.

Guidance and Counseling Services

The guidance program is developmental in nature, focusing on the educational and personal/social concerns of all children. The guidance department coordinates and conducts classroom guidance activities as well as works with small groups and individual students. The activities promote positive self-esteem, healthy relationships and responsible decision-making. The guidance staff is available for consultation with parents and students can ask questions of our guidance staff for minor, daily issues without parent permission.

Harassment/Anti-Bullying

The Sevastopol School District provides a safe harbor, within which all students can feel safe and secure while receiving the best education possible. Any action by a student or students, which results in physical, psychological, or social harassment of another student or students will not be tolerated. Cyber-Harassment is the use of Internet technology to inflict emotional harm through repeated and deliberate harassment, threats and intimidations. These actions, if happening outside of the school day, may be addressed if they effect the school's educational environment. Please note board policy on our website for more information (Board Policy 5517 & 5517.01).

Health Examinations

All students **are strongly advised** to have a health physical by their family doctor and should have a dental examination by a dentist before entering kindergarten. This document should be placed in the student's school file.

Health Screening Program

With the cooperation of the Door County Public Health Department and Lions Club we are pleased to offer the following health screening services:

Vision screening- grades 1,3,4,5 and referrals

Hearing screening- grades 1,2,3 and 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

Immunizations

State law requires that students through grade 12 and children in day care centers are to be properly immunized before entering school each year. Immunizations are required against measles, mumps, rubella, polio, diphtheria, tetanus, pertussis/whooping cough, and hepatitis B. Students must present written evidence of completed basis 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 and personal conviction reasons. A physician must sign the medical waiver. A parent, guardian or an adult student must sign religious and personal conviction waivers.

The minimum immunizations are as follows:

Age/grade	Number of Doses
Grade Pre K (2 yrs-4 yrs.)	4 DTP/DtaP/DT 3 Polio 1 MMR 3 Hep B 1Var
Grades K-5	4 DTP/DtaP/DT 4 Polio 2 MMR 3 Hep B 2Var
Grades 6-12	4 DTP/DtaP/DT 1 Tdap 4 Polio 2 MMR 3 Hep B 2Var

- One DTP and Polio dose must be after the 4th birthday.
- Further information please contact Door County Public Health at 746-2234.

Regulations for Communicable Diseases (State Law)

Please notify the Health Department and/or school immediately if your child has any of the following illnesses:

Disease Communicability, Precautions and Restrictions

Chicken Pox	Keep child 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 child 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 five days after the appearance of rash.
Mumps	Keep child home until salivary gland swelling has subsided or other symptoms have cleared.
Pertussis (Whooping Cough)	Child should be under physician's care.
Scabies	Keep child home under adequate treatment from physician and physician gives permission to return to school.
Head Lice	Keep child home until appropriate treatment has been completed. Contact Health Department (746-2234)
Strep throat	Keep child home for 7 days from onset if untreated. With treatment- 24hours.
Impetigo	Keep child home until lesions have healed or child has been on antibiotic treatment from physician for 24 hours.

Please contact Door County Public Health for further information (746-2234)

Internet

The Internet is a powerful tool in the search for knowledge and information. Like any tool, however, the Internet must be used properly. Students desiring to use the Internet for educational purposes must read the Acceptable Use Policy and sign the User's Agreement. Visit the school website at www.sevastopol.k12.wi.us for more information.

Library Books

Text and library books are furnished by the Board of Education on a loan basis. Students are expected to show responsibility in the care of these materials. Replacement costs will be assessed for lost or damaged books by the issuing teacher or librarian. Previously collected fines will be returned to the student provided the book has been returned to school by June 30 of that year.

Lockers

Each student in grades 4th-5th will be assigned a locker in which to keep books and other personal items. Students must leave their outerwear in their lockers upon arriving at school. Backpacks may be carried under special circumstances approved by the principal. Students are responsible for keeping the lockers neat and orderly at all times. Nothing is to be written on, or attached to the lockers. Students may not share lockers with friends. The school cannot be responsible for any goods lost or stolen while at school. Valuables should be left at home.

The lockers are the property of the school district. The school retains the right to conduct both announced and unannounced searches of student lockers and the contents. Among the reasons are: suspicion of concealing alcohol, drugs, material of a disruptive nature, stolen property, weapons or other items, which pose a danger to the health and

safety of others. Random drug searches of lockers and cars by the Police Canine Unit may also occur. Discovery of illegal materials may result in suspension, referral to proper authorities, and/or expulsion.

Medication Policy

The following procedures must be followed before school personnel will administer prescription medication to a student:

- A medication authorization form is signed by the parent/guardian **and** physician/pharmacist **and** completed to the satisfaction of the principal. This form is available in the office or on the school website.
- Medication to be administered at school must have the following information printed on the most current prescription container from the pharmacist; student's name, name of drug and dosage, time and quantity to be given, physician's name and date.
- Prescription medicine must be delivered to the elementary/middle school/high school office by the parent/guardian or designated adult. Students are not to bring prescription medicine to school. Parents/guardians may request non-prescription medicines to be administered by completing Sevastopol's medication form. All medication must be stored in the elementary office. Please see page 21 for a copy of the Medication Form.

Parent-Teacher Conferences

Parent/Teacher Conferences will be held on the following dates and times

Wednesday, October 9 from 4:00 – 8:00

Thursday, October 10 from 12:00 – 4:00 and 5:00-8:00

Thursday, February 20 from 12:00 – 4:00 and 5:00-8:00

You will receive additional information regarding Parent/Teacher Conferences prior to the above dates.

Personal Possessions

Backpacks and gym bags may be used to take books and other school materials to and from school. However, students are prohibited from using a backpack or gym to carry school items from class to class. Students may not bring card collections, laser pointers, CD players, iPods, Kindles, electronic devices, toys, or other nonessential items to school. Two-way communication devices such as cell phones and cameras are not allowed in school unless principal gives permission. When you send money for lunch or other expenses, try to use exact change or a check and put it in a sealed envelope or container with the student's name on it. Students should take care of these money matters right away in the morning or give it to their teacher for safekeeping. Put names on all items. Immediately tell the teacher if an item is missing. By following these guidelines, you can reduce the chance of having anything lost or stolen.

Physical Education Medical Excuse

All students are expected to participate in physical education classes. Parent excuses for excluding a student from physical education class must have prior principal approval. Requests for excuse beyond two days require a doctor's excuse to be submitted to the elementary office. 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.

Pioneer Slate

The Pioneer Slate is the 4K-5 monthly newsletter. The Pioneer Slate is emailed to the address you provide us at registration. The Pioneer Slate is also available on our web site at www.sevastopolschool.k12.wi.us. If you require a paper copy of the Pioneer Slate please notify your child's teacher. In addition to the Pioneer Slate, please check out your child's classroom teacher's blog for additional information.

Playgrounds

The large number of students using the playground during recess has prompted us to adopt important safety rules. Rough games, fighting, hardballs, snowballs, baseballs, skateboards or other objects that may cause injury in a congested area are not allowed. School rules of courtesy and respect apply to the playground as well.

1. Be polite to everyone. Share playground equipment.
2. Line up immediately when the bell rings or the whistle blows.
3. Sticks and electronic games are not permitted on the playground.
4. Food and drinks are not permitted on the playground.
5. No “tackle” games allowed.
6. Jump ropes must stay on the blacktop.
7. Students are not allowed to go beyond the fence separating the playground from the football field or school forest unless approved by a supervisor.
8. Playground Equipment:
 - No climbing up the slides.
 - Do not stop inside the covered slide.
 - Do not climb on top of the circular trapeze bars.
 - Wait for your turn.
9. Disagreements: Disagreements between students should be settled between students. If a student persists in being aggressive or abusive toward other students please report it to your playground supervisor. Harassment will not be tolerated.
10. Consequences:
 - Time out on the bench near the gym wall.
 - Possible noon detention.
 - Physical fighting will result in an immediate referral to the principal and a suspension from school activities and parent contact.
11. Students are encouraged to play with their own age group.
12. No balls are to be used on the playground equipment.

Police Officers

The School District of Sevastopol maintains a close and positive relationship with the Door County Sheriff’s Department. Our police liaison, Officer Chris Neuville, is available on request to aid students in dealing with AODA issues and is involved when students break Wisconsin’s legal code (i.e. vandalism, truancy, smoking, etc.). School Safety Officer Jim Grondin will be in school approximately four hours per week to connect with students and staff and to help us maintain a safe environment.

Power School

PowerSchool is a web-based school management system which allows parents/guardians access to their student’s grades at any time via the Internet. Parents/guardians and students may receive passwords to allow them this access. Parents/guardians and students are welcome to utilize computers at school for this purpose and may schedule a training session on the system by contacting the IMC ext. 1113 at school. During the school year, Sevastopol will be allowing PowerSchool consultants access to student information in order to perform necessary technical support and certain services for the district. Access to PowerSchool can be gained through the link on the district website at www.sevastopol.k12.wi.us.

Power Lunch

At Sevastopol we are proud of the quality of our lunch program and the good eating habits we try to encourage. Proper table manners are consistently encouraged in our school cafeteria. Please encourage them at home. We work hard to provide balanced meals, which help to maintain the health and well being of your child. Studies demonstrate that children who eat regular, balanced meals, have higher educational achievement.

The 2017-2018 school cafeteria prices are as follows:

<u>Breakfast</u>	<u>Daily</u>	<u>Lunch</u>	<u>Daily</u>
4K – 12	\$1.85	4K	\$2.70

Reduced	\$0.25	Grades K-12	\$3.00
Adult	\$2.85	Reduced	\$0.40
		Adult	\$4.00

The School District of Sevastopol uses the “Power Lunch” program, which is a **pre-paid** debit account system for all school lunch transactions. Envelopes are available in the elementary office to use for making deposits into student individual lunch accounts. It is the student/family responsibility to keep sufficient funds in the account to cover lunch. When an account drops below \$5.00, Power Lunch will call the family and notify them of a low balance. A printed reminder notice will also be given when the account balance drops below \$5.00. Students will be issued an individual ID number and can purchase regular hot lunch. Lunch balances can be found on the student page of Power School accessible with the parent or student code. Parents are strongly encouraged to provide healthy lunches and birthday treats. Please do not send soda or candy. Extra milk can be purchased from school. If your child requires a special diet or has food allergies, please contact his/her classroom teacher and the 4K-5 office immediately.

Sevastopol participates in a federal program, which provides reduced and free lunches for qualifying families. Information about this program will be sent home prior to the school year. We encourage all parents to apply. If you have any questions about our lunch program please contact your child’s teacher or our food service manager, Casey Andrews at 743-6282 ext. 1117.

The Sevastopol School District is pleased to introduce a new program called e Funds for Schools. This program offers various options for parents/guardians who choose to make payments online and is extremely user friendly. You will have the ability to have lunch payments electronically withdrawn from your checking account or charged to your credit card, you also have the flexibility to make a payment at any time through the school's website.

The e Funds for Schools electronic payment service is provided to the school by a third party service provider. The service provider has a nominal fee for their service. There is a \$1.00 transaction convenience fee for each electronic checking payment that you make. The system carries a Non- Sufficient Funds (NSF) charge if the payment is "bad." For payments made by credit or debit card, there is a convenience fee of \$2.65 per each \$100 increment in the transaction. When you set up your account, please review your options carefully.

You are in full control of your account and can make a payment at any time that is convenient for you. No payments will be allowed without your knowledge and authorization through this secure payment system. By providing your home and/or work email address, an email notification informing you of the student's name, purpose of the payment, and the amount of the item, will be sent to you each time that a payment is to be processed. The e Funds for Schools site is secure and uses industry standard data encryption. The district does not request or keep records of family checking or credit card account information.

How does e-Funds for Schools work?

- Families set up and maintain their own logins, passwords, and payment preferences. Your account information is retained in a password-protected file.
- eFunds for Schools will help to eliminate last minute check writing hassles, improve efficiencies, and help cut costs for both you and the school district.
- Online payments will help eliminate the worry that your children could lose or forget the money intended for school items or that it might be spent on other non-school related items.
- Payments from a credit card or checking account may easily be setup.
- Parents/guardians may establish a recurring payment or may opt to make a one-time payment.
- The program currently offers food service payments. The system may be expanded to include other fees as well at a later date.
- Your payment history for the year is available with a click of the mouse.

Recess and Weather

Winter Clothing - As the weather gets colder, students should come to school dressed appropriately. Our students are expected to wear a winter coat, snow pants, hat, boots and mittens or gloves. Students who need to stay inside for recess must have a physician written excusal. **If you are in need of winter clothing items for your children, please contact the elementary office.**

Inside Recess - If the air temperature is below zero, students will stay inside. If the air temperature is above zero and the wind chill is colder than -10 degrees, students will stay inside.

Report Cards and Grading Periods

Report cards are issued at the end of each semester of the school year. Please contact your child's teacher if you have any questions about your child's progress. Please take the time to carefully review your child's progress with him/her.

Right to Receive Teacher Information/Parental Participation (ESEA Title I)

Federal law requires that we share with you the qualifications of teachers at Sevastopol Elementary School. There are questions you may ask, including:

- Is my child's teacher licensed to teach the grades or subjects assigned?
- Has the state waived any requirements for my child's teacher?
- What was the college major of my child's teacher?
- What degrees does my child's teacher hold?
- Are there instructional aides working with my child? Is so, what are their qualifications?

All of our elementary teachers have at least a bachelor's degree, and many also have advanced degrees. In addition, all of the teachers in our school are fully licensed for their assignment. If you want to see the state qualifications for your child's teacher you may ask us, or you may access the information on the DPT website

www.dpi.state.wi.us/dpi/dlsis/tel/lisearch.html. We have one Title I instructional aide who is considered highly qualified for this work. If you would like more information, please feel free to call the principal at 743-6282 ext. 1106.

Also, the federal ESEA law requires that we notify you of your right to participate in the assessment, planning and implementation of Title I services for your child on an annual basis. Title I staff will contact eligible parents in the spring of each year as we conduct our annual needs assessment for each child in the areas of literacy and mathematics, so that parents who opt to do so may be involved in the process for their child.

School Hours

Grades 4K-5.....7:55 - 3:10

Special Education

The School District of Sevastopol provides a number of programs aimed at meeting the special needs of individual students. Parents have the right to request program or curriculum modifications as outlined in state law section 118.15 (1) (d). Please contact the principal for further information.

These programs include: learning disabilities, emotional disturbance, cognitive disabilities, speech and language, specially designed physical education, occupational therapy, physical therapy and early childhood. A child is eligible for any of these programs if, after going through an evaluation process, the child's needs qualify for special help. If parents suspect that a student may be in need of special help, they should contact the classroom teacher, counselor, principal or director of special education for advice.

Student Behavior in School

It is our belief that students should be accountable for their actions and that part of going to school is to mature into responsible adults. When problems arise, we prefer to work with you and your child as soon as possible.

Student Expectations: BE Safe, BE Respectful, BE Responsible, Shine your Pioneer Pride

Student Routines and Expectations

<p>Students Arriving before 8:00 a.m.</p> <ul style="list-style-type: none"> • Go directly to the cafeteria with backpack and outerwear • Be patient in line if eating breakfast. • Inside voices • Supervisor will direct when to leave the cafeteria and go to the classroom 	<p>Students Arriving After 7:55 a.m.</p> <ul style="list-style-type: none"> • Report to the office for a late pass • Student gives late pass to classroom teacher 	<p>Students Expectations in Cafeteria</p> <ul style="list-style-type: none"> • Be patient in line • Remain seated in assigned area (lunch) • eat first-then homework (breakfast) • Eat what I take • Table manners • Clean up my area • dispose of waste in garbage can • Carefully stack your tray
<p>Students Exiting During the Day</p> <ul style="list-style-type: none"> • Students should have a note from their parent for an early release or appointment. • Parent note should be given to the office so a student pass can be issued. • If no note, phone calls from the parent will be accepted in the office by noon. 	<p>Students Expectations in the Halls/Stairs</p> <ul style="list-style-type: none"> • Walk quietly, not run • Quiet voices • Walk on the right side • Keep my hands to myself 	<p>Students Expectations in Restroom</p> <ul style="list-style-type: none"> • Use the restroom in a timely manner • Wash hands after using the restroom. • Dispose of paper toweling in waste basket
<p>Students Expectations in an Assembly</p> <ul style="list-style-type: none"> • Maintain personal space • Listen- no talking • Use clapping and cheering at the end of an assembly 	<p>Students Expectation at Recess</p> <ul style="list-style-type: none"> • Share, play with everyone, check the buddy bench • Immediately line up when you hear the recess bell • Talk it out and solve my own problems, if possible 	<p>Students at End of the Day</p> <ul style="list-style-type: none"> • 4th and 5th graders to bus buddies at 3:05 4K-K dismissed with bus buddies • 1st-3rd graders dismissed at 3:10 • Car riders to the lobby at 3:10 • First 2-3 bus seat rows reserved for 4K-K • Bus departure 3:20-3:30

Student Drop Off A.M.

Parents driving their children to school are asked to use the front entrances, high school or elementary, facing the highway. The north entrance is reserved for buses.

Student Illness and Accidents

Students are to report all injuries or illness to their teacher or supervisor immediately. In the event of an accident resulting in injury to a child or an occasion that a child becomes ill at school the following process will take place:

- For minor injuries or non-serious illness, action will be taken to comfort and reassure the child. Emergency first aid will be provided as required. Parents will be notified if necessary.
- In case of a serious injury, if at all possible, parents or the designated person on the emergency card will be notified prior to calling an ambulance. If the school is unable to contact the parents or designated person, professional assistance for the child will be secured by attempting to notify the child's doctor and/or requesting ambulance service to the emergency room of the hospital.
- We must have emergency numbers. Please advise the school of any changes you wish to make regarding emergency numbers. The elementary office phone number is 743-6282 ext. 1107.

Student Records

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers).

"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

Directory Data

Each year the District Administrator shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received. Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within ten (10) days after receipt of the District Administrator's annual public notice.

If parents and eligible students do not submit such written notification to the Board, directory information may be utilized by the District Administrator in District-wide publications, on the cable television educational access channel, or on the District's website. The directory information used will be properly verified and approved by the District Administrator.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The District Administrator is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the District Administrator shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information," on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent. Please see page 23 for the Student Information Opt-Out Form.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

Student Registration and Withdrawal

If your family or child is new to the School District of Sevastopol, please notify the elementary or secondary office as soon as possible so that a proper program can be established for your child. Our registration procedure must be followed before your child can attend school.

4K & 5K kindergarten children must be four or five years old by September 1 before they can start school. In addition, each kindergarten child must have a physical and immunizations completed as prescribed by state law. First grade children must be six by September 1 or have completed a state approved kindergarten program.

If you withdraw your child from school before the end of the school year, the school must be notified at least two days in advance. This will help to assure that all withdrawal procedures are completed and we can forward records to the new school.

Testing

Achievement tests are administered in grades 4K-5 throughout the year.

Forward Exam - Grades 3-5 in the spring of the year

PALS – 4K – 2nd Grade in the fall and spring of the year

NWEA MAP – Grades 1-5 three times throughout the year

Tobacco-Controlled Substances-Alcohol-Weapons Free Environment

State law declares the premises of all public schools to be safe. This means that no smoking or chewing of tobacco products is allowed on the school grounds or in school buildings by anyone. The use, possession or delivery of alcoholic beverages, controlled substances and tobacco in the building, school buses, on school grounds or at any school sponsored function cannot be condoned by the school and therefore prohibited. In addition, weapons or look-a-like weapons including guns, knives, bullets, and chains are not allowed on any school grounds, buses, or school events (Board Policies 3217, 4217, 5772, and 7217). Students violating this policy are subject to disciplinary action including possible suspension and expulsion from school. This is in compliance with Wisconsin State Statutes 125.09.161.41 and 176.31. Students involved in the above may also be referred for treatment and/or counseling.

Visits

We welcome visits from parents. If a conference is desired with a teacher, counselor or administrator, it is best to make an appointment. We require that all parents and visitors to the school sign in at the front office when they arrive.

Classroom Volunteers/Chaperones

Per Board Policy 4120.09, background checks are required for classroom volunteers/chaperones.

Weather Conditions

During inclement weather, tune in to the radio and TV stations indicated below between 6:30 AM and 7:30 AM for their announcements. WDOR will be the first radio station contacted.

- Radio Stations: WDOR 93.9 and WBDK – 96.7
- TV Stations: Green Bay Channels 2, 5, 11, 26

If the weather should turn inclement during the day and buses are sent out early, an announcement to this effect will be made on radio stations indicated above so that plans can be made accordingly.

**Sevastopol Elementary
Planned Absence Form**

If absences exceed 2 days please complete the following form and follow the steps. If your child has been absent 10 or more days prior to this request, a three-day prior approval from the principal is required.

Please complete steps 1-5 in the proper order.

1. Parents **sign the form and fill in the dates that your child will not be attending school.**
2. Give this completed form to your child's classroom teacher.
3. Parents **call the office and confirm the absence** with the office secretary.
4. Have the principal approve your absence with a signature on this form before you leave.

Student Name: _____

Dates of Absence: _____

Reason of Absence: _____

Parent Signature: _____

Children will complete all assignments when they return. Additional time after school may be required.

Optional: Parents can request homework in advance, but those advanced assignments must be completed on the day the student returns to school. You must notify the teacher **three days in advance** if you are requesting homework to be completed during this absence.

Teacher signature _____ Date _____

Principal signature _____ Date _____

Secretary Signature _____ Date _____

Sevastopol School District Medication Authorization Form

Student Name

Date of Birth

Grade

Prescription Medication

Provider Request for Administering Medication at School:

I request the nurse or designated district staff to give this student his/her medication with the following recommendations and precautions such as amount to be given, frequency, and expected duration.

Name of Medication Dosage Instructions/Time Reason

2.

Name of Medication Dosage Instructions/Time Reason

Provider Name

Provider Signature

Date

Note: Any change in medication will require a new form. For year-long medications, prescription will expire at the end of each schoolyear.

Parent/Guardian request/authorization for school district personnel to administer prescription medication at school:

I request the nurse or designated district staff to give my child his/her medication as written above.

Parent/Guardian Name

Parent/Guardian Signature

Date

Non - Prescription Medication

Parent/Guardian request/authorization for school personnel to administer non-prescription medication at School:

I request the nurse or designated district staff to my child his/her medication as written below.

1.

Name of Medication Dosage Instructions/Time Reason

2

Name of Medication Dosage Instructions/Time Reason