

# *Sawyer Elementary School*

## 2024-2025 Parent Handbook



Revised April 2024

*This handbook is also posted on our district website at [www.sturbay.k12.wi.us](http://www.sturbay.k12.wi.us)*

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# Sawyer School Phone Numbers

## Sawyer Elementary School

School Office: 920-746-1825

Katy DeVillers, School Principal: 920-746-2815

For transportation-related questions, please contact Kobussen Bus Company at 920-818-0785

## Food Service

Jennifer Spude, Food Service Director: 920-746-3877

# Sturgeon Bay District and Elementary Vision and Mission Statements

*Dear Families:*

*Welcome to the start of the 2024-2025 school year at Sawyer Elementary School!*

*We are excited to work with you to create a successful elementary school experience for your child/ren. Through this handbook we have attempted to answer questions about the elementary school programs, policies, procedures, and expectations. Please review the handbook and keep it in a convenient place for future reference. If you have any questions, please contact the main office at 920-746-1825 . Nothing is more important to us than your child/ren and the partnership between home and school!*

## District Mission Statement

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

## Elementary Vision Statement

Sturgeon Bay Elementary Schools are committed to cultivating and maintaining a learning community in which:

*Collaboration is the norm.*

There is a clear and shared focus on student learning. Expectations for meeting standards, academically and socially, are high. Our staff is highly qualified, dedicated and passionate about the role they play in the education of our students. Leadership fosters mutual respect and trust.

*The instructional program is student-centered and research-based.*

Teachers know and understand individual learning needs and styles and actively adapt instructional practice to ensure success. Curriculum, instruction, and assessment align with district and state standards.

*Students are confident, self-motivated and eager to learn.*

Classrooms are inviting and interactive places where students and staff exhibit a positive attitude, are purposefully engaged and feel included. Respect is evident. All should feel safe and supported.

*Communication is open and diversity is honored.*

School, family, and community partnerships are encouraged. Everyone understands and actively works toward achieving the shared goal of student success. Parents and community members perceive our schools as warm and inviting.

**Sawyer School Mission:**

Providing the foundation for the success of every child, every day

**Sawyer School Vision:**

- Believing every child can and wants to succeed
- Promoting a partnership between and among staff, families, and community
- Providing a safe, healthy, and inclusive environment
- Cultivating a proactive, supportive and positive school culture
- Fostering a love of learning
- Ensuring student-centered, research-based, and differentiated instruction

**Educational Philosophy**

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

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

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

**Arrival to and Departure from School**

Supervision will be provided in the bus zones at all schools beginning at 7:20 AM and 2:25 PM.

**Buses**

- 4K buses will arrive at 7:20am. Students will unload from the buses at the 4K entrance and go directly to their classrooms.
- Grades K-2 Sawyer neighborhood buses will arrive at Sawyer school at 7:20am. Students will unload from the buses at the main entrance.

## Private Vehicle

***Please drop your student off on the school side of the street if you are bringing your child/ren to school in the morning.***

The streets around each school are busy places in the morning. Having your child/ren cross the street presents a serious safety risk. Students are to go directly into the building. Please park in one of our parking lots if you choose to walk your child to the building. The congestion in these areas is a safety concern. Should you run late in the morning, please bring your child to the “main entrance.” All doors are locked at 7:40am.

## Afternoon Dismissal

- All students who are riding the bus will begin loading the buses at 2:27pm.
- After buses leave at approximately 2:35pm, those students getting picked up in private vehicles will be dismissed individually. Parents or other approved adults are directed to one of our five valet parking spots, indicated by a numbered cone. Parents or other approved adults must display the school-provided student sign in their passenger-side window to effectively communicate with the staff member directing cars to valet spots.
- Parents who want to meet students at the main door for pick-up need to park in one of our parking lots, use the crosswalk, and wait on the grassy area in front of the main office window or sidewalk until their child’s teacher brings their child to them.

## Attendance

It is expected that children attend school daily. If a child is ill, please keep them home to encourage a speedy recovery and to limit the possibility of passing the illness on to others. Parents are expected to call the school office at 920-746-1825 to report their child’s absence. Your cooperation helps ensure the safety of students. Please notify the school if your home, work, or emergency phone numbers change. Parents who do not have a phone are expected to send a written note of explanation with the child upon his or her return to school. Failure to report an absence by one of these means will result in the absence being documented as ***unexcused***. Sturgeon Bay Schools want to work with you to ensure your child is attending school and following district truancy policies and state law.

Students are expected to enter the school with their classmates by 7:40am. Students arriving after 7:40am should report to the office and will be marked tardy. Students arriving after 8:00am will be considered absent (excused or unexcused) for the appropriate part of the school day missed. ***If your child/ren must leave the building prior to dismissal, s/he must meet a parent or other adult to check out in the office prior to leaving and must check in at the office upon his/her return.*** School Board policy 5200 addresses attendance and truancy issues.

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

If your family has a planned absence during a time when school attendance is expected, please submit a written note to the school office at least one week in advance to have the absence excused. The family will be responsible to assist their student in the completion of assignments.

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

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

The following is a summary of some key points regarding school attendance:

- Parents are expected to contact their child’s school when their child is absent. Absences without a parent excuse are considered unexcused.
- Arriving late to school without a parent excuse is considered an unexcused tardy. A child can be considered truant if there are 5 or more unexcused late arrivals during a semester. Students should be at school by 7:40 AM. Parents can bring their child to school as early as 7:20 AM.
- A child is considered truant if there are 5 or more unexcused absences in a semester.
- **Each student is allowed up to 10 excused absences each year** for reasons such as illness, medical appointments, vacation, funerals, and family emergencies. Parents are expected to inform the school of the absence at least one week in advance when possible. Students are responsible for completing assignments they will miss during these absences.
- While we do encourage you to keep your child home when they are ill, parents are expected to contact their child’s school if their child is absent because of illness. A written medical excuse may be requested by the district if your child is absent for several consecutive days or chronically absent during the year due to illness. **Absences with a written doctor’s note do not count toward the 10-day total.**

1997 Wisconsin Act 239 became effective June 18, 1998. This act includes the following (please note that only significant and relevant changes are listed):

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

For more information on Wisconsin’s attendance law, please see *Wisconsin State Statute 118.15 Compulsory School Attendance* at the following link: <http://docs.legis.wisconsin.gov/statutes/statutes/118/15>

## Board Policy Book

The Sturgeon Bay School Board Policy Book is available for parent review on the school website.

## Building Use

Sturgeon Bay Schools encourages the use of its facilities by civic groups in the evenings. To request use of a facility, contact the manager of Buildings & Grounds.

## Celebrations

Please distribute invitations or presents for private parties outside of school. The school is no longer allowed to distribute directory data to parents.

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



## **Classroom Assignments**

Classroom assignments for a given school year are made by the principal with every effort to balance classes according to gender, academic and social leadership, special needs, and matches of learning and teaching styles. If parents have concerns regarding the class assignment of their child/ren for the following school year, they are to contact the principal directly by phone or e-mail.

## **Class Lists/Directory Data**

Under the Wisconsin Pupil Records Law, school districts may not disclose “directory data” with respect to each pupil to any person. Directory data includes student name, address, and telephone number. The Sturgeon Bay Board of Education policy does not allow this information to be given out. Contact your principal with any questions.

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

## **Student Code of Classroom Conduct**

*Student conduct in the classroom shall be governed by the rules and provisions of the Code of Classroom Conduct developed for each school in consultation with a committee of School District residents that consists of parents, students, members of the School Board, school administrators, teachers, pupil services professionals, and other residents of the School District who are appointed to the committee by the School Board. Each school's Code of Classroom Conduct shall be adopted by the School Board (5500).*

## **Positive Behavioral Intervention & Supports (PBIS)**

Positive Behavioral Intervention & Supports (PBIS) is a proactive approach to school-wide discipline. It focuses on creating and sustaining strategies for achieving positive social and learning outcomes while preventing problem behaviors. PBIS uses a collaborative team approach to analyze and respond to discipline-related behavioral patterns. Each elementary school has three explicitly stated school-wide expectations (e.g., Be Safe, Be Responsible, Be Respectful). Teaching matrices are developed to teach rules and procedures aligned with these expectations for the classroom and other settings in the school (hallway, lunchroom, playground, etc.).

A major initiative at the elementary level is a PBIS framework which includes proactive strategies for defining, supporting, and teaching appropriate behaviors to create positive learning environments. Attention is focused on sustaining a multi-level system of support to enhance student learning. Students often need encouragement and new skills to improve their behavior and assistance in learning to do so. School staff recognizes that maintaining and changing student behaviors involves a continuum of acknowledgements, supports, and interventions. A multi-level system of support includes a general curriculum enhanced by acknowledgments of positive behaviors, and clearly stated expectations that are applied to all students. Universally, all students have the opportunity to utilize our Safe Harbor Spaces to either celebrate an improvement in their behavior or to reset or de-escalate when they are struggling behaviorally. Targeted or intensive interventions are added for students who do not respond to universal efforts and require additional support.

Students spend the majority of their time in classroom environments where behavior is expected to meet the high standards set by the School District of Sturgeon Bay. While most discipline matters are managed in the classroom, some student behavior is managed by the administration through an office referral that may result in interventions or consequences based on the nature of the violation of Board policy or the Code of Student Conduct. Parent/guardian involvement is critical to the creation of safe and orderly environments. Parent/guardian notification is desired at all levels of interventions and consequences, but it is required whenever there is the possibility that a student may be removed from the classroom environment.

Students who violate the Code of Student Conduct may be removed from their current educational setting and receive instruction in an alternate setting within the school building. Removals during an in-school Intervention are not considered a suspension from school and do not count toward the cumulative days of removal. Parents will be notified of an in-school

intervention. Severe behavior or chronic misconduct that has created a substantial barrier to learning for others may result in the student’s removal from their current educational setting.

## Responses to Appropriate and Inappropriate Behavior

In order to maintain a healthy and safe learning environment for all students, Sawyer School implements a multi-tiered system of support that addresses the teaching and reinforcing of appropriate behaviors and effective re-teaching and responding to inappropriate behaviors. The definition and responses to misbehaviors can be found in [this document](#).

Inappropriate Behavior that extends beyond an in-school intervention may result in an out-of-school suspension.

## Communicable Diseases and Ailments

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

Disease	Communicability, Precautions & Restrictions
Chicken Pox	Keep student home until all lesions are crusted over, usually 5-6 days after rash appears
Conjunctivitis (“Pink Eye”)	Depends on the recommendation of the medical provider
Covid	Dependent upon School Board guidelines
Diarrhea	Remain home from school until 24 hours diarrhea free
Fever (Temperature of 100.4 F or greater)	Student may return to school 24 hour fever free without use of any fever reducing medication
Head Lice	-Keep student home until appropriate treatment has been completed of live head lice -Student may return with signed lice treatment form -Will be evaluated by school nurse upon return
Impetigo	-Student may return to school after 24 hours from first dose of antibiotic treatment - All sores on exposed skin must be covered until healed
Influenza	-Keep student home until symptoms resolve -Contagious 3-7 days after symptom onset
Measles	-Respiratory illness is contagious until 4 days after the appearance of rash -Keep student home until 5 days after the start of rash
Mumps	Keep student home until salivary gland swelling has subsided and all other symptoms have resolved.
Pertussis (“Whooping Cough”)	Depends on the recommendation of the medical provider.
Scabies	-Keep student home during treatment by medical provider -Return dependent on the recommendation of the provider
Streptococcal	-Student to remain home until 24 hour fever free and after 24 hours from the first dose of antibiotic treatment
Vomiting	Remain home from school until 24 hours vomit free

## Community Events and Activities

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

- All requests for making announcements or distribution of materials must be approved by the principal.
- Announcements and distribution of materials are made only for non-profit community organizations.
- If the organization requests hard copies, it will have to provide them to the school.
- Information about the event will also be posted on Bloomz.

## Conduct

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

The Classroom Code of Conduct policy (5500) establishes behavior guidelines and expectations of the student by staff, administrators and fellow students. Adopted by the Board of Education in the spring of 1999, this Code is part of the Board Policy Book and is available upon request.

## Cooperation with Community Organizations

The Board of Education recognizes there are many after school activities during Wednesday evenings in our community. Many of these organizations act as an important partner with the school in the overall development of youth. Every effort shall be made to schedule school activities so they will interfere as little as possible with scheduled community events. As a general rule, Wednesday evenings will remain devoid of school activities. (Board Policy KMA)

## Divorced Parents

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

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

Unless directed otherwise in the most recent Court Order, both parents, custodial and non-custodial, are entitled to all grade reports, notices of school activities, disciplinary action, and teacher/principal conference appointments or summary. **The non-custodial parent will submit a written request for these reports and notices, including his/her current address, to the building secretary.** For the purpose of conferencing, both parents will be scheduled for the same conference time.

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

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

## **Dress and Grooming**

The students of the Sturgeon Bay School District should use good judgment in their dress and grooming. They should dress in a manner that does not present a danger to health or safety, advertise alcohol, tobacco or drugs, have slogans with vulgar, violent or sexually suggestive themes or signify gang affiliations or cause interference with classroom order. Caps, hats of any kind, or bandanas are not to be worn in any school building except on special, principal approved dress-up days. Oxford style lace or Velcro tennis shoes with soft gum rubber soles are required for physical education and are the preferred tennis shoe for general school wear. This type of shoe provides good traction and serves as a safety measure. Tennis shoes with retractable roller blades are not allowed. Flip flop sandals are not allowed on the playground or in PE class. All clothing should be marked for easy identification. At the close of the school year any items that remain in a lost & found bin will be donated to charity.

## **Dress for Recess**

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

- **40 – 50 Degrees** – light jacket as needed
- **Under 40 Degrees** – winter jackets, hats or headbands, mittens or gloves
- **Under 20 Degrees** – boots required in all areas in grades 4K– 2
- Students will have indoor recess when temperatures are at or below 0 degrees

During snow conditions, snow pants must be worn to play off the blacktop area. 4K – 2nd grade students are expected to wear snow pants outside if parents sent them to school with the child and the temperatures warrant their wear. Students not having boots when needed will stay in a dry area outside as designated by the playground supervisor. When the ground is sufficiently dry such that mud will not be tracked into the school and classrooms, an announcement will be made by the principal or playground supervisor stating that “boots are not required.”

## **Electronic Devices**

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

## **Emergency Plans**

### **Doors**

All school exits will remain locked unless there is a school staff member present to monitor the door. If visiting the school please ring the doorbell at the main entrance and the door will be opened by someone in the main office.

### **Fire**

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

### **High Risk or Violent Situations**

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

## School Closings

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

## Weather Conditions

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

## Enrollment Procedures

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

All new and returning families are expected to complete the district registration process on the district website.

## Fees

The registration fee is \$20.00 per student in 4K – grade 2. This registration fee helps defray the cost of consumable school supplies - workbooks, worksheets, construction paper, etc. Fees are collected upon registration. Text and library books are furnished by the Board of Education on a loan basis. Replacement costs will be assessed for lost or damaged books by the issuing teacher or librarian.

## Field Trips

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

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

## Food Services

Nutritious and convenient breakfasts and lunches are available daily to your child at the lowest possible cost to you. The school meal programs are an excellent value for the money, we encourage participation.

Most school years, meal pricing fluctuates based on the cost of food and government reimbursement rates. The price of school meals can be found on the food service page of the school website as well as in the beginning of the school year mailing.

Each school building serves meals differently based on classroom or school schedule, requests from students or teachers and how many food service staff are on site.

Every year school food service provides the highest quality foods that are selected with student input. A portion of school salads are created with greens and vegetables grown in the Waseda Farms Growing and Learning Lab greenhouse located in between the high and middle school buildings.

## Free & Reduced Food Services

Sturgeon Bay School District serves meals under the National School Lunch Program school breakfast and after-school snack programs. Families may automatically qualify for free or reduced meal prices based on participation in other income based government programs. If a family has a question about eligibility they can check with the director of food service. If a family does not participate in other programs, a free or reduced application should be completed annually at the start of the school year and returned to the district office or completed online.

Paper applications are available at each school office, can be mailed if requested, printed from the school food service webpage or can be completed online if a Wordware Lunch Account is already set up. The information provided on the application will be used for the purpose of determining eligibility and may be verified at any time during the school year by school or other officials. Applications may be submitted at any time during the school year.

There are reasons for this request. If families qualify, lunch would either be free of cost or charged at a reduced rate of \$0.40. Families who qualify for free or reduced-price meals may also receive P-EBT benefits and have access to other waived fees within the school district. School districts also receive grants and funding based on the percentage of families in their district who qualify for free or reduced-price meals.

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

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD -3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.

## Harassment

The District is committed to providing equal educational opportunities for all students and stopping discrimination. We will maintain a learning and working environment for students and employees free from any form of harassment or intimidation. Board Policy 5517 states that the District does not tolerate harassment in any form and will take necessary and appropriate action to eliminate it, up to and including discipline of offenders. Any student who believes he/she has been subjected to harassment is encouraged to directly inform the person engaging in harassing conduct or communication that such conduct or communication is offensive and must stop. Any student who believes he/she has been the victim of harassment must report his/her concerns to the principal or a district staff member, verbally or in writing, in a timely manner. Complaints will be processed in accordance with established procedures. There shall be no retaliation against individuals who file complaints under this policy. A copy of the policy is available upon request at each school office.

## Health

### Screenings at School

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

- **Vision Screening:** 4K – grade 2
- **Hearing Screening:** 4K – Grade 2

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

## Home/School Communication

The District maintains a Website at [www.sturbay.k12.wi.us](http://www.sturbay.k12.wi.us), which can be visited at any time.

The principal will send home an electronic weekly newsletter.

In addition, teachers will send home information electronically, or through newsletters periodically. These will include past/future areas of instruction, special interest topics and other pertinent information.

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

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

## Homebound

Special education services and placement are determined through the IEP team process and are based on each individual student's disability related needs. Under state and federal law, the school district is required to provide IEP services in the least restrictive environment. Requests for services provided in the home will be considered by the IEP team. However, the option of homebound or virtual services may be declined or rejected if the special education services required for the student to make progress cannot be provided in the home or through virtual learning.

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

## Homework

The Board of Education has a policy regarding homework (2330). Homework is defined as any opportunity to extend learning beyond the regular classroom period. The board believes that teachers, students, and parents/guardians all have responsibilities regarding homework. Students are expected to complete homework obligations. Each classroom teacher will communicate their assignment/homework procedures and routines at the beginning of the year.

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

## Hours

Our school office hours are 7:15am - 3:15pm Monday-Friday

### Hours - Students

4K (half-day): Monday-Friday 7:40am-11:30am

4K (full day) - Grade 2: Monday-Friday 7:40am-2:30pm

### Hours – Teachers

Teacher hours are 7:30am – 3:30pm.

## Illness or Injury

Students are expected to report all injuries to their teacher or supervisor immediately. When a child becomes ill or injured at school, the parents will be contacted at home or work to inform them of the illness or injury and to request that the child be transported home if needed. When a parent cannot be reached, the school will contact and release the child to the person/s designated on the pupil emergency card. Please keep emergency cards up to date. It is important to have



persons listed in addition to the parents as sometimes neither parent can be reached. Please be sure the persons listed on the card have been informed and give their permission to be contacted.

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

## Immunizations

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

If students are not fully immunized upon admittance to school, they must have received at least one dose of any vaccine required for their grade within 30 days of admission. They must remain on schedule and complete all required immunizations within one year. Exemptions may be obtained for medical, religious or personal conviction reasons. A physician must sign the medical waiver; a parent, guardian or adult student must sign religious and personal conviction waivers. Those students not in compliance with minimum requirements for their age/grade, parent/guardian will receive legal notices during the school year to remind them of the need for immunizations or waiver.

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

Grade	Immunizations Required					
Kindergarten through grade 6	4 DTP/DTaP/DT	4 Polio	2 MMR	3 Hep B	2 Var	
Grade 7 through grade 12	4 DTP/DTaP/DT/Td	1 Tdap	4 Polio	2 MMR	3 Hep B	2 Var

- 
1. Children 5 years of age or older who are enrolled in a Pre-K class should be assessed using the immunization requirements for Kindergarten through Grade 6, which would normally correspond to the individual's age.
  2. D = diphtheria, T = tetanus, P = pertussis vaccine. DTaP/DTP/DT/Td vaccine for all students Pre-K through 12: Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. Note: A dose four days or less before the 4th birthday is also acceptable.
  3. DTaP/DTP/DT vaccine for children entering Kindergarten: Each student must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th dose) to be compliant. Note: a dose four days or less before the 4th birthday is also acceptable.
  4. Tdap is an adolescent tetanus, diphtheria, and acellular pertussis combination vaccine. If a student received a dose of a tetanus containing vaccine, such as Td, within five years before entering the grade in which Tdap is required, the student is compliant and a dose of Tdap vaccine is not required.
  5. Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. Note: a dose four days or less before the 4th birthday is also acceptable.
  6. Laboratory evidence of immunity to hepatitis B is also acceptable.
  7. MMR is measles, mumps, and rubella vaccine. The first dose of MMR vaccine must have been received on or after the 1st birthday. Laboratory evidence of immunity to all three diseases (measles and mumps and rubella) is also acceptable. Note: A dose four days or less before the 1st birthday is also acceptable.
  8. Varicella vaccine is chickenpox vaccine. Students with a reliable history of varicella disease are not required to receive the Varicella vaccine. A parent or guardian may indicate that their student has had chickenpox on the Student Immunization Record form (F-04020L).
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## Internet Access

Elementary students can use computers for accessing and exploring information on the internet. In the interest of maintaining computer ethics, all parents must sign an acceptable use policy. Intentional misuse of computers or technology will jeopardize student access to such equipment and be cause for disciplinary action. Please see the appendix for a copy of the Sawyer Acceptable Use Policy.

## Library Procedures

Classrooms visit the library once each rotation. Students check out one book at a time and keep it for one week. Classroom teachers are given overdue notices for their students to take home when a book has not been returned one week past the due date. This gives students an extra week to return their books before they become overdue. Fines are not charged for overdue books, but if a book is lost or is significantly damaged, the family will be billed for the replacement cost of the book. It may be helpful to keep library books in a "special" place in the home. This place should be for school library books only and should be out of reach to younger siblings or pets.

## Medication

It is understood that not all medications can be given at home. In order to comply with State Statutes, the Board of Education has a medication policy (5330). Before school personnel can administer any medication at school a Prescription Medication Authorization Form must be on file, this pertains to both prescription and non-prescription medications. All medication, prescription and non-prescription, must be sent to school in the original, unexpired container and will be kept in the school office. The building principal will designate school personnel authorized to dispense medication. The school nurse will provide training to those individuals.

Prescription Medication Authorization Forms are available from the school office or on the district website. An exception to this noted in Wisconsin Statute 118.291 became effective September 1, 1999. This legislation permits a student to carry in their possession an inhaler for the treatment of asthma provided three conditions are met:

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

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

## **Neglect/Abuse Referrals**

As per Wisconsin Law 48.981 school personnel are required to report suspected cases of child abuse/neglect to the Door County Department of Social Services or Sturgeon Bay Police Department. The procedures followed are outlined by law and school policy/procedures (5440.01). All such reports are confidential.

## **Nondiscrimination Policy**

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

All vocational education programs follow the district's policies (2260) of non-discrimination on the basis of the above-mentioned reasons. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation.

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

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

## **Open Enrollment**

There is a short window of opportunity to apply for open enrollment under the open enrollment law. Application forms may be obtained from the District Office, 1230 Michigan Street beginning February 1. If your child has already been accepted, you do not need to reapply. Should you have further questions please call our Student Information and Data Specialist at 920-746-3876.

## **Parent/Teacher Conferences**

Parent/Teacher conferences are one of the most important channels of communication between school and home. Regularly scheduled conferences are held twice each year for grades 4K-grade 2 to review student progress and plan for remediation and/or enrichment. Conferences will be held during the fall and early spring. Every effort will be given to create an accommodating conference schedule for families with children at multiple schools. Teachers welcome opportunities at any time of the school year to discuss in private any concern you have regarding your child. Conferences are scheduled through BLOOMZ.

## Parent Teacher Organization

The Parent-Teacher Organization (PTO) supports the united efforts of home, school, and community on behalf of children. The goal of the PTO is to increase participation within the school between parents, teachers, and all school staff. Meetings are held monthly, and parent participation is welcome and valued.

## Pets/Animals in School

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

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

**Animals, other than therapy animals working with the school and approved by the principal, are not allowed on school grounds during arrival and dismissal times, even on a leash.**

## Physical Education

All students are expected to participate in physical education (phy. ed.) classes. A doctor or chiropractor’s note is needed to excuse a student from participation in phy. ed. class. Exceptions will be made if a student is feeling ill or has an injury and has not had time to get the written excuse. In most situations, students who do not participate in physical education will observe the class activities.

## Pictures

Student pictures are taken each year for students in grades 4K - grade 2. Memory books will be available, order forms will be distributed in red take-home folders.

## Playgrounds

Playgrounds are supervised during the school day. Playground rules are reviewed regularly with students. School rules of courtesy and respect apply to the playground. We are concerned for the safety of each child at school.

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

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

## Report Cards

Report cards are issued at the end of each trimester for students in grades 4K-grade 2. Report cards reflect the educational development of your child in terms of academics, study habits, physical development, and social-emotional growth. Parents can use this information to support their child’s learning at home.

## Selling In the Schools

Individuals or groups must receive permission from their building principal in order to sell items on school grounds. Sales are allowed for “non-profit” causes only. Sale of school related items, containing facsimiles of school logos (i.e. sweatshirts, T-shirts, jackets, etc.) by recognized school groups might be permitted with the approval of the school district administrator. (Board Policy 8550)

## Snacks/Treats

Our schools promote an environment that cultivates maximum student potential. Nutrition/activity influences a child’s development, health, wellbeing, and potential for learning. Our district’s nutrition/activity policy encourages us to support lifelong healthy eating and activity habits. Please send snacks with nutritional value (Board Policy 8510). Select snacks from several areas of the Food Guide Pyramid. Offer a variety of foods and vary the presentation to maintain your child’s interest in snack choices. Appropriate portions will support your child’s appetite for lunch. Students are allowed to have a personal water bottle throughout the day. No soda or candy is allowed. **Let the teacher know at least a day in advance if you would like to send a special treat for the entire class in recognition of a birthday or other celebration.** Please consider treats that have nutritional value and are easy to serve in the classroom setting.

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

## Special Education

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

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

## Sturgeon Bay Police Dept. Prevention Programs/School Resource Officers

Officers from the Sturgeon Bay Police Dept. will provide instructional support at all 4K – grade 2. They will present topics such as: Stranger Danger (knowing address & phone number), Bike Safety, Job of a Police Officer, Home Alone Safety, Abduction Prevention, Peer Pressure, and Alcohol and Other Drug Abuse Information. Classroom teachers will provide parents more information regarding these classroom presentations through their newsletters. Officers will also help monitor traffic at busy drop-off and pick-up times and visit with students in hallways, lunchrooms, and playgrounds. The goal is for children to see police officers as “community helpers”.

## Special Services

### School Counselor

Mrs. Karlie Martens is our school counselor at Sawyer School, and can be reached at 920-746-5827. The classroom guidance program is developmental in nature, focusing on the educational and personal-social development of all children. Our school counselor and classroom teachers coordinate and conduct classroom guidance activities, work with small groups and individual students. Our school counselor is available for consultation with parents.

## Title I

Title I is a federally funded program designed to provide support in the areas of reading, language arts, and math for students in grades K-5. The Sturgeon Bay Title I Program is a school-wide program and aligned with our Response to Intervention services. For further information please contact Jen Weber at 920-746-1854.

## Supplies

Each grade level has a specific list of supplies needed for regular classroom use which can be found on the district website.

## Teacher Qualifications

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

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

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

## Transfer Students

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

### Transfer into this district

Notify the school of your intention to enroll as soon as possible. Refer to the school website and select **Registration Information**. Navigate to the appropriate **NEW Families/Student Registration link** and complete the online registration. This allows the teacher time to prepare the room with the materials needed for your child and that student for receiving a new classmate. Accompany your child to school on his/her first day and meet the child's teacher(s). If possible, arrive a few minutes early. Supply the child with the basic school supplies but consider allowing your child to use "old favorites" (notebooks, school bags, lunch boxes, etc.). It may be less threatening to stay with the familiar. It may be helpful for your child during this type of transition to maintain familiar routines - bedtimes, chores, sports, etc. Provide opportunities outside of the school day for your child to develop new friendships. Consult your child's teacher and/or school counselor about any questions or concerns regarding your child's transition. We want your child's transition to our school system to go smoothly and successfully.

### Transfer out of this district

If a student withdraws from the school before the end of the school year, the school should be notified at least two days in advance, but it is preferable for it to be up to thirty days in advance. This will help to ensure that all withdrawal procedures may be completed; there is time for completion of projects and time to say good-bye. At the time a student enrolls in a new school, the parents will then initiate a request for the student's records to be sent to the new school. Be aware and willing to discuss feelings your child may express towards the move. Include your child in the move as much as possible. Involve him/her in packing, planning, and visiting the new home and school. Ask your child's teacher for a "Pupil Transfer

Summary' to take with you to your child's new teacher. It will provide information about books used in our system and the progress the student has made. It will be most helpful for the new teacher on your child's first day at the new school. We want your child to have a smooth and successful transition to their new school.

## Transportation

Bus transportation is contracted for the school district through Kobussen. Bus transportation is available to all students who live outside a 1/3 mile radius of their school, or reside in an unusually hazardous area as determined by the State Department of Transportation. Parents must sign-up their students to ride the bus by registering electronically with Kobussen Bus Company on our district website. Initial registration or changes to pick up or drop off sites will require three days' notice prior to the change taking effect. Only one drop-off and one pick-up address are allowed per child. Changes to drop-off sites are only for emergencies. School buses are not to be used for play dates. Contact Kobussen at 920-818-0785 with any questions.

## Video Surveillance

The Board of Education has authorized the use of video surveillance and electronic monitoring equipment at various school sites throughout the school. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

## Visitors

Parents are always welcome. However, to be respectful of student learning and instructional time, visits to a class should be arranged with the teacher beforehand and parents should share the purpose of their visit. The principal will approve all reasons for visits during the school day. Students attending from other schools must obtain permission from the principal prior to a visitation.

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

## Volunteers

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

## Appendix

### Sturgeon Bay School Calendar

The current Sturgeon Bay School Year Calendar can be found on the front page of the [Sturgeon Bay Schools website](#).

# Sawyer Elementary School Acceptable Use Policy

As a part of my schoolwork, my school gives me the use of computers for my work. My behavior and language should follow the same rules I follow in my class and in my school. To help myself and others, I agree to the following promises:

## **Be Safe**

- Walking feet
- Only carry device with two hands and cover closed (Chromebook)
- Visit only sites approved by the teacher
- Keep personal information private; including passwords

## **Be Responsible**

- Hands to self or hands on own device
- Care in plugging/unplugging
- Treat device with care
- Keep liquids and food away from the device

## **Be Respectful**

- Raise your hand and let teacher know when computer is not working
- Put your headphones away properly when finished
- Push in chair before leaving
- Be productive, use your time wisely
- Use only approved apps/programs
- Settings should not be adjusted by students
- If there is a concern about your device or how it was used, tell your teacher