

# SHEBOYGAN LEADERSHIP ACADEMY



## 2018-2019

### STUDENT & FAMILY HANDBOOK

1305 St. Clair Avenue  
Sheboygan, WI 53081  
(920) 208-5930



## OUR VIRTUES:

- ✧ Assertiveness
- ✧ Caring
- ✧ Cleanliness
- ✧ Commitment
- ✧ Compassion
- ✧ Confidence
- ✧ Consideration
- ✧ Cooperation
- ✧ Courage
- ✧ Courtesy
- ✧ Creativity
- ✧ Detachment
- ✧ Determination
- ✧ Diligence
- ✧ Enthusiasm
- ✧ Excellence
- ✧ Flexibility
- ✧ Forgiveness
- ✧ Friendliness
- ✧ Generosity
- ✧ Gentleness
- ✧ Helpfulness
- ✧ Honesty
- ✧ Honor
- ✧ Humility
- ✧ Idealism
- ✧ Integrity
- ✧ Joyfulness
- ✧ Justice
- ✧ Kindness
- ✧ Love
- ✧ Loyalty
- ✧ Moderation
- ✧ Modesty
- ✧ Orderliness
- ✧ Patience
- ✧ Peacefulness
- ✧ Perseverance
- ✧ Purposefulness
- ✧ Reliability
- ✧ Respect
- ✧ Responsibility
- ✧ Self-Discipline
- ✧ Service
- ✧ Tact
- ✧ Thankfulness
- ✧ Tolerance
- ✧ Trust
- ✧ Trustworthiness
- ✧ Truthfulness
- ✧ Understanding
- ✧ Unity

## Staff Directory

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## **Welcome Letter from Principal**

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Dear Parents,

It is with great excitement and anticipation that I welcome you to Sheboygan Leadership Academy!

One of the pillars of our school is to provide a challenging academic curriculum in a 4K through Grade 8 setting. Two key components of that challenging academic program will be the Spalding Language Arts program we will be implementing along with the Saxon Math program. In addition to our challenging academic curriculum, the virtue education and service learning components of our school will ensure that our students will become valued members of society. Our students will leave our school with all of the skills they will need to excel in their future educational endeavors and to be contributing vital members of society.

Parents are an important component of our school. Children model the adults in their lives. All adults in our children's lives whether they be teachers, school staff, or parents will provide leadership in service learning. Sheboygan Leadership Academy is committed to partnering with parents to provide virtue education and service learning.

This handbook is designed to serve as a reference and guide for you as parents. Please read through this handbook carefully and keep it handy for questions that may arise during the year. If other questions occur, please feel free to call the school office.

I look forward to working with all of you to provide an exemplary education for our school children.

Laura Studee

Principal

## **School Governance Board**

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Sheboygan Leadership Academy is served by the Governance Board. The board ensures that the school accomplishes the outcomes for which it was chartered and ensures that the operation of Sheboygan Leadership Academy is legal, ethical, and prudent.

The Governance Board shall consist of no less than nine (9) and no more than eleven (11) members. Membership shall consist of a minimum of two (2) community members, and a minimum of three (3) parents/past parents of students attending Sheboygan Leadership Academy. The principal will be a non-voting member of the Board.

Meetings of the Governance Board are held monthly, generally the fourth Monday of the month.

Governance Board Officers:

Denise Quasius – President

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Karen Grupe – Treasurer

Tim Stielow – Secretary

## **Home and School Association**

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The Sheboygan Leadership Home and School Association is an organization dedicated to connecting with parents and promoting family interaction and involvement. The organization works with the school principal, teachers, and staff to plan and provide fun activities, special celebrations, and explore fund raising options for the school.

## **Charter Schools**

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Charter schools are public, nonsectarian schools created through a businesslike contract or "charter" between the charter governance board and the sponsoring school board.

The Wisconsin charter school law gives charter schools freedom from most state rules and regulations in exchange for greater accountability for results. The charter defines the missions and methods of the charter school and the sponsoring school board holds the school accountable to its charter. The charter school motto is "Autonomy for Accountability."

Wisconsin established charter schools to:

- foster an environment for innovation and parental choice
- Exist as living laboratories that influence the larger public school system and introduce an element of competition within that system.

Wisconsin also wants each charter school to meet the special needs and interests of its community, parents, and students. This is what makes each charter school unique. While many goals for educating and preparing children are similar, each charter school fulfills a specific local need in education.

## **Sheboygan Leadership Academy Mission Statement**

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The mission of the Sheboygan Leadership Academy is to inspire students to become leaders through their academic achievement, moral development, and service to others.

## **Sheboygan Leadership Academy's Pillars and Objectives**

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- Provide a 4K through Grade 8 education with a challenging academic program.
- Provide a strong language arts/reading curriculum through implementation of Spalding Language Arts.
- Provide a thorough and challenging math curriculum through the implementation of Saxon Math.
- Provide for the moral development of our students through the Virtues Project.
- Instill a sense of service in our students through service learning initiatives that involve students, staff, and parents.
- Provide a welcoming and caring environment for learning which welcomes diversity and creates a "family environment" in the building.

## **The Value of a 4K Through Grade 8 School**

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Why is a 4K-8 school best for middle school students?

There are so many reasons! First and foremost, middle school students are still children. We strongly believe these 11-14 year-olds are not ready for the “high school environment” of traditional middle schools. Are young adolescents truly best served in communities consisting solely of their peers? “Put a thousand risk-taking, in-search-of-themselves pre-teens into the same building at the same time and even the minor challenges of adolescence—who’s dating whom, who’s speaking to whom—ignite and spread with contagious and telepathic speed.” (USA Today 3-15-01)

In a 4K-8 setting, students’ attention is diverted from themselves, and they are challenged to become role models and leaders for the primary aged students. It is important to note that the middle school concept is a “concept”, not a building! A 4K-8 school provides students with that “middle school concept” within a caring environment where all teachers know them well and have high expectations for their success.

Why is a 4K-8 school best for primary students?

Middle school students add so much excitement to a school! Primary students (grades 4K-Grade 5) benefit from this excitement. By interacting with the older children and participating in activities planned by them, our primary students build a rapport and benefit from the mentoring relationships that develop. They look forward to the day they can take on those same leadership roles.

Why is a 4K-8 school best for parents?

Early adolescence is a time when children try to distance themselves from their parents. Yet, this is the time when parents need to be most involved in their child’s growth and development. What better setting is there than a 4K-Grade 8 setting where parents know the teachers and administration well, and know the parents of the peers their children interact with? When children go from a primary school to a large middle school, parents are at a disadvantage. They don’t know the teachers, they are not familiar with the school environment (policies, procedures, layout), and they do not know their child’s friends and their parents. This is a time when parents should know more—not have more unknowns!

What is the “buddy program” in our 4K-8 school?

The 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders have very special friends at Sheboygan Leadership Academy. Through a unique mentoring program, 6<sup>th</sup> graders are paired with 4K students, 7<sup>th</sup> graders are paired with Kindergartners and 8<sup>th</sup> grade students have 1<sup>st</sup> grade buddies. Middle school students and their buddies work together on virtue projects, community service work, and general projects.

This program gives the older students an opportunity to become role models, to be a teacher to a younger student while still allowing them to be kids themselves. The younger students love their buddies and look forward to opportunities to interact with them and learn from them.



## **The Value of Spalding Language Arts**

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The Spalding Method is a language arts program that is explicit, interactive, diagnostic, and multisensory. Spalding Education International (SEI) is dedicated to teaching all students to spell, write and read.

Spalding components include: phonemic awareness, systematic phonics, high-frequency vocabulary, word meaning and usage, word parts, grammar, composition, literary appreciation, text structure, fluency, listening and reading comprehension.

Students learn the purpose for every task and are active participants throughout Spalding lessons. Daily observations and formative assessments allow teachers to tailor instruction to meet students' individual needs such as English language learners of all ages, special needs students and gifted students. Differentiated instruction is embedded in the Spalding Method.

## **The Value of Saxon Math**

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Saxon Math is a thorough mathematics program for children from kindergarten age through high school. Saxon Math focuses on the comprehension of basic skills through a gentle development of concepts and the practice of those concepts over a considerable length of time.

Saxon Math is an incremental approach that distributes instruction, practice, and assessment of related topics over a year rather than grouping concepts into chapters or units. Saxon Math introduces topics in an easily understandable format and allows time for assimilation before another concept is introduced. Concepts increase in complexity from one lesson to the next and are repeatedly practiced. This repetition allows time for the concepts to become familiar.

## **The Value of the Virtues Project**

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The Virtues Project is a global grassroots initiative to inspire the practice of virtues in everyday life. The Virtues Project is sparking a global revolution of kindness, justice, and integrity in more than 95 countries through its facilitators and Virtues Connections.

The Virtues Project empowers individuals to live more authentic meaningful lives, families to raise children of compassion and integrity, educators to create safe, caring, and high performing learning communities, and leaders to encourage excellence and ethics in the work place. It has inspired and mobilized people worldwide to commit acts of service and generosity, to heal violence with virtues.

The Virtues Project was founded in Canada in 1991 by Linda Kavelin Popov, Dr. Dan Popov, and John Kavelin. It was honored by the United Nations during the International Year of the Family as a “model global program for families of all cultures.”

Character is destiny. Virtues are the content of our character. The Virtues Project cultures our children in the skills and qualities they need to be successful in school and in life. Although they are the oldest practices in the world, virtues are essential to the true goal of education—intelligence plus character. Too many children are becoming technical wizards but moral illiterates. Power plus control leads to violence. Power plus compassion transforms bullies into leaders.

## **The Value of Service Learning**

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Service Learning is the heart of our school. It allows our entire school community to service the area we live in and beyond. Our goal at Sheboygan Leadership Academy is to create effective, civically participating youth that will use service learning skills as they mature into influential, altruistic adults. As members of the community, our students have the responsibility to live the core values of wisdom, justice, integrity, love, compassion, respect, and courage. Service Learning is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities.

Sheboygan Leadership Academy partners with numerous companies and organizations. These partnerships help ensure that our service learning program is meaningful and engaging. We have worked diligently to ensure curriculum alignment and embedding techniques that allow our teachers to focus on the academic standards while including the service learning strand. The academic, service learning component allows the classroom teacher to teach the State Standards and Common Core Standards, while also giving the students real life, real world experiences. It is through this process, our students learn the value of their voice and the power of service.

As part of our commitment to service learning, all families agree to 40 hours of service in the course of the year (July 1 – June 30).

## **The Value of A Family Environment That Welcomes Diversity**

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The environment of a school is crucial to learning. A warm welcoming environment where a child feels loved and cared about by the adults around him/her provides the best environment for learning. Creating a “family environment” in the building is the goal of Sheboygan Leadership Academy.

A diverse population allows students to interact with other students from various backgrounds and experiences. The sharing of these experiences and the sharing of a variety of ideas, not only advance the learning process, but prepare children for the global society they will enter.

## **Nondiscrimination Policy for Sheboygan Leadership Academy**

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Sheboygan Leadership Academy admits students of any race, color, sex, nationality, and ethnic origin to all rights, privileges, programs, and activities accorded or made available to the students of this school. Sheboygan Leadership Academy does not discriminate on the basis of race, color, sex, nationality and ethnic origin in administration of its educational policies, admissions policies, and school administered programs.

(Pursuant to IRS Procedure (75-70) Section 4.2(a) )

No employee shall be discriminated against on the basis of age, race, color, disability, sex, national origin, ancestry, or marital status in employment and in employment practices of personnel.

This policy is in compliance with the Civil Rights Act of 1964, the Equal Employment Opportunity Act of 1972, and the Americans with Disabilities Act of 1990.

## **Personnel Standards**

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All Sheboygan Leadership Academy staff meet the state requirements for qualifications, certification, and licensure. The school principal is a fully degreed and certified administrator, and holds a current, valid Wisconsin administration license. All the teachers are fully degreed and certified, and hold current, valid Wisconsin licenses for their appropriate teaching area.

## School Admissions/Enrollment

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New students who apply for entrance into Sheboygan Leadership Academy must complete two forms if you reside within the SASD boundaries. The two forms are the **Intradistrict/Charter School Transfer Form** and the **Sheboygan Leadership Academy Application for Admission**.

The **Intradistrict/Charter School Transfer Form** that is required of all students living in SASD boundaries is available from the SASD or at our Sheboygan Leadership Academy website. The **Sheboygan Leadership Academy Application for Admission** is available at our Sheboygan Leadership Academy website.

For families living outside the SASD boundaries, the two forms required are the **State Open Enrollment form** and the **Sheboygan Leadership Academy Application for Admission**. There is an enrollment window for anyone living outside of the SASD, and this window is strictly adhered to. It is essential that students not residing in the Sheboygan Area School District apply for Open Enrollment during the enrollment window. Even if other children from a family are currently attending Sheboygan Leadership Academy, all **new** out-of-district children must apply for Open Enrollment. Again, there is a strict enrollment window for this process that is dictated by the State of Wisconsin, so please stay in contact with the Sheboygan Area School District for details or check our Sheboygan Leadership Academy website.

The following criteria apply to enrollment status:

- Student must be 4 years old by September 1<sup>st</sup> for 4 year old kindergarten
- Student must be 5 years old by September 1<sup>st</sup> for 5 year old kindergarten
- Students must meet Wisconsin state health requirements.
- Enrollment in grades Kindergarten – Grade 8 will be limited to 25 students. Enrollment in grade 4K will be limited to 20 students.
- Preference on registration will be given to founder's children, teacher's children, and siblings of all current families.
- Applications are accepted during the enrollment period. If numbers exceed available slots, a lottery will be conducted to determine placement in a class or on a waiting list.

## **Volunteer Background Checks**

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Sheboygan Leadership Academy families agree to 40 hours of service upon enrollment. Since service is one of the pillars of our school, this service by families provides an excellent example to our children and is one of the things that make our school special. Considering the times we are living in, the safety of our children remains our number one priority and a satisfactory background check will be required for any volunteer.

Therefore with the start of the 2017-18 school year we will be requiring all volunteers to agree to a confidential background check. This is in keeping with the Sheboygan Area School District's policy for volunteers. This process can be completed any time via an online system. Instructions are available in the school office and are distributed regularly. The school office can be contacted at any time with any questions. Background checks will be completed every three years or as deemed necessary. An unsatisfactory background check automatically negates any volunteering agreement.

## **Bus Transportation**

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### Students residing in the SASD:

Bus service is provided by Prigge Bus Company for students who qualify. Prior to the beginning of school, bus routes are established for each family. Each family will receive a letter from the SASD regarding their bus schedule. If you have bussing problems (schedules or routes), please contact Prigge Bus Company for assistance. In case of early release, parents will be informed of the availability of bus service.

Sheboygan Transit (Tripper bus) is also available for students residing in the SASD. Families work directly with Sheboygan Transit to arrange for transportation. There is a ride fee for students using the Tripper bus.

### Students residing outside the SASD:

Parents are responsible for transportation if they do not reside in the Sheboygan Area School District.

## **Bus Conduct**

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The following rules have been established in order to insure the safety of all students who ride busses:

- Use only the bus and bus stop assigned
- Orderly behavior is required at the bus stop
- Remain seated, facing front, when the bus is in motion
- Talk quietly and make no unnecessary noise
- Do not talk to the driver unless it is necessary
- Keep hands and arms inside the bus
- Do not litter the inside of the bus or throw anything out of the window
- Be quiet when the bus is crossing railroad tracks

Infractions of the above rules will be brought to the attention of parents. Continued problems may result in suspension of bus privileges for a period of time or denial of bus transportation.

## **Hot Lunch Program**

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Sheboygan Leadership Academy is working with the SASD to provide a nutritious hot lunch. A menu will be provided to families each month. Students not opting for the hot lunch will bring their own lunch to school. Students can choose on a daily basis whether or not they want hot lunch. Parents will fund a “debit” card for hot lunch and milk. The card will be scanned each time your child uses it. When funds run low on the card, parents will be notified.

Free and reduced meals will be provided to all families who qualify. Forms will be available prior to the start of the school year.

## **Nutrition**

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It is a proven fact that good nutrition leads to better brain functioning and attentiveness. With this in mind Sheboygan Leadership Academy expects all students to make healthy eating choices throughout the school day.

We encourage healthy snacks during snack time. Items such as fresh fruit and vegetables, granola bars, and string cheese are all great choices for a healthy snack.

Students who participate in our hot lunch program are guaranteed a healthy lunch every day. If students bring lunches from home, they cannot include soda or energy drinks. We encourage parents to monitor lunches that are brought to school to help ensure that they are healthy, thus giving their child the best opportunity to learn.

## Medication

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Medication should be administered to a student by their parent/guardian at home whenever possible. Any medication that must be dispensed at school must be accompanied by a form that is available in the school office. The parent is to bring the medication to school in the original container, and drop it and the accompanying form off in the office. This applies to all medication including Tylenol, cough medicine, etc.

## Immunization

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**General Rule:** Any student admitted to any school shall, within 30 school days, present written evidence to the school of having completed the first immunization for each vaccine required for the student's grade and being on schedule for the remainder of the basic and recall (booster) immunization series for the designated diseases.

**Exceptions:** The immunization requirement is waived if the student's parent or legal guardian submits a written statement to the school objecting to the immunization for reasons of health, religious, or personal conviction.

**Reporting:** By the 15<sup>th</sup> and the 25<sup>th</sup> school day after the student is admitted, the school shall notify in writing, to parent or legal guardian, students who have not met the immunization or waiver requirements.

All parents are expected to comply with the State of Wisconsin Immunization Laws. Immunization information is kept on file for each student. At the beginning of each school year, student records will be updated and notification sent to those families where children are in need of immunizations.

## Notification of Health Conditions

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It is important that the school be aware of each student's personal health. Parents are asked to complete the student health record form at the beginning of each school year.

## **Illness at School**

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In the event that a child becomes ill at school and it is determined by school staff that the child should go home, the parent (or, if neither parent is available, the emergency contact stipulated by the parents) will be notified to pick the child up. Be sure that all emergency contact numbers are always current in the school office. If an emergency contact changes or a phone number changes for emergency contacts or the parents, be sure to notify the school office immediately.

If your child becomes ill and it is determined by school staff that your child needs to be transported to a medical facility, we will attempt to secure the approval of the parent/guardian first. If we are unable to contact a parent/guardian, school personnel will assess the situation and make a decision. The transportation from the school to another facility via an ambulance will be at the parent's expense.

## **Lice**

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Head lice is a universal problem and is particularly prevalent among elementary school-age children. Control of lice infestation is best handled by adequate treatment of the infested person and head inspection of household members and other personal contacts.

Communication from the school to parents directly and through parent and classroom education to the students will help increase the awareness for both parents and child. Parents need to continually observe their child for this potential problem and treat adequately and appropriately as necessary.

If a child is found to have lice, the child's parent will be contacted to have the child treated. Immediate removal of the child from school is unnecessary. After treatment and upon returning to school, the child will be examined by staff. The school practices a policy of "no live lice" as criteria for return to school.

## **Accidents**

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Minor cuts, scrapes, bumps, or bloody noses are referred to the office where first aid is administered.

When follow-up observation or attention is suggested, a phone call is made or a note is sent to the parents explaining the accident and suggesting follow-up observation or care.

In the event of a more serious accident or injury, the parent (or, if neither parent is available, the emergency contact stipulated by the parents) is called immediately. If a parent takes their child to the doctor or emergency room, an accident report is filed.

Should a severe accident occur and immediate action is required, the school will call 911 prior to contacting parents. The transportation from the school to another facility via an ambulance will be at the parent's expense. Again, an accident report is filed.



## **Appointments**

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Students may be dismissed if the school office is notified either by written note, email, or phone call. Students are to be picked up at the office at the appointed time. When the child returns to school after an appointment, the child should check in at the office before returning to his/her class. Please try to arrange appointments around school hours.

## **School Attendance**

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In accordance with state laws, all pupils are held to regular and punctual attendance.

All absentees must be reported to the office before 9:00 AM. The office in turn will notify teachers of the reason for the absence and length of time, and if homework is requested.

The school will contact the home if the child is not present, and the school has not been notified.

## **Attendance Policy**

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Prompt and regular school attendance is essential to the learning process. Research has proven that school success goes hand in hand with good attendance. Children who miss school regularly fall behind their peers. At Sheboygan Leadership Academy our goal is for our students to, not only succeed, but to excel. To meet this goal, we expect school attendance to be a priority for all of our families.

We will use the following guidelines to determine if absence is a chronic problem. All attendance numbers are based on one school year:

**Good Attendance = 9 or fewer days of excused absence.** No action will be taken.

**Warning Signs of possible attendance problems = 5 days of unexcused absence or 10 days of absence total.** Action to be taken: a letter from the principal indicating that the absence is becoming a concern and must be addressed.

**Chronic Absence = 20 days of absence total.** Action to be taken: a letter will be sent from the principal detailing that absence will only be deemed “excused” if there is a written excuse from a medical professional. Additionally, a mandatory meeting will be scheduled with the principal and school counselor at which an attendance contract will be signed detailing possible consequences (social service intervention and/or police intervention) for continued unexcused absence.

## Tardy Policy

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The first bell rings at 8:00 AM. At this time students are dismissed from the cafeteria to their classrooms. The 8:05 bell indicates the official beginning of the school day. A student is tardy if he/she arrives in the classroom after the 8:05 bell. Students have the best chance of school success when they arrive on time and start the day with the rest of their class.

When a student is tardy, not only does it impact the learning of that student, it impacts the entire class and the teacher. Teachers have to stop what they are doing to update their attendance/hot lunch count on the computer and give individualized instruction to bring the tardy student up to date. This delays the instruction for the rest of the class. We ask all parents to be considerate of all of the students in our school by making sure that their child/ren arrive to school on time.

Once a student reaches 15 tardies, the following actions will be taken:

Warning Signs of tardy problems = **15 days tardy**. Action to be taken: a letter from the principal indicating that tardiness is becoming a concern and must be addressed.

Chronic Tardiness = **20 days tardy**. Action to be taken: a letter from the principal indicating that tardiness continues to be a problem and must be addressed. **If days tardy accumulate to 40 or more, a meeting will be held with principal and school counselor to discuss the tardiness concerns and develop a plan to ensure prompt school attendance in the future.**

## Weather Emergency

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The schools of Sheboygan cooperate in closing school in case of weather emergency. By common agreement, announcement of such school closings is made by the SASD Superintendent over the radio and cable TV. This means that if an announcement is made that the Sheboygan Area School District will be closed, this automatically includes Sheboygan Leadership Academy and no further announcement will be made by the principal.

If school is in session when a snow or other emergency arises, we will again follow Sheboygan Area School District's decision. In the event of early dismissal, busses will be available as usual for bus students. Please listen for announcements of early dismissal over radio station WHBL (1330 AM). Also, when conditions look threatening, watch for an email from school announcing an early release.

We prefer not to have parents call the school in such emergencies, but rather wait for a radio announcement or email. Parents of pupils living a considerable distance from school will not be denied the privilege of calling for their children if they deem it necessary for their particular conditions.

## **Tornado Warning**

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If there is a tornado warning, students will go to their appropriate places. They will remain there until the warning ends. If the warning goes beyond dismissal time, we will keep the children until the warning has been lifted. The busses will not run until the warning is over. Please do not come to get your children until the warning has ended.

## **Safety/Crisis Plan**

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The school has a comprehensive safety/crisis plan designed to offer maximum protection for our students in case of emergencies. A copy of the plan is available for review.

Fire drills are conducted monthly and documented in the school files. Tornado drills are conducted periodically (at least twice a year) and documented in the school files. Procedures for drills are posted on the walls in all classrooms. The Fire Department inspects the school yearly. Safety drills are held twice a year. Administration and teachers discuss safety drill procedures prior to each drill.

The school doors remain locked during school hours. All visitors, including parents and volunteers, must check in and sign in at the school office before going into classrooms.

School safety is very important and is always a priority for all of us at school. Children are supervised at all times during the school day. Required supervision is provided at all recess times. Additionally, students are supervised before school in the morning (starting at 7:50) and supervision is also provided at dismissal time.

Middle school students involved in lab experiments in science class observe strict safety rules. Safety glasses are worn whenever necessary in performing science experiments.

With school safety as a top priority, should any parent notice any safety concerns at our school, we ask them to contact the office immediately.

## **Asbestos**

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As required by law, the original asbestos management plan and the required three-year inspection plan for our school is available for inspection and review in the school office. The management plan contains information regarding inspections, response actions and for post-response action activities such as periodic surveillances and re-inspections which are planned and are in progress. Our school is in compliance with all asbestos related requirements.

## Internet Use

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There is great potential for students to use the Internet as a learning resource to: participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals and to locate material to meet their educational and personal information needs. Along with access to computers and people all over the world, comes the availability of material that may not be considered appropriate in a school setting. School staff will help and guide students as they develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels and to evaluate and use information to meet their educational goals. In addition, the school will utilize an Internet filter to minimize the availability of content inappropriate for our students.

Parents or guardians must grant permission for students to use the Internet and to have their individual images and individual work published on the Internet. Rules for use of the Internet will be printed on the back of the permission form written in language appropriate to the grade level of the student. Internet use in the classroom will be closely monitored by the supervising staff members.

## Early Drop Off Program

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Students are not to arrive at school before 7:50 AM. An early drop off program, organized by our parents, is available beginning at 7:30 for students who must arrive early due to parent work schedules. Children will be supervised by volunteers. Supervision of the children will be held in the school cafeteria. Guidelines that will need to be followed are:

- Children are not to arrive before 7:30 AM.
- No food or drink will be allowed.
- Students will be asked to sit in assigned areas and read a book or finish homework. Please be sure your child/ren has something with them to keep them occupied. No games or other activities will be provided.
- It is not necessary to call ahead and let us know that your child/ren will be coming to early drop off.

## Homework

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Homework is an important part of Sheboygan Leadership Academy's academic program. Not all learning can be accomplished during the regular school day. Homework is assigned to increase knowledge as well as develop a sense of responsibility in our students.

The following guide is used in assigning homework:

<u>LEVEL</u>	<u>TIME</u>
4K and K	None
Gr. 1,2,3	15-30 minutes
Gr. 4,5	30-60 minutes
Gr. 6,7,8	60-90 minutes*

\*Homework time guidelines for grades 6-7-8 are difficult to set. Since students see a variety of teachers on a daily basis and since many teachers assign long term work or work that students have more than one night to complete, these time guidelines may vary. Parents are asked to be attentive to the amount of time their children spend on homework overall rather than on a per night basis. If the homework demands seem too great or too little, parents are asked to inform the middle school staff. The middle school staff will evaluate their homework requirements on a regular basis.

The child should work in a quiet place. He/she should keep materials neat and well organized. Children should be encouraged to take care and pride in their work.

## After-school Homework Center (Grades 5-8)

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Does your student need to stay after school to complete homework? Could just 45 minutes make a significant impact on your student's learning?

Sheboygan Leadership Academy offers a "Homework Center" for grades five through eight. The center will be open on Mondays, Tuesdays, and Thursdays, and will be open until 4:00 pm. Students will need to coordinate their own ride home at 4:00 pm (unless they walk). The "Homework Center" is completely voluntary and is being offered to serious students who would like to improve their grades, academic knowledge or general understanding.

## Conferences

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Parent conferences are held in fall (November) and during the third quarter for grades 4K through Grade 8. All parents attend the fall conferences. The third quarter conferences are optional based on parent or teacher request.

## Grading Scale

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Students in grades 4K through Grade 2 receive standard based report cards.

Beginning in grade three students receive academic letter grades based on the following grading scale:

A+	96.5
A	93.5
A-	91.5
B+	88.5
B	84.5
B-	81.5
C+	79.5
C	76.5
C-	73.5
D+	71.5
D	68.5
D-	64.5
U	0

## **Middle School Honor Roll**

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Middle school honor roll is calculated each quarter based on the student's GPA (grade point average). Any student having an overall GPA of a B+ or higher range will be listed on the honor roll for that quarter. Should a student receive an overall GPA of an A- or higher, that student will receive a star by his/her name to indicate his/her high status.

Classes that meet on a daily basis or at least four times a week will have greater weight than those that meet less often. Grades earned in classes that meet daily or at least four times a week will count twice, while grades earned in classes that meet less often (PE, music, art) will count once.

A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	.7
U	0

## **Report Cards**

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Report cards are issued quarterly for all students (grades 4K through Grade 8). We discourage the practice of parents rewarding a child for his/her academic grades, since it is possible that a child receiving lower grades may have applied as much, or greater, effort to the task. Reinforcement for high effort is encouraged. Reinforcement or "reward" in the form of praise or display of report card is very effective.

## **Graduation Expectations**

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Students at Sheboygan Leadership Academy are expected to perform academically to the best of their ability, to abide by the behavioral expectations of our school, and to be model citizens.

All the academic grades a student earns in middle school will be averaged together at the end of each quarter to produce the GPA for that quarter. A grade point average of a D+ or below will constitute notification to the parent(s) that the student's grades are falling below expected achievement.

## **Promotion and Retention**

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Promotion or retention of students shall be based upon the student's achievement, according to his/her aptitudes and abilities. The promotion or retention of students shall be the responsibility of the principal in consultation with teachers, other support staff, and the student's parent(s) or guardian. Each decision on promotion or retention shall consider the student's abilities, academic performance, parental input, and other appropriate information.

## **Grade Acceleration**

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Some students may be so advanced in knowledge and so clearly operating at an intellectual level beyond that of their peers that educational acceleration is a realistic and desirable alternative to normal grade level work. The decision to allow a student to be accelerated is one that must be made for each student, taking into account his or her intellectual and emotional needs and the level of services the school can provide.

A student being considered for acceleration should meet all of the following criteria:

- Student should demonstrate superior skills one to three grade levels above his/her current placement.
- Student should demonstrate a high degree of social/emotional maturity.
- Student should demonstrate a high degree of persistence/motivation.
- Student should demonstrate superior intellectual abilities/talents.



## **Special Learning Needs**

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Students having an identified disability may be referred to receive academic instruction and/or behavioral assistance. Students in this program are formally evaluated and then placed on an Individual Education Plan (IEP) developed cooperatively between the parents, administrator, teachers, and representatives of the Sheboygan Area School District. If parents suspect that their child may have special academic needs, they may contact the administrator or classroom teacher to have their child considered for special education services.

## **Field Trips**

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Field trips are planned to give children the opportunity to observe community life. Teachers plan and schedule these trips to serve as aids in their teaching program. A permission slip will be sent home in advance of any field trip and will include details such as place, departure time, fees (if any), and method of transportation. The permission slip must be signed and returned to your child's teacher.

## Discipline Code

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Philosophy: Discipline is part of the total learning process for all students. In order to live in our society, as well as in the community here at Sheboygan Leadership Academy, students must abide by a code of behavior appropriate to this particular environment. This will allow for the school to run as an effective educational facility.

Responsibility: The student is responsible for his or her own behavior. The role of the school is to inform the student and parent of the school code and to work with individuals to help them adjust to our rules. The role of the parents is to support the school code and to cooperate with school personnel in helping students adjust to the expectations of the school. Discipline is a team effort, not just an individual teacher's responsibility.

Classroom Code: Each teacher has his/her set of rules and approach to discipline. These are presented to the students on the first day of classes and communicated to parents.

General School Code: General school rules (playground, hallway, lunch room) are discussed with the children at the start of each school year.

Sanctions: Except for "Serious Offenses" (as listed below) school staff will deal with discipline problems in their own style, keeping in mind the virtues we are trying to instill and that discipline is a learning process.

Serious Offenses: Special procedures may be exercised when a student's conduct endangers property, health, or safety of self or others; or is disruptive to the learning environment. Examples of, but not limited to, serious behaviors are:

- Possession or use of weapons or possession of "look alike" weapons
- The sale, possession, or use of illegal drugs or alcohol, on school property or at any off-campus school events
- Possession or use of any object deemed potentially harmful to others
- Fighting
- Verbal abuse
- Harassment/bullying
- Vandalism to any school property – students are liable for any deliberate destruction of property and must pay for or replace damaged goods
- Stealing on school property or when school is responsible for students
- Smoking on school property or at off-campus school events
- Any severe or inappropriate conduct on school premises or at school related activities that endangers the life or safety of another
- Threats, verbal or written, which imply physical or mental harm
- Extreme refusal behavior

Whenever a student's conduct is defined as a "Serious Offense", action may be taken to restrict his/her privileges and rights of school attendance. Such actions may be of two kinds:

- Suspension
- Rescinding of School Choice and Expulsion

Suspension: Suspension is a function of a school administrator. Parents must be notified promptly in all cases of suspension. A student may be suspended for up to five (5) school days. Before any suspension, a student must be given an informal hearing to include:

- Oral or written notice of the charges against him/her
- An opportunity to present his/her side of the story
- An explanation of the evidence

Students, whose presence poses a danger to persons or property, or an ongoing threat of disrupting the academic process, may be immediately removed from the school. In such cases, the necessary notice and informal hearing shall follow as soon as practicable.

A student can be suspended for something he/she has done off, as well as, on school property, if school authorities can prove that such action is reasonable or necessary for the student's physical or emotional safety or that of other members of the school community.

The principal may reinstate a student after a suspension.

Rescinding of School Choice and Expulsion: In cooperation with Sheboygan Area School District, unsafe and extreme behavior can result in discipline measures including rescinding school choice and expulsion.

## **Restoration**

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After any discipline related situation, it is important that all parties involved understand the resolution of the situation and agree to move forward in a positive way. For this reason, and in keeping with our Virtues education, all conflicts will end with appropriate apologies and restoration of positive relationships. We appreciate parent support and cooperation with these restorative practices.

## **Harassment/Bullying Policy**

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Sheboygan Leadership Academy strives to provide a safe, secure and respectful learning environment for all students. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Bullying has harmful social, physical, psychological and academic impact on the bullies, the victims, and the by standers. Sheboygan Leadership Academy consistently and vigorously addresses bullying to prevent disruption to the learning environment and learning process.

Harassment/bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Harassment/bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age, national origin, race, ethnicity, religion, gender, gender identity, sexual orientation, physical attributes, physical or mental ability or disability, social, economic, or family status.

Harassment/Bullying behavior can be:

- Physical (e.g. assault, hitting or punching, kicking, theft);
- Verbal (e.g. threatening or intimidating language, teasing or name calling, racist remarks);
- Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the Internet also known as cyber bullying);
- Between students and students, students and adults, or adults and adults.

Harassment/bullying behavior is prohibited in all educational environments of Sheboygan Leadership Academy. Educational environments include, but are not limited to, every activity under school supervision.

Discussion of harassment/bullying will be included at an age-appropriate level and in the proper context as part of the curriculum.

If it is determined that a student participated in harassment/ bullying behavior in violation of the policy, the principal may take disciplinary action, including: suspension, rescinding of school choice and expulsion, and/or referral to law enforcement officials for possible legal action as appropriate.

## **Sexual Harassment**

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Any student who engages in the sexual harassment of anyone in or from school may be subject to disciplinary action. If a student feels that he/she is being sexually harassed, the administrator, teacher or other adults at the school should be notified immediately. The school prohibits retaliatory behavior against any complaint. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of everyone concerned.

## Sexual Harassment Policy

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Sheboygan Leadership Academy is committed to maintaining a learning and working environment free of harassment on the basis of HARASSMENT of disability, national origin, race, religion, gender or sexual orientation.

Federal and state laws proscribe harassment. Therefore, sexual harassment, in buildings and grounds controlled by Sheboygan Leadership Academy and during events sponsored by Sheboygan Leadership Academy is unlawful. Harassment on the basis of disability, national origin, race, religion, gender or sexual orientation includes any unwanted physical or verbal action toward another which has the purpose or effect of creating an intimidating, hostile or offensive environment. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature where:

- Submission to such conduct is made an implied or explicit term or condition of success in school or of employment; or
- Submission to or rejection of such conduct by an individual is used as the basis for student grading/participation decisions or employment decisions affecting such individual; or
- The conduct has the purpose or effect of substantially interfering with an individual's school or work performance or creating an intimidating, hostile, or offensive learning or working environment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which may constitute sexual harassment depending upon the totality of the circumstances, the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances – whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding an individual's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, and prowess;
- Displaying sexually suggestive objects, pictures and/or cartoons;
- Unwelcome leering, whistling, brushing against the body, gestures, and suggestive or insulting comments;
- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

Any student subjected to harassment is strongly encouraged to contact a teacher or administrator in the building. Harassment complaints are to be promptly investigated in as confidential a manner as is consistent with the problem. Any student found to have engaged in harassment is subject to discipline including, but not limited to, suspension or rescinding of school choice.

Any employee or other person subjected to harassment is strongly encouraged to contact the administrator or Governance Board. Any employee found to have engaged in harassment is subject to discipline up to and including discharge administered in a manner consistent with laws.

Any attempt by an employee or a student to retaliate against a person who makes, or provides information regarding a claim of harassment is strictly prohibited and subject to disciplinary action as outlined above. A protocol on this policy shall indicate when and under what circumstances a matter covered herein shall be brought to the immediate attention of the Governance Board.

Harassment Reporting and Investigation Protocol: If you believe you may have been harassed or if you witness or learn about the harassment of another individual, you should inform the administrator immediately. If you do not wish to discuss the issue with your administrator, or if he/she does not address the problem, you should inform the Governance Board. Sheboygan Leadership Academy will promptly investigate every complaint of harassment of which notice is given consistent with this protocol. Such investigation may include discussions with all involved parties, identification and questioning of witnesses, and other appropriate actions.

If the investigator determines that harassment has occurred, he/she will take action to end the harassment and ensure that it is not repeated. Steps, which may be taken, may include, among other, warnings, suspension, probation and discharge of the individual responsible for the harassment. Any individual who is dissatisfied with the results of an investigation may discuss his/her dissatisfaction directly with the Governance Board. The Academy urges all students and employees to bring any concerns or complaints of harassment to its attention so that the issue can be resolved.

## **Police Questioning and Apprehension**

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Law enforcement officers may not remove a child from a school building for questioning while the child is properly in attendance, without permission of the child's parent, regardless of the child's age.

However, the situation would be different when an enforcement officer has a warrant for the child's arrest or an order signed personally by the judge of children's court.

A law enforcement officer has the right to question a student while in school, even without a warrant.

## **Video Monitoring**

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Sheboygan Leadership Academy uses internal and exterior video monitoring of the school premises. This surveillance technology is being used to enhance the ability of school officials to protect the health, welfare, and safety of students, staff, parents, and visitors to our school. Video surveillance also takes place on school buses in cooperation with Prigge Bus Company. Video surveillance may not take place at any location on school premises where staff, students or members of the public should have a reasonable expectation of privacy.

## **Neglect and Child Abuse**

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School personnel have specific legal responsibilities for identifying and reporting suspected cases of child abuse and neglect according to the Wisconsin State Statute, Sections 48.981 (2) (1985 Wisconsin Act 29). Under this part of the law, school teachers, administrators, counselors, psychologists, social workers, nurses, and speech, physical and occupational therapists are among those clearly designated as persons required to report cases of suspected child abuse or neglect.

All school personnel have specific detailed information regarding their reporting responsibilities in their teacher and support staff handbook. All school personnel are inserviced on a yearly basis regarding the types of abuse, procedures for making reports, and their reporting responsibilities.

## **Child Custody Disclosure**

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At the start of the school year all families are asked to fill out a form regarding family situations and child custody arrangements. Should any court-ordered special restrictions against either parent exist, the school requires court documentation of that information. The decree of the court will be followed and all information will be kept confidential. If a change in the family situation should occur in the course of the school year, parents are asked to keep the school informed of the situation as it impacts on child custody arrangements and court documents limiting a parent's rights.

## **Office Hours**

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Sheboygan Leadership Academy office hours:

Monday through Friday – 7:30 – 3:30

Mrs. Studee will generally be available during school hours Monday through Friday. To contact a teacher, call the school office (208-5930) to leave a message. The teacher will return the call at a free time. You may also email the school office at [secretary@leadership-academy.us](mailto:secretary@leadership-academy.us) and the message will be forwarded to the teacher or you may email the teacher directly. All email addresses are the last name of the person follow by “@leadership-academy.us”. For example, Mrs. Studee’s email is: [studee@leadership-academy.us](mailto:studee@leadership-academy.us)

## **Materials**

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Students are held responsible for keeping books, desks, and equipment in good condition. Any damage beyond normal wear to books and equipment furnished by the school will be assessed against students at the close of the school year.

All textbooks must be covered at all times.

## **Lockers**

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Student lockers are for storage of books and personal belongings. School lockers are the property of the Sheboygan Leadership Academy. At no time does Sheboygan Leadership Academy relinquish its control of lockers, which are provided for the convenience of students. School authorities may for any reason conduct periodic general inspections of lockers at any time, without notice, without student consent, and without a search warrant.



## School Day Schedule

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- 8:00 All students go to their classroom (homeroom)
- 8:05 Announcements and classes begin
- 11:00 4K Dismissal
- 11:50 Lunch Break (Grades K-8)
- 12:30 Classes resume
- 3:10 Dismissal (Wednesday dismissal at 2:20)

## Family Vacations During School Time

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At times families take vacations when school is in session and remove their children from school. Please understand that this is difficult for the student as well as the teacher, and should be avoided at all costs. Even though the student makes up missed homework, valuable teaching time that prepares students to do the homework is lost. Also, depending on the age of the student, he/she misses the notes taken during class, discussions, demonstrations, experiments and tests or quizzes. Generally speaking, students do not do as well on work missed during vacation time.

We encourage families to plan their vacation times around the school vacation times whenever possible. When the timing unavoidably conflicts with school time and parents remove children for vacations, **students will receive the work they missed upon their return to school.** Teachers do not always know all the material they will cover during the student's absence. Often teaching preparation and notes are needed to complete the work. Please help us and your child out whenever possible by avoiding vacation times that conflict with school times.

## School Telephone

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The school telephone is available to the children in case of necessity. In an effort to teach responsibility, children will generally not be allowed to use the phone for forgotten homework, musical instruments, lunch, or other materials. Since this is the child's responsibility, we do not believe that the parent should be responsible for bringing these to school.

Please have your child(ren) make after school plans before leaving for school in the morning or after returning home. The school phone should not be used for this purpose.

Any parent who has a child involved in scouts is asked to check their child's scout schedule from week to week. It is important that the child know when scouts meet and is aware of the procedure for getting home on those days.

## Cell Phones, Cameras, Technology Devices

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Please know that there is no reason that your child needs to have a cell phone in school. There are ample phones available in school for use in an emergency situation. We do, however, understand that there are a few unique cases where parents want their child to have a cell phone during their trip to school or going home from school. For that reason we have adopted the following policy: **If a parent believes it is necessary for their child to carry a cell phone on the way to school and on the way home, a permission slip with the cell phone rules can be picked up at the office.**

No child is to have a cell phone in his/her possession in school during the school day. Cell phones must be dropped off at the office in the morning and picked up from the office after school. Any cell phone found in the possession of a student during the school day will be taken away and the parent will be contacted.

Any student needing to bring a camera to school for a school related project must check it in at the office, explain why it will be used, and have it stored in the office until needed.

With technology advancing and changing all the time, it is difficult to name specific devices that won't be allowed in school. So, in order to make this as simple as possible without naming each particular device here is the policy we will follow. **Any device that has the capability to do any of the following: texting, accessing the Internet, or taking pictures will not be allowed in school.** These devices are not necessary in any way during the school day. Should any student be found with any such device, it will be taken away from them and held in the office until a parent can pick it up. Your support of this policy is much appreciated.

## **Money Collected**

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Students should bring money to school only when they need it for a specific purpose. Money should be sent in a sealed envelope. Label the outside with the student's name, grade, and what the money is for. Since we do not keep much cash in school, please send the exact amount.

## **Lost and Found**

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The school will maintain a "lost and found box". Unfortunately, many coats, sweaters, lunch boxes, and other items are left unclaimed. Please put your child's name on all items brought to school so they can be returned to their rightful owner if they are lost. Unclaimed items may be donated to charity.

## **Facility Use**

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Use of the building for after-school activities is limited to those who have made prior arrangements with the office. Maintaining discipline and keeping the building in good condition is the responsibility of the group. Those who abuse this privilege will forfeit access to the facilities.

## **Instrumental Music**

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An opportunity for learning to play a musical instrument is offered to the children of Sheboygan Leadership Academy. Individual instrument lessons are offered during the school day for students in grades 4-8. The student will leave their classroom during the time of the lesson. Although the lessons are conducted during school hours, the coordination of the program falls under our band director. Lesson contracts are between our band director and the families. Lesson fees are paid directly to our band director. Questions or concerns parents may have should be directed to our band director.

Depending on the level of interest, our band director will organize an ensemble or band program for students to play together. Times of practices for these groups will be determined when the school year begins and the number of students involved in the program is determined.

## **Piano Lessons**

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Our music teacher, Mrs. Hilbelink, will offer piano lessons for students who are interested. As with band instrument lessons, families will work directly with Mrs. Hilbelink to arrange for lessons and work out payment of lesson fees. Mrs. Hilbelink will work with parents to determine lesson times.

## **Youth Leadership Council**

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A middle school Youth Leadership Council is formed through the election process at the middle school level. A staff member will be the advisor for the council. The council will meet on a regular basis to plan special events, service projects, explore extracurricular ideas, and help provide student leadership.

## **Party Invitations**

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In order to prevent difficult situations with private parties, **no party invitations** whatsoever are to be distributed at school. This means birthday, slumber, and any such party held in a private location.

## **Classroom Visits**

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Parents are welcome to visit classrooms with an appointment and permission from the teacher and school office.

All visitors to the school, must check in at the office. If you are bringing something for your child, the office will get items or messages to children during recess time rather than interrupting class time.

## **Pets at School**

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Live animals are only welcome to school by teacher invitation for specific learning purposes. Due to various allergies and health issues, pets will not be allowed to come to school for show & tell or any visit without an educational purpose.

## **Correspondence**

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Each Wednesday your child will bring home school correspondence. One set of correspondence will be given to each family. This will come in a large envelope. Please return the envelope the following day. Permission slips, special fees, and correspondence to teachers can be returned in this envelope. If you have more than one child at Sheboygan Leadership Academy, the oldest child will have the responsibility of the correspondence envelope.

## **When Parents Have Concerns**

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The best way to handle any concern that arises during the course of the school year is to take care of it immediately and directly. All of us (principal, teachers, staff, and parents) have the same goal: to provide the best learning environment for our children. A team approach with mutual support between school and home helps make that goal a reality.

The general rule of thumb is to deal with any concerns immediately and with the appropriate person or group. If you have a concern regarding a teacher or staff member, discuss your concern with them directly. If resolution does not occur at that level, direct your concern to the principal. If you have a concern regarding school policy, contact the principal. If you have a concern with any group or committee of the school, direct your concern to the head of that group.

Since our school is a non-instrumentality school of the Sheboygan Area School District, it has its own Governance Board. If parents still believe that their concerns have not been handled appropriately after following the above procedures; the process for addressing the school Governance Board is as follows:

- A written letter addressed to the school Governance Board should be submitted to the school office in a sealed envelope no later than 5 days after the event
- Governance Board will acknowledge receipt of the letter and the event will be reviewed by the Executive Committee of the Board
- Executive Committee will provide written response to the parent as soon as possible, not to exceed 30 days

Always keep in mind that we are all dedicated to the same goal – providing the best education possible for our children. By modeling the behavior of addressing concerns in a positive, direct manner, we are teaching our children how to deal with life situations in a positive way.

## **Sheboygan Leadership Academy Dress Code**

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Sheboygan Leadership Academy expects neat, proper, and modest dress at all times. Appropriateness does depend on the age of the student. What is suitable for a younger student may not be suitable for an older student. Clothing must reflect the virtues of our school.

Grade 4K through Grade 4

### **GENERAL:**

- Dresses and Skirts – must be modest length
- Pants – must fit appropriately
- Shirts – must cover the midriff
- Hats – no hats or hoods may be worn in the building
- Outerwear – appropriate outerwear must be worn during cold weather months

Grade 5 through Grade 8

### **GENERAL:**

- Pants – must be high enough that no underwear is shown no matter the posture of the student
- Dresses and skirts – modest length (not to exceed 2 inches above the knee)
- Necklines – must cover enough that no breast line is seen no matter the posture of the student
- Shirts – must cover the midriff and have straps
- Undergarments – cannot be visible at any time (this includes undergarment straps)
- Leggings – cannot be worn as pants (the top worn with leggings should touch the thigh)
- Hats – no hats or hoods may be worn in the building
- Outerwear – appropriate outerwear must be worn during cold weather months

### **SEASONAL (May 1<sup>st</sup> through October 15<sup>th</sup>):**

In the event of warm weather the following is also appropriate -

Grade 4K through Grade 4:

- Shorts – are permitted
- Sundresses – are permitted
- Sandals – only with heel straps are permitted (NO FLIP FLOPS)

Grade 5 through Grade 8:

- Shorts – length is appropriate when student is standing with hands at their side and shorts are at or extend past the fingertips
- Sandals and flip flops – are permitted

## **Student Records – Dissemination of Information**

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The school will authorize students, and student's parent/guardian, to access the student's files or records in the presence of the administrator of the school. The school will authorize teachers and other school personnel to access the student's files or records but not to divulge the contents thereof.

Other persons may gain access to the student's records or file by presenting the original copy of a release of information statement signed by the parent(s) or guardian(s) stating the specific items to be released and to whom the information is to be given. All such files or records shall be maintained so as to separate academic and disciplinary matters. A copy of student records is also released to other educational institutions to which a student transfers as provided for in the Federal Act with guardian or parental consent.

The student and his/her parent(s) or guardian(s) also have the right to seek to have corrected any part(s) of an educational record which they believe to be inaccurate, misleading or otherwise in violation of the student's rights. This particular right includes the right to a hearing on the issue of whether the student record should be changed if the administration decides not to alter the student's records as requested by the student or parent/guardian.