

# SHEBOYGAN LEADERSHIP ACADEMY



## 2025-2026

### 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 4K through Grade 8 environment where learners of different ages can mentor one another. This relationship, combined with our challenging academic curriculum, is a powerful one. These pillars along with 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:

Dr. Christopher Schnelle – President

Andrew Morgan – Vice President

Sandra Bayona – Treasurer

Cris Formolo – 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, as a charter school develops all organizational policies, including all curriculum related decisions and academic programming.

## **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** environment where learners of different ages can mentor one another.
- Provide a challenging academic program that instills **academic excellence**.
- 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 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 **Sheboygan Area School District's School Choice Application** and the **Sheboygan Leadership Academy Application for Admission**.

Both applications are available on 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 27 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.
- Individualized Education Plans take priority in all enrollment decisions.

## **New Family Tours**

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All families that are new to Sheboygan Leadership Academy are strongly encouraged to attend a tour and schedule a conference with the principal and/or community outreach coordinator. At these conferences all incoming student information will be reviewed and strategies will be discussed on how to best support our student community, both returning and new.

## **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.

All school volunteers must agree to a confidential background check. This process can be completed any time via an online system. Instructions on how to complete a background check are distributed regularly by the school. 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 Shoreline Metro for students who qualify for busing by being within the Shoreline Metro boundary. Prior to the beginning of school, bus routes are established for each family. Each family will receive communication from Shoreline Metro regarding their bus schedule. If you have bussing problems (schedules or routes), please contact Shoreline Metro for assistance. In case of early release, parents will be informed of the availability of bus service. The use of Shoreline Metro buses is free for all students within the Sheboygan Area School District.

### 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 ensure the safety of all students who ride busses:

- *Be responsible.* Remain seated at all times while the bus is in motion.
- *Have courtesy.* Talk in a quiet voice and use appropriate language.
- *Be considerate.* Keep hands and feet to yourself.
- *Practice peacefulness.* No throwing objects in the bus or out the windows.
- *Have self-discipline.* Face forward in your seat and sit on your bottom.
- *Practice cleanliness.* Keep the bus clean and pick up after yourself.
- *Be respectful.* The bus driver is in charge. Please be respectful and courteous at all times.

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.

## **Breakfast & Lunch Program**

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Sheboygan Leadership Academy works in partnership with the Sheboygan Area School District to provide a nutritious breakfast and lunch. Breakfast and lunch menus will be provided to families each month by the Sheboygan Area School District.

Students can choose on a daily basis whether or not they want breakfast or lunch. Parents will fund a “debit” card for meals 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.

If the Sheboygan Area School District qualifies or chooses to provide free meals for district students for a specific school year, meals for Sheboygan Leadership Academy students are included in that, and will be available free of charge.

## **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 breakfast and lunch program are guaranteed healthy meals every day.

When students bring snacks and meals from home, soda or energy drinks may not be included. Drinks and food with behavior altering additives are not permitted on school grounds at any time.

We encourage parents to monitor snacks and lunches that are brought to school to help ensure that they are healthy, thus giving their child the best opportunity to learn.

## **Water Bottles**

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Plastic water bottles are permissible at Sheboygan Leadership Academy in all grade level classrooms. Water bottles must have lids that secure the contents and must be plastic.

Metal water bottles are not allowed for student use as they can cause a great disruption to the peaceful and safe learning environment.

All water bottles may only contain water. Dyes, sugary drinks, and additives as stated above and below will not be permitted.

## **Drug Free Campus**

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Sheboygan Leadership Academy is a drug free campus. The manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, any form of tobacco or nicotine, and vaping, by any person while on school property is strictly prohibited. Staff members who use or possess a prescription drug that has been lawfully prescribed to the staff member and taken in accordance with the prescribed dosage shall not be deemed to be in violation of this policy. Whenever possible, a staff member should take prescribed medications at home and not bring them to school. Students who require medication must check in all medication to the school office. Our drug free campus policy applies to school arrival and dismissal and to all school grounds, including our sidewalks, parking lot and playgrounds. Family members of students who use drugs (as described above) while on campus will immediately be asked to leave campus.

## **Medication**

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Any medication that is to 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. The school office must be aware of any and all medications that enter the school building.

## **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. If a student is diagnosed with a medical need or a mental health need that impacts their life at school it is the responsibility of the parent to inform school administration in a timely fashion. Medical recommendations will be followed and additional operational plans will be made to ensure the safety of the school environment for all students and staff, including the identified student. A return to learn plan will be implemented if it is determined to be needed by the principal.

## **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.

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. 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 and supervision is also provided at dismissal time.

Middle school students involved in lab experiments or art projects 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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Internet safety while using a Sheboygan Leadership Academy school account and device is of the utmost importance. Filtering and monitoring of student internet use will be implemented within and outside of the classroom on school devices and school accounts. Any violation of the internet safety agreement (completed each year during student registration) will result in action being taken by school administration.

## Early Drop Off

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Students cannot arrive to school before 7:30 am. After 7:30 am students may be admitted to the school building to accommodate parent work schedules. Breakfast service is available throughout the early morning.

## 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.

## Conferences

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Parent conferences are held in fall (October) and during the third quarter (February) for grades 4K through Grade 8. All parents must attend both conferences.

## 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
F	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.

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
F	0

## **Personalized Reading Plans & Third Grade Promotion**

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“Personal Reading Plan” is a reading intervention plan provided for kindergarten to third grade students that are identified as at risk based on a universal screening assessment or diagnostic assessment, in accordance with 118.016(5), Wis. Stats.

This policy governs the promotion of students from 3rd grade to 4th grade in accordance with 118.33, Wis. Stats. The policy applies to all students being considered for promotion from 3rd to 4th grade, effective on September 1, 2027.

Sheboygan Leadership Academy intends to make promotion decisions based on a thorough and equitable process that considers individual student needs in reading. For any student who has not completed their personal reading plan by the end of 3rd grade, a team will determine whether retention or promotion to 4th grade, with intensive instructional support, progress monitoring, and supports to remediate the identified areas of deficiency, is in the student's best interest. A student has “completed” their personal reading plan if the student's parent(s) and the District agree that the student has met the goals outlined in the personal reading plan and the student scores at grade level in reading on a summative assessment. The determination process will consider relevant factors such as reading proficiency, social and emotional development, and available supports.

If the school promotes a third grade student who has not completed their personal reading plan by the end of third grade, the school shall conduct all of the following post-promotion requirements:

- In the following and subsequent school year(s) provide intensive instructional services, progress monitoring, and supports to remediate the identified areas of deficiency until the student scores at grade level in reading on a summative assessment.
- Notify the student's parent(s), in writing, that the student did not complete their personal reading plan, including a description of the instructional services and supports that will be provided to the student to remediate the identified areas of deficiency.
- Provide the student with the opportunity to take an intensive summer reading program each summer until the student scores at grade-level in reading on a summative assessment.

Any student who meets one or more of the following good cause exceptions may be exempt from the promotion policy, the intensive summer reading program, and/or the intensive reading intervention requirements:

- The student is identified as a Limited-English Proficient student as per the definition included in this policy.
- The student has an individualized education plan (IEP) that indicates that neither taking the universal reading screener nor the State summative assessment in reading is appropriate for the student.
- The student scores as proficient in reading on the alternative Statewide standardized summative assessment.

- The student has an IEP or Section 504 plan under the Rehabilitation Act of 1973 that indicates that the student has received intensive intervention in reading for more than two (2) years if the student continues to demonstrate a deficiency in reading and was previously retained in 5K, grades one, two, or three.
- The student has received intensive reading interventions for two (2) or more school years, continues to demonstrate a deficiency in reading, and was previously retained in 5K, grades one, two, or three for a total of two (2) years.
- Any student who enrolls as a third-grade student late in the school term without any accompanying record of a personal reading plan shall be promoted to fourth grade under the criteria that the student did not have a personal reading plan in effect at the end of third grade.

## **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.

## **Academic Honesty**

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Sheboygan Leadership Academy's virtues of honesty and integrity are paramount. Violating academic honesty expectations erodes the trust between teachers and students as well as compromises the academic standing of other students. So that each student learns the skills being taught, and is judged solely on their own merits, our school prohibits any student from presenting someone else's work as their own, using artificial intelligence platforms in place of one's own work, providing unauthorized assistance to another student, and cheating in any manner.

Academic dishonesty includes, but is not limited to:

- Plagiarism
- Forgery of another's work
- Presenting the results that are the product of an artificial intelligence or where the use of AI was not specifically allowed by the teacher as part of the assignment
- Downloading or copying information from other sources and presenting it as one's own
- Using language translation work of someone else or using technology when the expectation is doing one's own translation
- Copying another person's work
- Allowing another person to copy one's own work
- Stealing another person's work;
- Doing another person's work for them
- Distributing copies of one's work for use by others
- Distributing copies of someone else's work for use by others for academic gain or advantage;
- Intentionally accessing another's work for the purpose of presenting it as one's own for academic gain or advantage;
- Distributing or receiving answers to assignments, quizzes, tests, assessments, etc.
- Distributing or receiving questions from quizzes, tests, assessments, etc.

All teachers, beginning in the elementary grades, will educate students as to what constitutes academic dishonesty and what is acceptable and unacceptable behavior in District schools regarding academic integrity.

Students who violate this policy are subject to disciplinary consequences.

## **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.

Should a student who is seeking enrollment to Sheboygan Leadership Academy for the first time request a higher-grade level than they previously attended or different than their age, progress monitoring assessments will be required to evaluate the student's proficiency. It is the responsibility of the principal to make a determination based on these assessments and to communicate the determination to the parents of the student and the school district in accordance with grade acceleration policy.

## **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 principal 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. Suspensions may be assigned to a location in school or out of school. 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 will receive -

- 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 practical.

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.

Readmittance: Post any suspension a readmittance conference will be required with the student's parent or guardian and the school principal to ensure successful and smooth re-entry back into the school environment.

## **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 amends and restoration of positive relationships through the use of thoughtful conversations. 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 or symbols, 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.

## **Classroom Visits**

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Parents are welcome to visit classrooms with an appointment and permission from the teacher, principal, and school office. Appointments are mandatory and entrance to classrooms will not be permitted in the absence of an appointment.

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.

## **Campus Visits**

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Any visitor to the school may be refused entry to the building or asked to leave school grounds at any time, if the building administrator determines that the visitor's presence is disruptive or is likely to become disruptive to the educational environment, or for other safety or security reasons. This includes all of school grounds, including the school entrance, sidewalks, parking areas, and playgrounds.

If a visitor refuses to leave upon request by the building administrator, the administrator shall contact the school resource officer or local law enforcement as appropriate.

Parents whose presence is disruptive to the educational environment may be asked to leave the building or school grounds by the building administrator, as any visitor is subject to removal.

Any decision to permanently expel a parent may only be made by the building administrator with permission from the school Governance Board. This decision would be made due to repeated failure to follow rules causing a disruption to the educational environment or for overt threats of harm or actual physical contact with any staff or student.

## **Sexual Harassment & Harassment Policy**

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Sheboygan Leadership Academy will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the school community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students or staff.

If a student feels that he/she is being sexually harassed, the administrator, teacher or other adults at the school must be notified immediately. The school prohibits retaliatory behavior against any complaint. Each complaint of harassment and/or sexual harassment shall be promptly investigated in a way that respects the privacy of everyone concerned.

**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 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. **Sheboygan Area School District procedures and policies will be followed when appropriate and ethical to do so in accordance with following state and federal law.**

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 city buses in cooperation with Shoreline Metro. 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.

Disciplinary action may be taken against students or others based on video documentation of misconduct in accordance with school policy and state law. Segments of video that documents student or others misconduct may be viewed by the identified individual in question and that individual's parents or guardians as applicable, in the presence of the school principal. The principal will record the names of all persons viewing the video recording, the purpose, and the date. Requests for disclosure of video recordings from outside agencies (such as law enforcement) will be presented to the school principal for decision through written request. If there is a determination to release all or part of a video recording, a copy will be disclosed.

Video monitoring which does not record student misconduct or other serious incidents and which will not be used for the purpose of enforcing school policies or rules, may be erased and reused after fourteen (14) days.

## **Smart Monitoring Equipment**

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Sheboygan Leadership Academy discloses and authorizes the use of smart sensor and electronic monitoring equipment on school property, and in school buildings and buses in order to protect students and faculty, promote security and protect the health, welfare and safety of students, staff and visitors.

The principal is responsible for determining where to install and operate fixed-location smart sensor monitoring equipment on school grounds. The determination of where and when to use smart sensor equipment will be made in a nondiscriminatory manner. Smart sensor equipment may be placed in designated areas in school buildings as deemed appropriate. Any person who takes action to block, move, or alter the location of a smart sensor shall be subject to disciplinary action.

## **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 in-serviced 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 am to 4:30 pm

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, or Mrs. Springstube at [springstube@leadership-academy.us](mailto:springstube@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.

## Student Person and Possessions

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Sheboygan Leadership Academy recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion that the search will turn up evidence that the student has violated or is violating either a particular law or a particular rule of the school. Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted. The extent of the search will be governed by the seriousness of the suspected infraction, the student's age and gender, the student's disciplinary history, and any other relevant circumstances or information.

## 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 Classes begin
- 11:00 4K Dismissal
- 11:30 Lunch (Grades K-2)
- 11:50 Lunch (Grades 3-5)
- 12:10 Lunch (Grades 6-8)
- 12:30 Classes resume
- 3:10 Dismissal

## 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. However, in case of emergency, it is appropriate that the school telephone is used to make these arrangements.

## 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.

## **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.

## **Electives**

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All kindergarten through grade eight students at Sheboygan Leadership Academy will attend and participate in the following electives (unless scheduled differently by the principal and/or special education department): Spanish, music, art, and physical education.

Band for students in grades five through eight will be an elective and scheduled opposite of an optional study hall. Students may only enter or exit band class at the beginning of first or third quarter.

## **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. Invitations at school are disruptive to the learning environment and can be easily lost at school.

The school directory is provided to facilitate the ability to send invitations directly to student homes.

Parents and families are encouraged to opt-in to the school directory to support the building of classroom community outside of the school day.

## **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. Pets (including dogs) are never allowable on school grounds at arrival and dismissal times, including the sidewalks, parking lot and playground. Pets remaining in vehicles during arrival and dismissal is allowable.

## **Correspondence**

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Each Wednesday school correspondence will be communicated through an email from the school office. Paper correspondence will be given to each family on Wednesdays as needed. 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.

## **Dress Code**

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Sheboygan Leadership Academy expects proper dress for learning 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 and not disrupt the learning environment in any way.

### **GENERAL:**

- Pants, Dresses and Skirts –
  - Must be appropriate length and cover undergarments.
  - Tights and leggings are encouraged under dresses and skirts during cold weather months.
- Shirts –
  - Must cover the midriff and undergarments and must have straps.
- Undergarments –
  - Cannot be visible at any time (includes straps.)
- Hats –
  - No hats or hoods may be worn in the building.
- Outerwear –
  - Appropriate outerwear must be worn outdoors during cold weather months.
  - Outerwear may not be worn in the building.
- Accessories –
  - Purses, backpacks, and bags may not be used or worn around in the building (unless used for medical equipment.)

### **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
- Sandals – only with heel straps are permitted (NO FLIP FLOPS)

Grade 5 through Grade 8:

- Shorts – must be appropriate length and cover undergarments
- Sandals and flip flops – are permitted

### **SPECIAL EVENTS (Concerts & Graduations, etc.):**

The following is encouraged for more formal events –

- Dress Pants (or black pants if dress pants are not available)
- Dresses or skirts
- Shirts with collars (including polos or solid color t-shirt if dress shirts are not available)
- Ties or Bowties

## **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.