



Family Handbook 2025-26

School Hours: **8:45 am – 3:45 pm**

Breakfast begins at **8:25 am**

Playground supervision begins at **8:30 am**

Sam Davey Main Office: 715-852-3200 or email jderfus@ecasd.us

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Welcome to Sam Davey Elementary School!

We are excited to begin the 2025-2026 school year with all of you!

Dear Sam Davey Families:

The Sam Davey Family Handbook provides information about our school, the school year, and services we provide. Our staff is here to support you and your student(s) in any way we can. Ensuring that Sam Davey is a safe, enjoyable, and learning centered school is our top priority. If you have questions about the school and its programming, do not hesitate to contact me.

Sincerely,

Ashley Hensley

Sam Davey Principal

Main Office Hours

- **Hours are 7:30 am-4:00 pm.**
- The telephone number for the main office is **715-852-3200**.
- If you need to speak to someone, you can call their extension or ask the secretary to transfer your call.
- To reduce interruptions during school hours, any calls made directly to a classroom during school hours will be automatically routed to the teacher's voicemail. This ensures that teaching and learning are not disrupted
- Please leave a detailed message including a return phone number.
- Teachers regularly check their voicemail and will return your call as soon as possible. We appreciate your understanding and patience as they prioritize both classroom responsibilities and timely communication.
- You can also find staff email addresses on our [website](#).

Staff Members

Our goal at Sam Davey Elementary is to serve our school community in a kind, caring and friendly way. The following is a list of our school staff if you need to contact a staff member.

Principal	Ashley Hensley
School Secretary	Jean Derfus
Kindergarten Teachers	Anna Bundgaard Krista Christianson

1 st Grade Teachers	Jen Ertz Camille Wilson Shelby Mahder
2 nd Grade Teachers	Rachel Schank Michelle Finder
3 rd Grade Teachers	Erin McCracken Ali Hendrickson Olivia Pieper
4 th Grade Teachers	Sarah Tompkins Amanda Thompson
5 th Grade Teachers	Kelsey Georgeson Kylar Schubert
English Learners Teacher	Zulma Chafloque
Bilingual Education Assistant	TBD
Custodians	Adam Hofkes Scott Jepperson
General School Aides	Jessica Pautsch Cindy Bullock Jen Stapelmann Ginger Dutton Desiree Smith
Head Cook	Julie Petras
Literacy Coach	Michelle Bradley
Instructional Coach	Lindsay Walsh
Library Media Specialist	Stephanie Brostrom
Music	Kerri Rowe
Art	Danie Johnson
Physical Education	Jake Mentzel
School Nurse	Sonja Sommer
Medical School Assistant	Jen Carrizales
Psychologist	Anna Dehnke
School Counselor	Shelly Voegeli Grace Baumgardner
Social Worker	Makenzi Gehrman
Special Education Teachers	Heather Glaser Mollie Augustine Marissa Becker Lisa Gilbert
Special Education Assistants	Kia Bauch Dawn Beyreis Olivia Blomberg Jim Bolin Lexi Coyle Kristen Knecht Grace Mayer

	Jason Onsager
Occupational Therapist	Elise Johnson
Speech Language Pathologist	Katie Jacobson
Physical Therapist	Kaitlyn Anibas
Reading/Math Interventionists	Pam Woletz Christina Fedie Soua Yang
School Resource Officer	Officer Tom Xiong

**This handbook has been organized alphabetically to help make locating answers to your questions easier.*

Absences

Although we encourage students to attend school as much as possible, we also understand that there are days when children cannot (and should not) attend. When this happens, please contact the main office at 852-3301 by 8:45 am. Informing the school when and why your child is absent helps us maintain accurate attendance records. **Families that do not call in their child's absence will receive a message from the school secretary and will be marked unexcused.**

Absences that occur because of the following reasons will be considered excused:

- Illnesses that prevent a child from learning or are contagious to other children.
- Medical appointments that cannot be scheduled after the school day.
- A death in the family.
- Religious holidays.
- Family emergencies, such as a significant illness of another family member.
- Family trips that occur during the school year and cannot be taken at other times.
- Attendance at unique learning experiences outside of school

If you have any questions about excused or unexcused absences, please call our principal, Ms. Hensley at 715-852-3210 or email at ahensley@ecasd.us

Allergies

If your child has any special dietary needs due to food allergies, please contact the School Nurse, Sonja Sommer at 715-852-5152 or ssommer@ecasd.us or Jen Carrizales at 715-852-3239 or jcarrizales@ecasd.us

Animal/Pet Visitation Policy

The Eau Claire Area School District has approved a policy regarding animals and pets brought into classrooms. This policy includes the following requirements that **must be met before a pet or animal visit.**

- [A form provided by the classroom teacher](#) must be signed and turned at least one day before the visit.
- Animals must be clean and healthy so that the risk of transmitting disease is minimal.
- The animal being brought into the classroom must have required vaccinations, be free of any illness or infestations, and have no aggressive tendencies.
- Animals must be capable of staying restricted to an area designated by the teacher.
- Kittens and puppies should be kept to a short visit.
- All animals must be kept in proper restraints.
- The owner/caretaker must have liability insurance that covers incidents with the animal and is responsible for any damage caused by the animal during the visit.

Animals that are unacceptable for school visits:

- Wild Animals
- Poisonous Animals
- Stray Animals
- Baby Chicks and Ducks
- Reptiles
- Psittacine Birds
- Aggressive Animals

Arrival and Dismissal

• **Arrival Reminders**

- Drop-off for students starts at **8:30 AM** each morning. Drop-off happens at our playground area when our Sam Davey staff begin supervising at **8:30 AM**.
- **The only students that should arrive earlier than 8:30 are:**
 - Students eating school breakfast can be dropped off at 8:25
 - Students participating in the YMCA before school care program
- You can drop students off by parking on Eddy Lane and Moon, around the playground area.
- You are welcome to walk your student up to the playground but ask that only students and staff members are on the playground before school.
- When dropping your students off, if possible, please have your child exit the vehicle from the back seat of the passenger side (on the curb side).
- Please leave pets at home or in vehicles when you are dropping your student off for safety and liability concerns.
- The main office door of Sam Davey (on Starr Avenue) is used for **BUS** arrival and dismissal only.

• **Dismissal Reminders**

- At the end of the school day, we work to have every student on the way to their dismissal location between 3:45 and 3:50 PM. For families picking their students up at the end of the day on the playground area, please time your arrival knowing that we dismiss students at 3:40 PM.
- Supervision of playground and building is not available for students after 3:50 PM. At this time, parents will be called for immediate pick up.
- If a parent is unable to be reached or unavailable these steps will be followed:
 - Emergency contact will be called to transport student home.

- By 4:15, if there has been no contact/pick up with either parent or emergency contact, the School Resource Officer will be called to transport student home.
- Pick up will be on the playground, regardless of the weather. Students will be brought out to the playground by their teachers to be picked up by families.
- Please leave pets at home or in vehicles when you are waiting for your student for safety and liability concerns.
- If you have an alternate dismissal plan for your student, that is atypical, please notify the main office 852-3200 to ensure that your student and their teacher gets the message.

Attendance Policies

Every Student, Every Day!

It is important that your child attend school on time and every day. This will give us the opportunity to teach and them the opportunity to learn and achieve at high levels.

Attendance Guidelines:

- By law, 10 is 10 – Students are allowed 10 excused absences (all or part of a day) per school year.
- Families should notify the office before or by 8:45AM regarding any absence.
- To ensure that an absence is considered excused, notes from any professional appointments should be submitted.
- Attendance will be taken 4 times per day based on the following periods:

Period 1	8:40-10:30
Period 2	10:30-12:15
Period 3	12:15-2:00
Period 4	2:00-3:40

- If your child is absent more than 5 minutes from any period, they will be marked absent for that entire period of school.
- Early departures are also counted as partial absences.
- After 5 unexcused absences (all or part of a day), communication from school to home will be generated in letter form and an opportunity to meet and discuss attendance may follow.

Research has made significant connections between a student's school attendance and their academic achievement, social development, and general feelings about school.

Background Checks

For the safety of all children, the Eau Claire Area School District requires a Background Check for all volunteers. Forms for background checks can be obtained by contacting our school secretary, Jean Derfus at 715-852-3201 or jderfus@ecasd.us

Behavior Expectations

Behavior expectations at Sam Davey are based on our school-wide belief statement:

“We are a community of learners who believe in pride, respect, and responsibility”

Sam Davey uses [Positive Behavior Intervention Support \(PBIS\)](#) as a process for creating a safer and more effective school. PBIS focuses on improving a school’s ability to teach and support positive behavior for all students. We recognize that it is very important to be consistent with behavior expectations, to teach respectable behaviors, to handle poor behaviors with consequences, and to provide positive reinforcement when students are following the rules. Our main goal is to create safe environments where teachers can teach, and students can learn. Students receive a Dolphin “Fintastic” when they are observed following Sam Davey expectations. Students who are experiencing issues or challenges at school participate in creating a “fix-it plan” when problems occur. Fix it plans may require a parent signature, review with student, and to be returned back to school.

Bikes, Scooters, Skateboards and Rollerblades

Riding to school on wheels is a great way to start your morning! For safety and insurance reasons, bikes, skateboards, scooters, and rollerblades are not allowed on the playground during school hours.

Rollerblades can be stored in student lockers during the day, but scooters and skateboards will need to be locked up or stored in the office. Bikes must be walked on school property and locked in the bike rack. For safety reasons, we also ask that your bike rider walk their bike to the bike racks starting half a block from school or as they approach the school grounds.

We **strongly** encourage the use of helmets for students riding any of the above to school.

The school is not responsible for the replacement of personal items if damage or theft occurs.

Birthdays

At Sam Davey, we recognize birthdays in individual classrooms. Students are allowed to bring birthday treats for their classroom. Treats must be store bought and in original sealed package. Please contact the classroom teacher with any questions about student allergies. If a treat is dropped off that does not follow these guidelines, it will be sent back home at the end of the day. Birthday treats will be distributed within their classroom *only*. Please drop off all treats in the main office and they will notify the teacher that they are in the main office.

Invitations - Parties are very exciting and although a child might want to hand out party invitations at school, ***no party invitations can be distributed at school***. We do this to prevent distractions from learning and to prevent hurt feelings in those students who are not invited. If invitations are sent to school, they will be sent home with the student to distribute later, off school grounds.

There is a classroom directory provided to all students at the beginning of the year with ways to contact families that opt-in for the classroom directory. Please distribute party invitations electronically or through standard mail.

Breakfast/Lunch with Students

We understand that spending time with your child during lunch can be a special experience. To ensure the safety and security of our students and staff, we have a lunch visitor policy to match the common practices of other elementary schools in our district.

If you would like to have lunch with your students, we kindly ask you to arrange to pick them up for an off-campus lunch. To facilitate this, please contact the main office in advance to pre-arrange the details.

Our top priority is the safety and well-being of everyone at our school. By following these procedures, we can maintain a secure environment while allowing you to enjoy quality time with your child.

Bullying Policy

The Eau Claire Area School District shall promote a safe, secure, and respectful learning environment for all students in school buildings and on school grounds, on school buses, and at school-sponsored activities. The District shall vigorously strive to eliminate bullying so that there is no disruption to the learning environment and learning process. Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying has harmful social, physical, psychological, and academic impact on the bullies, the targets, and the bystanders. The District shall proactively provide information to students and staff to reinforce respectful relationships. Reports of bullying may be made verbally or in

writing. Formal complaints will be documented using the District complaint report form. That form can be found [HERE](#).

Bus

Many of our students rely on bus transportation to travel to and from school each day. If you have any questions or concerns related to bus safety, scheduling, routes, or delays, please contact Student Transit directly. They are the designated provider and have the most accurate and up-to-date information.

Students are expected to ride their assigned bus to and from school each day. If a student would like to ride a different bus, written permission must be obtained in advance from the Student Transition office. If a student is a non-bus rider, they must follow the same process.

Students who plan to ride their assigned bus but wish to get off at an alternate stop must provide written permission from a parent or guardian.

Please note that ECASD and Student Transit work in partnership to provide safe transportation for our students. If you have bus-related concerns, please reach out to Sam Davey or Student Transit for assistance at 715-839-5116.

Cell & Electronic Device Policy

To help maintain a focused and distraction-free learning environment, we ask that students **do not use cell phones or personal electronic devices** (including smart watches, bracelets, tablets, etc.) during the school day, school-sponsored activities, or most field trips.

If your child brings a device to school, it must be **powered off completely** (not just silenced) and stored in their backpack for the entire school day. Any device with user-to-user messaging will require the messaging component to be turned off while at school.

We strongly encourage families to keep valuable devices at home whenever possible. If you need to get an urgent message to your child during the school day, please contact the school office directly. Messages sent via text or smart watch will not be received until after school hours.

If a student brings a personal device to school and it becomes a distraction to the learning environment, the device (e.g., tablet, smartwatch, cellphone, video game, etc.) will be secured in the office. Parents will be notified and asked to pick up the device at the end of the day. Students will not be permitted to take the device home themselves.

The only exception to this are students who require electronic devices for documented health, safety and verbal communication output needs. For example, watches that detect seizures & diabetes.

Character Traits

Our Purposeful People Curriculum uses clear, direct instruction to help children develop three essential life outcomes: *Be Strong, Be Kind, and Be Well*. Each month, students focus on one key character trait—such as resilience, empathy, or responsibility—through engaging lessons and activities. To ensure these skills stick, we also include opportunities for students to practice and apply what they’ve learned. This approach helps build confident, compassionate, and emotionally healthy kid.

Month	Trait	Definition
September	RESPECT	Seeing value in all people and things & treating them with care.
October	RESPONSIBILITY	Taking action and understanding the impact of our choices.
November	GRATITUDE	Choosing to appreciate the people and things in our lives.
December	EMPATHY	Understanding and connecting with other people’s feelings.
January	PERSERVERANCE	Pushing yourself through challenges and obstacles.
February	HONESTY	Being truthful in what you say and do.
March	COOPERATION	Working together to reach shared goals
April	COURAGE	Choosing what is helpful, right, and kind even when it is hard or scary.
May	CREATIVITY	Using your imagination to create something new or solve a problem.

Child Abuse/Neglect Reporting

Any Sam Davey staff member that suspects a child has been abused or neglected is required by law to immediately report such suspicions. Reports are made directly to the Department of Human Services.

If you witness or have concerns with child abuse/neglect, you may contact the school at any time.

Childcare - Before and After-School

The Eau Claire YMCA offers before and after school childcare on all school days. This service is being provided at the YMCA this school year. For more information, contact the YMCA at

715-836-8460 or [Child Care & Camps | YMCA of the Chippewa Valley](#). Please ensure that your child is enrolled prior to accessing before and after-school childcare.

Class Pictures

Individual student pictures are taken in the fall. There will also be a picture retake day scheduled. Specific information and order forms will be sent home before these school picture day as well as links to order pictures for the school year.

Divorced/Separated Parent Policy

All schools in the Eau Claire Area School District maintain strict neutrality between parents who are involved in an action affecting the family, unless otherwise directed by Court Order.

Prior to the beginning of each school year, each parent that enrolls their student will be requested to provide the principal with current information regarding any Court Order that provides specific rights to the child's parents. In the absence of a Court Order, neither parent will have rights over the other parent. Unless directed by a Court Order, both parents, custodial and non-custodial, are entitled to all grade reports, newsletters, disciplinary action and teacher/principal conference appointments.

The Eau Claire Area School District strongly suggests that families serve as the primary communication contact between families. Please support Sam Davey by fostering open and honest dialogue about school.

Dress Policy

To assure a healthy and safe school environment for students, the following student dress code guidelines will be enforced:

1. No student shall be permitted to wear any clothing or jewelry that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, promotion of gambling, illegal drugs and/or gangs. Clothing items that cause intimidation or disrupt the learning of others are prohibited. Students will not wear clothing that defames, insults, threatens, harasses, or injures any racial or cultural group or individuals.
2. Students are expected to wear clothing that is appropriate for a school setting. This means all personal body parts should be fully and appropriately covered at all times. Clothing should reflect the student's age and maturity level. The goal is to maintain a safe and supportive learning environment for everyone.
3. Special requirements may be necessary to assure safety in certain areas such as physical education, art, band, science labs, kitchens, and technology education work areas, i.e., safety glasses, aprons, hair nets, etc. At Sam Davey, this includes appropriate footwear for physical education and recess (i.e., not flip flops!).

This code is not intended to limit the right of the building and/or district administration to establish rules or restrictions regarding other paraphernalia or dress that disrupts or threatens to disrupt the learning environment of any school. If there is a disagreement between students and/or parents/guardians and the staff regarding the appropriateness of clothing or other paraphernalia, the principal will use his/her discretion to make the final decision.

Elopement

To ensure the safety and well-being of all students, it is important that they remain on school grounds throughout the entire school day. If a student chooses to leave campus without permission at any time during school hours, the School Resource Officer (SRO) may be contacted immediately to provide support and ensure the student's safety.

In such cases, parents or guardians will be notified promptly. The School Resource Officer and a school administrator will work together to communicate with the family regarding the situation and determine appropriate next steps.

A plan may be discussed with the parent or guardian to ensure a safe and appropriate return to school.

Emergency School Closing

Here are the best ways to find out if there are school closings:

- Visit these websites:
 - [Home - Eau Claire Area School District](#)
 - [First Alert Forecast \(WEAU | WEAU\)](#)
 - [18 Storm Track Weather | wgow.com](#)
- Listen to local radio or TV stations
- Sign up to receive a mobile alert from Skylert, part of our Skyward system:

The Eau Claire Area School District uses the Skylert system to communicate with families about emergency situations and weather-related delays/cancellations. Skylert allows us to quickly send mass notifications to parents, students, and employees by phone call, email, and/or text message. Skylert is a web portal that works through Skyward that allows you to manage who will receive notifications and how information will be communicated to you.

To receive communications through Skylert, follow these steps:

1. Log into your Skyward account.
2. When logged into Skyward, click on the Skylert option listed on the left-hand side.
3. Click "Edit" to make changes to the information or to change your preference of notification delivery.
4. Scroll down to the bottom of the page to update your contact information, if needed.
5. Click on the notification options you would like to receive. You can add and remove checkmarks as you wish for the various types of contact calls, emails, or SMS text

messages. If you would like to receive text messages, add the phone numbers in the Text Message Numbers section. (Please check with your wireless carrier for possible charges if you choose to receive these messages.)

Other Important Information about Emergency School Closings:

6. School closings or delays will be broadcast by 6:30am.
7. In the event of a school delay, school dismissal will be at regular time (3:40pm).
8. If school is delayed by two hours, breakfast and playground supervision will begin at 10:25am and school will start at 10:40am.
9. If school is **dismissed early**, the announcement will be made by 11:00am, and Sam Davey Elementary will close at 1:40pm.
10. In the event of school closing or early dismissal, ALL extra-curricular activities scheduled for that day may be cancelled.
11. It is very important for you to plan for your child to get home from school on inclement weather days! Parents are asked to sign a form indicating where their child will go in case of an emergency closing. **We will follow the directions on that form unless otherwise directed.**
12. **In the event of an emergency, we will use ParentSquare to communicate the plan/procedure for pick up.**

Equitable Multi-Level System of Supports (EMLSS)

The EMLSS framework adopted by the District is based on Wisconsin's Framework for Equitable Multilevel Systems of Supports published by the Wisconsin Department of Public Instruction. The EMLSS provides equity for all students through access and opportunities leading to the use of antiracist, anti-bias practices, and student academic and behavioral success.

The EMLSS framework is built on four foundational components:

1. Organizational Structures
2. Strong Shared Leadership
3. Positive Culture
4. Family and Community Partnerships

Using this foundation, schools develop a three-level system of support to ensure the success of every learner. This three-level system provides a continuum of proactive and responsive support designed to match the range of learners' developmental, academic, behavioral, social, and emotional needs. Supports are designed to be equitable and appropriate for the learners, validating their knowledge, experiences, and diverse identities.

The universal level, or Tier I, includes collaboration, a guaranteed and viable curriculum, high quality instruction, balanced assessment, and family engagement. In a fully functioning EMLSS, at least 80% of learners have their developmental, academic, behavioral, social, and emotional needs met through this universal level of support.

The selected level, or Tier II, includes support intended for learners whose developmental, academic, behavioral, social, or emotional needs extend just beyond the reach of the

universal, or Tier I, level. This level is intended for short-term intervention targeting the specific skill needs of learners so that the 18 universal levels of support can meet their educational needs. In a fully functioning EMLSS, 5-15% of learners access this level of support in addition to the universal level.

The intensive level, or Tier III, is intended for learners whose needs extend well beyond the reach of the universal, or Tier I, level. In a fully functioning EMLSS, only 1-5% of learners need access to this level of support. For developmental, academic, behavioral, social, and emotional achievement that is well below benchmark, learners access intensive support in addition to the universal level. For learners who well-exceed these benchmarks, collaborative teams determine the most appropriate programming (e.g., compacting or acceleration) to take the place of universal level instruction.

In all three levels/tiers, collaboration, instruction, assessment, and family engagement are part of the framework. To identify the nature and intensity of support best matched to the learner needs, school teams strategically use multiple forms of data. These data will come from four sources: student achievement, programming, student demographics, and perception. The District is committed to disaggregating student data into subpopulations to plan for appropriate programs, decide which evidence-based interventions to select (i.e., if they have been evaluated with the target population), use resources where they are needed most, and to identify trends in behavior and achievement which would require changes to District practices for disproportionately disadvantaged student groups. Student placement in programming will be based on data from scientifically designed, anti-discriminatory measurement tools with pre-determined data rules that lead to antiracist and anti-biased practices. Due to the nature of math-sequential progressions, student placement is determined by the pace for which they are ready for the next course within the progression. When students are determined to need enrichments in all content areas other than math, cluster grouping may be implemented within the general education classroom. In other situations, differentiation may be provided through flexible instructional groupings within the EMLSS framework to ensure students have peers learning the same skills.

The District is committed to monitoring student progress on a regular basis by collecting data to improve instruction, ensure achievement for every student, and identify students at risk or in need of enrichment. Based on this review of progress, teams may modify instructional practices, time, frequency, groupings, and/or expertise of the provider to best respond to learner needs. As the intensity of supports increases, so does the frequency of monitoring progress and collaborative review of data. Identifying, using, and reviewing supports are adjusted fluidly, based on a review of learner progress and instructional fidelity data. The District will also monitor progress by using data to implement an equitable MLSS system. Systemic implementation helps ensure all learners benefit equitably from access, opportunity, and support across the school and District. This includes monitoring cluster groups, math progressions, and Advanced Placement coursework to ensure access remains equitable and representative of the entire student population within several demographic metrics.

The EMLSS framework provides equity for all students through access and opportunities that lead to the use of antiracist and anti-biased practices and student academic and behavioral success.

Family Communications

There are several ways to find out about Sam Davey events and activities. Those are:

- [Facebook](#)
- [Website](#)
- [Parent Square](#)
- [Email Specific Staff](#)

Family Information Changes

It is very important for the school main office to have current student data on every child. Please inform the office whenever you have a change of telephone number, address, change in emergency contacts, etc. Contact Jean Derfus at 715-852-3201 or at jderfus@ecasd.us

Family Involvement

Parents, guardians, and families are greatly valued partners in the education of their children. We encourage you to become involved in many different aspects of school life. There are a variety of ways to be involved with school and your students' learning. Your involvement may occur mostly at home with your child, (offering guidance and support, modeling education as a priority, and providing a successful learning environment in your home), or you may opt to volunteer for in-school activities. Everything you do to encourage student learning makes a difference. We highly value your role in the educational process and look forward to our partnership with you. Contact Jean Derfus, School Secretary at 715-852-3201.

Family-Teacher Conferences

Two scheduled Family-Teacher Conferences will be held each school year. It is an expectation that at least one parent or guardian attend each conference. Students who share custody with more than one household will have one conference. It is the goal at Sam Davey to have 100 % of our families participate. Parents/guardians can request additional conferences at any time of the year. Families will be sent a link two weeks prior to schedule their conferences using "Microsoft Bookings". Families will have a choice for an in-person conference or a virtual conference. Conferences are 15 minutes in length.

Field Trip Policy

There are opportunities for students to leave school to extend their learning. All parents/guardians will be notified of a field trip in advance by their classroom teacher.

If a student presents safety concerns, a parent may be required to attend the trip. If the parent is unable to join, the student may either remain at school with an alternative plan or be excused to stay home for the day.

If a student becomes a safety concern during the field trip, a parent may be contacted for immediate pickup. The principal and staff will determine if the student should return to school for the remainder of the school day.

Food Program

Sam Davey Elementary participates in the ABC Food Voucher program for any students who sign up! Feed My People Food Bank provides the Kwik Trip vouchers and Sam Davey distributes them every 2 weeks for program participants. For more information families can contact Jean Derfus at 715-829-6757 or email at jderfus@ecasd.us

Fundraising Policy

It is the philosophy of the Eau Claire Area School District that the general school budget should supply curricular materials necessary for educating all students. Occasionally, Sam Davey participates in school wide fundraisers through the PTA. Stay tuned for information on these fundraising events.

Head Lice in Schools

- Head Lice has **not** been shown to spread disease.
- Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.
- Transmission of head lice usually occurs through direct contact with the head of another infested individual.
- Lice cannot hop or fly; they crawl. Nits (eggs) are attached to the hair shaft with a glue-like substance and are very unlikely to be transferred successfully to other people. In-school transmission is rare.
- When live head lice are found on a student, the parent/guardian will be notified by phone. The student will remain in the classroom, and a letter with treatment information will be sent home with the student at the end of the day.
- When nits (eggs) are found on a student, the student will remain in the classroom, and a letter with treatment information will be sent home with the student at the end of the day.

- Parents are asked to treat for head lice and remove all nits (eggs) prior to sending their child back to school. Most lice treatments do not kill nits, so it is important to remove all nits to prevent them from hatching into live lice.
- Treatment for lice is **not** recommended unless the child has lice. Parents are encouraged to make checking for head lice a part of routine hygiene.
- Lice cases are tracked, and the school nurse and administrator will send out letters to parents notifying them of high-incident lice in the classroom on an as-needed basis as determined.
- If students consistently return to school with cases of lice, that has been untreated for 14 days, school staff may communicate with the Department of Human Services to support family with home health needs.

Please contact your child's school nurse with questions at 715-852-5152 or ssommer@ecasd.us

Health Information & Records

Eau Claire Area School District School Nurse, Sonja Sommer, provides nursing Services at Sam Davey Elementary School.

State Law requires that the school nurse keep a health record on file for every child in school. If health information changes during the school year, we ask that you contact the School Nurse, Sonja Sommer at 715-852-5152 or ssommer@ecasd.us or Jen Carrizales at 715-852-3239 or jcarrizales@ecasd.us

Hearing/Vision Screenings

Each fall, under the direction of the City County Health Department, volunteers give Hearing Tests in grades K and 1 and Vision Screenings to students in grades K, 1, and 2. Should either test indicate a concern with vision or hearing testing, the student will be retested later. If the child does not pass the retest, parents will be notified in writing by the Health Dept. with a recommendation to consult a doctor for further examination.

Homework

- **Practice** – Sam Davey's homework focuses on practice. These are tasks your student should be able to do on their own. This includes reading to self, practicing math facts, practicing sight words, and doing math problems that are like problems completed in class.
- **Independence** – Research shows that homework provides benefits to students when they complete it independently. Our staff will work carefully to ensure the homework can be accomplished by our students on their own.

- **Routines** – Like mealtimes and bedtimes, homework should be done at the same time each day. Find a comfortable location for homework to be completed and protect your family’s schedule to ensure your student has time to complete their homework. Your teacher will share with you how much time to plan for homework. As a rough guide, you can expect about 10 minutes per grade level (ex. Grade 4 is about 40 minutes).

If you have questions about homework, please contact your child’s teacher.

Immunizations

Wisconsin State Statute 140.5 requires that all students entering public school have basic immunizations or they will be refused entry unless the child has been exempted for religious or medical reasons. It is the parent’s responsibility to make sure that their child meets this requirement. We require evidence of these immunizations to be kept in the child’s cumulative file. If immunizations are not up to date, your child may be excluded from school until the proper immunizations are received.

Internet Use Policy

Students should approach their use of technology resources with the understanding that all the school rules and expectations that apply to in-person interactions and to the student’s general conduct while at school or while under the supervision of a school authority also apply to their use of District and personal technology, their online conduct, and their electronic communications. This document and various other District policies, rules and regulations include additional requirements and expectations that are directly related to the use of technology resources and electronic devices.

Policies, rules, and regulations cannot directly address every situation that a student may encounter.

Therefore, an additional aspect of “acceptable use” is that the District expects each student who uses District and personal technology resources to take an appropriate degree of personal responsibility for exercising sound judgment in his/her use of technology and in his/her technology-related activities and communications.

The District’s technology resources, including the District’s technology-related equipment, software, networks, network account and Internet access, are open to limited and regulated use by students as a privilege. Each student who uses the District’s technology resources is required to follow the District’s established expectations for acceptable use and District core values.

In general, “acceptable use” means that a student is required to use technology resources in a manner that:

- has a legitimate educational or other school-authorized purpose.
- is legal

- is ethical (including, for example, avoiding plagiarism);
- avoids harm to any person (including, for example, making threats, harassing or bullying someone, violating someone's privacy, accessing another person's accounts, records or files, etc.);
- avoids harm to property (including, for example, damaging hardware, software, equipment, another person's work, or electronic files, etc.);
- avoids accessing or transmitting harmful or inappropriate material.
- is respectful of others; and
- is consistent with all applicable school notices, rules, and regulations, as well as any additional directives or instruction that may be provided by District staff. If a student wishes to use technology (including engaging in electronic communications) in a manner that is secured, private, and not accessible to the District, he/she should not use the District's technology resources.

If a student uses District or personal technology resources in a manner that violates the District's expectations for acceptable use (i.e. taking photos or videos of students or staff without consent), or any other established policy, regulation, rule, or directive, the student is subject to possible discipline. Examples of possible consequences for improper use of technology include the following:

- Suspension, restriction, or revocation of the privilege of use of District technology resources.
- The imposition of academic consequences for academic-related violations.
- Suspension and/or expulsion from school; and/or
- Referral to law enforcement.

If a student has a question concerning any policy, notice, rule, regulation, or directive that relates to technology resources, or if a student encounters a situation in which they are uncertain about any expectation for acceptable use or about how to proceed, the student should contact a teacher or an administrator to obtain appropriate guidance.

Leaving School Early

If your child needs to leave school early, we ask that you call the office (715-829-3201), send a note or email the teacher **and** school secretary. At the time of pick-up, it is required that you come to Sam Davey's main entrance and ring the doorbell. The classroom teacher will then be called and asked to send your child to the main office.

Lockers

Every child at Sam Davey will be assigned their own locker. These lockers and storage areas are the sole property of the Eau Claire Area School District. Lockers must always remain accessible to students and staff. The staff will assist students with keeping their lockers clean,

organized and safe through lessons and locker cleaning time. Now and then you may want to encourage your child to bring home any outdoor wear that has accumulated over time.

The school is not responsible for replacing any items that are lost, damaged, or stolen. Students are encouraged to keep personal items at home.

Lost and Found

Each year the number of articles “found” is much larger than the number of articles claimed. Your child will be shown the location of our “Lost and Found” area by Door 7 and should be encouraged to check this area if they have lost something. Small “found” valuables such as watches, and jewelry will be kept in the school office. The labeling of clothing and possessions is helpful in returning lost items to the rightful owner. All Lost & Found items will be donated to a charity multiple times a year.

Meals and Food at School

For the 2024-25 school year breakfast will be offered from 8:25-8:40 AM in the cafeteria. Lunch will be held after recess in the cafeteria. Prices for meals and lunch times are on the first page of this handbook. Families are encouraged to complete the free/reduced lunch application. The cafeteria is an instructional space with assigned seating like a classroom. Families may sign-out their student from school if they would like to eat lunch with them.

2025-26 Meal Prices:

- Breakfast – \$1.00
- Lunch – \$2.65
- Milk with cold lunch - \$.50

Some students qualify for free or reduced priced meals. It is also beneficial for our school if you complete a free/reduced lunch application. This process helps the district receive funding for many school programs.

Soda and **Caffeinated beverages** are **not** allowed during the school day or at lunch. Students may bring water bottles for use in the classroom and cafeteria.

Candy and gum are **not** allowed food items in school or on the playground. There may be times when staff use candy and/or gum for instructional purposes. Staff will provide those items at that time.

Medication Policy

No prescription medication shall be given to a student by any employee of the ECASD unless written instructions for dispensing prescribed medication, signed by the prescribing physician/licensed prescriber, along with written authorization from the parent(s)/guardian(s), authorizing school personnel to give medication in the dosage prescribed by the physician/licensed prescriber, have been delivered along with the drug to designated school personnel.

Over The Counter (OCT) medication only needs a parent signature.

For questions about medications, contact the School Nurse, Sonja Sommer at 715-852-5152 or ssommer@ecasd.us or Sam Davey Medical Assistant, Jen Carrizales at 715-852-3239 or jcarrizales@ecasd.us.

Mission and Vision

Mission: To inspire, prepare, and empower all students to live peaceful, creative, fulfilling and responsible lives.

Vision: Sam Davey Elementary is a Responsive Classroom school and International Peace Site that is committed to the braiding of academics with social emotional learning and the growth of all students by establishing a community where there is a collective responsibility for all students. We envision a school with the following characteristics:

Moving?

If your family is moving, please inform the office and your child's teacher as soon as possible. When a child is transferring out of the Sam Davey attendance area, adequate notice allows for completion of appropriate records and assistance in easing your child's transition to a new school. If you move during the school year and want your child to finish the school year at Sam Davey, there is a simple one-page on-line form for you to complete.

Nondiscrimination Policy

The Eau Claire Area School District does not discriminate against pupils based on sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disabilities, in its educational programs or activities. Federal law prohibits discrimination in employment based on age, race, color, national origin, sex, religion, or handicap. The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available. Address questions to Kaying Xiong, Executive Director of Student Services, at the Administration office at 500 Main Street, Eau Claire, WI 54701.

Parent-Teacher Association (PTA)

All parents, guardians and staff are welcome and encouraged to join the Sam Davey PTA. The Sam Davey PTA sponsors many wonderful events and learning experiences for our students! The PTA Board typically meets on the second Tuesday of the month from 6:30-7:30 in the school library.

Meetings and activities will be announced through Sam Davey PTA's Facebook page, newsletters, and notes home which you must sign up to be a member. To become a member, please email the Sam Davey PTA.

To contact the Sam Davey PTA, please email at SamDaveyPTA@gmail.com

Parking and Safety

Safety is our primary concern when it comes to the beginning and end of the day. Students that ride the bus to and/or from school are unloaded and loaded in the main of the school near the main doors. Our playground is the pick-up and drop-off zone for students that are dropped off in a vehicle. If you park at Hope Lutheran, please use the crosswalks to safely pick up your student on the playground.

Please plan your before and after school routine to ensure that students get to and from school safely. In addition, follow all signs with parking restrictions posted by the city as these are enforced by the Eau Claire Police Department.

The Sam Davey parking lot is a bus loading zone from 8:25-8:40 am and 3:25-3:50pm closed to vehicles other than Student Transit buses. Vehicles waiting in the bus loading zone will be asked to move.

Peak Control Rate Program

To save money, the Eau Claire Area School District will be participating in the Peak Control Rate Program through Xcel Energy. The Peak Control Rate (PCR) is an alternative electric rate for customers that can shed load during Xcel Energy peaks. What this means for our district is that if we are asked to shed load, we may need to close school early. It is projected that the district will save \$104,000 by enrolling in this program. Statistics reviewed by Xcel Energy indicate that in the last 12 years there were only two occasions when service would have been interrupted during the school year. We should receive at least one hour's notice before the interruptions and possible school closing. The district would handle an energy shutdown like closing school early for inclement weather. The news media would be contacted immediately so it could report the early closing. As with snow days, parents should have alternate arrangements made for students on days when the district closes early.

Phone Calls to/from Students

Changes to the end of the day for students:

- We ask that you make all family arrangements with your children before the start of the school day. If your child intends to go home from school in a way that varies from the normal routine, please write that information in the student's Sam Davey Folder or call school at the beginning of the day.

Getting messages to students during the school day:

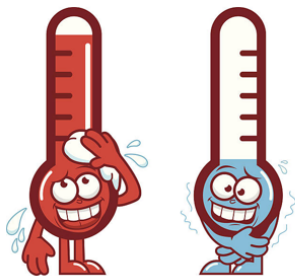
- If you need to get a message to your child, call the office and Sam Davey staff will deliver it.
- Messages for students that we receive near the end of the school day are the most difficult for us to deliver (3:15 or later). Please plan so we can avoid confusion at the end of the day.

Playground Guidelines

The Sam Davey playground is supervised starting at 8:30 am. Students will be allowed indoors at 8:40 when the bell rings. Students eating breakfast will be allowed indoors at 8:25 am. All students are expected to leave the playground at the end of the school day unless they are with a parent or guardian.

Outdoor Weather Policy: The decision to have recess inside or outside will be made by the school office staff in cooperation with the playground supervisor(s). The outdoor weather policy for cold weather is as follows:

Rules for Cold Weather based on Temperature



Above 60 Degrees

- When the temperature is above 60 degrees, students can choose if they need a coat or not.

40-60 Degrees

- When the temperature is between 40 – 60 degrees, students are not required to wear a jacket but must have arms and legs covered (examples: jacket, coat, sweatshirt, long sleeved shirt and jeans, leggings, tights, or sweatpants).

Below 40 Degrees

- When the temperature is below 40 degrees, a winter coat, hat and mittens are required.

Although recess is usually an unstructured time for our students, we have found that we still need a few guiding rules and regulations.

Playground Attire:

- Students are required to have a regular pair of shoes to wear inside the school after changing out of their boots.
- Students who do not have snow pants or winter boots will remain in a designated area on the playground.
- Students are expected to wear essential items for recess, arrival, and dismissal.

Required Recess Winter Gear (snow on ground)



- Jackets, gloves & hats **are required**. Cannot go outside without these three items.
- Send students to “winter gear cart” to get jackets/gloves/hats.
- Students must have all five pieces of winter gear to play anywhere on the playground equipment and/or fields with snow.
- Snow pants or boots are **not required**, however, students must play on BLACKTOP only.

Playground Behavior:

- The same behaviors that are expected in school will be expected on the playground. Have fun and be safe!

Indoor Recess vs. Outdoor Recess?



- Students will go outside for recess everyday unless it is raining, or the temperature is dangerously cold. School staff will make the decision using the district guidelines of when the temperature is below zero degrees or -10 wind chill.

Progress Reports & Report Cards

Report cards will be sent home after the end of 1st and 2nd semesters. Progress reports reflect student learning in all academic areas as well as the behaviors of lifelong learners during the year. These reports quantify the growth and achievement students are making as they work towards end of the year standards

Students will receive a report that contains a series of numbers that reflect their growth towards mastery. Many academic standards are practiced and worked on during the entire school year. Please do not be alarmed if a student's first semester report does not show a score of 3 or higher (mastery of standard) as they are still working towards them! If you have any questions or want to know more about these reports, please contact your child's teacher or the principal.

Restricted Physical Activity

If a child must stay inside from recess or sit out from Physical Education class for medical reasons, parents are required to send a note from a health care provider detailing the period of restricted activity. Please contact your child's school nurse 715-852-5152 or e-mail ssommers@ecasd.us or Sam Davey Medical Assistant at 715-852-3239 or email icarrizales@ecasd.us if you have questions.

Safety at School

It is our responsibility to provide a safe learning environment for everyone in our building. Parental support and follow-up will assist us in providing a safe school environment and in teaching students to be respectful. Our school district has a policy forbidding any weapons (including look-a-like guns, knives, etc.) Suspension and expulsion are possible consequences for violations of this policy.

Safety Patrol

Fifth grade students serve on the Safety Patrol, supervised by Ms. Georgeson. It is the responsibility of the Safety Patrol, along with the adult crossing guards, to assist students with safe travel to and from school. Patrols will be on duty at the following times:

- 8:20 – 8:40am
- 3:40 – 3:50pm

School Safety Patrols are stationed on the corners of Eddy Lane and Mercury Avenue for travel to school and home. An adult guard is stationed on the corner of Eddy Lane and Starr Avenue before school and after school.

School Folders

Each student at Sam Davey will receive a school folder. This serves as an important communication tool between school and family. All students will have a weekly communication sheet from their teacher outlining academic and school events.

Students should bring their folders and weekly communication sheets with them to school every day and take them home every night so that parents and guardians can review work and receive important announcements.

Sick Child Guidelines

If a child exhibits any of the following symptoms at school, a parent/guardian/emergency contact will be notified to come and pick up the student:

- Fever-Temperature of 100.0 F or more
- Diarrhea
- Vomiting
- Persistent coughing
- Draining or spreading rash

Your child should remain at home if he/she currently has or has had any of these symptoms in the last 24 hours.

Please contact your child's school if you have any questions about whether your child should be attending.

Textbook Checkout

All students will be assigned textbooks and iPads in their classrooms. If a student loses a textbook, iPad, or charger, families will be notified of the replacement procedures and costs.

Tobacco Use Policy

State law prohibits the use of tobacco products on all school sites, always. Violating this law may result in a citation.

Toys/Sports Equipment from Home Policy

To help maintain a focused and safe learning environment, we ask that students **do not bring toys or sports equipment from home** unless it is for an academic purpose and has been approved in advance by a teacher or staff member.

We provide all necessary equipment for both indoor and outdoor recess, so students will have plenty of opportunities to play and stay active during the school day.

Please help us by **discouraging your child from bringing personal or valuable items to school**, such as stuffed animals, trading cards, or other cherished belongings. These items can be easily lost or damaged, and students do not have secure storage options during the day.

If a student brings a toy or gadget to school without permission, it may be held by staff until the end of the day. In some cases, a parent or guardian may be asked to come to school to retrieve the item. Please ensure you have contacted your student's classroom teacher or case manager prior to sending a fidget or similar tool.

Thank you for your support in helping us create a safe and distraction-free environment for all students!

Transportation

If you meet the district requirements for busing, you will be sent information from Student Transit about bus numbers, pick-up and drop-off times and location. You can contact Student Transit at 715-839-5116.

Vandalism

Our goal is to keep our building, furnishings and supplies looking new. Vandalizing school property and grounds is against the law. Students caught engaging in these behaviors will be subject to school and/or police reprimand. Please discuss this expectation with your child to help us keep our building clean and beautiful.

Vision and Mission Statement

The Eau Claire Area School Districts Mission and Vision Statement is as follows:

Mission: To inspire and prepare our students to live creative, fulfilling, and responsible lives.

Vision: We challenge minds, build relationships and nurture individual growth to prepare all students for post-secondary success.

Slogan: Where knowledge and inspiration meet to create the future.

District Values:

Honesty	Justice	Respect
Courage	Responsibility	Compassion

Visiting School

When visitors come to the school:

- Parking is available in the front parking lot, the side staff parking lot, or the church parking lot across the street.
- For security and safety reasons, guests **must** only use the main entrance (door 3) of building. All other building doors are **not** available for visitors before school, during arrival, throughout the school day and at dismissal.
- Guests are asked to ring the doorbell to the right of the main doors. Office staff will let you in.
- Any items that need to be delivered to classrooms/students will be left at the main office desk and a staff member will take items to the classroom/student.
 - If visitors have an approved visit that requires them to move past the main office, the District requires scanning a government ID, driver's license or entering information from an ID. A badge will then be printed for approved visitors. This procedure allows us to know who is always in the building and provides the safest and most secure setting for your children.
 - Please review the Breakfast/Lunch section for our policy on family/community members in the cafeteria.
- For most evening events that are reserved through the facilities use program, the main doors on Starr Avenue (door 3) will be open.