

SHERMAN ELEMENTARY SCHOOL

2025-26

FAMILY AND STUDENT HANDBOOK



Sherman Mission:

To prepare all for postsecondary success!

Sherman Vision:

At Sherman, in partnership with families and the community, we are dedicated to engaging learners in a focused, respectful environment where all staff and students work collaboratively to achieve at high levels.



SHERMAN ELEMENTARY SCHOOL

3110 W. Vine St.
Eau Claire, WI 54703

Sherman Families,

Welcome to Sherman School! We are excited to have your family be a part of the Sherman Elementary School community. Our qualified staff will support your children to be high achieving learners. Our goal in the first week of school is to:

- *Promote* a climate that is warm and has a sense of community.
- *Create* a safe learning environment.
- *Teach* the schedule and routines of the school day.
- *Establish* expectations for behavior and ways we will learn together in the year ahead.
- *Introduce* students to our environment and the materials of the classroom and school while teaching students how to use and care for them.

Please use this handbook as a guide along with the Eau Claire School District Parent and Student Handbook. If you have any questions, feel free to contact your student's teacher or one of us.

Have a great year!

Alicia Kirkman, Principal



"Assume nothing, teach everything."

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Our Core Values

Responsibility	Our vision states that students and staff work collaboratively to achieve at high levels. We believe Sherman Stars must understand the duties and tasks that are expected of them to be successful learners. We believe students should be accountable for their actions towards themselves, others, and community.
Respect	Our vision states that we are dedicated to engage learners in a focused and respectful environment. We believe Sherman Stars should learn to value self, others, property, and diversity. Students will achieve at high levels when working together respectfully.
Safety	Our vision states that students need a focused and respectful environment in order to learn. We believe Sherman Elementary must be a place where Sherman Stars are protected and feel safe. Students will learn best in an environment that promotes learning, safety, and respect.
Cooperation	Our vision states that staff and students will work collaboratively to achieve at high levels. We believe Sherman Stars must be able to work and play cooperatively in and out of the classroom in order to be prepared for the future.
Honesty	Our vision states that students will be engaged in a focused and respectful environment. We believe this environment will be created by both students and staff consistently seeking and speaking the truth. We believe Sherman Stars should be sincere and truthful towards peers and adults.



Working Together for a Bright Future!

Phone Extensions (715-852-XXXX)

Teachers may be reached before school from 7:30am-8:45am or after school starting at 3:45pm.

During the school day all phone calls will be directed to voicemail.

If you need to report an absence or dismissal change for your student, please direct all calls to the Sherman Office.

ATTENDANCE LINE 715-852-4800

Office Staff

Principal - Alicia Kirkman	4810
Secretary – Claire Giese	4801
School Counselor –Lauren Derleth	4818
School Counselor - Jessica Scheppke	4803
Social Worker – Kailey Kvalheim	4865
Psychologist—Cayden Wenzel	4829
School Nurse – Cassie Watton	6631
Health Assistant	4802

Kindergarten

Megan Burhow	4841
Amber Farley	4848
Karen Hull	4665

First Grade

Aryn Jurewicz	3667
Abby Moszer	4883
Angie Nelson	4817

Second Grade

Autumn Biederman	4831
Dee Ann Fritz	4821
Hannah Pritchard	4892
Jessica Walgurski	3544

Third Grade

Beth Dyson	4873
Bryanna Wald	4871
Ashley Kohls	4845

Fourth Grade

Jesse Kressin	4887
Heather Reilly	4837
Mary Thao	4838
Emily Walbrun	4822

Fifth Grade

Katie Albin	4835
Amy Eidahl	5280
Lauren Mueller	4842

Special Education Staff

Kelsie Fitch	4888
Jennie Kressin	4269
Seka Rasmussen	4832
Amber Delong	
Kelsey Meinen	4830
Megan Meyers	
Emily Clary	4833

English Language Learners Staff

Kristy Frazier	4839
Choua Her	4825
Afton Larrabee	4165

Staff

Adaptive Phy Ed – Nathan Elliot	4895
Art – Samantha Miske	4852
Art - Stephanie Shively	3881
Instructional Coach - Nikki Bartel	4858
Instructional Coach - Rachel Drescher	4813
Instructional Coach - Melissa McConnell	4827
Reading Interventionist - Katie Crise	4860
Reading Interventionist - Janessa Derleth	4844
Academic Interventionist - Kelly Fritz	4870
Academic Interventionist - Sara Gunderson	
Kitchen - Sue Eberhardt	4806
Music - Megann Hammes-Murray	4812
Music – Emily Seipel	3882
Occupational Therapist - Jenny Dykes	4849
Phy. Ed - Greg Van Grunsven	4849
Phy Ed – Steven Christiansen	
Physical Therapist - Laura Ecker	4823
Media and Library Specialist - Theresa Paine	4809
Speech - Maggie Seefeldt	4854
Speech - Caitlin Motzing	4226
Zach Kozlowski	3544

**SHERMAN ELEMENTARY
2025-26 SCHOOL CALENDAR**

2025	
September 2nd	Welcome Back Day
September 3rd	First day of school for grades 1-5 and ½ Kindergarten (A-L)
September 4th	Second day of school for grades 1-5 and ½ Kindergarten (M-Z)
September 5th	Full day of school for ALL students K-5
October 16th	NO SCHOOL FOR STUDENTS - Family Teacher Conferences
October 17th	ALL SCHOOLS CLOSED
October 20th	NO SCHOOL FOR STUDENTS – PL/IP for staff
November 24th-25th	NO SCHOOL FOR STUDENTS – PL/IP for staff
November 26th – 28th	ALL SCHOOLS CLOSED – Break
December 24th – 31st	ALL SCHOOLS CLOSED - Break
2026	
January 1st -2nd	ALL SCHOOL CLOSED – Break
January 19th	ALL SCHOOLS CLOSED
January 23rd	Staff workday
January 26th	NO SCHOOL FOR STUDENTS – PL/IP for staff
February 26th	Family Teacher Conferences after school (4:15pm-8:15pm)
February 27th	NO SCHOOL FOR STUDENTS - Family Teacher Conferences
March 2nd	NO SCHOOL FOR STUDENTS – PL/IP for staff
March 30th –April 3rd	ALL SCHOOLS CLOSED - Break
April 27th	NO SCHOOL FOR STUDENTS – PL/IP for staff
May 25^h	ALL SCHOOLS CLOSED
June 4th	Last day of school
June 5th	Last day for staff

School Schedules

- Grace Care before/after school hours: 6:30am-8:30am, 3:40pm-6:00pm
- School Office Hours: 8:00am-4:00pm
- Teacher Classroom Hours: 8:00am-3:45pm

Daily Schedule	
8:00am	Office opens
8:25am	Breakfast and playground supervision begins
8:40am	Bell rings for students to line up
8:45am	Instructional day begins
3:36pm	Dismissal bell for pick-up students
3:38pm	Dismissal bell for walkers
3:40pm	Dismissal bell for bus riders and Grace Care
3:45pm	Busses leave
4:00pm	Office closes

Recess and Lunch Schedule		
Grade	Recess	Lunch
Kindergarten	11:10am-11:30am	11:35am-12:00pm
1 st	11:25am-11:55am	12:00pm-12:20pm
2 nd	11:10am-11:40am	11:45am-12:05pm
3 rd	11:545am-12:15pm	12:20pm-12:40pm
4 th	12:05pm-12:35pm	12:40pm-1:00pm
5 th	12:30pm-1:00pm	1:05pm-1:25pm

ATTENDANCE

All children ages 5 to 18 are required to attend school by Wisconsin state law. Any child who is five years old before September 1st is eligible to attend Kindergarten. Good school attendance is important. Your help in reinforcing the importance of good attendance and being on time is critical. Illness, medical appointments, legal proceedings, family emergencies, religious holidays, or pre-arranged absences approved by the school principal are the only absences classified as excusable. Personal appointments, vacations, sporting events, etc., should be scheduled outside of the school day so there is little or no loss of school time.

Any absences for non-medical reasons require prior approval from the principal. If your student must be out of town or on vacation during school, please send notification to the building principal. All late arrivals are considered **unexcused absences** unless due to a medical appointment. State law defines truancy as 5 unexcused absences for all or part of a day.

If your student will be absent from school or late, please email our school secretary, cgieese@ecasd.us, or call the school office at 852-4800 before 8:30 a.m. Please leave a message giving your student's name and the reason for the absence. If the office has not been contacted, the secretary will attempt to call to check on the absence. If a medical note is provided for an absence, the absence will be medically excused and will not count towards the student's attendance – **medical notes for any appointment should be provided whenever possible.**

ACCIDENT/EMERGENCY PROCEDURES

In the event of an accident or emergency, every effort will be made to contact the parent/guardian as soon as possible. If the parent cannot be reached, emergency contacts listed in Skyward will be called. The facts of the accident or emergency will be given and the parent or contact person will determine if a doctor is needed. In the event of an extreme emergency, an ambulance will be called. No child will be released to any person other than their parent without written consent from the child's parent/guardian or permission indicated in Skyward.

BEFORE AND AFTER SCHOOL CHILDCARE

Grace School-Age Childcare service is provided by Grace Lutheran Foundation and is available before school beginning at 6:30am and after school until 6:00pm. For more information about this program call 715-832-3039. Charges for services include registration fee, deposit fee, rates are charged per hour, no show fee, etc.

BEHAVIOR SYSTEM

We use the Positive Behavior Intervention and Support (PBIS) framework at Sherman. This is a school-wide approach that involves teaching behavior expectations throughout the school. This approach has been used in over 10,000 schools nation-wide with proven success. This model focuses on teaching, reinforcing, and recognizing appropriate student behavior. We also have ways to support students who are struggling with their behaviors. These supports are intended to help the students to learn and demonstrate appropriate behaviors at school. This school-wide behavior system teaches clear expectations for all areas of the school (classrooms, hallways, restrooms, cafeteria, playground, etc.). Every person in the school is aware of these expectations and works to ensure students are consistently getting the same message.

BEHAVIOR REMINDER/SIGNIFICANT BEHAVIOR CONCERN

As part of the PBIS framework we will be teaching expectations to students. Reminders and skill building will be part of this process. However, behavior reminders may need to be given to students who continue to struggle with following school expectations. This is a way for the school to document behaviors, communicate with parents, and problem solve. Three behavior reminders will result in a significant behavior concern. Office discipline referrals may be made with either types of reminders or concerns. Significant behavior concerns may result in either in-school or out-of-school suspension.

BICYCLES, SCOOTERS, SKATEBOARDS, AND ROLLER BLADES

Bicycles are welcome at school and scooters with handlebars are permitted. Skateboards and rollerblades are not allowed. Students are not to ride bicycles or scooters on the school sidewalks or blacktop area of the playground. Students should walk their bikes or scooters to the bike racks and secure them with a lock. We request your support by not allowing your student to bring skateboards or roller blades to school in accordance with Board of Education policy and City of Eau Claire ordinance. All bikes and scooters must be kept outside at the bike racks.

BIRTHDAYS AND SPECIAL OCCASSIONS

Birthdays are special and we like to recognize students on their birthday. Students can share a treat with their class on their birthday. Treats should not be expensive or elaborate. When bringing a treat, please bring enough for the whole class. If your student is having a party, invitations may only be distributed at school if every child in the class is invited. Please do not arrange for flowers, balloons, gifts, or other “surprises” to be delivered to your student at school. This is disruptive to the classroom learning.

Due to severe allergies in our school, please provide snacks that are free of peanuts, peanut butter, or other nut products. Make sure to read all labeling to ensure items were not produced in a facility where nuts may be present during the manufacturing process. If a student comes to school with a product that is potentially unsafe due to these allergy issues, the item will be kept in the office for parents to pick up later. Please share this policy with grandparents and others who may need this information.

BUSING GUIDELINES FOR STUDENT TRANSPORTATION

Student Transit, Eau Claire partners with the Eau Claire Area School District to provide busing for students to/from school, field trips, etc. The bus driver, like the teacher of a school classroom, has the responsibility for the safety and welfare of the students. Student’s behavior on the school bus directly affects their safety and the safety of others, the following regulations apply when students are riding the school bus, including school field trips.

1. Students shall always follow the instructions and directions of the bus driver.
2. Students should arrive at the bus stop on time, waiting in a safe place off the road.
3. Students will wait until the bus comes to a complete stop before attempting to board.
4. During boarding or exiting from the bus, students will not run.
5. Once seated students will remain seated while the bus is in motion and will not obstruct the aisles with legs, feet, or other objects.
6. Students will be courteous to the driver and fellow passengers. Students, who have not already been assigned to a seat by the driver, will be allowed to sit in any available seat on the bus.
7. Bullying, teasing, threatening, or harassing are hurtful and will not be tolerated.
8. To avoid choking, eating, or drinking on the bus is not permitted.
9. Loud talking, laughing, yelling, singing, whistling, throwing of objects, standing, or changing seats are prohibited. Serious safety hazards can result from noise and behavior that distracts

the driver.

10. No part of the body (hands, arms, legs, or head) will be put out the window.
11. Nothing will be thrown from the bus.
12. Students will keep the bus clean and be respectful of bus company property. Students and/or parents of students who damage or deface the bus or bus equipment will be responsible for payment of any repairs/damage.
13. Possession of cigarettes, chewing tobacco, alcohol, or illegal drugs while on the bus will not be tolerated.
14. Possession of flame or spark producing devices, including matches, lighters, etc. are prohibited.
15. Aggressive and/or physical conduct such as hitting, punching, fighting and inappropriate touch are unacceptable behaviors and will not be tolerated.
16. Possession of weapons such as knives, chains, guns, or any other dangerous item(s) including laser pointers that can inflict injury are prohibited.

Violation of any of the above listed regulations will result in disciplinary action. (See Disciplinary Action Plan addressing school bus behavior) Violations will not be tolerated. Students who do not follow these guidelines can be suspended from riding the school bus.

If actions result in the student(s) needing to be removed from the school bus immediately, the Eau Claire Police Department will be called to assist in removing the student(s) from the bus. The student will be released to their parent or legal guardian by the Eau Claire Police Department.

Students are assigned to a specific bus to and from school. Parents must request in writing any exception from this rule. Students will not be allowed on or off the bus at a place other than their regular stop unless the bus driver is presented with a written parent request.

Parents and students are encouraged to contact Student Transit or the respective school official regarding any problems with school bus transportation. Students are encouraged to discuss issues with their bus driver (during appropriate times), the principal, counselor, teacher, parent, or any appropriate adult. To ensure safe transportation for all involved, it is imperative that the students, parents, school officials, bus driver and the bus company work cooperatively together to solve any problems that may arise.

The consequences of inappropriate or unacceptable behavior on the school bus is outlined in the Disciplinary Action Plan below and will be imposed for violation of behavior/safety standards that cause danger to students or drivers. Serious or repeated misbehaviors may result in long term or permanent loss of bus transportation privileges. Serious consequences apply for students who hit or bully anyone on the bus.

First Student Violation of Bus Policy

- 1) First Offense: The bus driver will counsel the student(s), discuss the behavior, and give a verbal warning.
- 2) Assigned seating may be enforced.
- 3) Following the above interventions, a description of the violation will be written up by the driver on a Bus Misconduct Form and submitted by Student Transit to the respective school officials.

Disciplinary Action: First Violation

The school official may have a conference with the student, review the ECASD Guidelines for Student Transportation as appropriate per age level, and remind the student of the consequences of continued behavior. A copy of the report may be sent home to the student's parent/guardian. A copy of the *Bus Misconduct Form* will be kept on file at the school for future review.

Second Student Violation of Bus Policy

If the above actions have been taken and the student's behavior continues to violate the policy:

- 1) A second *Bus Misconduct Form* is submitted by the driver and delivered to the respective school officials.

Disciplinary Action: Second Violation

The school official may have a second conference with the student discussing misconduct on the bus. A copy of the report may be sent home to the student's parent/guardian requiring a signature from the parent and student. The form will be returned to the school. A copy of the *Bus Misconduct Form* will be kept on file at the school for future review. The student may be assigned in-school consequences to be determined by the respective school official.

Third and Subsequent Student Violation of Bus Policy

If the above actions were taken in the first and second violation and the student's behavior continues to violate the policy:

- 1) A third and subsequent *Bus Misconduct Form* is submitted by the driver and delivered to the respective school officials.
- 2) The school official may have a conference with the student and the student's parent may be notified. A copy of the Misconduct Form may be given to the parent for review and signing. One of the following steps may be taken based on the severity of the behavior (the action is left to the discretion of the school official):

- 1st Bus Suspension: 3 school days
- 2nd Bus Suspension: 7 school days
- 3rd Bus Suspension: 15 school days
- 4th Bus Suspension: 30 school days
- 5th Bus Suspension: loss of bus privileges for the remainder of the school year*

The following behaviors may merit suspension from riding the school bus (*the respective school officials will determine such suspensions.*):

- **Insubordination:** Defined as a direct refusal to follow instructions of the bus driver or others in charge.
- **Smoking, Drugs, or Alcohol:** Defined to mean any act leading to or participating in these activities.
- **Fighting:** Defined to mean any act leading to aggression or harm, or physical assault upon a person or persons, regardless of whether or not promoted by the action of others.
- **Abusive or Offensive Language:** Defined to mean abusive or derogatory remarks intended to be uncomplimentary or unacceptable (bullying or verbal abuse fall into this category).
- **Destruction of Bus Property:** Defined to mean any act relating to the marring, cutting, tearing, or general destruction of the bus or bus property.
- **Repeat Offenders:** Defined to mean students who have three completed Bus Misconduct Forms in a calendar school year.

Riding the school bus is a privilege, not a right. Students may lose their bus riding privileges immediately for serious violations to the ECASD Guidelines for Student Transportation. These include physical fighting, destruction of property, use of a weapon, or making a dangerous threat to anyone while on the bus. Other penalties may include suspension or expulsion from school.

*Wisconsin law requires a student's attendance in school. If bus privileges are revoked, it will remain the responsibility of the parent or guardian to transport the student to and from school.

CARE OF BOOKS/EQUIPMENT

Often, students will be allowed to take home books and/or equipment that belong to the school. The most common item will be school library books. Anything that a child brings home that is being borrowed must be returned in the same condition as when it left. Library books are due back at a designated time. We appreciate your help in making sure that all items are returned on time and in good condition.

CELL PHONES AND SMART DEVICES

Students are prohibited from using cell phones or smart devices while in school buildings or at any school-sponsored activity or field trip. All devices should be powered down while in the school building. Cell phones and smart devices cannot be displayed during the school day. **Cell phones and smart devices must stay in backpacks and can only be used before and after school.**

First violation (warning): Student will be directed to put their device in their backpack.

Second violation: Classroom teacher will take the device and return it at the end of the day.

Third violation: Device will be brought to the office for parent/guardian to pick up.

CHANGE IN INFORMATION

It is extremely important that we maintain current data on our students (address, phone number, emergency contacts, etc.) Please update Skyward as soon as possible of any information changes and let the school secretary know of any address changes. If your address has changed proof will be requested.

STUDENTS OF SEPARATED/DIVORCED PARENTS

The Eau Claire Area School District will 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 enrolling a student will be requested to provide the building administrator with current information regarding any Court Order, which provides specific rights to the child's parents. In the absence of a Court Order, neither parent will be deemed to have rights superior to the other parent. Either parent may provide the building administrator with a certified copy of the most recent Court Order. Unless directed in the most recent Court Order, both parents, custodial and non-custodial, are entitled to all grade reports, newsletters, disciplinary action, and teacher/principal conference appointments. The non-custodial parent must make a written request for the specific information requested and provide address information.

CODE OF CLASSROOM CONDUCT

As part of Wisconsin Act 335, the Eau Claire Area School District has developed a "Code of Classroom Conduct" that defines when disruptive students will be removed from class. Parents will be contacted by phone or letter (office discipline referral) if a student is removed from class. Types of violations that could result in removal include: 1) Acts of violence toward students, staff, or other individuals, 2) Acts of inciting, 3) Alcohol, tobacco, and other drug issues, 4) Other behaviors, which seriously disrupt the learning environment.

CRISIS EVACUATION PROCEDURE

In the event of an evacuation that requires us to leave school property, we will evacuate to Bowl Winkle's located at 1616 North Clairemont Ave, Eau Claire. If there is an emergency that requires us to leave the school grounds, parents should report to Bowl Winkle's to pick up their students.

DISCLAIMER OF THE SCHOOL

The Eau Claire School District from time to time permits the distribution of information about appropriate non-commercial activities sponsored by non-profit organizations. The fact that this information is distributed through the Eau Claire School System does not imply sponsorship of or support for the activity in question. Any problems related to the operation of the activity will be strictly between the participant and the sponsoring organization. Requests for further information about the activity should be directed to the sponsoring organization.

DRILLS

All students are instructed on proper procedure to be used in the event of a fire, tornado, or other emergency. Drills are held periodically to practice emergency procedures in an efficient and safe manner. In the event of an emergency, every effort will be made to protect all students from harm by following recommended emergency procedures. All students would be accounted for, and no student would be allowed to leave the area except with parents or guardians or with specific written permission from them.

DRESS CODE

Responsibility for the personal appearance of students enrolled in the Eau Claire Area School District shall normally rest with the students themselves and their parent(s)/guardian(s). Student dress or grooming shall not, however:

- affect the health or safety of students.
- disrupt the learning process within the classroom or school; or
- be destructive to school property.

Children need to be dressed appropriately for school with clothing that does not compromise their health or safety. The following basic guidelines pertaining to dress should be followed:

- 1) In cold weather, mittens, snow pants, boots or other waterproof shoes are required if children wish to play in the snow.
- 2) Any clothing advertising alcohol, tobacco, and other drugs, or perpetuating gang activities and weapons, are not permitted.
- 3) Clothing that protects basic modesty: no clothing that allows the viewing of undergarments or midriffs.
- 4) No head coverings such as hoods, hats, bandanas, or do-rags are allowed in the school building. They're allowed to/from school and outside.
- 5) Sturdy, safe shoes are the best choice for all school activities.

DROP OFF AND PICK UP

- Arrival : School begins at 8:40am
 - Students should report directly to the playground or breakfast if they are arriving earlier than 8:40am – recess and breakfast supervision begin at 8:20am.
 - If students are dropped off any earlier than 8:20am, they will wait outside unsupervised. Please plan accordingly.
- Dismissal : School ends at 3:40pm
 - Students are dismissed in the following order: pick-up, walkers, bus riders.
 - Any day-of dismissal changes need to be communicated to the office BEFORE 3:00pm to ensure students are dismissed correctly.
 - Students should not be picked up any later than 3:45pm.

FIELD TRIPS

The ECASD provides a field trip for each grade level every school year. Grade level teachers often plan extra field trips pertaining to curriculum given in the classroom. Prior to each field trip, your student's teacher will send a notice of the field trip destination, date, time, and mode of transportation for parent permission. All trips are adequately chaperoned and are of educational value to the children. **If your student does not return a signed permission slip, they will not be able to participate in the field trip. If you wish to volunteer on a field trip, a volunteer agreement and background check will need to be completed.**

PHOTOGRAPHING/VIDEOGRAPHY

We encourage the media to come and learn about our school. However, we are also sensitive to the fact that some families may not want their student to appear in the media. If this is a concern for you, please contact the secretary to fill out the appropriate form. If we do not hear from you, we will assume that you give us permission to allow your student to be photographed or videotaped. Use of Student Photographs on the web: Pictures may be published on school/school district websites unless a signed parent **Opt-Out** form is turned in. Last names will not be used to identify students; first names may be used.

HEALTH SERVICES

Head Lice

Head lice can be a nuisance but has **not** been shown to spread disease. 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 considered rare. When live head lice are found on a student, the parent/guardian will be notified by phone. The student can 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 can 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) before sending their student 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 letters to parents notifying them of lice in the classroom will be sent out on an as-needed basis as determined by the school nurse and administrator. Contact your child's school nurse with questions.

Hearing and Vision Screening

In the fall the City and County Health Department will provide a hearing test to students in grades K and 1 and a vision screening to all students in K, 1, and 3 who do **not** wear glasses. Should either test indicate a problem, a retest is given. If the child does not pass the retest, the parents will be notified in writing by the Health Dept. with a recommendation to consult a doctor for further examination. The vision and hearing testing we conduct is simply a screening measure and is not meant to replace regular medical appointments.

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.

Medications

Whenever possible, all medications should be administered at home; however, under certain circumstances it may be necessary for a student to take medication while in school. No prescription or over-the-counter (OTC) medication shall be given to a student by any employee of the District unless written instructions for administering 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. For school personnel to administer the medication, parents/guardians must complete and submit the approved child/student medication management forms. School personnel authorized to administer medications must complete the district-approved medication management training. The Eau Claire Area School District assumes no responsibility in circumstances where students bring and consume medication at school without benefit of the procedures outlined within the medication administration policy. For questions about medications, contact the School Nurse.

Restricted Physical Activity

If your child must stay inside from recess or sit out from PE class for a medical reason, a note from the healthcare provider will be required detailing the dates of restricted activity.

Sick Child Guidelines

Please keep your child home if he/she currently has or has had these symptoms in the last 24 hours: Temperature of 100.4° or more, diarrhea, vomiting, persistent coughing, or a draining or spreading rash. Please see Eau Claire School District Sick Child Guidelines ([School Nurse - Eau Claire Area School District](#)) If you have any questions about these guidelines, please contact the school office for further direction.

HOMEWORK

Homework is defined here as taking books, materials, and assignments related to the school curriculum home after school for the purpose of independent study. K-3 students may have occasional assignments of general homework which they can do by themselves. They may also have specific assignments such as practicing reading and solving math problems, which require parental guidance. Students in grades 4 and 5 may have homework. That does not necessarily mean that all children will have homework every day.

ILLNESS/INJURY

If your student becomes ill or is injured at school, school personnel will monitor the situation. You will be notified by the medical school assistant or nurse of the injury or illness. First aid will be administered. It is important that parents keep the main office up to date on telephone numbers, including work numbers and emergency contacts so that we may easily contact parents.

LOST AND FOUND

Lost and found items will be collected throughout the school year and stored outside of the office by Door 1. Should your student lose anything, be sure to have them check this area. Please place names in jackets, boots, caps, sweatshirts, lunch boxes, etc. to help us identify lost items. Small items such as money, jewelry, and keys can be claimed at the secretary's office. At the end of the school year, we donate unclaimed items to charity.

LUNCH AND BREAKFAST

Breakfast and lunch are served at school each day. Pricing listed below:

<i>Student Breakfast</i>	\$1.25	<i>Student Lunch</i>	\$2.65
<i>Student Reduced Breakfast</i>	\$0.00	<i>Student Reduced Lunch</i>	\$0.00
<i>Adult Breakfast</i>	\$3.00	<i>Adult Lunch</i>	\$5.00

Student/Adult Milk \$0.50

FUNDING YOUR STUDENT'S MEAL ACCOUNT

The district uses www.myschoolbucks.com as an online credit/debit payment service to allow parents to prepay for their student's school meal purchases.

MySchoolBucks:

- **Free:** There is no fee for using the www.mySchoolBucks.com service
- **Easy:** Enrolling and funding is simple and completed online
- **Convenient:** Once your account is established, you can check balances and fund the account from your computer or phone
- **Secure:** Your personal and payment card information is protected by the most advanced internet security.
- **Recurring Payments:** With the recurring payment option, SmartPay, money will always be in your student's account. When a low balance is reached, money is automatically deposited.

To enroll visit www.mySchoolBucks.com and follow the step-by-step directions. **Your payment will be credited to your child(ren)'s account within 24-72 hours, depending on the time it takes to communicate to your credit/debit card holder and bank. If, during the 24-72hour timeframe, your child(ren) does not have sufficient funds in their account to eat, please send cash or check in case the payment is delayed. No payment should take longer than 72 hours.**

If you enroll with the recurring payment option called SmartPay, you can set up your child(ren)'s accounts so that a payment will be initiated when their account balance reaches a certain amount. For example, you can set up a recurring payment of \$25.00 when your child(ren)'s account gets to \$8.00. Once you set this up, you will not have to go back into *MySchoolBucks* unless you change credit/debit cards, your credit card expires, or your student changes schools. This program has been very successful and, based on parent comments, we believe it is a great benefit to our families. If you have questions; you can call MySchoolBucks at 1-800-479-3531.

FAMILY AND TEACHER CONFERENCES

Family and teacher conferences are held twice a year. A goal setting conference takes place in the fall and a progress review conference occurs in February. Report cards are distributed twice a year: January and June. Parents may schedule a conference at any time upon request.

PERSONAL PROPERTY

Students should not bring toys, fidgets (spinners, cubes, etc.), money, Pokémon cards, or other valuable personal items to school. The lockers the students use do not have doors or locks on them. In addition, such items are a distraction to the students and others around them. The teacher or principal will keep items deemed a distraction or dangerous until they can be safely returned to a student or parent.

GUM CHEWING

No gum is allowed during the school day.

PETS ON SCHOOL GROUNDS

Please do not bring your pets with you when you are dropping off/picking up your student. Some children are afraid of animals and animals may act differently around larger groups of excited children than they do in your home. We have had a few incidents of dogs trying to bite or run after students, as well as students with allergies. Thank for keeping your pets off school grounds.

PHYSICAL EDUCATION

Running, jumping, and training are basic to our physical education program in grades K-5. Students need to have good sturdy shoes which allow them to participate safely. Shoes should fit well and have laces or velcro fasteners, with soft soles and no heel. Your student will not be allowed to participate in physical education without proper shoes. If your student is ill or injured and cannot participate, please send a note to your student's teacher. Students with asthma or allergies should have their inhalers readily available.

RECESS

Students will go out for recess unless it is raining or the temperature is dangerously cold. School staff will make the decision based on the district guidelines of zero real temperature, or -10 wind chill. Please send your student to school with appropriate clothes for the weather. Warm winter coats, hats, boots, and mittens are essentials of every elementary school child in the Eau Claire Area. If a student must stay inside for medical reasons, parents are required to send a note from the doctor detailing the duration of time from restricted activity. When this is the case, the student will remain in the office and can read or play quietly. In order to maintain student safety, the only adults allowed on the playground during recess will be the recess supervisors.

REQUEST FOR EARLY DISMISSAL

District policy does NOT allow early dismissal for such activities as choir practice, private music lessons, YMCA classes, sports, etc. If your student does leave the school daily early this will impact their attendance record.

SCHOOL CLOSINGS

Inclement weather can impact busing and the school day. Inclement weather can cause unsafe bus routes, schools to start late or to be closed. The ECASD along with Student Transit work together to make an informed decision regarding student safety. The ECASD will notify families with a Skyward message and a message on the ECASD Facebook site regarding any changes to the school day due to inclement weather after 6:00am. This information will also be provided to families on local television and radio stations.

- **Late Start:** School will run 2-hours later then the schedule time, 10:45am. In the event of Late Start students may not be dropped off to the office to wait for school to start. Supervision will not be available (Grace School-Aged Childcare will not provide AM Care on late start. Afterschool childcare will be run as normal.) When dropping off your student direct them to the playground. Supervision on the playground will begin at 10:25am.

- **Closure:** All school buildings will be closed due to weather and regular scheduled classes will resume the next school day
- **Early Release:** At times, it may be necessary to close school early. The ECASD will send out a Skyward message, alerting families, between 10-11am, and elementary schools will close at 1:40pm for all students. Student Transit will provide busing for students. Your student will be dropped off earlier than their expected arrival time. Parents please make appropriate arrangements for your student. Grace School-Aged Childcare will not provide childcare for an early release day.

SCHOOL SAFETY AND SECURITY

Safety at Sherman Elementary is of utmost importance. All school doors remain locked throughout the school day. Visitors and parents/guardians are only allowed to enter the building through Door 1 and must be buzzed in. This rule applies to the whole school day- including the start of school and at dismissal. It is required that all people who enter the building are signed in using our RAPTOR system and wear a visitor badge if they are going beyond the office. Any student leaving the school day early will require a note and a parent/guardian to come into the office for their release. Providing the office with information can help make sure your student will be ready to go and waiting in the office at the time requested. Visitors are not allowed beyond the office unless it has been arranged by a teacher for meeting, conference, or volunteering in the classroom. Please help us keep our school secure by following these rules.

VISITORS

Family members and community members are welcomed at Sherman School to volunteer or during special programs. For the safety of our students and staff all visitors must check in at the office and wear a visitor nametag before going beyond the office. Please refer to *School Safety & Security* for more information regarding visiting Sherman Elementary.

WEAPON POLICY

The Eau Claire School District has a non-tolerance policy with regards to possession of weapons on school property and school buses. A weapon is any item commonly used to inflict harm and/or to intimidate. This includes toy weapons or replicas of weapons. Students violating this policy will be suspended or expelled from school.