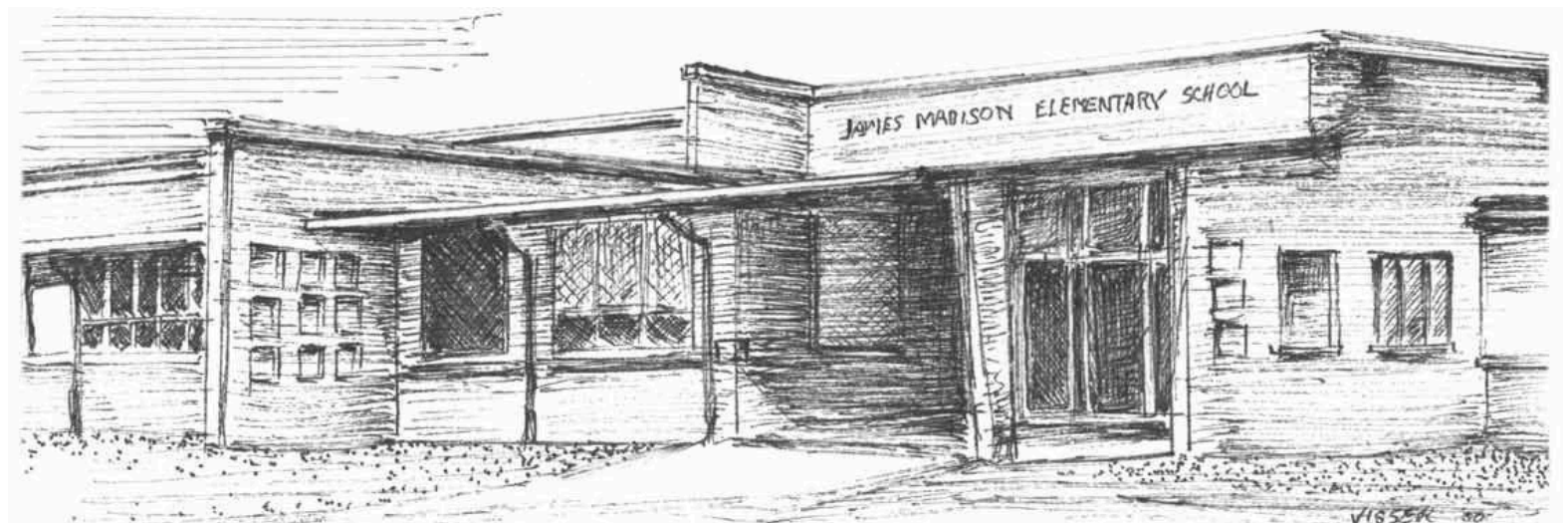


# **James Madison Elementary School**

**2025 - 2026 Parent & Student Handbook**



**James Madison Elementary School**

**Principal – Mrs. Charity Cartland**

**2302 David Avenue, Sheboygan, WI 53081**

**920-459-3585**

### **Core Values of James Madison**

*At James Madison, we want our students, staff, and families to Strive For Excellence. For our Madison community to Strive For Excellence we need everyone to do their P.A.R.T. by working towards these four Core Values:*

**Perseverance** - keep trying and never give up.

**Acceptance** - appreciating the uniqueness in others by respecting that we all have special characteristics.

**Responsibility** - doing all that you can to follow the Eagle Expectations.

**Teamwork** - coming together to work as one.

### **Mission of the Sheboygan Area School District**

#### **Proficiency + Support →→ Mission**

*The mission of the Sheboygan Area School District is to equip all students with a foundation of knowledge and skills through quality instruction, opportunities, and a positive learning environment, in an active partnership with the family and community, reinforcing values which will inspire them to access the opportunities of this society, strive for excellence in their endeavors and contribute as responsible citizens*

### **Reading Vision James Madison Elementary School**

*At James Madison, we provide a literacy-rich environment that fosters a desire to explore the diverse world around us. Students develop skills for understanding through exposure to a challenging, broad base of texts, promoting language and vocabulary growth. We prepare students to leave James Madison with the reading skills and perseverance necessary to become critical, reflective communicators who function successfully in society.*

### **The Elementary School's Purpose is Two-Fold:**

*To prepare children for study in academic and pre-vocational curricula through the development of basic skills of learning and basic attitudes towards learning. To provide children with memorable experiences. We must also be concerned with the emotional, social, and physical growth of the child.*

## Index

James Madison Elementary School Staff  
James Madison Elementary School PTO Board  
Hours of the School Day  
Absences  
Admissions  
Arrival and Dismissal  
Attendance  
Band/Orchestra  
Bicycles/Scooters  
Bussing  
Cancellation of School  
Child Care  
Communications  
Dangerous Weapons Policy  
District Media  
Dress Code  
Eagle Expectations  
Electronic Devices  
Emergency Drills  
Emergency Information  
Fees  
Field Trips  
Gang Policy  
Harassment of Students  
Homework  
Illness or Injury  
Immunizations  
Library  
Lost and Found/Valuables  
Meals and Milk Account  
Medication Policy  
Parent-Teacher Conference  
Pets  
Playground Supervision  
PTO  
Recess  
Report Cards  
School Records  
School Colors and Mascot  
School Psychologist  
School Safety  
Skyward Family Access  
Special Celebrations  
Student Council  
Student Recognition  
Tardiness  
Telephone Policy  
Toys/Trading Cards/Electronic Devices, Etc.  
Visitors  
Volunteers

## James Madison Elementary School Staff

Principal		Mrs. Charity Cartland
Dean of Students	130	Mrs. Sarah Hapeman
Secretary		Ms. Erin O'Brien
Secretary		Mrs. Lisa Charles
Kindergarten	103	Mrs. Tanya Goes
Kindergarten	104	Mrs. Bobbie Jo Capetillo-Pena
Kindergarten	105	Mrs. Kendra Winkel*
Grade 1	106	Mrs. Amber Sakovitz
Grade 1	107	Mrs. Paige Berlin
Grade 1	102	Mrs. Erin Ledermann
Grade 2	177	Mrs. Terry Urben
Grade 2	179	Mrs. Sandra Strieter
Grade 2	175	Mrs. Sarah Schnelle
Grade 3	114	Mrs. Dee Lee
Grade 3	115	Mrs. Brianna Tan
Grade 4	110	Mrs. Katherine Fortuna*
Grade 4	113	Ms. Tammy Babler
Grade 5	111	Ms. Lynn Jetzer
Grade 5	112	Ms. Jennifer Redell
Grade 2nd - 4th	108	Mrs. Amy Binelli
Grade K, 1st & 5th	119A	Mrs. Sandi Fessler
IDS – K-5	180	Mrs. Kendra Kooistra
IDS – K-5	182	Mrs. Jamie Schlueter
IDS – K-5	130B	Mrs. Autumn Coss
Cross-Categorical	109	Mr. Mark Zielinski
Cross-Categorical	128	Mr. Andrew Whiting
Cross-Categorical	127	Mrs. Erica Davister
Cross-Categorical	101	Mrs. Jennifer Guenther
Music – Vocal	119B	Mr. Jeff Prentice
Music – Band & Orchestra	120	Ms. Robin Crooks*
Physical Education	Gym	Mr. Eric Scheible
Art	132	Ms. Kellie Roethel
IMC Specialist		Ms. Jennifer Henschel
IMC Technology Educational Assistant		Mr. Robert Filipiak
Educational Assistants		
Mrs. Emma Miller		Mrs. Alexnis Cinealis
Mrs. Brooke Halverson		Mrs. Katie Chang
Ms. Emily Wusthoff		Ms. Leah O'Neil
Ms. Marissa Kleckner		Mrs. Natasha Ausloos
Ms. Laurie Gabrielse		Mrs. Theresa Mueller-Vojtech
Ms. Victoria Legaspi		Ms. Amy Peterson
Mrs. Sherry Campbell		Ms. Jessica Bradford
Ms. Jennifer Boy		Ms. Holli Odden
Mrs. Elizabeth Garcia		Ms. Natalie Ramos
Ms. Ashley Sullivan		Mrs. Chelsie Kollman

Physical Therapist  
Occupational Therapist

Mrs. Janet Schmitz  
Mrs. Tammy Johnson  
Ms. Amanda Egelseer

Speech Therapist

Mrs. Maria Andrews  
Mrs. Lori Schmidt

School Nurse  
DHH Itinerant  
Guidance Counselor  
Reading/Math Interventionist  
Reading/Math Interventionist  
School Psychologist  
Vision Impaired Itinerant Teacher

Mrs. Teresa Boxrucker  
Ms. Misty Luedtke  
Mrs. Rebecca Kindred  
Mrs. Jane Anderson  
Mrs. Cheryl Meyer  
Mrs. Kristine Polzin  
TBD

School Nutrition Server  
Salad Bar Server

Ms. Virgene Mata  
Mrs. Tamera Koch

Noon Hour Supervisors  
Mrs. Kathy Jung  
Mrs. Debra Bartzen  
Mrs. Katie Abraham

Mrs. Terry Behrens  
Mr. Jim Tenpas  
Mrs. Ashley Bittinger

Head Custodian  
Custodian

Mr. Dean Dekker  
Mr. Hector Chavarro Calvo

**School Office**                      **920-459-3585**  
**Attendance Line**                **920-459-3586**

**Guidance**                              **920-459-3588**

**IMC Media Center**                **920-459-6727**

**School Fax**                            **920-459-3589**

**James Madison Elementary School  
PTO Board**

Facilitator

Mrs. Ari Prath

Secretary

TBD

Treasurer

Maria Contreras

Teacher Representative

Mrs. Terry Urban

Principal

Mrs. Charity Cartland

**If you are interested in participating in the PTO, we welcome your involvement and ask that you attend a meeting or contact the school office.**



# HOURS OF THE SCHOOL DAY

\*Supervision begins on the playground ONLY at 8:30 AM, not before. Thank you.

Students enter the building/  
Go to their classroom, Eat Breakfast

8:35 a.m.

Students are seated and Instruction  
BEGINS for all students

8:45 a.m.



Morning Recess:

3/4

10:10 - 10:25 a.m.

K/1

10:40 - 10:55 a.m.

2/5

11:25 - 11:40 a.m.

Lunch:

Kindergarten

11:25 - 11:55 a.m.

1st Grade

12:35 - 1:05 p.m.

2nd Grade

12:00 - 12:30 p.m.

3rd Grade

12:10 - 12:40 p.m.

4th Grade

11:35 - 12:05 p.m.

5th Grade

12:45 - 1:15 p.m.

Afternoon Recess:

K/2

1:55 - 2:10 p.m.

4/4

2:15 - 2:30 p.m.

1/3

2:40 - 2:55 p.m.

Dismissal for all students

3:45 p.m.

Dismissal 6/4, Last Day of School

1:45 p.m.

**PLEASE DO NOT DROP STUDENTS OFF AT  
SCHOOL BEFORE 8:30 A.M.**

*If it is raining or the wind chill is at or below 0 degrees, students will be allowed inside at 8:30 a.m., no sooner.*

## **ABSENCES**

If a student is absent due to illness or injury or for other good reasons, **State law requires a WRITTEN EXCUSE** from the parent or guardian to the teacher stating the reason for the absence or a **PHONE CALL** to the school office at 459-3586 prior to the beginning of the school day (please leave a message if before 8:00 a.m.) If we have not received a call within a reasonable amount of time, the office will call you to verify the absence. If we do not receive a phone call or note from you and are not able to contact you, your child will be considered **UNEXCUSED** for that day.

If your child is absent from school because of a contagious disease, you are requested to call the Human Services Department (459-3030) to report the illness and receive instructions as to when the child can return to school.

Parents are expected to make every effort to schedule student doctor and dentist appointments outside of school hours. However, when this is not possible, students will be excused for these special appointments. Please request an excuse from the doctor/dentist.

Should it be necessary for a student to leave the school building for any reason, **a parent/guardian** must sign him/her out in the office and sign them in upon returning. A phone call to the office or a note to the teacher explaining the reason is required.

A child attending James Madison School on "Special Permission" from the District who has excessive absences may have that "Special Permission" revoked and be asked to attend his/her "Home School".

## **ADMISSIONS**

Students new to the Sheboygan Area School District must verify their age by presenting a legal birth certificate along with a record of current immunizations upon enrollment at James Madison School.

## **ARRIVAL AND DISMISSAL**

Parents delivering their student to school should not drop off their child before 8:30 a.m. Students may enter the building at 8:35 AM, at which time breakfast will begin. We have a "Stop and Drop" lane in the David Avenue circle drive. **This lane is to be used in the morning prior to school. Please enter the front parking lot from the east and continue forward to the west end of the lot.** Left turns are prohibited from the David Avenue parking lot between 8:00 and 9:00 a.m. and 3:00 and 4:00 p.m. To ensure the safety of our students and families, the Sheboygan Police Department occasionally patrols the school's parking lots.

Prior to 8:35 a.m., students can exit the vehicle and proceed to the playground (**using the yellow painted sidewalks in the David Ave. circle drive**). **Do not allow your children to walk between the parked vehicles in the parking lot.** The playground is supervised from 8:30 to 8:35 a.m. If it is raining or the wind chill is at or below 0 degrees, students will be allowed inside.

School dismisses at 3:45 p.m. Monday through Friday. **All students who are walking home at the end of the day should leave for home promptly at 3:45 p.m.**

In an effort to ensure a truly secure building for the safety of our students and staff, **we ask that only students and staff be inside the building for arrival and dismissal.** During arrival, if family members/guardians wish to walk with their student, please accompany the student(s) to the door entrance and no further. During dismissal, please use our car pick-up lane in the David Avenue circle drive or wait for students at the main doors or another agreed-upon location. Your cooperation will help us keep our school building safe for all of our students. (Family members are welcome to the school anytime by **checking in at the office and wearing a visitor pass.**)

Children should be picked up no later than 3:55 PM. We understand that there may be circumstances when you may pick up your child a bit late or drop them off early; however, if this becomes a chronic issue, administration may contact the Sheboygan County Department of Human Services or the police department.



### **ATTENDANCE**

The Wisconsin State Statute 118.5 places the responsibility of regular school attendance upon the parents. Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism and/or tardiness create a genuine hardship for a student and are regarded as a very serious problem.

In accordance with Wisconsin State Statute 118.5, administration may require a signed medical/doctor's excuse if the number of parental excused absences is deemed excessive or totals 10 or more of the total number of school days in a semester. If no medical excuse is received, the school administration will consider the absences to be unexcused.

### **BAND/ORCHESTRA**

Our students may participate in Band and Orchestra during the fifth grade year. A limited number of rental instruments are available to students.

### **BICYCLES/SCOOTERS/SKATES**

Please remember that our city ordinance requires the registration of all bicycles. In addition, we suggest that students record their bicycle serial numbers. When traveling to and from school on a bike or scooter, students must obey all traffic regulations. The school assumes no responsibility for lost, stolen, or damaged bicycles/scooters. However, provisions have been made to safeguard bikes/scooters by requiring them to be properly parked and locked in the school bike racks. **Bicycles, skateboards, scooters, rollerblades, etc., are NEVER to be ridden on school grounds.**

### **BUSSING**

The following expectations have been established in order to ensure the safety of all students who ride buses:

#### **BUS BEHAVIOR MATRIX**

<b>BE RESPECTFUL</b>	<b>BE RESPONSIBLE</b>	<b>BE SAFE</b>
Use kind words	Keep food, drink and gum in your backpack	Remain sitting in your seat
Use a Level 2 voice or conversational voice	Keep your seat area clean	Face forward
Listen to the Bus Driver and other adults	Remember to take your things with you	Hands, feet and property to yourself
	Be on time	Stay away from the "Bus Danger Zone"
		Keep body and objects inside the bus
		Exit bus one seat at a time

Infractions of the above rules will be brought to the attention of the parents. Continual abuse of bus privileges will result in the denial of transportation.

Parents who wish to make requests for changes in routes or stops should contact the James Madison School office at 459-3585. Students and parents are encouraged to notify the school immediately of any safety hazards that they have observed during bus operations. Parents are asked to call Prigges at 459-2961 early in the morning if their child/children will not be riding the bus that day.

### **CANCELLATION OF SCHOOL**

Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship that can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances.

Every practical means is used to notify parents of an impending cancellation, including radio, TV, newspapers, use of the automated School Messenger system, Twitter (SASD), Facebook (both SASD and James Madison), as well as the SASD and JM websites. In the unusual circumstance where school must be canceled during the school day, we will determine that all students have satisfactory transportation and supervision at their homes before releasing them from school.

### **School Closing Information**

If early morning weather conditions warrant the possibility of closing schools for the day or delaying the start of school, please tune in to any of the following radio or television stations for information on delays or closures.

WBAY-TV2	WTMJ-TV4	WFRV-TV5	WITI-TV6
WXER-104.5 FM	WCLB-950 AM	WHBL-1330 AM	WKTT-98.1 FM

Closings and Cancellations: (Internet) [www.sheboygan.k12.wi.us](http://www.sheboygan.k12.wi.us)  
(Phone) 803-SNOW (7669)

### **Información sobre la clausura de escuelas**

Si temprano por la mañana, el mal tiempo causa la posibilidad que se cierren las escuelas por el día o se demore la hora de clases, por favor sintonice a cualquiera de las siguientes estaciones de radio o televisión para información sobre la cancelación de las escuelas o la demora del principio de clases.

WBAY – TV 2	WTMJ – TV 4	WFRV – TV 5	WITI – TV 6
WXER –104.5 FM	WCLB – 950 AM	WHBL – 1330 AM	WKTT 98.1

Las Cancelaciones y Demoras: (internet)[www.Sheboygan.k12.wi.us](http://www.Sheboygan.k12.wi.us)  
(Teléfono) 803-SNOW (7669)

### **Xov Xwm Qhia Txog Tsev Kawm Ntawv Kaw**

Yog tej hnuab huab cua tsis zoo thaum sawv ntov tej zaum yuav tsis muaj tuaj kawm ntawd rau hnuab ntawd, los-sis yuav tau tuaj kawm lig zog. Thov mloog xov tooj cua los-sis tig nej lub TV rau tshooj qhia txog xov xwm seb yuav tuaj kawm ntawv lig li cas, los yog tsev kawm ntawv yuav raug kaw rau hnuab ntawd. Saib nyob rau hauv qab no:

Saib TV: WBAY-TV2	WTMJ – TV4	WFRV – TV5	WITI – TV6
Mloog Xov Tooj Cua:	WXER-104.5 FM	WCLB-950 AM	WHBL-1330 AM WKTT-98.1 PM

Saib hauv Internet: [www.sheboygan.k12.wi.us](http://www.sheboygan.k12.wi.us) (Xov tooj) 803-SNOW (7669).

### **KIDSTOP BEFORE/AFTER SCHOOL CHILD CARE**

The Sheboygan Recreation Department offers before and after-school child care. If you are interested in this service, please contact them at 920-459-3773.

## **COMMUNICATIONS**

Our **school website**, <https://www.sheboygan.k12.wi.us/schools/jamesmadison/>, contains items of interest to students and parents. It also features a monthly calendar and other timely information.

Our automated **School Messenger** phone system will also remind parents of important Madison School information. Please provide the school office with the phone number and email address that you would like these reminders sent to.

### **Follow James Madison School on Facebook**

We want to stay connected with you! Please like us on Facebook, James Madison Elementary School. It's an easy way to keep up-to-date on what is happening at our school. You may log on to Facebook by clicking on the icons at the bottom of the James Madison School homepage:  
([www.sheboygan.k12.wi.us/schools/jamesmadison/](https://www.sheboygan.k12.wi.us/schools/jamesmadison/))



## **DANGEROUS WEAPONS POLICY**

No person may possess, be armed with, use, or store a dangerous weapon on any school property, on any bus, or at any school-related activity. Dangerous weapons are defined as any object that is capable of inflicting bodily harm or property damage, specifically including such things as guns, knives, screwdrivers, metal knuckles, and others.

Students violating this policy will be referred to the police, suspended for up to 5 days, and may be referred to the Board of Education with a recommendation for expulsion from the District.

The Rights and Responsibilities Handbook also covers threats to, or false information regarding, attempts to destroy school property by means of explosives.

## **DISTRICT MEDIA RELEASES**

From time to time, photographs, videos, and audio recordings are made of students in normal school settings for use in SASD press releases, brochures, publications, yearbooks, and/or audio/video broadcast productions, including SASD-TV. This information may also be posted on the district website or on the district social media sites. The district also receives requests from news media outlets to take photographs or videos, conduct interviews, and write articles relating to special events, programs, and projects in our schools. The district may release a student's name, date and place of birth, picture, awards received, extra-curricular activities, current school enrolled, and dates of attendance in accordance with Policy 5125 Pupil Records - Student Directory Data.

**Parent Opt-Out Option:** Parents may elect at registration time not to have their child pictured or named in any school district publication or website. Please contact the office if you wish to change that option.

## **DRESS CODE**

Apparel that is disruptive to the educational environment may not be worn at school or at school activities. This includes, but is not limited to, items that contain profane or indecent words; promote the use of illegal drugs, alcohol, or tobacco; contain statements or depictions of a sexual nature; or clothing associated with gangs, to include those that have crowns of any nature.

1. Students will not be allowed to be barefoot, wear hats, hoods, headphones, or caps in the building.
2. Crop tops or tank tops with **spaghetti straps or backless** shirts are not permitted.
3. Stomachs must be covered; this means shirts and pants/shorts must meet, and undergarments must not be visible.
4. Students are to dress appropriately for school, both indoors and outdoors. During winter weather, we expect our students to spend time outside during morning, lunch, and afternoon recess unless **the wind chill is at or below 0 degrees**. We check the internet for Sheboygan weather before sending the students out on very cold days to make sure your child's safety and well-being are addressed.

5. Shorts and skirts should allow the student to participate in normal school activities without a disruption. Remember, the shorts or skirt may look long enough when the student is standing, but shorts and skirts tend to become much shorter when a student bends down or sits.
6. Students who come to school wearing inappropriate clothing will be required to replace or cover the clothing. This may include a student contacting home for appropriate clothing or wearing a school-provided shirt over their clothing.
7. Students in an elementary school should not be wearing makeup, except for extenuating circumstances.
8. All decisions are at the discretion of the staff and administration.

### **EAGLE EXPECTATIONS**

James Madison utilizes the Positive Behavior Interventions and Support (PBIS) framework to maximize academic success and provide a safe learning environment for all students. Our Eagle Expectations encourage students to: Be Safe, Be Respectful, and Be Responsible.

#### **Cool Tool Lessons**

Eagle Expectations are taught and reinforced throughout the year during Cool Tool behavioral lessons. Cool Tools are taught weekly in the classroom.

#### **Acknowledgements**

Students following the Eagle Expectations and demonstrating other positive behaviors may be acknowledged by a staff member with an Eagle Ticket. Tickets may be turned in for weekly prize drawings. We also have a School Store and extra recess trade-in days. At the end of each quarter, incentive activities are held to celebrate the positive behaviors of everyone at Madison.

#### **Assemblies**

All-school assemblies are held on the first Friday of each month, beginning at 2:45 p.m. The Assembly begins with the Madison School song. Teachers acknowledge students for being the PBIS Star Students of the month. Parents of star students are welcome and encouraged to join us for assemblies to celebrate students' positive behaviors at Madison.

#### **Office Discipline Referrals**

When students do not follow Eagle Expectations or make poor choices, an Office Discipline Referral (ODR) may be given. The ODR form identifies the problem behavior as a minor or major behavior, the location, perceived motivation, and action taken by staff. Teachers and other staff take action with a Minor ODR. A copy is sent home with the student, and parents are asked to sign the Minor ODR and have the student return it to his/her teacher. The principal takes action for all Major ODRs. Please ask students to return parent-signed Major ODRs to Mrs. Cartland.

#### **Check In/Check Out Intervention**

The Check In/Check Out (CICO) intervention program may be used with students who need increased support and frequent feedback on their behavior. Each day, students will "check in" with a school staff member other than their classroom teacher. The staff member will remind the student of our Eagle Expectations and positively encourage him or her to make good choices throughout the school day. The child's teachers will complete a daily CICO report form throughout the day. The positive behaviors and choices will be discussed with the student at the "check out" time with the same staff person at the end of the day. Parents will receive daily communication so the student knows we are all working together to support his or her success. Parents will be contacted when students are chosen for the Check In/Check Out program.












#### **Social/Academic Instructional Groups**

Students needing increased support may also be included in a Social/Academic Instructional Group (S/AIG). Students in the group will receive instruction on Eagle Expectations, including structured practice and direct behavioral feedback. Groups will meet weekly during lunch or recess for 6-8 weeks. Students in groups may also receive support throughout the CICO daily reports. Parents will be contacted when students are chosen for the S/AIG Intervention.

We hope that you will partner with us in promoting PBIS and our Eagle Expectations. You can help us by posting the Behavior Matrix in a visible spot in your home, by asking your child about Eagle Expectations, and by asking them how they are doing following the Expectations at school.

## **Eagle Expectation Chart (PBIS Matrix)**

### Eagle Expectation Chart

Settings →		<b>Voice Level:</b> Zero/Fish (0), Whisper/Mouse (1), Normal/Cat (2), Playground/Lion (3)						
<b>Eagle Expectations</b>	<b>All Settings</b> 	<b>Hallway</b>  <i>Whisper Voice during school hours</i>	<b>Bathroom</b>  <i>Whisper Voice</i>	<b>Playground</b>  <i>Playground Voice</i>	<b>Lunchroom</b>  <i>Normal Voice/ Zero Voice for announcements</i>	<b>Assemblies</b>  <i>Quiet Voice</i>	<b>Technology</b> 	<b>Self</b> 
<b>Be Safe</b> 	*Keep hands, feet & objects to self.  *Always walk.	*Always walk to the right  *Single file when with class.	*Keep feet on the floor.	*Follow safety and game rules.  *Use equipment safely.	*Sit safely.  *4 students to a bench.	*Sit on your bottom.  *Stay with your class.	*Use 2 hands to carry devices.  *Keep devices away from food & liquid.	*Stop
<b>Be Respectful</b> 	*Follow adults' directions.  *Use kind words.	*Close lockers quietly.	*Respect privacy.  *Clean up after self.	*Include others.  *Use good sportsmanship.	*Follow adults' cues.  *Use table manners.	*Show appropriate appreciation.  *Go to zero voice at "Raise your Hand" cue.	*Turn volume off or wear headphones.  *Use kind words & images on devices.	*Think
<b>Be Responsible</b> 	*Clean up after self.	*Keep personal items in locker or cubby.	*Be quick.  *Flush toilet.  *Wash hands.	*Dress for the weather.  *Line up single file at bell.  *Put equipment away.	*Clean up your own area.  *Eat your own lunch.  *Ask adult to use bathroom.  *Use choice board when done eating.	*Pay attention and listen to speaker.  *Line up single file with class.	*Use device for school work only.	*Act

### **Consequences**

When Eagle Expectations result in falling short in behavior, an office discipline referral (ODR) form identifies the issue, provides details and includes the consequences.

Consequences for behavior correction to learn Eagle Expectations may include the following: pre-correction, coaching individuals or small groups to re-teach expectations, and increasing positive reinforcement of desired behavior.

- Phone call home or parents' place of employment
- Conference with principal, parent, and student to determine an appropriate course of action.
- Outdoor recess/lunch suspension
- In-School Suspension
- Out-of-School Suspension
- A child attending James Madison School on "Special Permission" from the District, whose behavior is excessively inappropriate, may have that "Special Permission" revoked, and may be asked to attend his/her "Home School".

In-school suspension (ISS) is a consequence that is served during the school day. A student assigned ISS will spend the day in the office or in another teacher's classroom. The student will be provided with his/her work for the day and is expected to complete it before the end of the day.

Out-of-school suspension (OSS) can be assigned for up to 5 consecutive days at a time.

### **ELECTRONIC DEVICES**

Students may possess and use mobile devices (including but not limited to cellular phones) on premises owned, rented by, or under the control of the School District if the principal determines that the mobile device is used or possessed for a valid medical, school related, educational, vocational, or other legitimate reason. Cell phones are never to be used in school or during a school-sponsored event. Approved individual student cell phones may not be loaned to other students while on the school premises. Usage of mobile devices during non-instructional times that are considered disruptive to the school environment and management of the school, as determined by the administration, may result in the termination of this privilege. Any violations of the above guidelines may lead to an immediate revocation of a student's authorization to use mobile devices on school premises. **Cell phones are to remain in the student's locker and/or cubby area at all times.**

### **EMERGENCY DRILLS**

The school staff, teachers, and administrators are well prepared for a variety of emergency situations. Parents should feel confident about all emergency procedures at the school. We welcome inquiries about any aspects of our emergency preparedness.

Fire drills are conducted once per month, and a tornado drill once per year. During tornado drills, each classroom goes to a designated area within the building. For fire drills, each class has an exit route to an outside area a safe distance from the building. Children are conducted to these designated areas in a safe, quiet, and orderly manner. We appreciate parents discussing the importance of proper behavior during all drills with their students.

### **EMERGENCY INFORMATION**

In case of emergency, each student is required to have on file at the school office the following information:

1. Parent(s) or guardian(s) name(s).
2. Complete an up-to-date address.
3. Home phone and parent(s) work phone.
4. Parent's cell phone number if available.
5. Emergency phone number of a friend or relative.
6. Physician's name and phone.
7. Medical alert information.

**Please update the office in the event that any of this information changes.**

### **FEES**

The school charges a variety of fees for different services and materials. Some of these fees are for optional activities, and some are required of all students. **Fees should be paid promptly.** If a student or his family has a financial problem that affects the payment of school fees, the situation should be brought to the attention of the administration, where suitable arrangements can be made.

### **FIELD TRIPS**

Field trips are an important part of learning for children. They help children apply what they've been taught in the classroom and learn more about the community in which they live.

School Board Policy 6153 requires that a written permission form be completed to attend field trips that require bus transportation. Parents are notified when field trips are scheduled. A multiple-use walking field trip form will be signed at the beginning of the year for each student. This allows the student permission to take school neighborhood trips (within a 12 block radius) whenever weather permits.

It is especially important to dress children appropriately for field trips. A child who is appropriately dressed will benefit most from out-of-school learning experiences.

Field trips are designed to extend classroom learning. We expect the same behavior out of school as we do in school. Students who become discipline problems will remain at school for future field trips.

### **GANG POLICY**

Gang behavior will not be tolerated at James Madison School. Any student involved in gang activities, such as wearing gang clothing, recruitment, using gang symbolism, graffiti, or gestures, will be dealt with by the principal through the disciplinary policy. Parents will be notified, and the student could be referred to local law enforcement.

### **HARASSMENT OF STUDENTS**

James Madison is committed to maintaining a positive learning environment that is free of any form of harassment, including ethnic, gender, race, or religious intimidation toward and between students, or directed towards a student with special needs. It is, therefore, the policy at James Madison that these harassments will not be tolerated in any form and will take all necessary and appropriate action to prevent and eliminate them, including discipline of offending persons and referral to other agencies where appropriate.

### **HOMEWORK**

Homework is important. It is an extension of the learning that takes place in school. Students are encouraged to do 15 – 20 minutes of homework per night. Homework can provide practice that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the student to work and by seeing that assignments are completed.

### **ILLNESS OR INJURY**

In case of illness or injury, a child will be cared for temporarily by the school nurse or a member of the school staff. School personnel will render first aid treatment only. Injury documentation will be available on Skyward, and parents will be called with any urgent matters. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the child will be taken to the emergency room at the hospital. Remember, an emergency phone number where parents can be reached and the name and phone number of the student's family doctor must be on file at school.

### **IMMUNIZATIONS**

State law requires that every child who is admitted to public school have evidence of successful immunizations. A student immunization record is to be completed for this purpose. Age/grade requirements are available in the school office.

### **LIBRARY**

The library is open on a regularly scheduled basis and is supervised by the library staff. Library classes are held for all students in the building for the purpose of library instruction as well as for the enjoyment of the materials and books.

Students are allowed to use the library during library hours with the permission of their classroom teacher. They may use the library to read, check out books, return books, use media materials, do reference work, or work on special projects. There is no fine for overdue books, but lost or damaged books must be paid for.

### **LOST AND FOUND/VALUABLES**

All clothing found on school property is placed in the lost and found lockers that are clearly marked across from the main office. We recommend that money, jewelry, and any other articles of value (including cell phones and electronics) be kept at home. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, these items may be safeguarded by registering them and leaving them in the main office. Valuable lost and found items are kept in the office. Students may claim them after proper identification. Unclaimed items are given to charitable organizations.

## **MEALS & MILK ACCOUNTS**

Each student has his/her own lunch account. For the 25-26 school year, breakfast and lunch continue to be provided free of charge for all students at James Madison.

Funds may be deposited in the child's account at any time via the **My School Bucks** website ([www.myschoolbucks.com](http://www.myschoolbucks.com)). This is an online payment service that provides parents the ability to securely pay for meals, monitor student purchases, and receive email notifications for low account balances. There is a \$2 handling fee for use of a credit/debit card per transaction. Special money envelopes for checks or cash are also available for this purpose and may be obtained in the school office. Be sure to complete all of the information asked for on the front of the envelope and deposit it in the locked black box between the doors in the main entrance. Contact School Nutrition Services at 803-7904 if you have any questions or concerns.

The Sheboygan Area School District understands the importance of serving nutritious meals daily to our students. If meals are purchased through the school nutrition program, it is the parent/guardian's responsibility to keep a positive balance in the student's account. In order to provide clarity and accountability surrounding the school nutrition program, the following procedures regarding student meal account balances have been put in place: Each day after the deposits have been made, a file is created of all families whose lunch account is at or below \$10. A notice will be sent out through School Messenger to the family letting them know their balance and asking them to deposit money into their account.

Lunch menus can be found on the Madison School or Sheboygan Area School District websites.

## **MEDICATION POLICY**

We understand that children may need to take medication during the school day. To ensure the safety of all of our children, the district has written policies to guide giving children medicine. These policies require:

1. For non-prescription medications: Parent/Guardian written authorization is required.
2. For prescription medications: Parent/Guardian written authorization and Practitioner written authorization are required.
3. No medication will be administered by school personnel or their agents until the consent forms are completed and on file with the school. Medication authorization and administration forms will be kept and stored confidentially as required under Wis. Stat.118.29(4).
4. All medication must be in the original container labeled with the student's name, correct dosage, time, and quantity to be given. All prescription medication must be in the original container labeled by the pharmacy.
5. Parents are responsible for bringing medication to school and picking up any unused medication within 10 days after the medication is discontinued. Students are not allowed to transport their medication from school. If your child needs to receive half a tablet, please have this done at home or by the pharmacy filling the prescription. **Current school policy does not allow non-FDA-approved drugs (herbal medication) to be administered at school.**

If you have any questions concerning this policy, please contact the school office at 459-3585.

## **PARENT/TEACHER CONFERENCES**

A parent/teacher conference is scheduled for each child three times per year. **HOWEVER**, we encourage you to meet with your child's teacher, either in person or by phone, whenever you have a concern. Parent conferences are designed to provide:

1. An update of your child's academic and social development.
2. An opportunity for parents to share concerns about their child.
3. A mutual discussion of the child's strengths and weaknesses.
4. A chance to cooperatively develop plans for the child's continued growth.

## **PETS**

Students and families are very proud of their pets. However, there have been increasing health risks for children due to pets being brought into schools and childcare facilities. Therefore, pets **will not** be allowed to be brought into the school, classrooms, or on school grounds for student projects, show and tell, etc. If you feel you have extenuating circumstances, please contact the principal.



## **PLAYGROUND SUPERVISION**

School staff will supervise the playground beginning at 8:30 a.m. Other supervised play times are the scheduled recesses. The playground is not supervised after school, and **students are expected to leave for home immediately following dismissal.**

## **PTO**

The James Madison PTO (Parent Teacher Organization) is an important part of our school's success. **All of our parents are considered James Madison PTO members and are urged to actively participate.** Meetings are scheduled monthly in the conference room. Please see the school calendar for dates.

Each year, the PTO sponsors several fund-raising projects. With the help of all parents, these projects can be very successful. They allow the PTO to fund many important activities at the school.

## **RECESS**

Weather permitting, students are given two recesses each day. When the **wind chill factor is at or below 0 degrees**, students will not play out-of-doors. **Always dress your child for outside recess.**

Students will have supervised free time in the classroom on days when bad weather prevents outside recess. Quiet games, talking with friends, playing music, etc., are usually allowed by the teacher in charge.

**If you feel your child needs to stay inside for recess due to an injury or health concern, a doctor's note indicating so needs to be on file in the office.**

All students must be on the playground during outside recess.

## **REPORT CARDS**

Report cards are distributed online through Skyward Family Access at the end of each quarter and sent home at the end of the fourth quarter.

## **CLASS LISTS**

Each spring, our staff collaborates and engages in the process of assigning students to homerooms for the following school year. Each grade level team sits down and looks through their class lists together, taking into account the strengths and weaknesses of all students, including those with special education needs or other required services. Using that information, along with the understanding of each child's academic and social development, they form tentative class lists that are then passed on to the building principal for final approval.

Similar numbers of boys and girls will be put into homerooms with consideration given to academic abilities and social development. Class lists are then finalized over the summer and posted in Skyward Family Access when available.

To assist in this process, parents/guardians should not make specific requests for teachers. Avoiding this provides us with the opportunity to create equitable learning environments for all of our learners and staff. Please do not pass along requests for certain teachers to your child's current teacher, as this makes the process more difficult for grade-level teams. We will work together to place each child in the environment that we feel would be most conducive to their success as a learner, and we appreciate your trust in making those educational decisions. Once the class lists are posted, changes cannot be made unless there are exceptional circumstances (ex., multiple students moving out of one classroom).

## **SCHOOL RECORDS**

To help school personnel provide maximum learning opportunities, schools keep records of your child's progress. Parents are welcome to see their child's records at any time. Please call the school office to set up a conference with the principal to review these records. A complete set of policies dealing with students' school records is available in your school office or the District Central office.

### **SCHOOL COLORS AND MASCOT**

The James Madison School mascot is an Eagle, and the school colors are green and white. We encourage our students to identify with these symbols as a representation of our school pride and spirit! Student and adult spirit wear are offered for sale at several different times during the school year.

### **SCHOOL PSYCHOLOGIST**

A staff psychologist visits the school on a regular basis. She is available as a special counselor to students and also provides the teaching staff with different kinds of evaluation tools. The psychologist is also available to parents who have special concerns about their children.

### **SCHOOL SAFETY**

It is our goal to ensure that all of the students and staff at James Madison are in a safe environment. In order to meet that goal, all doors will be locked daily by 8:00 a.m. After that time, visitors to the building will need to use the main entrance of the building (Door #1) and the device on the west wall. The office staff will be able to see who is at the front entrance and be able to communicate with that visitor before allowing them into the building. After entering the building, all visitors are required to report to the school office. Visitors will be asked to sign in and wear a visitor badge while in the building.

The doors will remain locked throughout the day. Parents and family members who come to the building to pick up their student at the end of the day will need to wait outside, and the students will come out to you. Parents are welcome to come into the building if they have business in the building or need to speak with their student's teacher at any time by checking in at the main office.

### **SKYWARD FAMILY ACCESS**

Maintaining open lines of communication between the school and home is vital to achieve the common goal of providing the best quality education to every student. Skyward's Family Access facilitates student information management and communication among school administrators, teachers, and parents. Parents can log in to view attendance and disciplinary referrals. Family Access is available anywhere with an Internet connection. It is also a way to update your child's information, including phone numbers, address, emergency contacts, etc.

Sheboygan Area School District will be using online registration in Skyward Family Access. Using online registration, you will be able to register your child(ren) for school, as well as complete necessary school district forms and pay any required and optional fees. There is no additional charge to make your registration payment online.

Visit the Sheboygan Area School District website at [www.sheboygan.k12.wi.us](http://www.sheboygan.k12.wi.us) and click on the Skyward link in the upper right corner. You will be prompted to log in to Skyward Family Access by entering the Login ID and Password provided to the guardian of each student. If you didn't receive or can't remember your login and password for Skyward Family Access, please contact your child's current school office.

### **SPECIAL CELEBRATIONS**

Many students and their families wish to celebrate special events at school, such as birthdays. We ask that if you choose to celebrate by bringing treats to school, you provide for the total number of students in your child's classroom only. All treats should be dropped off in the main office of the school unless your child is able to independently bring them to his/her classroom. Further, in an effort to minimize instructional time interruptions, students will not pass out additional treats to other students or other staff in different classrooms.

### **STUDENT COUNCIL**

James Madison Student Council is organized to make our school a better place to work, learn, and study. It listens to, discusses, and solves student concerns. Student Council provides good leadership and sets a good example for the student body in addition to promoting school spirit.

All classroom representatives are elected by their class. Officers are from either the 4<sup>th</sup> or 5<sup>th</sup> grades and are elected by the student body. Parent permission is needed for students to participate as either an officer, a representative, or a member. The schedule will be determined after the elections in the Fall. The organization of the Student Council is contingent on a staff sponsor.

### **STUDENT RECOGNITION**

A building-wide student recognition program will be held monthly. Achievement awards will be presented at this time. It is the goal of the program that as many students as possible be recognized during the school year.

### **TARDINESS**

Prompt arrival at school is expected of all students. Late arrival and not being ready for instruction by 8:45 a.m. disrupts classes and causes loss of instruction time for all students. Any child who arrives at school after 8:45 a.m. is considered tardy. If tardy, children must obtain an admittance slip from the office.

A child attending James Madison School on "Special Permission" from the District who is excessively tardy may have that "Special Permission" revoked and be asked to attend his/her "Home School".

### **TELEPHONE POLICY**

The office telephone is a business phone and is not to be used by students, except in an emergency. Students are not allowed to use the phone to make personal arrangements (such as requesting permission to go to another child's home after school). Students are to be given permission by their classroom teacher or office staff before using the phone.

Parents are able to leave a message for their student by phoning the school office. Students will be informed of any messages received. **We ask for your cooperation in making after-school arrangements prior to the student coming to school. If necessary, write a note for the teacher.**

### **TOYS/TRADING CARDS/ELECTRONIC DEVICES, ETC.**

Many students want to bring toys, fidgets, stuffed animals, trading cards, electronic devices, etc. to school. ***Students are encouraged to leave these items at home.*** If students do bring these items to school, they should remain in the student's cubby and/or locker during class time, unless an arrangement has been made with the teacher and parent/guardian prior. If school staff see such items during instructional times or if such items are causing a disruption to the school environment, school staff may take the items to be returned to the student/parent at a later time. **The school is not responsible for the loss or theft of these items.**

### **VISITORS**

All visitors and volunteers are required to report to the school office upon entering the building. You will be asked to sign in and wear a visitor badge while in the building.

### **VOLUNTEERS**

Volunteers at James Madison are welcome! Each volunteer will be asked to complete a background check once every 3 years by logging in to: <https://bib.com/SecureVolunteer/SHEBOYGAN-AREA-SCHOOL-DISTRICT/>. Upon completion of the satisfactory background check (please allow up to 4 days), you will be able to volunteer at any school in the Sheboygan Area School District. This also needs to be completed if you would like to go on a field trip with your child. If you have completed a background check within the last 3 years, the program will not allow you to re-enter your information.

This handbook is distributed to provide you with information and procedures concerning James Madison Elementary School. It is intended to answer the many questions you have about the rules and regulations of our school. You are encouraged to keep it handy and refer to it when questions arise.

Please refer to the Rights and Responsibilities Student Handbook for policies that govern the entire school district.

**It is the policy of the Sheboygan Area School District that no person shall, on the basis of race, color, national origin, sex, age or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity and in employment.**

**Questions concerning this policy may be directed to the following at 830 Virginia Ave, Sheboygan, WI 53081:**

**Ms. Jami Hintz – Assistant Superintendent, Human Resources and Title IX Coordinator at (920) 459-3554**

**or**

**Ms. Rachel Ledezma – Assistant Superintendent of Student and Instructional Services at (920) 459-4030**

# *Madison School Song*

James Madison Eagles  
We soar above the rest!  
James Madison Eagles  
We strive for excellence!  
Perseverance,  
Acceptance,  
Responsibility,  
Teamwork --  
We all do our P.A.R.T.  
To make our school the best!  
Yes, we're working together  
To strive for excellence!

M-A-D-I-S-O-N!  
We all strive for excellence!

