

School District of Flambeau



**2023-2024
Grades 4YK-5
Student/Parent
Handbook**

WELCOME TO FLAMBEAU ELEMENTARY SCHOOL!

At Flambeau Elementary School we strive to make our school the best place for children to think, learn, dream, believe, and achieve. With the eagerness to learn and support from home, students will work hard each day to reach their academic goals while displaying positive behavior. Teaching children to read with fluency and comprehension by the end of third grade is a very important goal at Flambeau Elementary School. As a partnership, we can work together to become a vital link in your child's education. Please take every opportunity to volunteer and actively participate in our school.

The purpose of this Parent-Student Handbook is to provide a quick reference guide to our school. It contains essential information about our school as well as important Board of Education policies. Additional information is always available on our school website at: www.flambeau.k12.wi.us. I encourage you to read it carefully and become familiar with its contents.

If you ever have any questions, please feel free to contact me via phone, or email. I look forward to working with you and have a great school year!

Betsy Miller-4YK-12 Principal
School District of Flambeau 715-532-3183 betsy.miller@flambeauschools.org

The policies and expectations in this handbook are not all-inclusive and are subject to changes as needed at any time.

S O A R



Flambeau Falcon's

PLEDGE

SAFETY
OWNSHIP
ATTITUDE
RESPECT

**WHEN WE CARE ABOUT EACH OTHER,
OUR CLASSROOM, AND OUR SCHOOL,**

- ★ We share what we have.
- ★ We listen carefully.
- ★ We help each other learn.
- ★ We work hard & have fun together.

**WE UNDERSTAND THAT EVERYONE
MAKES MISTAKES.**

- ★ We stand up for ourselves & others.
- ★ When someone asks us to stop, we stop.
- ★ We treat others the way we want to be treated.

This is who we are **EVEN WHEN** no one is watching.



S

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	SAFETY	OWNERSHIP	ATTITUDE	RESPECT
Hallway Voice: 0-1	Walking	Straight line, right side of hallway	Quiet Greetings. Pick up	Hands to self Go where expected
Cafeteria Voice: 0-2	Sit seat to seat Stay in your Seat	Clean up and return to seat	Please and Thank You, Include others	Stay in your space. Hands to yourself
Classroom Voice 0-4	Demonstrates Self Control	Own your choices Make it right	Work together Participate actively	Follow directions & Class routines Solve Problems Peacefully
Recess Voice: 0-4	Stay in approved area, use equipment as intended, keep your hands & feet to yourself	Resolve your own conflict, Report problems to teacher	Use positive and expected language, include others	Line up by door at first signal
Bathroom Voice: 0-1	Walk: Keep water & soap in the sink; Use equipment properly	Get in, get out. Report Problems to an adult.	Wait patiently for your turn	Be responsible with soap & paper towel. Be QUICK. Use the closest bathroom
Assemblies Field Trips Voice: 0-4	Stay with your class	Be a whole-body listener: Stay in your space	Be polite Be positive	Keep hands & feet to yourself
Busses Voice: 0-2	Back to back, seat to seat	Use Manners Use expected language & topics	Show appreciation to bus driver Treat fellow riders with respect	Walk to & from bus Keep hands & feet to self

District Administration
715-532-3183, 715-532-5559, 532-5550

District Administrator
4YK-12 Principal
Assistant Principal
Co-Athletic/Activity Directors
Technology Director
Administrative Assistant
4YK-12 Principals' Secretary/Registrar
Receptionist/Attendance Secretary
Bookkeeper/Payroll
Finance/Communications Secretary & Transportation Director

Erica Schley
Betsy Miller
Sheri Kopka
Todd Roehl
Bobbi Bruce
Lisa Podgornik
Melissa Murley
Julie Verdegan
Lori Applebee
Stefanie Harris

Special Education/Nurses Office/Student Services
Office Telephone Numbers: 715-532-7760, 532-4722
Office Fax Number: 715-532-9090

Director of Special Education/Pupil Services/Caseload Manager
Special Education Secretary/Health Aide
School Nurse
4YK-5 Counselors

Summer Cody
Ka Fischer
Juanita Olsen
John Kopacz, Lucy Taylor

Elementary Faculty and Staff

4YK
4YK Paraprofessionals
Kindergarten
Grade One
Grade Two
Grade Three
Grade Four
Grade Five
IMC Paraprofessional
Interventionists
Special Services
Elementary Special Education Paraprofessionals:
Art
Music
Physical Education

Heather Isham, Lynn Johnson
Tracie Volk, Alyssa Carillon
Kelly Shilts, Hannah Severson
Hannah Fisher, Samantha Walters
Teresa Steckel, Ashley Collins
Elizabeth Schmidt, Dana Stewart
Alayna Patten, Rebecca Stewart
Dan Solberg, Ridgeley Reichert
Deb Drohman, Mary Kees
Amanda Bratanich, Megan Ellwanger
Sandy Brost, Sarah Cegler, Summer Cody, Nicole Wilson
Heather Anderson, Heather Cigan, Lis Downes,
Eva Geisler, Rachell Halmstad, Julie Hoefs, Jackie Reisner, Lisa Ross, Steve Thompson
Jessica Torres
Sandi Mudgett
Jeff Podgornik

Board of Education Members:

- Ted Alberson, President
- Zachary Lund, Vice President
- Linda Zimmer, Clerk
- Joel Taylor, Treasurer
- Laura Dutter-Nelson, Director
- Jennifer Heath, Director
- Doug Verdegan, Director

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SCHOOL INFORMATION

2023-2024 School Calendar

SCHOOL DISTRICT OF FLAMBEAU 2023-2024 SCHOOL YEAR CALENDAR

BOARD OF EDUCATION APPROVED 02/22/2023

AUGUST 2023							SEPTEMBER 2023								
August 7th - 18th Online Registration & August 15th - InPerson Registration	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	September 1st - First Day of School
August 17th - New & Substitute Teacher Orientation			1	2	3	4	5						1	2	September 4th - No School - Labor Day
August 21st - 28th - Teacher Inservice Days	6	7	8	9	10	11	12	3	4	5	6	7	8	9	September 26th - Picture Retake Day
August 29th - Open House 10:00 a.m. to 6:00 p.m. - Student/Staff Pictures	13	14	15	16	17	18	19	10	11	12	13	14	15	16	September 26th - Fall Sport Teams Picture Day
August 30th - 31st - Jump-Start Summer School	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
	27	28	29	30	31			24	25	26	27	28	29	30	
Student Days/Total: 0/0															
OCTOBER 2023							NOVEMBER 2023								
October 5th - Parent Teacher Conferences 4:00 p.m. - 8:00 p.m.	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	November 3rd - End of Quarter 1 (43 days)
October 6th - No School - Parent Teacher Conferences 8:00 a.m. - 12:00 p.m. / 12:00 p.m. - 4:00 p.m. Teacher Inservice	1	2	3	4	5	6	7				1	2	3	4	
October 25th - No School - Teacher Inservice	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
	22	23	24	25	26	27	28	19	20	21	22	23	24	25	November 20th - 24th - No School - Thanksgiving Break
	29	30	31					26	27	28	29	30			
Student Days/Total: 20/40															
DECEMBER 2023							JANUARY 2024								
December 23rd - 30th - No School - Holiday Break	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	January 1st - No School - Holiday Break
						1	2		1	2	3	4	5	6	January 19th - End of Quarter 2 (43 days)
	3	4	5	6	7	8	9	7	8	9	10	11	12	13	January 22nd - No School - Teacher Inservice
	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
	24	25	26	27	28	29	30	28	29	30	31				
	31														
Student Days/Total: 16/73															
FEBRUARY 2024							MARCH 2024								
February 16th - No School - Teacher Inservice	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	March 12th - ACT Test
February 19th - No School - Mid Winter Break					1	2	3						1	2	March 25th - April 1st - No School - Spring Break
	4	5	6	7	8	9	10	3	4	5	6	7	8	9	March 22nd - End of Quarter 3 (44 days)
	11	12	13	14	15	16	17	10	11	12	13	14	15	16	
	18	19	20	21	22	23	24	17	18	19	20	21	22	23	
	25	26	27	28	29			24	25	26	27	28	29	30	
Student Days/Total: 19/113															
APRIL 2024							MAY 2024								
April 17th - No School - Teacher Inservice	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	May 23rd - Last Day for Seniors
April 25th - Celebration of Learning	31	1	2	3	4	5	6				1	2	3	4	May 25th - Graduation
	7	8	9	10	11	12	13	5	6	7	8	9	10	11	May 27th - No School - Memorial Day
	14	15	16	17	18	19	20	12	13	14	15	16	17	18	May 30th Last Day of School
	21	22	23	24	25	26	27	19	20	21	22	23	24	25	May 30th - End of Quarter 4 (42 days)
	28	29	30					26	27	28	29	30	31		
Student Days/Total: 20/149															
JUNE 2024							LEGEND								
June 10th - June 28th - Summer School	SUN	MON	TUE	WED	THU	FRI	SAT	Student Days	No School						
							1	Student Online Registration	Picture Retakes						
	2	3	4	5	6	7	8	Open House & Picture Day	Fall Sport Pictures						
	9	10	11	12	13	14	15	Celebration of Learning	Last Day of Quarter						
	16	17	18	19	20	21	22	New & Substitute Teacher Orientation	Last Day of School						
	23	24	25	26	27	28	29	Teacher In-Service	Graduation						
Student Days/Total: 7							Jump Start Summer School	Last Day for Seniors	2024 Summer School						

SCHOOL HOURS

The school building opens at 7:30 a.m. each day. Elementary students who arrive at school at 7:30 a.m. when the building opens, will remain seated in the Commons Area under direct supervision. At 7:45 a.m. these students and students who arrive at this time and after will be directed to the Elementary IMC for supervision. Students will be released to go to their classrooms at 8:00 a.m. Students who arrive at school after 8:00 a.m. are considered tardy. Bus dismissal is at approximately 3:35 p.m. daily.

Please be aware that ALL elementary students 4YK-5 will enter through the front entrance doors **only** and will be released through these same doors. During inclement weather students will be allowed to stand under the gazebo to the right-hand side of the building while being supervised.

Also, please note that parents/guardians of all elementary students 4YK-5 will only be allowed to enter the building up to the front reception desk, unless you have a pre-arranged appointment with your child's teacher; in which our Receptionist/Attendance Secretary will have a list of those parents' name(s) provided to her by classroom teachers. This is for the safety and well-being of our students.

BREAKFAST PROGRAM

Breakfast is served in the 4YK-5 classrooms each day from 8:00-8:20 am. Breakfast is free for all students. Students are allowed one free breakfast per day. If a parent comes for breakfast the cost is \$2.70.

LUNCH PROGRAM

All students are issued a meal account number that will remain with them throughout their entire school career. New students will be issued a meal account number on their first day. This year Flambeau is participating in the Community Eligibility Program, which means **all student meals are free**. However, students must have money in their meal accounts for milk breaks. Students must still use their account number when receiving a meal. The meal must consist of at least 3 food components with at least ½ cup of fruit or vegetable or a combination of both. Students are allowed one lunch per day. Money may be deposited into students' meal accounts for the purchase of Ala Carte items. If students would like to purchase extra items, they must have a positive balance in their account. If students would like to just purchase milk, they may purchase a milk card from the office. The cost is \$7.00 for a (20 milk) punch card (\$0.35 per milk). The price of the card may also be taken out of their account if there is a positive balance. If a parent comes for lunch or has a sack lunch as a chaperone the cost of the meal is \$4.40. Any visiting non-school-age child would be \$2.50 for breakfast and \$3.50 for lunch. Any visiting school-aged student visiting from another district would eat breakfast and/or lunch for free.

MILK PROGRAM

Flambeau School participates in the Wisconsin School Day Milk Program. A milk break is provided for K-5 students who have the option of having a carton of milk. Milk break is free for students whose family falls within the first category on the alternate income form. If your family falls into the second category, students will be charged \$0.30 per milk. This comes out of their meal accounts weekly. If a student has a negative balance on their meal account, they may not have milk at milk break. Alternate income forms are included in the registration packets and are available at the office.

FOOD/ BEVERAGES/VENDING MACHINE RULES

- A. Vending machines are only to be used before or after school.
- B. No pop/juice/milk/food in the classrooms, lockers or hallways **unless special permission is granted. Breakfast is delivered to the classrooms before school begins and students eat in their classrooms during their morning meeting from 8:00 - 8:30 a.m.**

- C. Place garbage in the waste containers.
- D. Recycle empty cans/bottles in containers marked for pop cans or bottles only.

ELEMENTARY GUIDANCE

A school counselor is available to all students and their parents in the elementary. The mission of the Flambeau School's Counseling Program is to provide a comprehensive service to all students that will address each student's social-emotional, academic, and career readiness goals. The school counselor will provide a compassionate and nurturing environment with high expectations for every student's success. The counselor visits the classrooms and also has individual conferences with students when the need arises.

PARENT/TEACHER CONFERENCES

Parents are strongly encouraged to visit their child's teachers to get updates on progress and further develop a successful partnership between school and home. Students are also encouraged to attend conferences so that they can discuss their progress with their parents and teachers.

Parent/Teacher Conferences are very valuable to the overall education program.

CELEBRATION OF LEARNING

At the end of the school year, students will showcase their highest-quality work in a Celebration of Learning. All students in grades 4YK -5 will have individual displays of their work around the school, group performances, or conferences with teachers as requested. Parents and community members will be invited to come and celebrate the learning that has happened over the course of the year.

RELEASE OF STUDENTS

Students are not released to anyone other than those positively identified as the parent or legal guardian. **Parents must inform the school, in writing, if someone other than themselves will be picking students up at school.** If a child needs to leave school during the school day, written permission is required. **Parents are required to check in at the office if they come to pick up their child early.** For the safety of all students, they must remain in the Commons area until parents come inside the school to get them. All doors of the building will be locked from 8:00 a.m. to 3:45 p.m. Visitors will be buzzed in and should sign students out at the desk if the student leaves before the end of the school day. Parents should remain in the commons until student are dismissed.

SCHOOL CLOSINGS

Inclement weather occasionally will necessitate the closing of school, based on the determination of the Administration as to the safety of each student who normally walks to school and the hazards of bus transportation. Messages of closing will be broadcast to parent telephones through our automated messaging system. They will also be broadcast on WLDY/WJBL, and iHeart radio stations, as well as Channels 13 (WEAU) & 18 (WQOW) television. Broadcasts normally begin at 6:00 a.m. Announcements of this nature can also be found on the school's social media and websites as well as our Skylert school messenger notification.

Parents, please have emergency instructions filed with the classroom teacher in case of an early closing.

VIRTUAL LEARNING DAYS FOR INCLEMENT WEATHER EVENTS

Often an inclement weather event comes with some warning and we can prepare a day or so ahead of time. When we suspect that a virtual snow day may be imminent; students will be prepared ahead of time and sent home with expectations of work to be completed on the snow day. On virtual learning days your child will be required to complete the following work based on what their teacher has assigned:

Grade 4YK-5 - Blue folders will be sent home with lesson/worksheets provided. Note that there is assigned work for 2 days' worth. Students will be expected to complete the packets/assigned work and return it to school the next day.

All classroom teachers will be available by email or Google Classroom for the entirety of the virtual school day. Please feel free to reach out to them or contact them on a virtual school day if you are unsure of what your child needs to complete or if they need assistance with their assigned task.

ACADEMIC SUPPORTS

Student academic progress is monitored by classroom teachers and other staff. If students are not making adequate progress, struggling to complete assigned classroom work, scored below proficient on standardized tests, staff and parents may refer the student for academic support. Students may be referred to intervention groups during WIN (what I need) support sessions, or other supports initiated by the classroom teacher. Grades 2-5 have a specified "What I Need" (WIN) block that is 30 minutes long. During this time interventionists are available to perform interventions as well as enrichments. Other academic supports provided to students are: RISE which is a 45-minute reading intervention provided to all students in grades K-1 and our after-school Homework Club for grades 3-5. When a parent becomes aware or suspects that their child may be experiencing difficulties in school due to some type of learning deficit, delay, or handicap, that parent should contact the classroom teacher, the 4YK-12 Principal, or the Director of Special Education without hesitation.

LIBRARY

The IMC (Instructional Media Center) or library is designed to foster a love for books and reading. All students in the Elementary grades 4YK - 5 will have an assigned library period once a week.

STUDENT INFORMATION SYSTEM

Student grades, attendance, and lunch account information may be accessed through our student information system, Skyward. A link to Skyward may be found on our school website at www.flambeau.k12.wi.us under the Families link. Each student is issued a confidential username and password which will be needed when accessing this website. If you have not received a username or password for your child, please contact the school office.

TARDINESS

Accurate records are kept of a student's tardiness. A written excuse must be presented to the office on late arrival to school. Students are expected to appear for all classes prepared and on time.

TEACHER REQUESTS

The teaching staff and principal share the responsibility for student placement. The teachers meet by grade level before the end of the year to develop classes for the coming year. Classes are balanced on the needs of the children and data accumulated throughout the school year. Parent requests will be considered if the request is based on a student's educational or developmental needs. All requests must be received in writing or by contacting the 4YK-5 Principal by April 1st.

TRADING CARDS/TOYS

Students **will not be allowed** to bring trading cards (Pokémon, baseball, football, etc.) to school to avoid problems with trades that happen during the school day.

Unless a toy relates directly to a classroom activity or is for "Show and Tell", please do not allow your child to bring a toy. Children become upset when special toys are lost or broken. Also, toys distract

students during instructional time. Toys - If a student brings a toy for an educational purpose it should remain in their backpack for the entire school day with exception to when the teacher allows it in the classroom. If their toy is lost, the school is not responsible.

TRANSPORTATION

Unless students have written parental permission to go elsewhere, they will be required to ride their regular bus home. **Changes in transportation for students must be received by 2:00 p.m.** in the school office. In order for the bus driver to drop off a student in 4YK-1ST there must be an adult visible to the driver at the drop-off location. If an adult is NOT at the drop-off location the student will be brought back to the school and the parent/guardian will need to pick him/her up. If there is an older sibling or buddy with a 4YK-1st student, a face-to-face is not necessary. For the safety of the students, students not riding the bus are required to wait quietly in the Commons until alternative transportation arrives. Parents must come into the building to pick up their children. All students must be picked up by 3:45 p.m. each day.

Buses are provided as a privilege for rides to and from school. Any rider who persists in improper and/or unsafe conduct on the bus may have this privilege taken away. The bus driver is in full authority on the route and has the right and duty to discipline in the same manner as a teacher in the classroom or a reasonable parent at home. Student behavior on the bus must be such that the driver can concentrate on driving safely. Students must remain in their seats at all times while the bus is in motion.

VISITOR POLICY

Visitors are welcome in Flambeau Schools. The presence of our families, as well as that of members of the public, enriches our students' experiences. At the same time, it is necessary to avoid disruption of the education process and protect the safety and welfare of our students and staff. Building principals have the right to determine which visits to permit and can determine the extent of such visits. The Flambeau School will implement the following visitor policy in order to ensure the safety of our students and to limit disruption of instruction.

All visitors to the school building must enter via the main entrance and sign in.

- Students and staff are asked **not** to open doors for any person at a doorway.
- All visitors must wear a visitors' badge when they are inside of the school.
- Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings are not required to sign in at the main office.
- Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.
- Advanced arrangements can include an email, a mailed letter, or a phone call that notifies the school employee of the exact day and time of the requested visit.
- Teachers are expected **not** to take class time to discuss individual matters with visitors. -A parent may make an appointment with a teacher during their non-instructional times or after school is over to discuss individual matters.
- School employees who are expecting a visitor must notify the main office staff ahead of the visit.
- Any unauthorized person on school property will be reported to the Principal or his or her designee. Unauthorized or disorderly persons will be asked to leave. **The police may be called if the situation warrants.**
- All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct; and any additional rules or regulations imposed from time to time in connection with emergencies declared by District, City, County or State officials for any

reason; or relating to alerts issued by the U.S. Department of Homeland Security.

WALKING/RIDING TO AND FROM SCHOOL

Students may ride bicycles to school but should park them in the bicycle racks for the day. No riding during the day is permitted. Students who walk or ride to school should remember to use the necessary safety measures. Students who walk/ride are not permitted to leave school until busses leave and they are dismissed.

EXPECTATIONS FOR STUDENT CONDUCT

SCHOOL EXPECTATIONS

Expectations of behavior exist at Flambeau Elementary School in regard to classrooms, hallways, the playground, bathrooms, the lunchroom, buses, etc. **Please refer to our PBIS Matrix on page 3 of the 4YK-5 Student/Parent Handbook.** These expectations are made clear to students while attending school and each teacher will display a copy of expectations in their classroom. At all times, students will be safe, take ownership, have a good attitude, and respect each other as well as teachers and staff members.

BEHAVIOR AT SCHOOL EVENTS

School events often attract many elementary school students outside of school hours. For the safety of all students, students should sit and watch the event with family or friends and not run around. If a student does not plan to be attentive at an event, he/she should stay home. Children can expect to be removed from an event if their behavior is unacceptable.

BUS EXPECTATIONS

Safe arrival at school is of extreme importance. Your help in assisting the bus driver in maintaining order on the bus will be appreciated. Following are bus expectations that are to be followed by all students:

Previous to Loading:

1. Be on time at the designated school bus stop. Help keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus. Bus riders should wait at the end of their driveway until the bus driver gives the signal to cross the road. Bus riders are to conduct themselves in a safe manner while waiting.
3. Wait until the bus comes to a complete stop before attempting to enter the school bus.
4. If possible, notify the bus driver or the Transportation Director when the rider will be absent.

While on The Bus:

BUS RIDING RULES

1. Observe the same conduct as in the classroom.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not be destructive.
7. Stay in your seat.
8. Keep head, hands and feet inside the bus.
9. Bus driver is authorized to assign seats
10. Student must have a bus note from parent and the office in order to ride a different bus or have

alternative stops.

After Leaving the Bus:

1. Cross the road in front of the bus after receiving the signal from the bus driver to cross.
2. Help look after the safety of smaller children.
3. Be alert to the danger signal from the bus driver.
4. Students will not be allowed to get off at a place other than their regular bus stop unless the bus driver has proper authorization from a school official.
5. When students get off the bus they are to go directly across the road and not delay traffic by doing such things as picking up the mail.

Failure to follow these rules and/or the directions of the bus driver can result in disciplinary actions, including the loss of bus riding privileges. The buses may be equipped with video cameras which will be used to help identify inappropriate student behaviors. **Please refer to the bus Behavior Minor/Major Flowchart.**



MINORS

- DISRUPTIVE BEHAVIOR (YELLING, THROWING ITEMS)
- SAFETY (OUT OF SEAT, HEAD/ARMS OUT OF WINDOWS)
- DISRESPECT (INAPPROPRIATE LANGUAGE/HAND GESTURES, ARGUMENTS, DEFIANCE)
- PROPERTY MISUSE (DRAWING ON SEATS, TAKING SOMEONE ELSE'S PROPERTY, LEAVING GARBAGE)
- EATING/DRINKING WHEN NOT APPROPRIATE



RESOLUTIONS

- RETEACHING (COULD CONSIST OF CLEANING BUS, PHONE CALL HOME, LETTER, DETENTION, LOSS OF PRIVILEGES, RESTORATIVE PRACTICE, UNDERSTANDING OF RULE/EXPECTATION, ASSIGNED SEATS)

TRACKED QUARTERLY

4TH OFFENSE IN A QUARTER IN THE SAME CATEGORY BECOMES A MAJOR

MAJORS

- SAFETY (ANYTHING OCCURRING IN FRONT OF THE FRONT SEAT)
- PHYSICAL AGGRESSION
- WEAPONS OR POSSESSION OF BANNED ITEM
- USE OR POSSESSION OF TOBACCO/DRUGS/ALCOHOL
- SEXUAL HARASSMENT/BULLYING
- VANDALISM



RESOLUTIONS

- COULD CONSIST OF DETENTION, SUSPENSION, PARENT CONFERENCE, LAW ENFORCEMENT INVOLVEMENT, RETEACHING OF EXPECTATION, ASSIGNED SEATS

BUS SUSPENSIONS:

1ST MAJOR: UP TO 3 DAYS OFF

2ND MAJOR: UP TO 5 DAYS OFF

3RD MAJOR: UP TO 10 DAYS OFF

DEPENDING ON THE SEVERITY, BUS SUSPENSIONS COULD BE LONGER OR PERMANENT

CLOTHING AND DRESS

Students are expected to dress appropriately for the weather conditions. During the winter, hats, mittens, boots, etc., should be worn. Students will be expected to go outside during recess unless weather conditions are unfavorable. Since students generally conduct themselves in a manner similar to the way in which they dress and groom, any type of dress or grooming that is disruptive will not be permitted. Students wearing clothing with questionable phrases that are considered inappropriate for school will be asked to change into clothing that is appropriate. Flip-flop shoes are not recommended

on the playground due to safety concerns. Tennis shoes (rubber sole shoes) are **required** for gym class.

COURTESY AND RESPECT

Students are expected to show respect and courtesy to their teachers, as well as all other adults, and fellow students along with school property and equipment.

Each classroom has certain rules which students are expected to observe. Courtesy and politeness should characterize a student's behavior in classroom discussions.

In the classroom the teacher determines the proper procedures and routines; students shall adhere to what is established.

DISCIPLINE

Children need to understand that there will be consequences when their behavior does not conform to the expectations that have been established.

In most cases for classroom misconduct, teachers will take appropriate action within the classroom. Parent cooperation will be requested in dealing with certain disciplinary problems.

EDUCATIONAL CONCERNS/QUESTIONS

It is not necessary to wait for regular conference time if a parent has any concerns. Educational concerns should first be directed to the classroom teacher. If the concern is not resolved in conferences with the teacher, the parent has the prerogative to call the 4YK-12 Principal.

EMERGENCY DRILLS

A fire drill, tornado drill, or safety drill is conducted once each month during each year. Each classroom teacher will discuss with students how to handle such drills and each classroom has a posted, detailed escape plan to prepare our students in case of an emergency at school.

LOST AND FOUND

Parents may check for lost articles by phoning, or stopping in the school office. Articles that are not claimed are disposed of appropriately.

PLAYGROUND EXPECTATIONS

Students will respect each other and be safe on the playground at all times. Students will not push each other or ruff house. Any balls brought onto the playground will remain on the blacktop and played with appropriately. If children choose to play football there will be no tackling. During the winter months, students will be allowed to use sleds provided by the school but will be expected to share. During this time students will not be allowed on ice or other areas that are thought to be dangerous on the playground. Playground supervisors will monitor students and deem appropriate and inappropriate play.

STUDENT USE OF CELL PHONES/ELECTRONIC DEVICES

In accordance with Wisconsin Statute 118.258 the possession of a cellular telephone/ electronic device by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy.

A student may possess a cellular telephone/ electronic device on school property, at after-school activities, and at school-related functions, provided that during school hours (8:00 a.m. to 3:35 p.m.—

including lunch time) the cell phone/ electronic device is turned off and remains in the student's backpack in the locker or turned into the homeroom teacher.

Violations of this policy will result in confiscation of the cellular telephone/ electronic device and/or loss of the privilege to carry one. The school district will not be responsible for the lost, damage, or theft of any cellular telephone/ electronic device brought to school. Use of cell phones/ electronic devices for field trips and sporting events during school hours will be at the discretion of the sponsor/coach.

If a student violates the above policy, the following steps will be followed:

1st Offense: The device will be confiscated by the school personnel and taken to the principal's office. The student may retrieve it at the end of the school day.

2nd Offense: The device assigned will be confiscated by school personnel and taken to the principal's office. The student will be given a detention and the device will be held until picked up by a parent/guardian.

Further Offenses: Discipline may include a loss of privileges for up to a year and/or suspension.

ELECTRONIC DEVICE EXPECTATIONS

Flambeau Students are given a tremendous opportunity with all of the technology available to our District. With that in mind, all students begin the school year with access to computers on a one-to-one basis. The following expectations for the use of District technology and network apply to all students.

Elementary

1. This device is to be used as a learning tool in the way I am directed.
2. I will take proper care of my device to prevent damage.
3. If I finish my assignment, I will read independently.
4. I will ONLY communicate with others in an appropriate manner.
5. I understand that Flambeau can monitor all content and activity on the District network.
6. It is my responsibility to return the computer to the cart for charging.
7. I will only use the camera, video, or audio recording features when instructed by a teacher.
8. I will keep the device free from graffiti (shells and cases included).
9. If I lose my device privileges, I am still responsible for completing my work.
10. I will respect the properties (files, computer settings, accounts, ...) of the school and others.
11. I will put electronic devices away unless given permission to use

STUDENT VISITORS

No preschool or elementary children will be allowed to visit school unless accompanied by a parent or guardian, and/or pre-arranged with the classroom teacher and 4YK-5 Principal.

TELEPHONE

A student may use the school telephone only in an emergency and only with the teacher's permission. Arrangements for after-school activities must be made at home the night before. This includes such things as going to someone else's house after school, tutoring, band lessons, etc.

TOBACCO POLICY

TOBACCO-ALCOHOL-DRUGS (see also: STUDENT ALCOHOL/TOBACCO USE)

The following will not be tolerated on the school campus, in the school building or at any school function both at home and away:

1. The use or possession of any tobacco product or vaping devices;
2. The consumption or possession of any alcoholic beverage;
3. The use or possession of any other drugs;
4. The attendance at school or school functions while under the influence of alcohol or other drugs.

All violators will be immediately suspended from school, their parents will be notified, and they will be referred to the proper authorities when necessary.

1st Offense: 1 day out of school suspension; parent contacted; and an athletic code violation if student-athlete

2nd Offense: 2-day out-of-school suspension and 1-in-school suspension where student will complete a learning project on the harmful effects of vaping; possession ticket if underage, a potential second ticket for distribution if they shared it, a 2nd athletic code violation if student-athlete, possible referral for potential substance counseling, communication that a 3rd offense will result in a potential recommendation for expulsion or expulsion abeyance agreement

3rd Offense: Same as all of the above, removed from all athletics/extra-curricular activities for a year (3rd code violation), most likely a referral for expulsion or expulsion abeyance

WEAPONS

Anything that can be considered a weapon may not be brought to school, i.e., knives, firearms, etc. These items will be confiscated by a teacher or staff member and will not be returned. Students will be sent to the office for disciplinary action.

STUDENT CONDUCT

Student conduct at Flambeau Elementary School, on the campus area surrounding the school, at school activities at home, away, or while riding the bus, is expected to be exemplary at all times. The school utilizes the Positive Behavior Intervention System (PBIS) model for behavior expectations (matrix included at the beginning of the handbook).

Classroom teachers and area supervisors will make the students aware of expected behaviors. In general, the following disciplinary methods will be used depending on the seriousness of the offense and the individual circumstances surrounding it. The following are general policies developed by the administration and faculty with the approval of the Board of Education.

MINOR BEHAVIOR INCIDENT: The student will briefly confer with the staff member. A disciplinary assignment may be assigned by the classroom teacher. The incident will be recorded as a minor behavior incident.

If the behavior is a repeated issue in the same classroom, the student may be referred to the office. A disciplinary assignment may be assigned and parents will be notified. The incident will be recorded as a major behavior incident.

MAJOR BEHAVIOR INCIDENT: In major behavior incidents, a conference will be held with the building principal and/or Assistant Principal after receiving a referral from the staff member involved. If a disciplinary assignment is assigned, the parents will be notified.

In severe behavior infractions, school suspension may be up to three days. A parent and a Principal/Assistant Principal conference will be arranged (a phone conference may suffice). Students suspended from school are not allowed to participate in any school-sponsored event, including athletics and clubs, until re-admittance to class and school.

FAMILY READING NIGHT

The School District of Flambeau offers Family Reading Nights for students in grades 4YK-5. These reading nights take place monthly on the 3rd Monday of each month. They run from 6:00 - 7:00 p.m. Each grade level in the elementary is asked to sign up for a month and coordinate fun reading activities that families can participate in. The Family Reading Nights are held in the IMC or the small gym, depending on the space needed or what activities are scheduled. There is a snack provided that usually goes along with the theme of the reading night. All students who participate receive a free book. Good times are had by all who attend.

FAMILY (CHURCH) NIGHT

Wednesday night is designated as family and church night. On Wednesdays all extra & co-curricular practices and activities must end no later than 5:45 P.M. No school events or activities will be scheduled for the remainder of the evening, unless there are extenuating circumstances. In such cases, prior approval by the principal is required.

CLUBS, GROUPS AND ACTIVITIES

Kids Who Code (Gr. 3-5) This after school program introduces students to coding games and design activities, primarily using block-styled coding like M.I.T.'s Scratch.
(Fall 5 weeks)

Drone Edventures (Gr.4-8) Students learn basics of legal recreational operation of mini and small drones, earn a recreational drone pilot's certificate, and enjoy flying drones in & out of doors as weather permits. (Spring 5 weeks)

Engineered Machines (Gr. 5-12) Students create *Rube Goldberg* type machines using found materials. Junior level teams are Gr 5 and 6-8, and Senior level teams Gr 9-12.
(Winter 8 weeks)

F.L.L. F.I.R.S.T. LEGO League (Gr. 1- 8)

- **Discover**- LEGO Fun Club. (Gr. K-3) Individuals learn to follow schematics to complete a pre-designed LEGO build, create a LEGO build alone or with friends, and play LEGO based games and activities. (Fall 8 weeks)
- **Explore**- Li'l Bits Junior Robotics. (Gr. 2-4) As a team, solve a problem using a programmed LEGO model and demonstrate the solution in an Exhibition.
(Winter 8 weeks)
- **Challenge**- Tough Cookies Robotics. (Gr. 4-8) A 3–10-member competitive team must work together to design, build, and program a robot to complete missions, as well as investigate a global problem and find a unique solution to present to a field of experts. (First Semester)

For information about any of our S.T.E.M. activities, contact S.T.E.M. Advisor, Bobbi Bruce.

SCHOOL POLICIES AND PROCEDURES

BULLYING (see also: Bullying Board Policy 5517.01)

The School District of Flambeau is committed to creating a supportive, safe, caring and respectful learning environment for all students that enforces protection against bullying. Bullying includes aggressive behavior that is intentional and involves an imbalance of power between the bully and the bullied. Either an individual or a group typically bullies over time.

Bullying takes many forms, including, but not limited to: physical or verbal assaults, nonverbal or emotional threats or intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages. Bullying is a form of victimization and is not necessarily a result of or part of an ongoing conflict. Teasing, put-downs, name-calling, cruel rumors, false accusations, and hazing can also characterize bullying.

An act of bullying, by either an individual student or group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees, as well as bullying by an adult staff member bullying a student or another staff member.

No employee of the School District of Flambeau shall permit, condone, or tolerate bullying. Consent by a student being bullied does not lessen the prohibitions contained in this policy.

Students who believe they have been bullied should promptly complete a Bullying Reporting Form. These forms can be obtained from any teacher or from the office. This form will serve as the first step in the investigation process. When it is determined that a student participated in bullying behaviors, s/he will face disciplinary action.

Bullying Report

Report made by: _____ Date: _____

Location of Incident: _____ Time of incident: _____

Name of the student who is bullying you: _____

Please describe in detail exactly what occurred, anyone who was involved, and any possible witnesses. Details are important use the back if needed:

Questions to Answer	Yes	No
Has this happened more than once?	<input type="checkbox"/> If yes, How often? _____	<input type="checkbox"/>
Are you friends with this person?	<input type="checkbox"/>	<input type="checkbox"/>
Have you told any other adults about this?	<input type="checkbox"/> If yes, who? _____	<input type="checkbox"/>
Do you believe this person has more power than you?	<input type="checkbox"/> If yes, how? _____ _____	<input type="checkbox"/>
Bullying is defined as “unwanted aggressive behavior that is repeated over time and involves an imbalance in power”. Based on this definition, do you believe the student named is bullying you?	<input type="checkbox"/>	<input type="checkbox"/>

I certify that all statements made above are true to the best of my knowledge. I understand that if I falsify this document, I can be held subject to consequences at school and by legal authorities (if applicable). I understand that in a true bullying situation, the school counselor cannot keep the information confidential and will need to bring this to the attention of school officials.

Signature: _____ Date: _____

Action Taken: _____

Administrative Signature: _____ Date: _____

SCHOOL ATTENDANCE

Attendance is the most important single factor in student success at school. There are times when it is necessary to be absent. Students are solely responsible to obtain and make up for all their missed work. The school board requires a student to complete the coursework missed during the absence. When it is necessary to be absent, it is the responsibility of the parent to provide the principal, **in writing**, with a bona fide reason for the absence. A parent or guardian's signature and date of the absence must appear on every written excuse. Students will have five school days after the absence to submit a written excuse. After five days, the absence will be unexcused.

A child may not be excused by a parent for more than **10 times in a school year under Wisconsin State Statute 118.15 (3) (c)**. **An absence counts as an occurrence whether it is for a day or any part of a day.** After ten occurrences, the state requires a parent or guardian to provide medical documentation verifying the student's absence. The principal may waive this requirement with sufficient reason (extended illness, family emergency, funerals, etc.). **Students attending a medical appointment are encouraged to obtain an appointment slip from their medical provider to excuse their absence as a medically excused absence rather than one of their 10 parental excused absences.**

Pre-planned absence slips are encouraged for extended family trips and other appointments. A written request is to be made to the principal **prior** to the day of the student's absence. The student must make arrangements with each of his/her teachers as to the completion of make-up work before the absence.

REPORTING ABSENCES

Parents, guardians, or students who are legal adults must contact the Flambeau Attendance office to report absences from school. Call (715) 532-3181 ex.2221 to report an absence. Make this call between 7:30 a.m. and 1:00 p.m. to have the absence placed on the daily called-in list.

TRUANCY

"Truancy" means any absence of a part of or one or more days from school, during which the principal hasn't been notified in writing of the legal cause of such absence by the parent or guardian of the absent student.

HABITUAL TRUANT

A habitual truant is defined as a student who is absent from school without an acceptable excuse for part of or all of five or more days on which school is held during a school semester.

School districts are required by law to schedule a meeting with the parent(s)/guardian of a habitual truant to discuss the student's truancy within a specific time period. The date for the meeting must be within five school days after the date that the habitual truancy notice has been sent to the student's parent/guardian. With the consent of the student's parent/guardian, however, the date for the meeting may be extended for an additional five school days.

Habitual truants will be referred to the Rusk County Department of Social Services and the court system. As stipulated in State Statute 118.15, **any person who knowingly contributes to the truancy of a minor may be fined up to \$500.00, or imprisoned up to 90 days or both.**

FES will use the following procedure to address Unexcused Absences and Habitual Truancy

- First unexcused absence: Call home.
- Second unexcused absence: Call home.
- Third unexcused absence: Call home and a letter home from FES.
- Fourth unexcused absence: Call home and the principal/assistant principal will complete an

academic assessment, complete a truancy packet (for referral to Health and Human Services), and conduct a meeting with the student and parent/guardian. The parent/guardian should contact the school to set up a meeting with the principal/assistant principal.

- Fifth unexcused absence: Call home and a five-day letter sent home with a warning that any additional unexcused absences will result in referral to DHHS.
- Sixth (and additional) unexcused absence(s): Call home and **county citation and/or referral to law enforcement**.

NONDISCRIMINATION (see also: EQUAL EDUCATION OPPORTUNITY/ANTI-HARASSMENT)

The Flambeau School District is committed and dedicated to the task of providing the best education possible for every child in the district for as long as the student can benefit from attendance and the student's conduct is compatible with the welfare of the entire student body. The right of the student to be admitted to school and to participate fully in curricular, extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap. This policy also prohibits discrimination as defined by Title VI of the Civil Rights Act of 1964, (race, national origin, color), Title IX of the Education Amendments of 1972 (sex), Section 504 of the Rehabilitation Act of 1973 (handicap) and the Americans with Disabilities Act of 1990 (disability).

All students, regardless of sex, shall have comparable facilities for locker rooms, showers, toilets and any other educational facility. This includes comparable space, number of lockers, showers and other locker room facilities. Students who have been identified as having a handicap or disability, under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990, shall be provided with reasonable accommodations in educational services or programs. Students may be considered handicapped or disabled under this policy even if they are not covered under the district's special education policies and procedures.

The district shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the building principal. Accommodations may include, but not necessarily be limited to, exclusion from participation in an activity, alternative assignments, released time from school to participate in religious activities and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

It shall be the responsibility of the District Administrator to examine existing policies and develop new policies where needed to ensure that the Flambeau School District does not discriminate pursuant to federal and state law. The District Administrator shall ensure that an employee is designated annually to receive complaints filed under federal and state law. That employee shall assure adoption of a complaint procedure to resolve complaints alleging violation of these laws, assure that an evaluation of the district's compliance with state law is completed as required and that the proper forms are submitted to the Department of Public Instruction (DPI) as required. The district designee for filing complaints is:

Erica Schley,
Superintendent School
District of Flambeau
P.O. Box 7
N4540 County Rd I

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Notice is hereby given that pursuant to the Family Educational Rights and Privacy Act and Wisconsin State Statutes (118.125(b) and (2)(j)), that the School District of Flambeau designates the following as Directory Data Information as provided in said Federal Act and State of Wisconsin Statutes:

Student's name and address; telephone; date and place of birth; participation in officially recognized activities; photographs; and other pertinent information for activities programs, annual information and school newspaper articles.

As amended by the "No Child Left Behind Act" of 2001, military recruiters will now have access to Directory Information.

Any parent, guardian or eligible student may inform the School District of Flambeau by completing the district's "Request To Withhold Directory Data Information" form at the office of the student's school of attendance that all or any part of said information may not be disclosed without parent, guardian or adult student's consent. Such notice must be given to the School District of Flambeau within thirty (30) days of this published notice.

All previous notices withholding "Directory Data Information" are void at the time of publication of this notice. Complaints regarding student records must be filed with the District Administrator.

PERSONAL COMMUNICATION DEVICES – Board Policy 5136

"Personal communication devices" ("PCDs") as used in this policy are defined in Bylaw 0100.

Students may use PCDs before and after school, during their lunch break, during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered off or placed into silent mode and stored out of sight.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

During after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other

person. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person shall have their PCD confiscated and held until a parent picks it up, and may be directed to delete the audio and/or picture/video file while the parent is present. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: 1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and 2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 - Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse, or unauthorized use of, PCDs brought onto its property.

Parents are advised that the best way to get in touch with their child during the school day is by calling the school office.

POSSESSION OF PERSONAL COMMUNICATION DEVICES (PCDs)

Except as authorized under Board Policy 5136, use of PCDs in school, on school property, at after school activities and at school related functions will be subject to disciplinary action.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit images will face disciplinary action up to and including suspension or expulsion, as well as referral to law enforcement.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Any person who discovers a student using a PCD in violation of the foregoing as contained in Board Policy 5136 is required to report the violation to the Principal.

PROMOTION, PLACEMENT, AND RETENTION – Board Policy 5410

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Such a pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

A student will be promoted to the succeeding grade level when s/he has:

- A. completed the course requirements at the presently assigned grade;
- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

The Board directs the District Administrator to prepare a list of specific criteria for promoting students from the 4th and 8th grades. The criteria shall include the student's score on the 4th and 8th grade examination, unless the student has been excused from taking the examination; the student's academic performance; the recommendations of teachers which shall be based solely on the student's academic performance; and any other academic criteria recommended for Board consideration.

USE OF TOBACCO AND NICOTINE BY STUDENTS - Board Policy 5512

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It shall be a violation of this policy for any student of the District to use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content at any time on school property or at off-campus, school-sponsored events. The Board authorizes the District Administrator to take reasonable measures related to the Board's expectation that the promotion and display of tobacco and related products on school property or at off-campus, school-sponsored events is prohibited.

It shall be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

Exceptions

It shall not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, or lighters to be included in instructional or work-related activities in school buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.

The prohibition on the use of other products containing nicotine, including, but not limited to, nicotine patches and nicotine gum may be removed when a parent or "adult" student provides documentation from a licensed medical practitioner that the student's use of non-tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with Policy 5330 - Administration of Medication.

Instruction in the history and purpose of traditional tobacco that has been used as a part of faith and tradition in the Native American and American Indian communities is an exception to this policy.

Policy Specific Definitions

The term “any time” means during normal school and non-school hours: twenty-four (24) hours a day, seven (7) days a week.

The term “electronic smoking device” means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. The term electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, JUUL, or under any other product name or descriptor. The term electronic smoking device includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, and pods.

The term “imitation tobacco product” means any edible non-tobacco product designed to resemble a tobacco product, or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. Examples of imitation tobacco products include but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snuff, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.

The term “off-campus, school-sponsored event” means any event sponsored by the school or School District that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances or theatrical productions.

The term “school property” means all facilities and property, including land, whether owned, rented, or leased by the District, and all vehicles owned, leased, rented, contracted for, or controlled by the District used for transported students, staff and visitors.

The term “smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. “Smoking” also includes carrying or using an activated electronic smoking device.

The term “tobacco industry” means manufacturers, distributors, or wholesalers of tobacco products, electronic smoking devices, or tobacco-related devices; this includes parent companies and subsidiaries.

The term “tobacco industry brand” means any corporate name, trademark, logo, symbol, motto, selling message, recognizable pattern of colors, or any other indication of product identification identical or similar to those used for any brand of tobacco product, company, or manufacturer of tobacco products.

DRUG ABUSE PREVENTION - Board Policy 5530

The administration and staff recognize that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, our school strives to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Wisconsin statute; and
- B. all chemicals which release toxic vapors; and
- C. all alcoholic beverages; and
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy; and
- E. "Look-alikes"; and
- F. anabolic steroids; and
- G. any other illegal substances so designated and prohibited by law.

The use, possession, concealment, or distribution of any drug, drug look-alike and any drug-paraphernalia at any time on school property or at any school-related event is prohibited. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school's drug abuse guidelines.

WEAPONS - Board Policy 5772

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law without the permission of the District Administrator.

This prohibition does not apply to cased, unloaded firearms in a locked vehicle driven or parked in any part of school grounds used as a parking facility, and ammunition for such firearms.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The District Administrator is authorized to establish instructional programs on weapons and reporting and dealing with violations of this policy.

The District Administrator will refer any student who violates this policy to the student's parents and may also make a referral to law enforcement. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. weapons under the control of law enforcement personnel;
- B. items pre-approved by the District Administrator as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms, except those protected at all times by a cable or trigger lock, and live ammunition will never be approved);
- C. theatrical props used in appropriate settings; and
- D. a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the student's class work.

This policy will be published annually in all District student and staff handbooks. Publication is not a

precondition to enforcement of this policy.

SUSPENSION AND EXPULSION - Board Policy 5610

Board Policy 5610 authorizes the use of suspension and/or expulsion as follows:

Suspension

A. Duration and Grounds for Suspension

The Principal or a person designated by the Principal may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days or ten (10) consecutive school days if the student is eligible for special education services under Chapter 115, Wis. Stats., if the suspension is reasonably justified and based upon any of the following misconduct:

- a. Noncompliance with school or School Board rules;
- b. Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- c. Conduct by the student while at school or while under the supervision of a school authority that endangers the property, health or safety of others;
- d. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of others at school or under the supervision of a school authority;
- e. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of any employee or School Board member of the School District in which the student is enrolled.
- f. Under paragraphs c, d, and e above, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The District Administrator, or any Principal or teacher designated by the District Administrator shall suspend a student if the student possessed a firearm while at school or while under the supervision of a school authority.

The suspension period applies to "school days." Thus, a suspension period does not include weekend days or vacation days.

Suspension Procedure

Prior to being suspended, on the day of the alleged infraction or as soon thereafter as is practicable, the student will be advised orally or in writing of the reason for the proposed suspension and given an opportunity to explain his or her conduct.

The Principal, within his or her discretion, may also inform the student's parents or guardian of the reason for the proposed suspension prior to suspending the student.

Notice of Suspension

The parent or guardian of a suspended minor student shall be given prompt written notice of the suspension and the reason for the suspension by mail. Oral notice may also be given to the student's parent or guardian; however, it will be confirmed in writing.

Sending a Student Home on the day of the Suspension

Generally, the student should remain in school on the day of the suspension until school is dismissed for the day. Except as provided below, if the situation requires that the student be removed from the premises before school is dismissed, the Principal shall attempt to contact the student's parent or guardian to request that s/he pick up the student. If the parent/guardian is unable to pick up the student,

the student should remain under the school's supervision until school is dismissed, or in the event law enforcement is involved, under law enforcement supervision.

Opportunity to Complete School Work

A suspended student shall not be denied the opportunity to take any quarterly, semester or grading period examinations or to complete coursework missed during the suspension period. Such work shall be completed pursuant to the procedures established by the School Board. **Reference to the Suspension in the Student's Record**

- A. The student's suspension from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.
- B. The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator or his or her designee, who shall be someone other than a Principal, administrator or teacher in the suspended student's school, to discuss removing reference to the suspension from the student's records.
- C. Reference to the suspension in the student's school record shall be removed if the District Administrator finds that:
 - a. The student was suspended unfairly or unjustly; and
 - b. The suspension was inappropriate, given the nature of the alleged offense; or
 - c. The student suffered undue consequences or penalties as a result of the suspension.
 - d. The District Administrator, or the administrator's designee, shall make his or her finding within fifteen (15) days of the conference.

Co-Curricular or Extra-Curricular Participation

A student's participation in co-curricular or extra-curricular activities during a suspension is referenced in the co-curricular code.

Expulsion

Grounds for Expulsion

The School Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and it finds that the student:

- A. Repeatedly refused or neglected to obey the rules established by the School District;
- B. Knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- C. Engaged in conduct while at school or while under the supervision of a school authority that endangered the property, health or safety of others;
- D. Engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or School Board member of the School District in which the student is enrolled; or
- E. Was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion.

Under this section, conduct that endangers a person or property includes threatening the health or safety of a person or threatening to damage property.

Expulsion for Bringing a Firearm to School

The School Board shall expel a student from school for not less than one (1) year whenever it finds the

student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

Expulsion Hearing

Prior to expelling a student, the School Board shall provide the student with a hearing. Prior written notice of the expulsion hearing must be sent separately both to the student and his/her parent(s) or guardian(s) if the student is a minor; otherwise just to the student. The notice will comply with the requirements of State law.

The student, or the student's parent if the student is a minor, has the right to request a closed hearing or the Board may choose to close the hearing. The student and, if the student is a minor, the student's parent or guardian may be represented at the hearing by counsel.

Expulsion Order

The Board shall reduce its decision to writing in the form of a written order. If expulsion is ordered, the order must state the length of time that the student is to be expelled. The order should also state specific findings of fact and conclusions of law in support of the decision.

Student Records

The student's expulsion from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

Discipline of Disabled Students

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

SEARCH AND SEIZURE - Board Policy 5771

The Board has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

School Property

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official. The Board directs the school principals to provide students with written notice of this policy at least annually and those routine inspections be done at least annually of all such storage places.

The Board directs that the searches may be conducted by the District Administrator and building principals.

Student Person and Possessions

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion that the search will turn up evidence that the student has violated or is violating either a particular law

or a particular rule of the school. Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted. The extent of the search will be governed by the seriousness of the suspected infraction, the student's age and gender, the student's disciplinary history, and any other relevant circumstances or information. The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the result indicates a violation of school rules as described in the student handbook, the disciplinary procedure described in the student handbook will be followed. If the student refuses to take the test, the Principal will inform the student that refusal to participate implies admission of guilt leading to disciplinary action consistent with the student handbook.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

In a situation in which a search of a student's person or possessions is appropriate, school administrators may attempt to contact the Sheriff's Department officer to conduct the search under the administrator's direction. If the officer is not available, the administrator may proceed with the search, unless the information justifying the search suggests that the student is in possession of dangerous materials whereby the expertise of law enforcement is necessary. In such a case, the school official shall contact law enforcement and request their assistance.

Under no circumstances shall a school official ever conduct a strip search of a student.

Use of Dogs

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property under the following conditions:

- A. The presence of the dogs on school property is authorized in advance by the District Administrator, except in emergency situations, or is pursuant to a court order or warrant.
- B. The dog must be handled by a law enforcement officer or certified organization specially trained to safely and competently work with the dog.
- C. The dog is represented by the Sheriff or Chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or devices.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The District Administrator may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the District Administrator, the search shall be conducted by the law enforcement officers at the direction of a District official. Law enforcement searches conducted independent of any District official request or direction shall be conducted based on standards applicable to law enforcement.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a particular law or school rule or which endangers the safety or health of any person shall be seized

and properly cataloged for use as evidence if appropriate. Seized items shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items that may not lawfully be possessed by the owner shall be turned over to law enforcement

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY - Board Policy 7540.03

Students are encouraged to use the school's technology resources for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Unauthorized or inappropriate use, including any violation of the District's policies and administrative guidelines, may result in cancellation of the privilege, disciplinary action consistent with the School's rules, and civil or criminal liability. Smooth operation of the School's network relies upon users adhering to the District's policies and administrative guidelines. Prior to accessing the Internet at School, students must sign the Student Technology Acceptable Use and Safety Agreement once each year.

Violation of the Student Technology Acceptable Use and Safety Agreement may result in disciplinary consequences up to and including expulsion from the District, civil liability and/or referral to law enforcement.

The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

Use of District technology resources to engage in "cyberbullying" is prohibited. "Cyberbullying" involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, which is intended to harm others."

Cyberbullying includes, but is not limited to the following:

- A.** posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;
- B.** sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
- C.** using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students or school staff;
- D.** posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

Students shall not access social media for personal use from the District's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

EQUAL EDUCATION OPPORTUNITY/ANTI-HARASSMENT - Board Policy 5730

It is the policy of the District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services,

recreational or other programs or activities shall not be abridged or impaired based on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics") or other protected characteristics as well as place of residence within District boundaries, or social or economic background.

Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services. Parents who have questions should contact Erica Schley at 715-532-3183.

It is also the policy (Policy 5517) of the District to maintain an educational environment that is free from all forms of harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

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

Any person who believes that the Flambeau School or any staff person has discriminated against them in violation of these policies may file a complaint. A formal complaint can be made in writing to a District Compliance Officer listed below:

Betsy Miller
4YK-12 Principal
715-532-3183
N4540 County Rd I
Tony, WI 54563
betsy.miller@flambeauschools.org

Summer Cody
Special Education Director
715-532-3183
N4540 County Rd I
Tony, WI 54563
summer.cody@flambeauschools.org

Due to the sensitivity surrounding complaints of harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) calendar days of the complaint being received).

If at any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under Policy 5517.01 - Bullying, and not harassment under Policy 5517, because the conduct at issue is not based on a student's Protected Characteristics, the investigator shall transfer the investigation to the appropriate building principal.

Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

Flambeau School is committed to an educational environment that is free of harassment of any form. The school will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it, including suspension or expulsion of students and disciplinary action against any other

individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Harassment means behavior toward a student or group of students based, in whole or in part on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics which substantially interferes with the student's school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. Examples of conduct that may constitute harassment include:

- A. graffiti containing offensive language;
- B. name calling, jokes or rumors;
- C. threatening or intimidating conduct directed at another because of the other's protected characteristic (e.g., sex, race, learning disability);
- D. Notes or cartoons;
- E. Slurs, negative stereotypes, and hostile acts which are based upon another's protected characteristic;
- F. Written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- G. A physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual's protected characteristic; or
- H. Other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

SEXUAL HARASSMENT

Sexual harassment deserves special mention. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education; or
- B. Submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or
- C. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile or offensive educational environment.

Sexual harassment may include, but is not limited to:

- A. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity;
- C. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of students by teachers, administrators or other school personnel to avoid physical harm to persons or property;
- D. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- E. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status; or
- F. unwelcome behavior or words directed at an individual because of their sex or sexual orientation;

Sexual harassment examples include, but are not limited to:

- A. Repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
- B. Rating a person's sexuality or attractiveness;
- C. Staring or leering at various parts of another person's body;
- D. Spreading rumors about a person's sexuality;
- E. Letters, notes, telephone calls or materials of a sexual nature;
- F. Displaying pictures, calendars, cartoons or other materials with sexual content;
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another; or
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

It is also the policy of the School that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the school, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student. An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment.

If you wish to report harassment, please contact one of the Compliance Officers listed above.

A copy of the school's Board's Anti-Harassment Policy 5517, including the reporting, investigation, and resolution procedures, is available in the school office and on the District's web page.

BULLYING - Board Policy 5517.01

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal, electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Examples of bullying include:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. If the investigation finds that aggressive behavior has occurred, it will result in prompt and appropriate discipline, co-curricular sanctions and/or disciplinary action up to and including suspension or expulsion. Individuals may also be referred to law enforcement officials.

HEALTH SERVICES POLICY- Board Policy 5310

The Board may require students to submit to periodic health examinations to:

- A. protect the school community from the spread of communicable disease;
- B. determine that each student's participation in health, safety, and physical education courses meets his/her individual needs;
- C. determine that the learning potential of each child is not lessened by a remediable, physical disability.

The District shall specify the need for health services which may include, but not be limited to:

- A. student physical examinations;
- B. athlete physical examinations;
- C. dental examinations;
- D. vision screening;
- E. audiometric screening.

Any health services program should also include instruction to staff members on the observance of students for conditions that indicate signs of physical health conditions which may be pertinent to the student's ability to fully access the District's programming.

The Board shall directly notify the parents of students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening is scheduled or expected to be scheduled for students if the examination or screening is: 1) required as a condition of attendance; 2) administered by the school and scheduled by the school in advance; and 3) not necessary to protect the immediate health and safety of a specific student, or other students.

The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

EMERGENCY NURSING SERVICES – Board Policy 5310.01

To provide for the protection of the students, the District shall make available emergency nursing services during the regular school day and during all school-sponsored student activities.

The District shall provide for the management of illness (Policy 5310, Policy 5335, Policy 8450, and Policy 8453), accidental injury (Policy 5340 and Policy 5341), and the administration of medication and emergency care (Policy 5330). The policies shall include protocols for recording all administration of emergency nursing services.

The District Administrator shall develop guidelines that will provide student emergency information cards, equipment, supplies, and space for the emergency nursing services that are appropriate and readily accessible to facilitate the provision of such services consistent with the services developed through this policy. The District Administrator shall also identify a licensed physician to serve as a medical advisor.

The District shall make available emergency student information, first aid supplies, and appropriate and accessible space for the rendering of emergency nursing services.

This policy and the additional policies providing for the provision of emergency nursing services to

students has been developed and has been reviewed by the school nurse in cooperation with other School District personnel and representatives from community health agencies and services. The nurse shall review and evaluate emergency nursing services each year, including a review of the policies referenced above, and shall report to the Board regarding such services and bring proposed revisions of any policies to the District Administrator who will review and forward such revisions to the Board for consideration.

HOMELESS STUDENTS – Board Policy 5111.01

Children who are identified as meeting the Federal definition of "homeless" will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless. The District shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness. The District shall regularly review and revise its policies, including school discipline policies that impact homeless students, including those who may be a member of any of the Protected Classes (Policy 2260).

Homeless children and youth are defined as individuals who lack a fixed, regular, and adequate nighttime residence, and include those who meet any of the following criteria:

- A. share the housing of other persons due to loss of housing, economic hardship, or similar reason
- B. live in motels, hotels, trailer parks, or camping grounds due to a lack of alternative adequate accommodations
- C. live in emergency or transitional shelters
- D. are abandoned in hospitals
- E. have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, or
- F. live in a car, park, public space, abandoned building, substandard housing¹, bus or train station, or similar setting

Pursuant to the McKinney-Vento Act, an unaccompanied youth includes a homeless child or youth not in the physical custody of a parent or guardian.

Services to Homeless Children and Youth

The District will provide services to homeless students that are comparable to other students in the District, including:

- A. transportation services;
- B. public preschool programs and other educational programs and services for which the homeless student meets eligibility criteria including:
 - 1. programs for children with disabilities;
 - 2. programs for English learners (ELs) (i.e. students with limited English proficiency (LEP));
 - 3. programs in career and technical education;
 - 4. programs for gifted and talented students;
 - 5. school nutrition programs; and
 - 6. before- and after-school programs.

The District Administrator will appoint a Liaison for Homeless Children who will perform the duties as assigned by the District Administrator. Additionally, the Liaison will coordinate and collaborate with the State Coordinator for the Education of Homeless Children and Youth as well as with community and school personnel responsible for the provision of education and related services to homeless children and youths. For more information on the role of the Liaison, refer to AG 5111.01.

School Stability

Maintaining a stable school environment is crucial to a homeless student's success in school. To ensure stability, the District must make school placement determinations based on the "best interest" of the homeless child or youth based on student-centered factors. The District must:

- A. continue the student's education in the school of origin for the duration of homelessness when a family becomes homeless between academic years or during an academic year; and for the remainder of the academic year even if the child or youth becomes permanently housed during an academic year; or
- B. enroll the student in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

The school of origin is the school the student attended or enrolled in when permanently housed, including a public preschool. The school of origin also includes the designated receiving school at the next level for feeder school patterns, when the student completes the final grade level at the school of origin.

When determining the student's best interest, the District must also consider student-centered factors, including the impact of mobility on achievement, education, health, and safety of homeless students and give priority to the request of the student's parent or guardian, or youth (if an unaccompanied youth). The District also considers the school placement of siblings when making this determination.

If the District finds that it is not in the student's best interest to attend the school of origin or the school requested by the parent or guardian, or unaccompanied youth, the District must provide the individual with a written explanation and reason for the determination in a manner and form understandable to the parent, guardian or unaccompanied youth. This written explanation will include appeal rights and be provided in a timely manner.

Immediate Enrollment

The District has an obligation to remove barriers to the enrollment and retention of homeless students. A school chosen on the basis of a best interest determination must immediately enroll the homeless student, even if the student does not have the documentation typically necessary for enrollment, such as immunization and other required health records, proof of residency, proof of guardianship, birth certificate or previous academic records. The homeless student must also be enrolled immediately regardless of whether the student missed application or enrollment deadlines during the period of homelessness or has outstanding fines or fees.

The enrolling school must immediately contact the school last attended by the homeless student to obtain relevant academic or other records. If the student needs immunization or other health records, the enrolling school must immediately refer the parent, guardian, or unaccompanied youth to the local liaison, who will help obtain the immunizations, screenings, or other required health records. Records usually maintained by the school must be kept so that they are available in a timely fashion if the child enters a new school or district. These records include immunization or other required health records, academic records, birth certificates, guardianship records, and evaluations for special services or programs. Procedures for inter-State records transfer between schools should be taken into account in order to facilitate immediate enrollment.

In addition, the District will also make sure that once identified for services, the homeless student is attending classes and not facing barriers to accessing academic and extracurricular activities, including magnet school, summer school, career, and technical education, advanced placement, online learning,

and charter school programs (if available).

Transportation

The District provides homeless students with transportation services that are comparable to those available to non-homeless students. The District also provides or arranges for transportation to and from the school of origin at the parent or guardian's request, or the liaison's request in the case of an unaccompanied youth. Transportation is arranged promptly to allow for immediate enrollment and will not create barriers to a homeless student's attendance, retention, and success.

- A. If the homeless student continues to live in the District, where the school of origin is located, transportation will be provided or arranged for the student's transportation to or from the school of origin.
- B. If the homeless student moves to an area served by another district, though continuing his/her education at the school of origin (which is in the District), the District and the district in which the student resides must agree upon a method to apportion responsibility and costs for transportation to the school of origin. If the districts cannot agree upon such a method, the responsibility and costs will be shared equally.
- C. When the student obtains permanent housing, transportation shall be provided to and from the school of origin until the end of the school year.

The District determines the mode of transportation in consultation with the parent or guardian and based on the best interest of the student.

In accordance with Federal law, the above transportation requirements still apply during the resolution of any dispute. The District will work with the State to resolve transportation disputes with other districts. If the disputing district is in another State, the District will turn to the State for assistance as Federal guidance says that both States should try to arrange an agreement for the districts.

Dispute Resolution

Homeless families and youths have the right to challenge placement and enrollment decisions. If a dispute arises between a school and a parent, guardian, or unaccompanied youth regarding eligibility, school selection, or enrollment of a homeless student, the District must follow its dispute resolution procedures, consistent with the State established procedures. If such a dispute occurs, the District will immediately enroll the homeless student in the school in which enrollment is sought pending final resolution of the dispute, including all appeals. The student will receive all services for which they are eligible until all disputes and appeals are resolved.

Pursuant to State, District, and Board policies, the District will provide the parent, guardian, or unaccompanied youth with a written explanation of all decisions regarding school selection and enrollment made by the school, District, or State, along with a written explanation of appeal rights.

The District's notice and written explanation about the reason for its decision will include, at a minimum, an explanation of how the school reached its decision regarding eligibility, school selection, or enrollment, including 1) a description of the proposed or refused action by the school, 2) an explanation of why the action is proposed or refused, 3) a description of other options the school considered and why those options were rejected, 4) a description of any other relevant factors to the school's decision and information related to the eligibility or best interest determination such as the facts, witnesses, and evidence relied upon and their sources, and 5) an appropriate timeline to ensure deadlines are not missed. The District must also include contact information for the Liaison and the State Coordinator, and a brief description of their roles. The District will also refer the parent, guardian, or unaccompanied youth to the Liaison, who will carry out the dispute resolution process.

The District ensures that all decisions and notices are drafted in a language and format appropriate for low-literacy, limited vision readers, and individuals with disabilities. For children and youth and/or parents or guardians who are English learners or whose dominant language is not English, the District will provide translation and interpretation services in connection with all phases of the dispute resolution process pursuant to Federal laws. The District will also provide electronic notices via email if the parent, guardian, or unaccompanied youth has access to email followed by a written notice provided in person or sent by mail.

Homeless Children in Preschool

Homeless preschool-aged children and their families shall be provided equal access to the educational services for which they are eligible, including preschool programs, including Head Start programs, administered by the District. Additionally, the homeless child must remain in the public preschool of origin, unless a determination is made that it is not in the child's best interest. When making such a decision on the student's best interest, the District takes into account the same factors as it does for any student, regardless of age. It also considers pre-school age-specific factors, such as 1) the child's attachment to preschool teachers and staff; 2) the impact of school climate on the child, including school safety; the quality and availability of services to meet the child's needs, including health, developmental, and social-emotional needs; and 3) travel time to and from school.

The District must also provide transportation services to the school of origin for a homeless child attending preschool. It is the District's responsibility to provide the child with transportation to the school of origin even if the homeless preschooler who is enrolled in a public preschool in the District moves to another district that does not provide widely available or universal preschool.

Public Notice

In addition to notifying the parent or guardian of the homeless student or the unaccompanied youth of the applicable rights described above, the District shall post public notice of educational rights of children and youth experiencing homelessness in each school. In addition, the District shall post public notice of the McKinney-Vento rights in places that homeless populations frequent, such as shelters, soup kitchens, and libraries in a manner and form understandable to the parents and guardians and unaccompanied youths.

Records

The local liaison will assist the homeless students and their parent(s) or guardian(s) or unaccompanied homeless students in their efforts to provide documentation to meet State and local requirements for entry into school.

All records for homeless students shall be maintained, subject to the protections of the Family Educational Rights and Privacy Act (FERPA) and Policy 8330, and in such a manner so that they are available in a timely fashion and can be transferred promptly to the appropriate parties, as required. Pursuant to the McKinney-Vento Act, information regarding a homeless student's living situation is not considered directory information and must be provided the same protections as other non-directory personally identifiable information (PII) contained in student education records under FERPA. The District shall incorporate practices to protect student privacy as described in AG 5111.01, AG 8330, and in accordance with the provisions of the Violence Against Women Act (VAWA) and the Family Violence Prevention and Services Act (FVPSA).

No Board policy, administrative procedure, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of homeless children.

CHILDREN AND YOUTH IN FOSTER CARE – Board Policy 5111.03

The Board recognizes the importance of educational stability for children and youth in foster care. Further, the Board recognizes these children and youth as a vulnerable subgroup of students in need of safeguards and supports in order to facilitate a successful transition through elementary and secondary education and into college and/or careers. To that end, the District will collaborate with the Department of Public Instruction (DPI), other schools and school districts, and the appropriate child welfare agencies to provide educational stability for children and youth in foster care.

Definitions

Children who meet the Federal definition of "in foster care" will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. To that end, students in foster care will not be stigmatized or segregated on the basis of their status. The District shall establish safeguards that protect foster care students from discrimination on the basis of their foster care status or other of the recognized Protected Classes (Policy 2260). The District shall regularly review and revise its policies, including school discipline policies that may impact students in foster care.

Consistent with the Fostering Connections Act, "foster care" means 24-hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility. This includes, but is not limited to, placements in:

- A. foster family homes;
- B. foster homes of relatives;
- C. group homes;
- D. emergency shelters;
- E. residential facilities;
- F. child care institutions; and
- G. pre-adoptive homes.

A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the State, tribal or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is Federal matching of any payments that are made. (45 C.F.R. 1355.20 (a)).

School Stability

The District shall remove barriers to the enrollment and retention of children and youth in foster care in schools in the District. Foster care students shall be enrolled immediately, even if they do not have the necessary enrollment documentation such as immunization and health records, proof of residency or guardianship, birth certificate, school records, and other documentation.

The District shall meet the Title I requirements for educational stability for children and youth in foster care, including those awaiting foster care placement. The District shall identify which students are in foster care and shall collaborate with State and tribal child welfare agencies to provide educational stability for these children and youth. District staff will work closely with child welfare agency personnel to develop and implement processes and procedures that include these enrollment safeguards:

- A. a child/youth in foster care shall remain in his/her school of origin, unless it is determined that remaining in the school of origin is not in that child's best interest;
- B. if it is not in the child's best interest to stay in his/her school of origin, the child shall be immediately enrolled in the determined new school even if the child is unable to produce records normally required for enrollment; and

- c. the new (enrolling) school shall immediately contact the school of origin to obtain relevant academic and other records, including the student's Individualized Education Program (IEP) if applicable. (ESEA Section 1111(g)(1)(E)(i)-(iii)).

Best Interest Determination

In making the best interest determination, the District will follow the guidelines established by DPI and the State or tribal child welfare agencies. The District shall utilize the prescribed process in conjunction with local child welfare agencies in making best interest determinations. Once a determination is made the District shall provide the decision in writing to all relevant parties, in collaboration with the appropriate child welfare agency. When making decisions regarding educational placement of students with disabilities under IDEA and Section 504, the District shall provide all required special educational and related services and supports provided in the least restrictive placement where the child's unique needs, as described in the student's IEP or Section 504 plan, can be met.

Dispute Resolution Process

If there is a dispute regarding whether the educational placement of a child in foster care is in the best interest of that child, the dispute resolution process established by the SEA shall be used.

The District's representatives shall collaborate fully in this process, considering relevant information regarding academic programming and related service needs of the child, and advocating for what the District believes is in the best interest of the child.

To the extent feasible and appropriate, the child will remain in his/her school of origin while disputes are being resolved in order to minimize disruption and reduce the possible number of moves between schools. (ESEA Section 1111(g)(1)(E)(i)).

Since the child welfare agency holds ultimate legal responsibility for making the best interest determination for the foster child in their care, if the dispute cannot be resolved, the child welfare agency will make the final determination.

All notifications and reports regarding foster care placement, changes in school enrollment, transportation services, and changes in the child's living arrangements shall be provided to the affected parties, in writing, in accordance with the forms, procedures, and requirements of the SEA and the State or tribal child welfare agencies.

Local Point of Contact

The District Administrator shall designate and make public a local point of contact who will perform the duties as assigned by the District Administrator. The point of contact shall serve as a liaison to coordinate with child protection agencies, lead the development of a process for making the best determination for a student, facilitate the transfer of records, and oversee the enrollment and regular school attendance of students in foster care.

Records

The District shall provide privacy protections for children and families and shall facilitate appropriate data-sharing pertaining to children in foster care between child welfare and educational agencies, in accordance with the Family Educational Rights and Privacy Act (FERPA) and Policy 8330 – Student Records.

Services to Children and Youth in Foster Care

Foster care children and their families shall be provided equal access to the educational services for which they are eligible comparable to other students in the District including:

- A. educational services for which the student in foster care meets eligibility criteria including services provided under Title I of the Elementary and Secondary Education Act or similar State and local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency;
- B. preschool programs;
- C. programs in career and technical education;
- D. programs for gifted and talented students; and
- E. school nutrition programs; and
- F. before- and after-school programs.

Transportation Services

The District shall provide transportation services for children in foster care consistent with the procedures developed by the District in collaboration with the State or local child welfare agency. These requirements apply whether or not the LEA already provides transportation for children who are not in foster care.

In order for a student in foster care to remain in his/her school of origin, when in his/her best interest, transportation services shall be provided, arranged, and funded for the duration of the child’s placement in foster care. The District’s transportation services will provide that:

- A. Children in foster care needing transportation to their schools of origin will promptly receive that transportation in a cost-effective manner and in accordance with Section 475(4)(A) of the Social Security Act; and
- B. If there are additional costs incurred in providing transportation to the school of origin, the District shall provide such transportation if 1) the local child welfare agency agrees to reimburse the District for the cost of such transportation; 2) the District agrees to pay for the cost; or 3) the District and the local child welfare agency agree to share the cost. (ESEA 1112(c)(5)(B)).

Coordination of Service

Since foster care placements may occur across district, county, or State boundary lines, coordination among multiple agencies may be necessary. The District will work with appropriate State and local agencies to address such placement and transportation issues that arise. The District shall provide or arrange for adequate and appropriate transportation to and from the school of origin while any disputes are being resolved.

No Board policy, administrative procedure, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of children and youth in foster care.

Emergency Health Policy

ACCIDENTS

All accidents must be reported on an Accident Report form. In case of injury, the student should be sent directly to the Special Services Office. The school nurse or assistant will then evaluate the student. The Principal and school nurse will review all recorded accidents. Parents will be notified if the injury demands medical attention. If a student’s injury is determined to be an emergency, in the judgment of school personnel, the ambulance will be summoned to transport the student to the hospital. Parents will be immediately notified of the accident by school staff attending to the student.

EMERGENCY MEDICAL INFORMATION

Emergency Medical information is located in the Special Services Office and will be the guideline for emergency procedures in the School District of Flambeau.

RECORDS

All injuries, accidents, and illnesses will be recorded in the health record in the Special Services Office. The health record shall be maintained in accordance with State Law and Board policy.

An enrollment Information Request form will be completed each year for every student to include:

- Parent's name, address, and telephone number.
- Parent's place of employment, address, and telephone number.
- Medical problems the student may have or medications that the child may be taking both at home and at school.
- Name of two emergency contacts if the parent is unable to be contacted.

SCHOOL ILLNESS POLICY

Students complaining of illness or suspected of being ill are to be sent directly to the Special Services Office. The school nurse or assistant will then evaluate the student. If a student has a temperature of 100 degrees or over or other symptoms of illness, the parents may be contacted. The school nurse or office personnel must verify all parent contact. No child will be allowed to go home alone without prior parent contact. An earnest attempt will be made to contact the parent(s) of a child who is seriously ill. If the student's parents or emergency contacts cannot be reached, school personnel will arrange emergency medical attention. Students must stay in the Special Services Office until action has been taken. Student records are to be evaluated periodically for possible abuse of the Special Services Office. Students are not to be left unattended in the Special Services Office. After three days of absence, a note is required from a doctor.

STUDENT IMMUNIZATION

All students admitted to the School District of Flambeau must present immunization records as required by Wisconsin Student Immunization Law. Students must be compliant with DPT/DTaP/Td (Diphtheria, Pertussis, and Tetanus); OPV/IPV (Polio); MMR (Measles, Mumps, Rubella); Hep B (Hepatitis B) and Varicella (chicken pox).

A student may be waived from the immunization requirement when the student's parent, guardian, or legal custodian submits a written statement objecting to the immunization because of health, religion, or personal conviction.

It shall be the responsibility of the school nurse, under the direction of the principal, to see that the School District of Flambeau is in compliance with the Wisconsin Student Immunization Law. The school nurse shall maintain the required immunization records and inform parents/guardians of immunizations needed for their child to be compliant with state immunization regulations. The school nurse shall publicize the immunization requirements to all parents, guardians, or legal custodians affected by the Wisconsin Student Immunization Law. The principal shall be authorized to make rules as necessary for the implementation and administration of this policy, consistent with the Wisconsin Student Immunization Law.

The Wisconsin Immunization Law now requires proof of varicella (chicken pox) immunity for all students in grades K-12. A child is considered compliant with the law if either a vaccination date is provided or an indication that the child had chickenpox disease is on record at the school. Waivers are available for medical, religious, or personal conviction reasons

STUDENT MEDICATION POLICY

Students may carry and self-administer the following prescription medications for emergency situations at school and after school activities: an inhaler for asthma, Glucagon injections for low blood sugar diabetic reactions and Epinephrine pens (epi-pen) for allergic reactions IF:

- The student's parent/guardian submits a signed and dated Authorization for Administration of Prescription Medications form authorizing the student to carry and use the inhaler, glucagon injections or epi-pen.
- The Authorization for Administration of Prescription Medications form is signed by a physician who recommends that the student be allowed to carry and self-administer his or her own inhaler, glucagon injection, or epi-pen.
- The student has demonstrated to the school nurse: proper self-administration of the medication, the correct signs and symptoms of when the medication should be used, and proper handling and storage of the medication.

All other prescription and nonprescription medication brought to school and used during the school day will be stored in a secured cabinet in the Special Services Office.

Medication given in the school must have the following information printed on the container:

- Child's full name
- Name of the medication
- Physician's name
- Dosage
- The route in which the medication is to be given
- The time or frequency in which the medication is to be given

PRESCRIPTION DRUGS

Both the parent and the doctor must complete an Authorization for Administration of Prescribed Medication consent form before the prescription medication will be delivered by school personnel during the school day to include:

- Child's full name
- Name of the medication
- Physician's name
- Dosage
- The route in which the medication is to be given
- The time or frequency in which the medication is to be given
- Beginning and termination dates
- Reason for medication
- Conditions which warrant immediate contact with this physician

NON-PRESCRIPTION DRUGS

The parent must complete a Parent Release for Delivery of Non-Prescription Medication consent form before school personnel will deliver any non-prescription medication during the school day to include:

- Child's full name
- Name of the medication
- Purpose of medication
- Dosage
- Time to be given

PRESCRIPTION DRUGS NOT ADMINISTERED AT SCHOOL

Narcotic pain medications such as Vicodin, Hydrocodone, Tylenol #3, Oxycodone, Oxycontin, etc. will

not be administered at school. It is in the best interest of students to remain at home while taking these types of medications.

The school nurse will be responsible for Obtaining and filing the written instructions and consent in the Special Services Office, periodic review of such written instructions, storing prescription and non-prescription medication in a secured cabinet within the Special Services Office, record keeping, and return of unused medication to the parent/guardian, the appropriate training and supervision of school personnel delegated to administer medication.

The parent/guardian of the pupil shall assume responsibility for informing the designated school official of any change in the child's health or medication. School personnel, delegated to administer medication, will be provided with appropriate training and supervision by the school nurse.

A complete and accurate confidential health record shall be established for each pupil receiving medication and maintained in the Special Services Office.

New prescriptions must be received annually for pupils on yearly medication. The School District of Flambeau retains the discretion to reject requests for the administration of medicine.

PROCEDURE FOR ADDRESSING OTHER CONCERNS OR PROBLEMS

There are always concerns and/or questions that arise throughout the school year. These concerns and/or questions should be addressed as soon as possible. If you have a concern/problem, the following steps should be taken:

1. Discuss the concern with the person who is closest to the concern. If you are not fully satisfied with the results.
2. Discuss the concern with the principal. A written statement of the concern/problem shall be prepared and signed by the person who has the concern. If you are not satisfied with the results.
3. Discuss the concern with the District Administrator. A written statement of the concern/problem shall be prepared and signed by the person who has the concern. If you are not satisfied with the outcome.
4. Discuss the concern with the Board of Education. A written statement of the concern/problem shall be prepared and signed by the person who has the concern.

Any action taken by the Board of Education is final.