

## 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](http://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!

Vince Ross  
4YK-5 Principal  
School District of Flambeau  
715-532-5559  
[vince.ross@flambeauschools.org](mailto:vince.ross@flambeauschools.org)

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

School Song and Cheer  
FLAMBEAU HIGH SCHOOL HATS OFF TO THEE  
TO OUR COLORS TRUE WE SHALL EVER BE  
FIRM AND STRONG UNITED ARE WE  
SAY RAH, RAH, RAH FOR FLAMBEAU HIGH  
RAH, RAH, RAH, RAH, RAH, SAY RAH FOR FLAMBEAU HIGH

(REPEAT ABOVE)

FALCONS, FALCONS, FALCONS, FALCONS, YEAH FALCONS!

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

District Administrator.....Erica Schley  
6-12 Principal.....Craig Cahoon  
4YK-5 Principal..... Vince Ross  
Administrative Assistant..... Stefanie Harris  
4YK-12 Principals' Secretary..... Danita Everett  
Receptionist, 4YK-12 Attendance.....Jeannine Dicus  
Bookkeeper/Payroll..... Lori Applebee  
Food Service/Student Accounts.....Dianne Verdegan  
Athletic/Activities/Transportation Director..... Ted Alberson

Community Education/Student Services Office  
532-7760, 532-4722

Director of Pupil Services/  
School Psychologist..... Brianna Edington  
Secretary..... Sharalyn Overhagen  
School Nurse..... Brenda Cigan  
4YK-5 Counseling.....John Kopacz

## Elementary Faculty and Staff

4YK.....	Heather Isham Linda Zimmer
Paraprofessionals: .....	Deb Loe Mary Kees
Kindergarten.....	Kelly Shilts Lucy Taylor
Grade One.....	Sonya Felland Dan Solberg Cynthia Wolbert
Grade Two.....	Teresa Steckel Laura Zimmer
Grade Three.....	Crystal Poznikowich Chastity Ridout
Grade Four.....	Sandy Barnett Bobbi Bruce
Grade Five.....	Rachel Gilles Michele vanDoorn
Interventionists.....	Amanda Bratanich Megan Ellwanger
Special Services.....	Sandy Brost Brenda Stoll
Paraprofessionals: .....	Lisa Ross Roberta Sieg Karen Tatrow
Technology Coordinator.....	Tim Fehr
Art.....	Jessica Torres
Music.....	Sandi Mudgett
Physical Education.....	Jeff Podgornik
Guidance.....	John Kopacz

## Table of Contents

Welcome.....	1
District Staff and Telephone Numbers.....	2
Elementary Faculty and Staff.....	3
School Information	
2017-2018 School Calendar.....	6
School Hours.....	7
Breakfast Program.....	7
Lunch Program.....	7
Milk Program.....	7
Elementary Guidance.....	7
Parent/Teacher Conferences.....	7
Release of Students.....	8
School Closings.....	8
Special Needs.....	8
Student Information System.....	9
Tardiness.....	9
Teacher Requests.....	9
Transportation.....	9
Visitor Policy.....	10
Walking/Riding To and From School.....	10
Expectations for Student Conduct	
School Expectations.....	11
Behavior at School Events.....	11
Bus Expectations.....	11
Clothing and Dress.....	13
Courtesy and Respect.....	13
Discipline.....	13
Educational Concerns/Questions.....	13
Emergency Drills.....	14
Lost and Found.....	14
Playground Expectations.....	14
Student Use of Cell Phones/Electronic Devices.....	14
Student Visitors.....	15
Telephone.....	15
Tobacco Policy.....	15
Weapons.....	15

Responses to Student Behavior	
Level I Responses.....	16
Level II Responses.....	17
Level III Responses.....	19
Level IV Responses.....	21
School Policies and Procedures	
Anti-Bullying Policy.....	23
Attendance Policy.....	26
Equal Opportunity.....	28
Expulsion Policy.....	28
Harassment.....	29
Non-Discrimination Policy.....	29
Procedure for Addressing Other Concerns or Problems.....	30
Pupil Discrimination Complaint Procedure.....	30
Students Identified as Disabled Under IDEA.....	32
Emergency Health Policy	
Accidents.....	33
Emergency Medical Information.....	33
Records.....	33
School Illness Policy.....	34
Student Immunization.....	34
Student Medication Policy.....	35

# **SCHOOL INFORMATION**

## **2017-2108 School Calendar**

Monday, August 28 <sup>th</sup>	New Teacher/Staff/Substitute Teacher Orientation
Tuesday, August 29 <sup>th</sup> - 30 <sup>th</sup>	In-Service Day for Teachers
Thursday, August 31 <sup>th</sup>	Work Day for Teachers
Monday, September 4 <sup>th</sup>	Labor Day – NO SCHOOL
Tuesday, September 5 <sup>th</sup>	First Day for Students
Wednesday, October 11 <sup>th</sup>	In-Service Day for Teachers – NO SCHOOL
Friday, November 3 <sup>rd</sup>	End of 1 <sup>st</sup> Quarter
Wednesday, November 8 <sup>th</sup>	In-Service Day for Teachers – NO SCHOOL
Monday, November 20 <sup>th</sup> – Friday, November 24 <sup>th</sup>	Thanksgiving Vacation – NO SCHOOL
Wednesday, December 13 <sup>th</sup>	In-Service Day for Teachers – NO SCHOOL
Monday, December 25 <sup>th</sup> – Monday, January 1 <sup>st</sup>	Christmas Vacation – NO SCHOOL
Wednesday, January 10 <sup>th</sup>	In-Service Day for Teachers – NO SCHOOL
Tuesday, January 23 <sup>rd</sup>	End of 1 <sup>st</sup> Semester/2 <sup>nd</sup> Quarter
Wednesday, February 14 <sup>th</sup>	In-Service Day for Teachers – NO SCHOOL
Thursday, February 15 <sup>th</sup> - Friday, February 16 <sup>th</sup>	Mid-Winter Break-NO SCHOOL
Wednesday, March 14 <sup>th</sup>	In-Service Day for Teachers – NO SCHOOL
Tuesday, March 27 <sup>th</sup>	Celebration of Learning
Wednesday, March 28 <sup>th</sup>	End of 3 <sup>rd</sup> Quarter
Thursday, March 29 <sup>th</sup>	Emergency Closing Make-Up Day (If needed)
Friday, March 30 <sup>th</sup> -Monday, April 2 <sup>nd</sup>	Spring Break – NO SCHOOL
Tuesday, April 3 <sup>rd</sup>	Emergency Closing Make-Up Day (If needed)
Wednesday, April 11 <sup>th</sup>	In-Service Day for Teachers – NO SCHOOL
Wednesday, May 9 <sup>th</sup>	In-Service Day for Teachers – NO SCHOOL
Friday, May 25 <sup>th</sup>	Last Day for Seniors
Saturday, May 26 <sup>th</sup>	High School Graduation (1:00 p.m.)
Monday, May 28 <sup>th</sup>	Memorial Day – NO SCHOOL
Thursday, June 7 <sup>th</sup>	End of 2 <sup>nd</sup> Semester/4 <sup>th</sup> Quarter /Last Day for Students
Friday, June 8 <sup>th</sup>	Emergency Closing Make-Up Day (If needed)

### School Hours

The school building opens at 7:30 a.m. each day. Elementary students who arrive at school at 7:30 will be directed to the Elementary IMC for supervision. Students will be allowed to go to classrooms at 8:00. Students who arrive at school after 8:20 a.m. are considered tardy. Bus dismissal is approximately 3:30 p.m. daily.

### Breakfast Program

Breakfast is served in the 4YK-5 classrooms each day from 8:00-8:20 a.m.. The breakfast program is free for students in 4YK-12th grade.

### Lunch Program

All students are given a meal account that will remain with them through their school career. New students will be issued an account on their first day of school. Money may be deposited in this account at any time and in any amount by sending the money to your child's teacher or the school office. Money for meals must be sent regularly, and accounts must be kept current. Account balances may be checked online by accessing your child's PowerSchool website. Students are allowed one lunch per day on an account. If students wish to eat more than one meal, they will need to pay cash in the lunch line for the extra meal—an extra meal can NOT be charged on the lunch account.

Applications for free or reduced meals are available from the school office.

### Milk Program

Flambeau School is a participant in the Wisconsin Morning Milk Program. A milk break is provided for 4YK-5 students who have the option of having a carton of milk. Milk for break is free for students receiving free or reduced meals. All other students are charged for milk.

### Elementary Guidance

A guidance counselor is available to all students and their parents in the elementary. 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 teacher to receive updates on progress and further develop a

successful partnership between school and home. Parent/Teacher Conferences are very valuable to the overall education program.

#### 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 except the main entrance on the east side of the building will be locked from 8:00 a.m. to 3:15 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.

#### School Closings

When school is closed because of a snowstorm or other emergency, the information will be broadcast on WLDY/WJBL, WJMC, WWIB, WAXX, and Moose Country radio stations, as well as television Channels 13 (WEAU) and 18 (WQOW). Messages of school closings will also be broadcast to parent telephones through our automated messaging system, our Facebook page, and as a pop up the school website. The school office will notify major businesses. Parents, please have emergency instructions filed with the classroom teacher in case of an early closing.

#### Special Needs

In some instances it will be suggested that students receive help from services provided by the Flambeau School District. Each grade has 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. 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-5 Principal, or Director of Special Education without hesitation.



### Student Information System

Student grades, attendance, and lunch account information may be accessed through our student information system, Power School. The website address is <https://flambeau.powerschool.com/public>. 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 teacher 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 levels 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 phone by April 1<sup>st</sup>.

### 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-1 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-1 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 child. All students must be picked up by 3:45 p.m. each day. Busses 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 seats at all times while the bus is in motion.

#### Visitor Policy

Parents are always welcome on the School District of Flambeau campus. It is of utmost importance that our District work to the best of its ability to maintain the safety of all students and staff while providing a welcoming learning environment. Some procedures have been put into place regarding building access.

- Enter at Door S4, otherwise known as our “main door.”
- Ring buzzer and wait for acknowledgement of visual confirmation by receptionist.
- Report to the office to sign-in after being buzzed in.
- Leave collateral with receptionist, which could include: Government ID, cell phone, vehicle keys, checkbook, credit card or other acceptable object.
- Receive a badge and display the badge while on school grounds.
- Any person in the building at any time without signing in and not displaying a badge could be considered a trespasser and will be questioned by District officials.
- When business is concluded - return visitor badge, receive your collateral back and sign-out.

#### 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 regards to classrooms, hallways, the playground, bathrooms, the lunchroom, buses, etc. 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 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:

1. Remain seated at all times while the bus is in motion.
2. Keep hands, head, and other objects inside the bus at all times.
3. Do not throw any objects from the bus window.
4. Assist in keeping the bus safe and clean at all times. Do not leave garbage or food on the bus.

5. Keep voices to a minimum as to help the bus driver concentrate on driving. Absolute quiet is necessary when approaching and crossing a railroad crossing.
6. Fighting and obscene language is not tolerated.
7. Respect bus equipment. Damage to seats, etc. will be paid for by the offender.
8. Bus riders are to follow the directions of their bus driver at all times.

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.

If bus expectations are not met, the following steps will be taken:

1st Notice..... Upon receiving a bus driver's conduct report, a conference between the student and Principal and/or Transportation Director will take place to identify the problem. A copy of that report will be mailed home to parents.

2nd Notice..... Upon receiving a bus driver's conduct report for a second offense, parents will be asked to watch bus film of the incident with the child and Transportation Director. If that meeting can take place within three school days of the Director contacting parents, a suspension will not take place. Parents not willing to come watch the incident in a timely manner will transport their child until they can make such time.

3rd Notice..... Upon receiving a conduct violation for a third offense, the student will receive a five-day suspension from riding a SDF bus. Transportation to and from school will be the responsibility of the parent or guardian.

Remember, the transportation to and from school is a privilege which can be terminated. Parents will be notified if there is misconduct on the bus. If such misconduct continues,

a student's privilege to ride the bus may be suspended by school authorities.

\*Some incidents may be of such a dangerous or offensive nature that suspension of riding a SDF bus could be the first corrective action.

#### 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. 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-5 Principal.

### Emergency Drills

A fire drill, tornado drill, or safety drill are 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 by the end of each month 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. 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

The use or possession by students of electronic devices or 2-way communication devices while on premises owned, rented or under the control of the School District of Flambeau is prohibited. Students found violating this policy are subject to discipline. Use will be permitted if the above devices are used or possessed for a medical, school, educational, or other legitimate use and approved by the principal in advance. Annually, this notice will be included in the student handbook. This policy is in accordance with Wisconsin Statute 118.258.

Possession of a cellular telephone 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 in school, on school property, at after-school activities and at school-related functions, provided that during school hours (8:00 a.m. to the end of the day's classes—including lunch

time) the cell phone is turned off and remains in the student's backpack and/or locker.

Violations of this policy will result in confiscation of the cellular telephone and/or loss of the privilege to carry one. The school district will not be responsible for lost, damaged, or the theft of any electronic device brought to school.

Use of cell phones 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 a teacher will confiscate the phone and bring it to the office.

#### 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

The school is tobacco free. Tobacco usage will not be permitted on school property at any time.

#### 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.

# Responses to Student Behavior

## Level I Responses

Level I infractions are those infractions that are to be addressed by the teacher or staff member responsible for supervision of the student(s) when the infraction(s) occur. Several interventions must be attempted before a student progresses to Level II.

### Examples of Level I Infractions:

Infraction	Definition/Examples
Campus Misconduct	Not abiding by the expectations of a particular area (hallway, cafeteria, computer lab, etc.) or at a particular event (concert, assembly, etc.).
Cheating	Copying another student's work, using technology to find answers during a test, etc.
Disrespect	Being deliberately unkind to another student or teacher, using intimidating language or gestures that are meant to demean another student.
Disruption of Teaching and/or Learning	Off task behavior, behavior that disrupts the learning environment, general horseplay, etc.
Inappropriate Language	Using words or gestures, while not severe, which are inappropriate for a social setting.
Inappropriate Use of Technology	Using a cell phone, tablet, or computer during class without the teacher's permission.
Misuse of District Property	Abusing, in a non-severe way, the property of the school district.
Misuse of Student Property	Taking or abusing another student's property without permission. Examples might include breaking another student's



	pencil, "hiding" another student's book, writing on another student's assignment, etc.
Insubordination	Refusing a reasonable request from a staff member while not being belligerent or aggressive.
Physical Aggression	Minor physical aggression including, but not limited to, pushing, shoving, kicking, tackling, etc. This type of physical aggression is not likely to cause lasting physical damage.
Unexcused Tardies	Consistently being late for class without a pass.

Possible Level I Responses/Interventions:

- > Behavior contract
- > Confiscation of nuisance items
- > Confiscation of technology
- > Guidance Referral
- > Have student repeat correct behavior
- > Ignore the behavior
- > Move seat
- > Parent contact
- > Positive reinforcement
- > Redirection
- > Resource Teacher contact
- > Student/Teacher conference
- > Verbal correction/warning

**Level II Responses**

Level II infractions are those infractions that are to be written into an Office Referral. Several interventions must be attempted before a student progresses to Level II.

Examples of Level II Infractions:

Infraction	Definition/Examples
Campus Misconduct	Severe and consequential violations of the expectations of a particular area (hallway, cafeteria, computer lab, etc.) or of a particular event (concert, assembly, etc.),

	such as non-permanent vandalism, disruptions, etc.
Cheating	Submitting the work of another and claiming credit, providing answers for a test or quiz, etc.
Continued Level I Infractions	Continued, documented, Level I infractions.
Disrespect	The use of language or gestures that is meant to threaten, harasses, or demeans another student or staff member.
Disruption of Teaching and/or Learning	Continued and repeated off task behavior, behavior that disrupts the learning environment, or actions which detract from the learning of others.
Inappropriate Language	Using severe inappropriate words or gestures that are inappropriate for a social setting.
Inappropriate Use of Technology	Continued use of a cell phone, tablet, or computer during class without the teacher's permission, or during passing times or recess; violation of the district's acceptable use agreement (downloading unauthorized software, altering workstations, using a district computer to cause harm, etc.).
Misuse of District Property	Severely abusing district property in a permanent and/or defacing manner.
Misuse of Student Property	Severely abusing another student's property without permission. Examples might include breaking another student's pencil, "hiding" another student's book, writing on another student's assignment, etc.
Insubordination	Willful and persistent defiance of proper authority, failure to comply with or complete a Level I intervention, etc.

Physical Aggression	Aggressive physical contact between two or more students that does not result in serious injury, but injury was the intent.
School Bus Misconduct	Inappropriate or unsafe conduct while on district transportation.
Theft	Willfully taking the property of another without permission.
Unexcused Tardies	Consistently being late for class without a pass after Level I interventions were attempted.

Possible Level II Responses/Consequences:

- > Behavior contract
- > Compensation for damages
- > Confiscation of nuisance items
- > Confiscation of technology
- > Guidance Referral
- > Have student repeat correct behavior
- > Loss of academic credit (for cheating/academic dishonesty)
- > Lunch detention (with individual teacher)
- > Parent contact
- > Parent/Student/Teacher conference
- > Resource Teacher contact
- > Restorative Justice practices
- > School-based community service
- > Suspension from extra-curricular activities/contests/events

**Level III Responses**

Level III infractions are those infractions that are to be written into an Office Referral. These infractions are more severe than Level II in terms of intent and/or outcome.

Interventions do not need to be attempted in order to write an Office Referral for a Level III infraction.

Examples of Level III Infractions:

Infraction	Definition/Examples
Alcohol / Tobacco Violation	The unlawful possession or use of alcohol, tobacco, or nicotine delivery device on school property or at school sponsored events.
Bullying	Threatening or intimidating behavior, regardless of delivery, aimed at another student or group of students intended to hurt or damage that student or group of students.
Disruption of Teaching and/or Learning	Any student who causes a material and substantial disruption on school grounds, in a school vehicle, or at a school activity or sanctioned event three or more times during a school year.
Drug Offense	The unlawful possession or use of marijuana or a controlled substance as defined by Wisconsin state law, or possession of drug paraphernalia on school grounds or at a school sponsored event.
Failure to Complete a Level II Response	Not complying with Level II Response/Consequence.
Harassment (non-criminal)	Behavior by a student or group of students aimed at tormenting, embarrassing or confusing, by continual persistent attacks, questions, or pestering, another student or group of students.
Inappropriate Use of Technology	Severe violation of the district's acceptable use agreement - behaviors include but are not limited to: use of hacker/cracker utilities; possession of personal data without consent; installing audio, video, or music servers; or transmitting, accessing, or possessing inappropriate/harmful material.

Possession of Distribution of Obscene or Harmful Materials	The possession or distribution of materials, on school grounds or at school-sponsored events, which slanders, defames, harms another, is obscene to the educational environment, or puts the safety of students and/or staff at risk.
Physical Aggression	Aggressive physical contact between two or more students where severe injury was intended and achieved - actions would be construed as assault if committed by an adult.
Weapons Offense	The carrying or possessing of a standard weapon or look-alike weapon, even if inadvertent, on school grounds, school district property, or at school events.

Possible Level III Responses/Consequences:

- > Behavior contract
- > Charges filed with civil authorities
- > Compensation for damages
- > Confiscation of nuisance items
- > Confiscation of technology
- > Guidance Referral
- > Parent contact
- > Parent/Student/Teacher conference
- > Resource Teacher contact
- > Restorative Justice practices
- > School-based community service
- > Suspension
- > Suspension from extra-curricular activities/contests/events

**Level IV Responses**

Level IV infractions are the most severe and will result in the most extreme consequences. It is likely that expulsion will be pursued for a Level IV violation. Further disciplinary action, including involvement of law enforcement, where allowed by law, shall be optional. Level IV disciplinary infractions are behaviors considered material and substantial disruptions to the learning environment and will be presumed to be initiated, willful, and overt on the part of the student.

Examples of Level IV Infractions:

Infraction	Definition/Examples
Bullying	Repeated threatening or intimidating behavior, regardless of delivery, aimed at another student or group of students intended to hurt or damage that student or group of students.
Drug Offense	The distribution or sale of marijuana or any controlled substance on school grounds or at school-sponsored events - possession of a large amount of marijuana or a controlled substance will be viewed as an intent to sell.
Harassment	Troubling, tormenting, or confusing another student or staff member by continual inappropriate persistent actions or attacks.
Inappropriate Use of Technology	Behaviors include but are not limited to: deliberately disabling or circumventing the District networking device or system, the loading or execution of unauthorized software creating denial of district network resources.
Pornography	The possession, reproduction, purchase, or transmission of pornography, regardless of means.
Physical Aggression	The commission of an act by a student that would be first or second degree assault, if committed by an adult; when one, with intent to cause serious bodily injury to another person, causes serious bodily injury to any person.
Weapons Offense	The carrying, bringing, possession, or use of a weapon on school grounds or at school-sponsored events, with the intent of causing harm or death to a student or staff member.

Possible Level IV Responses/Interventions:

- > Charges filed with civil authorities
- > Compensation for damages
- > Confiscation of technology
- > Expulsion

- > Guidance Referral
- > Parent contact
- > Suspension

## School Policies and Procedures

### Anti-Bullying Policy

#### Purpose:

To make certain that students are learning in a supportive, safe, and caring environment without fear of being bullied at school or during school related activities. Bullying is anti-social behavior that affects everyone; it is not acceptable and will not be tolerated.

#### Policy:

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.

#### Complaint Procedure:

It is the responsibility of administrators, staff, students, and parents to report acts of bullying to a member of the school staff or administration. Everyone in the school must be aware of the signs of bullying and promptly report it to a school official.

The administration and school staff will support students and coworkers making reports and protect them against any potential retaliation for making such a report.

The principal or designee will investigate to determine the facts in order to verify the validity and seriousness of the report. Interviews will be conducted and the results of the investigation will be documented.

Reports of bullying are classified as private, educational, and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

#### Consequences:

When it is determined that a student participated in bullying behavior, the administration will take disciplinary action, which may include warnings, exclusion from certain areas of the school, detention, suspension, expulsion, and/or referrals to law enforcement officials and/or social services.

#### Notice:

The School District of Flambeau will give annual notice of this policy to students, parents or guardians, and staff, and summary of this policy shall appear in the student handbook.

Persons wishing to report a bullying incident may contact the school office or visit the school website to print a Bully Incident Report form. A copy is also shown on the following page.



## Bullying Incident Report

Report made by: \_\_\_\_\_ Date: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Approximate Time of Incident: \_\_\_\_\_

Please describe in detail exactly what occurred, anyone who was involved, and possible witnesses. Details are important.

---

---

---

---

---

---

---

---

---

---

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).

Signature \_\_\_\_\_ Date submitted \_\_\_\_\_

### Attendance Policy

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a serious problem. If a student must be away from school for several days, please contact the child's teacher (in advance-if possible) so appropriate home study materials can be arranged.

All children between the ages of 6 and 18 years of age except as provided by law and the policies herein, shall attend school regularly during the full period and hours that school is in session until the end of the school term, quarter or semester of the school year in which the child becomes 18 years of age. Truancy shall be defined as any absence of part or all of one or more days from school during which the District has not been notified of the legal cause of such absence by the period with 8 period absences consisting of a full day. (Wisconsin Statutes, 118.15)

#### Absenteeism:

Regular and punctual attendance is critical for academic success. Attending school allows students to benefit from in-class activities, collaboration with their peers, and one-on-one help from teachers. Per Wisconsin State Statute 118.15, all students between the ages of 6 and 18 shall attend school regularly during the full period and hours, religious holidays excepted, that the school is in session until the end of the school term, quarter or semester of the school year in which the child becomes 18 years of age. Students who turn 18 before graduation will be considered students and are expected to abide by all the rules and regulations for students.

Absences shall be classified as excused or unexcused. When possible, parents should send written explanation of absences in advance. In the case of unexpected sickness, injury, or personal need, parents should send a written note with the child upon his/her return to school, which should be given to the classroom teacher. Excused absences include the following:

- Sickness/injury
- Medical/Dental appointment (signed doctor/dentist verification)
- Family emergency
- Family trips (must be approved by principal at least 5 school days in advance)
- School related activities or trips

Students who are leaving school early must come to school with written permission from a parent/guardian. The classroom teacher should receive the letter. Parents who are picking children up early should enter the building and pick their child up in the school office. The student will remain in the classroom until the attendance secretary calls the child's teacher for a dismissal of the student. This policy eliminates lost academic time if a parent is running late picking up a child.

Per Wisconsin State Statute 118.15, truancy is defined as any absence of part or all of one or more days from school, during which the district has not been notified of the legal cause of the absence. A student will be considered habitually truant if s/he is absent from school without an acceptable excuse for 5 or more days [under WI Statute 118.15, (4)s].

The School District of Flambeau will make every possible attempt to ensure that students attend school regularly. The following actions will be taken if a student is habitually absent:

- After 5 absences (excused and/or unexcused), a letter will be sent home from the office.
- After 8 absences (excused and/or unexcused), letter will be sent home from the office requesting a meeting with parents.
- After 10 absences (excused and/or unexcused), the principal will attempt to make contact via phone, e-mail, and/or in person. If unable to reach parents, or if the response is unsatisfactory, truancy charges may be pursued. Fines and possible court actions could result.

All students who have reported to, or been delivered to, Flambeau School may not leave the campus between 8:00 a.m. and 3:30 p.m. Students who leave the campus without a

previously arranged excuse (approved by the office) during these hours will face a Level II Response (see Responses to Student Behavior), and be marked as an unexcused absence.

#### Equal Opportunity

The School District of Flambeau, in compliance with current state and federal statutes and regulations, and in recognition of its obligation to provide equal opportunity in education and employment for all persons within its jurisdiction, affirms that it will not discriminate on the basis of sex, age, race, creed, religion, color, national origin, economic status, marital status, or disability. The complete policies and procedures are available for inspection in the District Administrator's office.

#### Expulsion Policy

In accordance with Wisconsin State Statute Section 120.13(1)(c) a pupil may be expelled from school by the School Board whenever it finds the pupil guilty of repeated refusal or neglect to obey the rules, or finds that a pupil 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, or finds that the pupil engaged in conduct while at school or while under the supervision of a school authority which endangered the property, health or safety of self or others, or finds that a pupil while not at school or while not under the supervision of a school authority engaged in conduct which endangered the property, health or safety of self or others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or school board members of the school district in which the pupil is enrolled, or finds that the pupil 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 does not constitute grounds for expulsion under any of the other categories listed herein, or finds that the pupil, while at school or while under the supervision of a school authority, possessed a firearm (in which case the pupil shall be expelled for not less than one year); and is satisfied that the interest of the school demands the pupil's expulsion.

The procedures outlined in Wisconsin State Statute Section 120.13(1)(c) shall be the procedures followed by the School Board of the School District of Flambeau in conducting an expulsion procedure.

#### Harassment

In order to maintain a school environment that encourages optimum human growth and development for its students and employees, it is the policy of the School District of Flambeau to maintain and ensure learning and working environment free of any form of harassment or intimidation toward personnel or students.

Harassment refers to acts of physical, verbal or psychological harassment, which create an intimidating, hostile or offensive work and learning atmosphere.

Any person who believes he/she has been harassed may file a complaint in accordance with procedures established for dealing with discrimination.

#### Non-Discrimination Policy

The School District of Flambeau is committed to equal educational opportunity for all students in the district.

It is the policy of the School District of Flambeau, pursuant to Section 118.13, Wisconsin Statutes, and PI 9, that no person on the basis of gender, race, age, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability, may be denied admission to school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extra-curricular, pupil service, recreational, or other program.

This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race and national origin), Title IX of the Education Amendments of 1972 (gender), and Section 504 of the Rehabilitation Act of 1973 (handicap).

It shall be the responsibility of the District Administrator to examine existing policies and develop new policies where needed to ensure that the School District of Flambeau 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 Section 118.13, Wisconsin Statutes, PI 9, Wisconsin Administrative Code, Title IX of the Education Amendments and Section 504 of the Rehabilitation Act of 1973. That employee shall ensure adoption of a complaint procedure to resolve complaints alleging violation of these laws, assure that an evaluation of the District's compliance with Section 118.13, Wisconsin Statutes is completed every five (5) years under PI 9, Wisconsin Administrative Code and submit Form PI-1197 to the Department of Public Instruction annually.

#### 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.

#### Pupil Discrimination Complaint Procedure

S.118.13, Wisconsin Statutes:

If any person believes that the School District of Flambeau or any part of the school organization has failed to follow the law and rules of Section 118.13, Wisconsin Statutes, or in some way discriminates against pupils on the basis of gender, age, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability, he/she may bring or send a complaint to the District Administrator's Office, P.O. Box 86, Tony, WI 54563.

Step 1: A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the district employee designated to receive complaints. That employee shall send written acknowledgement of receipt of the complaint within 45 days.

Step 2: A written determination of the complaint shall be made by the board within 90 days of receipt of the complaint unless the parties agree to an extension of time; appeals under 20 USC Section 415 and Chapter 115, Subch. V, Wisconsin Statutes. Complaints under 20 USC Section 1231e-3 and 34CFR ss. 76.780-76.782, commonly referred to as EDGAR complaints, that the state or subgrantee is violating a federal statute or regulation that applies to a program shall be referred directly to the State Superintendent.

Step 3: If a complainant wishes to appeal a negative determination by the board, he/she has the right to appeal the decision to the State Superintendent within 30 days of the board's decision. In addition, the complainant may appeal directly to the State Superintendent if the board has not provided written acknowledgement within 45 days of receipt of the complaint or made a determination within 90 days of receipt of the written complaint. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster Street, P.O. Box 7841, Madison, WI 53707.

Step 4: Discrimination complaints on some of the above basis may also be filed with the federal government at the Office for Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8<sup>th</sup> Floor, Chicago, Illinois 60606.

Discrimination Complaint Procedure—Federal:

If any person believes that the School District of Flambeau or any part of the school organization has inadequately applied to the principles and/or regulations of Title IX (gender) and Section 504 (handicap) or in some way discriminates on the basis of gender, race, color, national origin, age, or handicap, he/she may bring forward a complaint to the District Administrator's Office, P.O. Box 86, Tony, WI 54563.

#### Informal Procedure:

The person who believes he/she has a valid basis for a complaint shall discuss the concern with the local Title IX or Section 504 Coordinator, who shall in turn investigate the complaint and reply to the complainant in writing within two (2) days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed.

#### Formal Complaint Procedure:

Step 1: A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the local Title IX or Section 504 Coordinator within 5 business days of receipt of the written reply to the informal complaint. The coordinator shall further investigate the matters of the complaint and reply in writing to the complainant within 5 business days.

Step 2: If the complainant wishes to appeal the decision of the local Title IX or Section 504 Coordinator, he/she may submit a signed statement of appeal to the District Administrator within five (5) business days after receipt of the local coordinator's response to the complaint. The District Administrator shall meet with all parties involved, formulate a conclusion, and respond in writing to the complaint within ten (10) business days.

Step 3: If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the School Board within five (5) business days of his/her receipt of the District Administrator's response in Step 2. In an attempt to resolve the complaint, the School Board shall meet with the concerned parties of such an appeal. The Board's secretary shall send a copy of the Board's disposition of the appeal to each concerned party within ten (10) business days of this meeting.

Step 4: If, at this point, the complaint has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8<sup>th</sup> Floor, Chicago, Illinois 60606.

#### Students Identified as Disabled Under the IDEA

Some different rules and considerations apply for students identified as requiring special education services under the



IDEA or Section 504. In particular, placement for such students is a decision of the student's IEP team, subject to stringent procedural safeguards, and cannot be made unilaterally by teachers/administration. Students identified as requiring special education services under the IDEA or Section 504 may, in general, be temporarily removed from class under the same terms and conditions as non-disabled students. No change in placement for more than ten (10) school days may be made for students with disabilities outside of the IEP process. The ten (10) day limit applies to suspensions or removal.

## 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 illness 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 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 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 of prescription and non-prescription medication in a secured cabinet within the Special Services Office, record keeping and the 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 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 administration of medicine.