

WELCOME TO FLAMBEAU MIDDLE/HIGH SCHOOL!

Welcome to Flambeau Middle and High School! We are excited to have you here learning with us. Our community takes great pride in our school and we value your partnership in creating a world-class education for our students. We look forward to working closely with you to create an atmosphere where students will not only feel safe and supported, but will also experience academic, social, and emotional success. We expect and believe that you will achieve at a very high level!

It is our goal that every student who graduates from Flambeau High School will be prepared to pursue his or her academic or vocational interests to the fullest. Our teachers will foster skills in students essential for success in the twenty-first century, such as critical thinking, collaboration, creativity, and communication. This will be done through a diverse offering of courses that provide our students with a variety of academic opportunities, where students' learning is enriched and enhanced by both our natural surroundings, as well as, by the latest in instructional technology.

We are committed to providing a relevant, rigorous, and well-rounded educational experience for all of our students. Thanks to the wonderful support of our community, our students not only have an optimal learning environment, but also have access to tremendous facilities, allowing them to participate in numerous extracurricular and co-curricular activities. Research has consistently shown that students who are involved in activities beyond the school day tend to perform better in the classroom and have more positive relationships with their peers. We strongly encourage every student to pursue his or her passion, get involved, and make the most of his/her experience at Flambeau School!

This handbook is meant to serve as a guiding document for you. Inside, you will find a plethora of important information regarding school policies and expectations for students. This document is a general reference guide, and is designed to coincide with board policies. Please be aware that it is not a complete statement of all policies, procedures, or rules that are applicable in a given situation. 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, e-mail, or by setting an appointment in the office. I am looking forward to working with you on creating a positively wonderful school year!

Craig Cahoon
Middle / High School Principal
School District of Flambeau
715-532-3183
craig.cahoon@flambeauschools.org

TABLE OF CONTENTS

Part I: School Information

<i>a.</i>	<i>2017 - 2018 Calendar.....</i>	<i>4</i>
<i>b.</i>	<i>Daily Schedule.....</i>	<i>5</i>
<i>c.</i>	<i>Middle School and High School Staff.....</i>	<i>5</i>
<i>d.</i>	<i>Falcon Cards.....</i>	<i>5</i>
<i>e.</i>	<i>Resource.....</i>	<i>7</i>
<i>f.</i>	<i>Parent/Teacher Conferences.....</i>	<i>7</i>
<i>g.</i>	<i>Celebrations of Learning.....</i>	<i>8</i>
<i>h.</i>	<i>Co-Curricular Code.....</i>	<i>8</i>

Part II: Expectations for Student Conduct

<i>a.</i>	<i>Attendance.....</i>	<i>13</i>
<i>b.</i>	<i>Bullying.....</i>	<i>15</i>
<i>c.</i>	<i>Campus Expectations</i>	<i>16</i>
<i>d.</i>	<i>Classroom Expectations.....</i>	<i>20</i>
<i>e.</i>	<i>Clothing Expectations.....</i>	<i>23</i>
<i>f.</i>	<i>School Functions.....</i>	<i>23</i>
<i>g.</i>	<i>Technology.....</i>	<i>24</i>

Part III: Discipline

<i>a.</i>	<i>Discipline.....</i>	<i>27</i>
-----------	------------------------	-----------

Part IV: Discipline Infractions and Consequences

<i>a.</i>	<i>Student Attendance.....</i>	<i>30</i>
<i>b.</i>	<i>Student/Student Relationships.....</i>	<i>30</i>
<i>c.</i>	<i>Student/Staff Relationships.....</i>	<i>31</i>
<i>d.</i>	<i>School Property.....</i>	<i>31</i>
<i>e.</i>	<i>Protection of the Public Safety.....</i>	<i>32</i>
<i>f.</i>	<i>Alcohol, Tobacco, & Drug.....</i>	<i>32</i>
<i>g.</i>	<i>Other Disciplinary Infractions.....</i>	<i>33</i>
<i>h.</i>	<i>Harassment.....</i>	<i>33</i>
<i>i.</i>	<i>Gangs & Gang-Related Behavior.....</i>	<i>34</i>

Part V: School District of Flambeau Policies

<i>a.</i>	<i>Accidents and Insurance.....</i>	<i>35</i>
<i>b.</i>	<i>Addressing Concerns.....</i>	<i>35</i>
<i>c.</i>	<i>End-of-the-Year Check Out.....</i>	<i>36</i>

d.	<i>Expulsion.....</i>	36
e.	<i>Grading and Reporting Practices.....</i>	37
f.	<i>Graduation Requirements.....</i>	37
g.	<i>Investigations, Interrogations, and Arrests.....</i>	40
h.	<i>Lockers.....</i>	41
i.	<i>Lost and Found.....</i>	42
j.	<i>Messages to Students.....</i>	42
k.	<i>Non-Discrimination Policy.....</i>	42
l.	<i>Schedule Changes.....</i>	43
m.	<i>Search and Seizure.....</i>	44
n.	<i>Students Transferring Into the District.....</i>	46
o.	<i>Vehicles.....</i>	47
p.	<i>Visitors.....</i>	48
q.	<i>Weapons.....</i>	48

Part VI: Student Safety

a.	<i>School Closings.....</i>	49
b.	<i>Reporting Child Abuse and Neglect.....</i>	49
c.	<i>Emergency Health Policy.....</i>	49
d.	<i>Emergency Situations.....</i>	52
e.	<i>Fire Safety Plan.....</i>	52
f.	<i>Lead Testing.....</i>	52
g.	<i>Tornado Safety Plan.....</i>	52

PART I: SCHOOL INFORMATION

A. 2017-2018 School Calendar

Tues, Aug 15	Registration / Open House
Mon, Aug 28	Substitute / New Teacher Orientation
Tues, Aug 29 – Thurs, Aug 31	In-Service
Tues, Sept 5	First Day of School
Wed, Oct 11	In-Service – NO SCHOOL
Wed, Nov 8	In-Service – NO SCHOOL
Mon, Nov 20 – Fri, Nov 24	Thanksgiving Vacation – NO SCHOOL
Wed, Dec 13	In-Service – NO SCHOOL
Mon, Dec 25 – Mon, Jan 1	Christmas Vacation – NO SCHOOL
Wed, Jan 10	In-Service – NO SCHOOL
Tues, Jan 23	Last Day of First Semester
Wed, Feb 14	In-Service – NO SCHOOL
Wed, Mar 14	In-Service – NO SCHOOL
Thurs, Mar 29	Emergency Closing Make-Up Day (If Needed)
Tues, Apr 3	Emergency Closing Make-Up Day (If Needed)
Wed, Apr 11	In-Service – NO SCHOOL
Wed, May 9	In-Service – NO SCHOOL
Sat, May 26	Senior Graduation
Mon, May 28	Memorial Day – NO SCHOOL
Thurs, June 7	Last Day of School / Last day of Second Semester
Fri, June 8	Emergency Closing Make-Up Day (If Needed)

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

B. Daily Schedule

Flambeau Middle School Schedule

8:20-9:10	1 st Period
9:13-10:03	2 nd Period
10:06-10:56	3 rd Period
10:59-11:27	Lunch
11:30-12:20	4 th Period
12:23-1:13	5 th Period
1:16-2:06	6 th Period
2:09-2:59	7 th Period
3:02-3:35	Resource

Flambeau High School Schedule

8:20-9:10	1 st Period
9:13-10:03	2 nd Period
10:06-10:56	3 rd Period
10:59-11:49	4 th Period
11:50-12:20	Lunch
12:23-1:13	5 th Period
1:16-2:06	6 th Period
2:09-2:59	7 th Period
3:02-3:35	Resource

C. Middle and High School Staff

Bernecker, Katie (Agriculture)
Boehnlein, Stephanie (Science)
Dean, Eileen (Special Education)
Frafjord, Jennifer (FACE)
Gago, Chad (Technology)
Gerber, Jay (Business)
Griesbach, Pam (English)
Hruby, Kelly (Math)
Vacant (Alternative Education)
Leonhard, Connie (Vocal Music)
Linse, Marion (Art)

Mahun, Zenny (Math)
Nelson, Gary (Health / Physical Education)
Roehl, Todd (Social Studies)
Vacant (Science)
Schwaller, Chris (Science)
Slembarski, Rick (Instrumental Music)
Stamper, Mark (Math)
Stewart, Rebecca (Literacy)
Verdegan, Carma (Interventionist)
Zeman, Kevin (Social Studies)
Zimmer, Jodi (Guidance)

D. Falcon Cards

- The goals of Falcon Cards are to increase student achievement, develop students' habits of scholarship, and reduce student discipline issues by utilizing positive reinforcements and privileges.

- *Logistics of Falcon Cards:*
 - All students in grades 6 - 12 will be issued a Falcon Card with their name.
 - Students will visually display their Falcon Cards at all times on a lanyard around their neck or a clip attached to their clothing. Students must be wearing their cards in order to receive the privileges.
 - Students will retain their Falcon Cards, so long as they meet the requirements listed below.
 - If a student has his/her Falcon Card taken, s/he must fill out a Falcon Card Recovery Form, and get it signed by the teacher/staff who confiscated the card, as well as, his/her advisory teacher.

- *Requirements for keeping the Falcon Card:*
 - *Maintain a grade point average of 2.0 or higher (checked Friday p.m.).*
 - If a student's grade point average falls below a 2.0 and has his/her Falcon Card taken, s/he is eligible to regain the card the following Friday.
 - *Have 2 or fewer missing assignments (checked Friday p.m.).*
 - If a student has more than 2 missing assignments and has his/her Falcon Card taken, s/he is eligible to regain the card the following Friday.
 - *No Office Referrals.*
 - If a student receives an Office Referral, s/he must complete a Falcon Card Recovery Plan and wait at least two weeks to regain the card.
 - *Regularly follow school-wide expectations.*
 - If a student does not follow expectations, any teacher/staff may request the card from the student. If the student complies, s/he must complete a Falcon Card Recovery Plan. The card may be returned at the teacher's/staff member's discretion, but not before at least three days have passed. If the student does not comply, an Office Referral will be written.

- *Falcon Card privileges (privileges escalate with age - list may change at any time):*
 - *6th through 8th Grade*
 - Hallway travel without a pass
 - Use of cell phone during lunch and recess
 - Free admittance to all sporting events
 - Academic benefits at teacher discretion (redo quizzes, shortened assignments, etc.)
 - 10% off at Falcon Store
 - Eligible for reward days and field trips

- *9th Grade Receive all Benefits of Younger Students Plus:*
 - Free admittance to school dances
 - Can participate in activities during lunch break
 - Special snack one per quarter during Resource
 - Ability to go to other classrooms during Resource time
- *10th Grade Receive all Benefits of Younger Students Plus:*
 - New school supply of choice (pencils, pens, notebook, folder, etc.)
- *11th Grade Receive all Benefits of Younger Students Plus:*
 - Can serve as student assistant
 - Can serve on Prom committee
- *12th Grade Receive all Benefits of Younger Students Plus:*
 - Dismissed from school 5 minutes early (at teacher's discretion)
 - Can serve on Homecoming committees
 - Free smoothie certificate at the end of each quarter

E. Resource Time

Middle and High School Resource

At the end of each day, students in grades 6-12 will attend a resource. Each student is assigned to an advisor during this time. Each student's advisor will oversee individual student's grades and falcon cards. Students may attend other resources if they are seeking help from that particular teacher.

Resource is designed to meet the unique needs of all students. Listed below are potential uses of resource:

- Study Hall – This would be with their advisor
- Intervention – This would be with the academic subject area teacher or special education teacher
- Enrichment – This would be for students excelling in all academic areas.

Students must remain in their assigned resource, unless they are given a pass to another resource from the classroom teacher and have approval from their advisor. Students who skip resource will be given an unexcused absence and are subject to a Level II Response (see "Responses to Student Behavior").

F. Parent/Teacher Conferences

Parents are strongly encouraged to contact 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. If possible, students should also show evidence of their learning by discussing their STAR data and showcasing their work.

G. Celebrations 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 6 - 12 will have individual displays of their work around the school. Parents and community members will be invited to come and celebrate the learning that has happened over the course of the year.

H. Co-Curricular Code

ALL STUDENTS INVOLVED IN CO-CURRICULAR ACTIVITIES MUST RETURN SIGNATURE PAGE SIGNED AND DATED TO THE SCHOOL OR THEY WILL NOT BE ELIGIBLE TO PARTICIPATE.

FLAMBEAU CO-CURRICULAR CODE Grades 5-12

The School District of Flambeau believes that:

1. Playing fields and athletic courts are extensions of the classroom that can provide valuable co-curricular education for students.
2. Social conduct of minors is the responsibility of parents first and the legal system second. The school system supports these efforts.
3. While participation in co-curricular activities is valuable, it is also a privilege, which bears certain academic, attendance, and behavioral responsibilities on the field, off the field, and online.

The combination of these three key points leads to the principle that the District's primary effort will be to maximize the student's opportunity to participate in extracurricular activities.

An additional factor in creating this code/handbook is the requirement put forth by the Wisconsin Interscholastic Athletic Association (WIAA) that each participating school must have a policy on eligibility and expected behavior. The WIAA requires, for example, that the school must have at least a minimum policy regarding the use of controlled and performance-enhancing substances, and that participating students must be academically eligible to play in interscholastic sports.

Mere participation in a co-curricular program does not guarantee all these objectives being achieved. Every effort should be made to show students the real goal for which activities were established.

Co-curricular participants represent our school district, our community, and their individual families. They are held to a higher standard than students who do not. The Code is the guide our athletes and their parents must follow to be eligible for the privilege of participating in our programs.

WIAA ATHLETIC RESPONSIBILITIES

***See section including information for ALL co-curricular participants**

I. PHYSICAL EXAMINATIONS - Athletics

Any students participating in any School District of Flambeau sponsored inter-scholastic athletic event must abide by WIAA regulations concerning a physical exam every other year except in those situations where a boy or girl has been hospitalized or has suffered serious illness or injury since his or her last physical examination. Such students, along with any boys or girls participating for the first time, must have a physical exam.

- A. A physical card will be issued to ALL athletes. This card must be signed by both a licensed physician and by a parent/legal guardian. The physical card will be kept on file for two years and must be renewed at the end of that time.
- B. An alternate year card will be issued for the second year of the two-year period. This only needs to be signed by a parent/legal guardian.
- C. New students will be required to have a physical card signed by their physician and a parent/legal guardian.
- D. If an athlete has been hospitalized or has suffered a serious illness or injury, a clearance release form must be signed by a physician and a parent/legal guardian.

- E. The students will be responsible for scheduling and paying for their own physicals. Students are encouraged to take advantage of the WIAA Physical Exams offered after school during the summer.
- F. The parent/legal guardian is responsible for costs associated with hospitalizations, illnesses, or injuries resulting from participation in a co-curricular activity. The School District of Flambeau may hold a secondary policy that only serves to supplement allowable costs, not covered by the student's primary insurance carrier as per the secondary insurer's prerogative.

II. PROCESSING OF PHYSICAL EXAM CARDS - Athletics

Students may pick up the appropriate cards in the Athletic/Activities Director's (AD) office or school office.

Completed cards should be returned to the main office. A student may not participate in practice or a game until the appropriate card is on file. Students should return their physical and/or alternate year cards and signed athletic codes (**if they were not required to attend an athletic code meeting-see requirements below) to the main office.

III. CO-CURRICULAR POLICY AWARENESS SHEET AND WIAA ELIGIBILITY FORM - *This section includes information for all co-curricular participants.

Any students who are representing the School District of Flambeau will not be allowed to practice and/or participate until the Co-curricular Policy Awareness Sheet (*ALL CO-CURRICULAR STUDENTS) and WIAA Eligibility Form (ATHLETES ONLY) are signed by the participant and his/her parent or legal guardian and returned to the main office. **All students involved in co-curricular activities and their parents are required to attend a co-curricular code meeting once before participation in Junior High School co-curricular activities, once before participation in High School co-curricular activities, and anytime the AD mandates participation.

The purpose of having a signed awareness sheet is to ensure the students, as well as parents, have familiarized themselves with the current co-curricular rules and regulations. There are no provisions or intentions for students to have a grace period. **All students who sign this code are under its authority twelve (12) months per year. A major violation will result in the student and parents being required to attend a co-curricular code meeting.**

A. Procedure for Implementation

1. The Co-Curricular Code will be included in the Student Handbook, which all students receive at the beginning of each school year.
2. The Head Coach/Advisor shall be responsible to make sure each student in his/her activity has an Co-Curricular Code on file **before** they begin practicing and/or participating in the activity.

IV. CO-CURRICULAR SCHOLASTIC ELIGIBILITY

- A. Scholastic eligibility is based on WEEKLY GRADES as of the end of the day Friday. The secretary will generate, copy and electronically distribute to the Principals, Athletic/Activity Director, and all in-season head coaches the updated grade report by noon the following Monday. Advisors/Head Coaches will address participation eligibility each Monday for that week. Beginning on the third (3rd) week in September, and fifteen school days following the start of each quarter, if a student is failing any course said student will be ineligible to participate in competition/events for the next week. During this time the student must attend mandatory daily study sessions approved by the AD.
- B. Students must receive a passing grade in all classes in which they are enrolled. Students involved in any co-curricular activity (except Fall activities-see below) who receive a failing grade at the end of a quarter and/or semester are ineligible to participate in competition/events for a mandatory fifteen (15) school days **from the date final grades are confirmed in the office.** During this time, the AD / head coach / principal will develop an individualized plan aimed at returning the student to eligibility. This plan will utilize every available resource at the school and may result in the student missing some practice time. Eligibility will be reinstated if a student is passing all classes at the end of the mandatory fifteen (15) school days.
- C. **FALL ACTIVITIES** - The minimum ineligibility period shall be one tenth (1/10) of the maximum number of games/meets/events allowed in a sport/activity (rounded up if one-tenth results in a fraction). During this time the student must attend mandatory daily study sessions approved by the AD. When the grade report is printed if the student is doing passing work, the AD will certify to the coach involved that the student is eligible to participate.

V. REPORTING OF VIOLATIONS

A. Procedures

1. The JH/HS Principal and/or AD shall-notify the parent/guardian of any violations upon receipt of evidence of violation.
 2. If during the initial investigation of a Co-Curricular Code violation an agreeable decision can be made between the JH/HS Principal, AD, and Parent a violation cannot be brought before the Co-Curricular Council.
 3. If a parent/student wishes to contest a violation, a written request must be sent to the JH/HS Principal or AD with the reason(s) for contesting. Participants who are charged with a major violation of any kind, and contest the violation, will be suspended from all practices and events until such time as the Co-Curricular Council acts upon their violation.
 4. If a meeting between the involved student and the Co-Curricular Council is held, the allegations shall be revealed to the student and he/she will be afforded the opportunity to respond to these allegations.
 5. The Co-Curricular Council, in closed session if so agreed by persons involved, will render its decision by a roll call vote. (Only the voting results will be made public)
- B. Appeal Procedure of Council's Decision: A student may ask the Board of Education (in writing within seven (7) school days) to hear the case. The Board of Education will then vote to uphold the Council's decision or to overturn it, at the next regular Board of Education meeting. VI. CO-CURRICULAR COUNCIL
- A. General Make-Up of Council
1. Membership:
 - a. Elementary Principal
 - b. Three (3) School District of Flambeau Teachers
 - c. Three (3) Head Coaches and/or Advisors
 2. The Council will consist of at least three (3) members whenever a meeting is called. When the council convenes there must be at least one (1) administrator present.
 3. The chairperson shall be the AD. If the AD is not present it will fall to the administrator present.
 4. Meetings shall be held when necessary. All meetings of the Council will be closed unless requested by the student to be open.
- B. Co-Curricular Council Duties
1. To review policy violations, and to help decide guilt or innocence of individual(s) involved.
 2. The AD will notify, in writing, the student and his/her parent/guardian of the decision of the Co-Curricular Council following the meeting.
 3. Once a student is found guilty of a violation, he/she must serve the penalty prior to returning for any further competition/events. Any student or parent/guardian who feels that the student has been wrongly convicted may appeal the decision to the Board of Education.

V. RULES

Participation in an athletic or co-curricular activity in the School District of Flambeau is a privilege. The participants in these programs must earn the privilege to represent the School District of Flambeau in such a manner as to uphold the ideals and principles established by the Flambeau Board of Education and the WIAA. Any participant whose conduct reflects poorly on himself/herself, the team, the organization or activity, or the School District of Flambeau, whether or not such behavior takes place during or outside school hours, at School District of Flambeau, or while representing the School District of Flambeau, is unacceptable and will be subject to disciplinary action as determined by the Coach/Advisor/AD and Principal. In addition, per request of a coach, a student may be asked to follow an individual behavior contract for repeated and documented unacceptable behaviors. Such disciplinary action may include suspensions from athletic contests or co-curricular activities/events. Behaviors that involve hazing and bullying of other students are considered a violation of the behavioral standard.

Criminal behavior is prohibited. Any student who is charged with a felony crime will be suspended from all participation in athletics or co-curricular activities until the situation is reviewed and the Co-Curricular Council has made a determination. Decisions regarding a violation of the code of conduct may be made independent of court decisions. The Co-Curricular Council has the authority to determine the appropriate consequences.

Communication between parents, players, and coaches is encouraged, but should take place at a time and circumstance that will allow fact and not emotions to lead to a productive interaction. If an athlete or parent is having trouble communicating with a coach, they should seek help from the AD or principal. Appropriate behavior is expected of all students, whether a participant or spectator, at all school sponsored athletic and co-curricular events.

A. Minor Infractions

Examples: abuse of equipment, insubordination of Coach's/Advisor's Rules, absence from practice, etc.

The Head Coach/Advisor will handle all minor infractions.

Receiving an In School Suspension or detention: In School Suspension on a contest/event day will result in sitting out the 1st quarter of the game (minimum) or entire event participation (or an equivalent depending on the activity involved). The Principal will notify Coaches/Advisors and AD.

B. Major Infractions

1. Possession, consumption, or use of alcohol, tobacco, or unauthorized drugs.
2. Any unacceptable conduct that is contrary to the policies, principles, and standards of the School District of Flambeau and the WIAA.
3. Grievous Offense: Any offense that is deemed serious enough by the Principal and AD that a penalty more severe than the code describes is warranted.
4. Unacceptable use of cell phones and other technology in locker rooms or while involved in a contest/event/activity. (See Student Handbook on cell phones and electronic communications.)
5. Inappropriate use of technology such as, but not limited to, bullying, sending inappropriate content, etc. via text, email, or social media.
6. Content shared or distributed via any source of technology will be used as evidence of infractions.

Penalties for Major Infractions - All Athletics and Activities

1. First Offense:

For a first offense, a student will be suspended for 25% of contests/performances/activities for which they would have otherwise been eligible, effective immediately. If the eligibility overlaps two or more seasons, the 25% will carry over to the subsequent season. For example, if a participant were ineligible for 10% of a season, the student would then be ineligible for 15% of the next season. Students are expected to participate in practices while suspended. Students are ineligible for Student Council, AODA, NHS; prom/homecoming court if first offense occurs within twelve (12) months of the event.

2. Second Offense:

For a second offense, a student will be suspended for 50% of contests/performances/activities for which they would have otherwise been eligible, effective immediately. If the eligibility overlaps two or more seasons, the 50% will carry over to the subsequent season. For example, if a participant were ineligible for 20% of a season, the student would then be ineligible for 30% of the next season. Student may be requested to attend counseling. Parent(s)/ Guardian(s) must attend a one (1) hour counseling session (*Teen Intervene*). These requirements must be met before the student's eligibility can be reinstated. Students are expected to participate in practices while suspended. Students are ineligible for prom/homecoming court for school career.

3. Third Offense:

Suspension from participation in any sport/activity for 12 months/one calendar year, effective immediately.

1. Fourth Offense:

Suspension from all events for the remainder of school career.

Depending on the severity of the infraction, the consequences may vary at the discretion of administration.

When a student serves their code suspension period, they must finish that season/activity for which the suspension is being served. Students must also participate in that activity to the satisfaction of the Coach/Advisor.

If a student is suspended from school for three or more subsequent days, it shall be considered a major infraction.

If a student is expelled or becomes under any off-site discipline-related agreement, student shall be suspended from all events for the remainder of their school career. If student is reinstated, any eligibility for co-curricular activities will be handled through the student's reinstatement agreement.

C. Extra-Curricular Transportation

1. Transportation is provided by the School District to and from offsite practice or game situations. Students participating in activities or related programs may not use transportation provided by other sources.
2. Request for an exception to this rule will only be approved if the parent/guardian provides written permission, signed by both parties, on the School District Transportation form at least 24 hours prior to the event. Hand written notes will not be accepted. The School District Transportation form is available in the school office or on the athletics page of the website. The school reserves the right to make additional contact to verify permission. The Coach/Advisor reserves the right to request identification prior to release of the student. Students will not be released to be transported by another minor, even with written permission of the parent/guardian.
**The Board of Education waives all liability for the student's safety when transportation not provided by the School District is utilized.*

D. General Policies

1. All injuries and accidents, other than emergencies, must be reported immediately by the student to the Coach/Advisor. The Coach/Advisor must fill out a student accident report and file it with the District Office within forty-eight (48) hours of the injury/accident. In the case of an emergency the coach/advisor will contact the parent/guardian and administration immediately. Parent/guardian is responsible for medical expenses. The School District of Flambeau may hold a secondary policy for insurance to supplement costs not covered by the student's insurance policy.

E. Responsibility for School Equipment

1. All school-owned equipment or uniforms are the physical and financial responsibility of the student. Responsibility for equipment or uniforms does not end until the student personally hands the equipment or uniform over to the Coach/Advisor. Equipment and uniforms are expensive and should be protected from damage, loss, or theft by responsible laundering, handling, and protection.
**Participants will not receive their awards or walk at graduation until all equipment is returned and/or fees paid to the Head Coach/Advisor.*

F. Attendance Procedures

1. All students are expected to attend every event and practice session. If for any reason they are unable to attend practice, they must clear it with their Coach/Advisor in advance or it will result in an unexcused absence. Each Coach/Advisor will deal with the violation in a way that he/she feels is appropriate.
2. A full day's absence due to illness makes a student ineligible to practice or participate in that day's event.
3. If a student is absent the afternoon of a practice or event he/she will not be able to participate unless the absence is a prearranged, excused absence. (12:00 pm, noon, Central Standard Time)
4. Excused, pre-arranged absences such as doctor and dentist appointments, funerals, and so on, must be shown to the attendance officer no later than the day before the day the absence is to occur. (Parents can call the school and leave a message on the answering service.) If leaving from school for an appointment, you **MUST** sign-out and back in at the front office.
5. ***Emergency Procedures: Parent or Guardian must contact the AD or JH/HS Principal in case of an extreme emergency that arises during the day of an event that could not be pre-arranged.***

G. Changing Sports

1. An athlete may not quit one sport and begin another during the same season, except when the AD and both Coaches are in agreement.

VIII. ADDITIONAL ELIGIBILITY REQUIREMENTS AS LISTED PER WIAA REGULATIONS

YOU ARE NOT ELIGIBLE:

- A. If you reach nineteen (19) years of age prior to August 1st.
- B. If you have attended more than eight (8) semesters after entering Grade 9, or if your seventh or eighth semesters do not follow consecutively.
- C. If you have participated in any sport for all, or part, of four (4) seasons.
- D. If you and your parents do not live in the School District in which you attend school unless you have served one year of ineligibility or unless the WIAA Office has approved your residence situation.
- E. If you do not have on file in your school evidence of both having passed a physical examination administered by a licensed physician and having received parental permission to participate in sports.

- F. If you do not follow the code of conduct established by your school.
- G. If you have violated your status as an amateur athlete by (A) accepting any amount of money or kind of usable merchandise, (B) signing a contract for your services as an athlete, (C) permitting your name, your picture or personal appearance to be used for promoting anything, or (D) playing under another name.
- H. If at any time you have received an award of merchandise value such as a jacket, watch, billfold, sweater, etc., in recognition of your talent or accomplishment as an athlete.
- I. If you participate in a contest other than your official interscholastic school teams while you are a member of that school team and during the entire school season (start of practice to end of season) of that sport.
- J. If you have played in an all-star contest or similar activity involving participants from more than a given league.
- K. If you participate in any program outside your school which can be considered by anyone as resembling a school team practicing or competing outside of the designated school season for that sport.
- L. If you let anyone besides your parents pay a fee for specialized training, like a summer camp, or if you are instructed by your school coach outside the season of a sport (except baseball, track, swimming, golf, or tennis team in the summer), or if you are on the same non-school team in a team sport with more than one other student who likely will be on the same school team as you are in the following season.

IX. CO-CURRICULAR AWARDS POLICY

- A. Participation awards are given on the basis of participation, loyalty, cooperation, and performance. At the close of each season/year, the Coach/Advisor makes his recommendation as to which students will receive these awards.
- B. Awarding of varsity letters, trophies, and senior plaques.
 1. First year letter winners receive one varsity letter, an insignia pin, and a bar.
 2. For each additional varsity letter earned, the student will receive only an insignia pin and bar.
 3. For each additional varsity letter earned in the same activity, the student will receive only a bar.

**Awards policies are written in club rules.*

X. THIS CO-CURRICULAR CODE GOVERNS THE FOLLOWING ACTIVITIES

(This is not an all inclusive list and may be added to by Administration)

Football	Volleyball	Boys & Girls Basketball	Wrestling	
Boys and Girls Track	Softball	Baseball	Cheerleaders	Pom Pon Squad
Managers and Statisticians	Cross Country	Flags	Swimming	Golf
Student Council	Academic Decathlon	Youth AODA Task Force		Natural Helpers
Forensics	FFA	National Honor Society	Spanish Club	Prom Court
Homecoming Court	Band/Choir-Dinner Theater, Solo & Ensemble, Show Choir			Prom Committee

PART II: EXPECTATIONS OF STUDENT CONDUCT

A. Attendance

- 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 and enrolled in 5-year-old kindergarten, 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.

- 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 attendance secretary. 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 must present written permission from a parent in order to receive an early dismissal pass from the attendance secretary. Passes must be obtained by 8:15 a.m. of the day the pass is to be used. Students must sign out in the office prior to leaving and sign back in when returning.

- 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].

- 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), the student's advisor will call home. Also, a letter will be sent home from the office.
 - After 8 absences (excused and/or unexcused), the principal will call home. Also, a letter will be sent home from the office.
 - After 10 absences (excused and/or unexcused), the advisor, principal, and school office 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 will be pursued. Fines and possible court actions could result.

- A little late is too late! If you arrive late to school or to a class, your teacher will mark you tardy. If you have been detained in the office or by a teacher, ask the person who detained you to write you a pass before going to your next class. An excused tardy is one which constitutes a legitimate detention by a teacher, by office personnel, or from home verified by a parent's call, and approved by the principal. Students that receive 3 cumulative tardies, (i.e. 3-6-9-12) during a quarter will be placed on the proper step of the discipline code.
 - 3 = Warning
 - 6 = ½ hour detention
 - 9 = 1 hour of detention

- 12 = 1 hour of detention
 - 15 = 2 hours of detention
- All students who have reported to, or been delivered to, Flambeau School may not leave the campus between 8:00 a.m. and 3:35 p.m. Students who leave the campus without a previously arranged excuse (approved by the office) during these hours will face a Step II Response (see Administrative Discipline Plan), and be marked as an unexcused absence. The only exception to this will be Seniors in possession of a Falcon Card, who are allowed to leave at 3:30 p.m. with teacher permission.

B. Bullying

- 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 behavior, s/he will face a Step III or Step IV Response (see Administrative Discipline Plan).

BULLYING INCIDENT REPORT

Report made by: _____ Date: _____

Location of incident: _____

Date of incident: _____ Approximate time of incident: _____

Please describe, in detail, exactly what occurred. As a part of your description, list anyone who was involved, as well as, possible witnesses. Details are important!

I certify that all above statements are true to the best of my knowledge. I understand that if I falsify this document, I can be subject to consequences at school and by legal authorities (if applicable).

Signature: _____ Date submitted: _____

C. Campus Expectations

Alcohol / Tobacco / Drugs

- Since it is the District's position that the school environment be orderly and safe in order for students to learn, the School District of Flambeau prohibits students from possessing, using, selling, distributing or being under the influence of alcohol or other drugs.
- In accordance with Wisconsin State Statute 120.13(1)(c), the Board may expel a pupil when it finds him or her guilty of possession or use of any form of alcoholic beverage or illegal or dangerous controlled or non-controlled drug substances, including drug paraphernalia, prescription drugs not prescribed to the pupil, and look alike drugs, when the act occurs on school property or while the student is under the jurisdiction of any

school authority. The Board may also expel a pupil when it finds him or her guilty of providing or selling, or offering to provide or sell, any form of alcoholic beverage or illegal or dangerous controlled or non-controlled drug substances, including drug paraphernalia, prescription drugs, and look alike drugs, when the act occurs on school property or while the student is under the jurisdiction of any school authority. Also please refer to Wisconsin State Statute, 120.13 (School Board powers).

- Use and possession of tobacco products by students while in or on school properties, or under the school's jurisdiction during school hours, or while participating in a school sponsored event is prohibited.
- Any student found to be in violation of these policies will be subject to a Step III or IV Response (see Administrative Discipline Plan).

Arrival/Dismissal

- Upon arrival in the morning (the building opens at 7:30), students should proceed to the small gym / cafeteria. They should remain there until the first bell rings, at which point students should head to their 1st period class.
- At the conclusion of the school day (3:35 p.m.), students are expected to leave the campus in a timely manner, except for students who are participating in the following:
 - extra-curricular activities (students should remain with and follow the directions of their coach/director)
 - after school tutoring (students should remain in the IMC)
 - after school detention
 - weight room training (students should remain in the weight room until the activity bus leaves at 5:45)

Bus Expectations

- The following rules will be enforced by the bus driver to ensure safe transportation:
 - All students are expected to remain seated while the bus is in motion.
 - Students must follow directions issued by the bus driver.
 - Students should keep their hands, feet and all other objects to themselves.
 - No student will participate in any action or an activity that endangers the health, safety, or welfare of the bus driver or any riders on the bus.
 - No eating or drinking will be allowed on the bus without bus driver permission.
- Students who misbehave on the school bus may be suspended from riding their school bus, and in some instances the student may have to be removed immediately for the safety of all involved. The following procedures shall be adhered to by bus drivers and school officials when appropriate.
- 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.

Cafeteria Expectations

- Students are expected to remain in the cafeteria for at least the first fifteen (15) minutes of their lunchtime. After 15 minutes, Middle School students are allowed to go outside for recess or to the commons area for games and socialization, only if they have their Falcon Card. High School students are allowed to leave for activities and socialization, only if they have their Falcon Card.
- When in the cafeteria, students are expected to:
 - Use only their own lunch number
 - Eat only their own food
 - Keep their hands off of other people's food
 - Remain seated at one table for the entire lunch period
 - Raise their hand if they need help
 - Use positive, respectful words only
 - Use voices that can be heard only at their own table
 - Eat with appropriate table manners
 - Clean up after themselves

Computer Lab Expectations

- Computers are for educational purposes only.
- Students must have a signed Acceptable Use Code of Conduct Policy on file in order to use a computer.
- Passwords should not be shared.
- Students who need to use a computer will be assigned one.
- Be respectful and take care of all equipment and materials.
- If permission is given for a student to play games, it may only be a game on the list of approved educational games posted in the computer lab.

Hallway Expectations

- Students should make every effort to keep the hallway clear of congestion by maintaining an orderly flow of traffic. This is done by walking on the right hand side whenever possible and by not stopping in the middle of the hallway.
- Because students are to be in the classroom, hallways should be vacant (or as close to vacant as possible) during classes. If students are traveling in the hallway during class, they need one of three items:
 - Falcon Card (clearly visible on lanyard around neck)
 - Pass issued by a teacher
 - Pass issued by the office

IMC Expectations

- The IMC is a place where students can do homework, study, read, and use a computer for assignments and homework. The IMC is not a place for socializing.
- While in the IMC, students are expected to:
 - Use quiet voices
 - Be respectful of others and all materials
 - Listen and follow directions
 - Not consume food or beverages
 - Arrive prepared
 - Take care of all books, magazines and other materials
 - Return all books by the date they are due
 - Remain in the IMC for the entire period unless teacher designates on the pass permission to return, or unless the student is wearing his/her Falcon Card.

Recess Expectations

- *General Recess Expectations:*
 - Students should adhere to general school expectations
 - Students should keep hands, feet, and objects to themselves
 - Students should follow commonly agreed upon game rules
 - Students should settle conflicts with calm, respectful words
 - If unable to resolve a conflict, students should find an adult for help
 - When inside, voices should be only heard by people around you
 - While outside voices can be louder, students should not shout or scream
- *Middle School Recess Options*
 - After 15 minutes in the cafeteria, students with a Falcon Card will be allowed to go outside for recess, or to the commons for games and socialization. Students with Falcon Cards must leave the cafeteria when they have finished eating.
 - Once students choose an area, they must remain there until recess is over.
 - Students without a Falcon Card must remain in the cafeteria, for the entire lunch period.
- *High School Social Time Options*
 - After 15 minutes in the cafeteria students with a Falcon Card will be allowed to sit in the commons, go to the IMC to read or study, sit outside on the picnic tables.
 - Students with a Falcon Card must leave the cafeteria when they have finished eating.
 - Once students choose an area, they must remain there until social time is over.
 - Students without a Falcon Card must remain in the cafeteria, for the entire lunch period.

School Property

- *General Expectations*
 - Each student is entitled to a well-equipped, well-maintained, clean, and pleasing school environment. Each student is responsible for respecting and helping maintain the appearance and cleanliness of the buildings.

- *Band Instrument Agreement*
 - New band members must purchase or rent, through a music store, their own instrument if they are to play flute, clarinet, alto saxophone, trumpet, or trombone. Current band members in grades 6-12 who use a school-owned instrument, must complete an Instrument Usage Agreement form. These forms are distributed to students at the beginning of summer vacation or the beginning of the school year. Included with the form is a \$20 yearly maintenance fee, which contributes to the upkeep of that instrument. While the School District of Flambeau makes a good faith effort to provide the highest quality of instrument available, the care of that instrument is the complete responsibility of the student. Any damage that is beyond normal wear and tear must be paid for by the student.

D. Classroom Expectations

Academic Integrity

The teachers and staff of Flambeau Middle and High Schools consistently emphasize the values of honesty and responsibility with our students. We seek to teach students to show honesty and responsibility by obeying the rules of academic integrity, which means that all academic work should result from an individual's own efforts. The following guidelines are adapted from the work done by Chippewa Falls High School.

- *Cheating*
 - Cheating is defined as "an act or an attempted act by which a student deceives, acts dishonestly, or misrepresents work that s/he has produced, or as such an act assisting another to misrepresent his/her work." Cheating includes, but is not limited to:
 - Copying from another student during an assessment
 - Copying the answers from another student's assignment
 - Collaborating on an assignment or assessment without permission
 - Programming formulas, notes, or other aids into an electronic device
 - Using technology to obtain unauthorized information during an assessment
 - Taking an assessment for another student, or permitting another student to take an assessment for you
 - Doing another person's work and letting them receive credit
 - Allowing others to do the research or writing of an assignment
 - Taking credit for work after failing to contribute to a collaborative effort

- *Plagiarism*
 - Plagiarism is defined as “the inclusion of another’s words, ideas, or data as one’s own work.” Plagiarism includes, but is not limited to:
 - Quoting another person’s work without acknowledgment
 - Utilizing another person’s ideas or theories without acknowledgment
 - Cutting and pasting information from the internet without acknowledgment
 - Using pictures, diagrams, charts, audio, or video clips without giving credit to the source

- *Academic Misconduct*
 - Academic misconduct is defined as “any other academically dishonest acts or assistance to other students in the committing of these acts.” Academic misconduct includes, but is not limited to:
 - Stealing, buying, or otherwise obtaining all or parts of an assignment or assessment
 - Selling or giving away parts of or answers to an assignment or assessment
 - Copying and/or distributing an assignment or assessment

- *Responses to Academic Dishonesty*
 - Students who are proven to have cheated, plagiarized, or committed academic misconduct will be subject to discipline at the teacher’s discretion.

Assignments and Preparation for Assessments

- Students are expected to complete all assignments given to them by teachers. Completion of assignments, both in-class and out-of-class, is essential to academic development. Students are expected to complete all assignments by the given due date.
- Students are expected to prepare for all assessments. This is essential in order for students to fully demonstrate what they know and have learned.
- Students who habitually do not complete assignments, and/or regularly demonstrate that they do not prepare for assessments will be subject to a Step I or II Response (see Administrative Discipline Plan).

Learning Environment

- The primary responsibility of students in classrooms and other learning environments is to learn. The learning environment must be held sacred!
- Students are expected to respect the educational lesson by allowing the teacher to conduct the lesson without interruption and distraction.

- Students are expected to respect the learning environment of other students. They must not distract students in their class or in other classes.
- Students who disrupt the learning environment will be subject to a Step I or II Response (see Administrative Discipline Plan).

Respect

- It is a basic expectation for Flambeau Middle and High School Students to show respect for themselves, other students, staff, and the school.
- Respect for self is shown by:
 - seeking to reach your full potential
 - staying healthy
 - making a positive contribution to the school and community
- Respect for other students is shown by:
 - speaking politely
 - thinking before you speak
 - working collaboratively when asked to
 - showing consideration of other people's property
 - showing consideration of other people's space
 - keeping personal issues out of the learning environment
- Respect for staff is shown by:
 - speaking politely
 - thinking before you speak
 - using respectful language
 - following directions
 - being on time to class
 - entering and leaving classrooms quietly and in an orderly fashion
 - treating them as professionals
 - showing that you want to learn
- Respect for the school is shown by:
 - cleaning up after yourself
 - keeping the school tidy and clean
 - keeping your locker neat and orderly
 - following all expectations
 - being in the right place at the right time
 - reporting any damage to staff

Supplies and Preparedness

- Students are expected to bring all necessary supplies with them to class. The three-minute passing times provides for enough time to stop at lockers to retrieve necessary items.
- In general, students will not be allowed to return to their lockers for supplies after class has begun. Teachers can use their discretion if the need arises.

- Students are expected to be fully prepared for class each day. This means assignments are completed, any assigned readings are completed, and assessments have been prepared for.

E. Clothing Expectations

- Dress and appearance must be conducive to health, safety, and a favorable academic atmosphere.
- Items such as hats, coats, backpacks, etc., are considered outdoor wear and must be kept in your locker during the school day.
- Students are expected to wear clothes in good taste. Pajamas and slippers are not appropriate school attire. Clothing or jewelry, including shirts or bracelets, with indecent or profane slogans or pictures or those that advertise alcohol or other drugs, shall not be permitted.
- Clothing should not distract students or be distracting to the learning environment. Clothing and/or apparel cannot interrupt the learning process in any way.
- Students who do not adhere to the clothing expectations will be asked to remove items as appropriate, turn shirts inside out, or call home for new clothes to be delivered. The school will provide articles of clothing to cover up, if necessary. Students who refuse to comply will be subject to a Step II Response for insubordination (see Administrative Discipline Plan).

F. School Functions

Concerts

- Students and parents are encouraged to attend choir and band concerts throughout the school year. All concert guests should adhere to basic concert etiquette:
 - be on time
 - applaud at appropriate times
 - turn off all electronic devices
 - refrain from talking during the performance
 - please remain in your seat until intermission or the end of the concert

Dances

- All dances will be closed to students who are not enrolled in the School District of Flambeau, unless it is pre-determined to allow out-of-school dates.
- Out-of-school dates must be approved and signed in (ahead of time and at the dance) and are the responsibility of the Flambeau student.
- Any student leaving the building will not be readmitted into the building or the dance.
- Anyone suspected of being under the influence of drugs or alcohol will not be admitted to the event. When a student is suspected of being under the influence of drugs or alcohol, the Rusk County Sheriff's Department shall be notified. Students found to be

under the influence of drugs or alcohol shall not be allowed to attend any future dances that school year. Other penalties may also be enforced.

Games

- Students will not be readmitted to the gym or contest once they leave.
- Spectators are not allowed on the playing floor at any time.
- Anyone suspected of being under the influence of drugs or alcohol will not be admitted to the event. When a student is suspected of being under the influence of drugs or alcohol, the Rusk County Sheriff's Department shall be notified. Students found to be under the influence of drugs or alcohol shall not be allowed to attend any future games that school year.
- Students are not to loiter at any entrance or exit of the building.
- Students are expected to treat a visiting team and fans with respect and dignity; they are our guests.
- Students not following these regulations may lose the privilege of admission to future events.
- Unsportsmanlike conduct (e.g. harassing officials or players) may result in immediate removal from an event.
- Use of profanity is not permitted and will result in removal from the event.

G. Technology

- Flambeau Middle and High School seeks to integrate technology into the daily life of students. Students use technology to collaborate, communicate, think critically, and be creative.
- An important component of integrating technology into the classroom is to teach appropriate online behaviors. Teachers will frequently review expectations for safe and responsible use of technology. In addition to the rules set forth below and in the Acceptable Use Policy, students will be expected to comply with all school and classroom rules when using technology. Students who use technology inappropriately, and/or violate the Acceptable Use Policy may be subject to more severe responses (see "Responses to Student Behavior").
- As part of the Falcon Card reward system, students will be allowed to use their own device during their lunch/recess time. Acceptable devices include laptops, tablets, and eReaders. Cell phones will be allowed for students with Falcon Cards. Please note that gaming devices are not allowed.
- Students may not take pictures of other students, unless given permission to do so.
- Phones should not be brought into bathrooms or locker rooms. Students are never allowed to take pictures in bathrooms or locker rooms.
- Each student is responsible for his/her own device and should use it and store it responsibly and appropriately. All devices **MUST** be kept in the student's locker throughout the school day. The only time cell phones are allowed out of their locker is during lunch/recess time. Students failing to leave their cell phone in their locker will be subject to having it taken away, along with loss of their Falcon card. If students are

uncomfortable leaving their cell phone inside their locker, they may store it in the Principal's office. Classroom teachers can choose to use cell phones as a teaching tool at their discretion. The School District of Flambeau assumes no responsibility for lost, stolen, or damaged devices, including lost or corrupted data on those devices. While school employees will help to teach students how to keep devices secure, students will have the final responsibility for securing their own personal devices.

- All student users will log into the School District of Flambeau guest wireless network.
- The Acceptable Use Policy must be signed by both student and parents before a student can use technology in school.
- Students who are issued a device by Flambeau (as a part of our 1:1 initiative) are expected to act as administrators of their device. Students will be responsible for maintaining their device, updating all software, and performing necessary tasks for the general care of the device.
- If a school-issued device is damaged, the user may give their device to the Information Technology Director, who will submit the device for repair. To offset the cost of repairs, users will pay a deductible each time the device is submitted for repair (Instance #1: \$100, Instances #2 and beyond: \$189)
- Students may not install peer-to-peer software, such as Bitcoin, Netsukuku, etc. on school issued devices.

School District of Flambeau

Acceptable Use Policy

The School District of Flambeau believes in the tremendous value of educational technology. We will utilize technology to teach students the 21st Century skills necessary for success in a competitive, global age.

Access to technological tools is an essential component of education, especially when coupled with engaging learning, and instruction in how to use those tools responsibly and effectively. The school's information technology resources, including e-mail and internet access, are provided for educational purposes. If you have any doubt about whether a contemplated activity is acceptable, consult with your immediate teacher, supervisor, or director to help decide if a use is appropriate. Adherence to the following policy is necessary for continued access to the school's technological resources:

Users must respect and protect the integrity, availability, and security of all electronic resources by:

- Observing all district internet filters and posted network practices.
- Reporting security risks or violations to a staff member or administrator.
- Not destroying or damaging data, networks, or other resources that do not belong to them.
- Notifying a staff member or administrator of network malfunctions.

Users must respect and protect the privacy of others by:

- Using only assigned accounts.
- Only viewing, using, or copying passwords, data, or networks to which they are authorized.
- Refraining from distributing private information about others or themselves.

Users must respect and protect the intellectual property of others by:

- Following copyright laws (not making illegal copies or downloading of music, movies, etc.).
- Citing sources when using the work of another (not plagiarizing).

Users must respect and practice the principles of community by:

- Communicating only in ways that are kind and respectful.
- Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages/content that are pornographic, threatening, rude, discriminatory, or meant to harass).
- Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as stolen materials or illegal copies of copyrighted works).
- Reporting threatening or discomfoting materials to a teacher or administrator.
- Not using the resources to further other acts that are criminal or violate the school's expectations of students.
- Avoiding spam, chain letters, or other mass unsolicited mailings.
- Refraining from selling, advertising, or otherwise conducting business, unless approved as a school project.

Users must respect the learning environment by:

- Using technology for educational purposes.
- Following the directions of teachers, staff, and administrators.
- Listening to music, watching videos, etc. only at the discretion of the teacher.
- Using headphones/earbuds when listening to music, watching videos, etc.
- Not playing games or participating in other distracting activities during class.

Users must respectfully use social media by:

- Being respectful in all communications (by word, image, or other means).
- Not using obscene, profane, or vulgar language.
- Not bullying, harassing, threatening, slandering, or otherwise insulting other students, staff, or any other individual, group, or organization.
- Not discussing or encouraging illegal activity, the use of alcohol, tobacco, or drugs; sexual behavior, harassment, or bullying.
- Not posting images of other students, staff, or other individuals without their consent.
- Honoring the privacy of others and not posting confidential information.

Users may, if in accord with the above policies and handbook policies:

- Design and post web pages and other material from school resources.
- Communicate electronically via tools such as e-mail, chat, or videoconferencing (with teacher permission).
- Install or download software, if in conformity with laws and licenses, on district issued devices if students are administrators of the device through a 1:1 initiative.

Failure to adhere to these expectations will result in a response from teachers and/or administration. Depending on the severity of the student behavior, responses will vary from Step

I - Step IV. Please see Administrative Discipline Plan in the Student/Parent Handbook for a description of behaviors and potential responses.

The use of District owned information technology resources is not private. School and network administrators and their authorized employees monitor the use of digital resources to help ensure that users are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement. The District reserves the right to determine what constitutes acceptable use as technology changes and to limit access to such uses. The District also reserves the right to use student work to recognize student achievement and for school promotions. Students will be recognized for their work, although superseded by a media opt-out release form on file for that student.

Student: I have read and agree to follow the School District of Flambeau Acceptable Use Policy. I understand that any violation of these expectations may result in the loss of technology privileges and that additional responses may be determined and carried out by administration.

Student Signature: _____ Date: _____

Parent/Guardian: I have read the School District of Flambeau Acceptable Use Policy. I understand the access is for educational purposes and that Flambeau has taken precautions to eliminate controversial material being viewed by users. However, I recognize that it is impossible to restrict access to all controversial materials and will not hold Flambeau, or any staff member responsible for materials acquired over the internet. I hereby give my permission for my child to have the privilege of internet access and grant permission to use technology in school and accept responsibility for monitoring my child's actions when at home.

Parent/Guardian Signature: _____ Date: _____

PART III: DISCIPLINE

A. Discipline

Expectations

We believe that the primary obligation for developing self-discipline, responsibility and respect for other people rests with the home and parents. Children who have developed these qualities usually progress well in school. The school is also concerned with the development of attitudes, habits and behavior, and must provide a proper climate for learning; therefore, it strives to work cooperatively with parents in the pupil's development. Teachers want all students to learn, but their efforts can be thwarted by disruptive students. When students do not follow the rules of

proper conduct, the school has a responsibility to take action in the interest of those students and the other students in the school. In order to meet this shared responsibility for the maintenance of good behavior:

PARENTS SHOULD:

- Keep in regular communication with the school concerning their child's conduct and progress.
- Ensure that their child is in daily attendance and promptly report and explain an absence or tardiness to the school.
- Assist their child in being healthy, well-groomed and clean.
- Bring to the attention of school authorities any problem or condition which affects their child an/or other children of the school community.
- Discuss report cards and work assignments with their child.
- Maintain up to date home, work, and emergency telephone numbers at the school.

STUDENTS SHOULD:

- Attend all classes daily and be on time.
- Be prepared to come to class with appropriate working materials.
- Refrain from profane and inflammatory statements.
- Be respectful to all individuals and property.
- Conduct themselves in a safe and reasonable manner.
- Be well-groomed and clean.
- Be responsible for their own work.
- Abide by the rules and regulations set forth by the school and individual classroom teachers.
- Seek changes in an orderly and approved manner.

EDUCATORS SHOULD:

- Encourage the use of good guidance procedures.
- Maintain an atmosphere conducive to good behavior.
- Plan a flexible curriculum to meet the needs of all students.
- Promote effective training or discipline based upon fair and impartial treatment of all students.
- Develop a good working relationship among staff and students.
- Seek to involve students in the development of policy.
- Encourage parents to keep in regular communication with the school.
- Try to involve the entire community in order to improve the quality of life within the school and community.

PURPOSE:

To ensure an atmosphere which is conducive to learning, it is necessary to balance carefully a student's individual rights with his or her responsibilities for good citizenship. The intended effect is to create and sustain an educational climate conducive to learning, to responsible and considerate behavior, and one in which the safety of students and all persons is assured.

Discipline Policies and Procedures

The development of responsible behavior and self-discipline among students occurs at two levels within a school. First, since the students spend the greatest amount of time during the school day in the classroom, the classroom teacher must assume the primary responsibility for gaining the respect and cooperation of the students so that an effective learning environment shall be maintained. All teachers will utilize the Flambeau behavior plan. This list provides a set of clearly established and understood rules and consequence steps that all students and staff are expected to follow. Teachers will develop individual classroom behavior plans, which include the rules of "work", "respect", and "belong". All students are expected to:

- Work to the best of their abilities and not interfere with other students' work.
- Respect staff, peers, property and themselves through words and actions.
- Show they belong in school by attending school and class and by promoting to other students that they belong here as well.

A copy of the teacher's individual classroom behavior plan will be distributed to the students at the beginning of each course and a copy of each teacher's individual behavior plan will be posted in the classroom and kept on file in the office.

Secondly, disciplinary problems that are beyond the scope of the classroom teacher's responsibility and are referred to the office will be dealt with using the Administrative Discipline Plan, which is a carefully developed set of rules and consequences that ensure fair and consistent behavior (see Board policy 5500: Student Code of Classroom Conduct).

ADMINISTRATIVE DISCIPLINE PLAN:

Step 1:

- Meeting with teacher and principal.
- Detention may be assigned.
- Parent contacted by teacher or administrator.

Step 2:

- Detention on Tuesday or Thursday from 3:40 to 4:40 p.m.

Step 3:

- Same as step 2, with a parent meeting to allow student back in school.
- Possible student contract.

Step 4:

- One day in-school or out-of-school suspension.
- Referral to guidance.

Step 5:

- One to three days out-of-school suspension.
- Parent conference with administrator and appropriate staff.
- Written student contract.

Step 6:

- 5 day suspension from school.
- Contract that places student on notice of possible expulsion.

Step 7:

- Recommend expulsion hearing before the school Board.

** Community service may be an option for any step at the discretion of the Administration.

PROVISIONS FOR THE USE OF THE ADMINISTRATIVE DISCIPLINE PLAN:

1. All teachers will maintain an individual classroom behavior plan within their classrooms to handle any problems that occur within the classroom. As part of this classroom behavior plan each teacher will incorporate provisions for notifying the parent(s) or guardian(s) when a problem exists within the classroom. Teachers who send students to the office on a discipline referral will contact the parent(s) or guardian(s) regarding the reason for the referral. If the discipline referral regards an offense of Step 3 or above on the Administrative Discipline Plan, the administration may arrange a parent conference to be held between 7:30 a.m. and 4:00 p.m. on the earliest possible date following the offense.
2. A disciplinary file will be initiated for each student referred to the administration, and a record of each violation will be maintained. Parents will be notified in writing of all violations of the Administrative Discipline Plan.
3. Once a student has been given after school detention he or she must serve that detention on the assigned date. If a student misses his/her assigned detention(s), they will be assigned an additional detention. Students will still be expected to serve their original detention(s).
4. Students may be assigned Saturday detention at the discretion of Administration.
5. All staff shall be responsible for seeking the assistance of counselors, teachers, school psychologist, social worker, and other professionals to help student correct their behavior problems.

PART IV: DISCIPLINE INFRACTIONS AND CONSEQUENCES: THE DISCIPLINARY STEP WILL BE DETERMINED BY THE SEVERITY AND FREQUENCY OF THE OFFENSE

A. Student Attendance

A-1: Truancy/Unexcused Absence

The act of being absent from school part or all of a school day without permission of parents or school administrators.

A-2: Leaving Campus Without A Pass

The act of being absent from school without a pass.

A-3: Tardiness

The act of reporting late for school, class, or other required activities without an acceptable excuse. Records will be kept by quarter.

B. Student/Student Relationships

B-1: Threatening or Intimidating Acts

The act of verbally or by gesture threatening the well-being, health, or safety of any student on school property, or enroute to or from school.

B-2: Physical Attack

The act of physically assaulting, or in some manner attempting to injure any student on school property, or going to or from school (police may be contacted).

B-3: Disrespect

The act of insulting, calling derogatory names, using obscenity toward, dishonoring or, in other manner, abusing verbally or in writing any member of the student body.

B-4: Shake Down

The act of extorting things of value from a person in the school, under pressure of either implied or expressed threats (police may be contacted).

B-5: Fighting

The act of involving hostile bodily contact in or on school property, or going to or from school, including any activity under school sponsorship (police may be contacted).

B-6: Property Damage

Restitution through parental contact.

B-7: Theft

Restitution required through parental contact and referral to police when appropriate.

B-8: Horseplay

The act of tripping, shoving, misusing other students' property, cutting in lunch line, etc.

C. Student/Staff Relationships

C-1: Insubordination

The act of willfully failing to respond or carry out a reasonable request by authorized school personnel.

C-2: Threatening or Intimidating Acts

The act of verbally or by gesture threatening the well-being, health, or safety of any member of the school staff (police may be contacted).

C-3: Physical Attack

The act of physically assaulting any member of the school staff on school property or at any activity under school sponsorship (police shall be contacted).

C-4: Disrespect

The act of insulting, calling derogatory names, dishonoring, making gestures, or in other manner abusing verbally or in writing any member of the school staff.

C-5: Disrespect for the Property of a Member of School Staff

C-5a: Damage

Restitution required through parental contact.

C-5b: Theft

Restitution is required, police may be contacted.

C-5c: Major Theft/Damage

Restitution is required, police may be contacted.

D. School Property

D-1: Vandalism

The act of willfully destroying public property. Restitution is required and police may be contacted.

D-1a: Destruction

The act of rendering property unstable. Restitution is required and police will be contacted.

D-1b: Defacing

The act of damaging property requiring cleaning or repair. Restitution is required.

D-1c: Misuse of Printed Material

The act of destroying or defacing magazines, books, or other printed material. Restitution is required.

D-1d: Misuse of Digital Material

The act of destroying, damaging, or sabotaging digital material (ex: loading computer viruses, erasing the files of others, loading software, relocating files of others).

D-2: Theft

D-2a: Theft

Not serious enough to report to police. Restitution is required.

D-2b: Major Theft

Considerable enough to be reported to the police. Restitution is required and police will be contacted.

D-3: Abuse of School Grounds

Restitution is required and police may be contacted.

D-4: Littering

D-5: Misuse of Food

E. Protection of the Public Safety

E-1: Detonation of Firecrackers or Other Explosive Devices

Police will be contacted.

E-2: False Alarms

The act of initiating a fire alarm or initiating a warning of a fire or other catastrophe without just cause. Police will be contacted.

E-3: Bomb/Weapon Threat

Police will be contacted.

E-4: Arson

The act of willfully and maliciously burning or attempting to burn any part of any building or property of the school or of its staff and students. Police will be contacted.

E-5: Possession of Weapons

The act of having possession of a weapon. Possession includes lockers and vehicles. Police will be contacted.

F. Alcohol, Tobacco, & Drugs

F-1: Alcohol and Drugs or Look-Alike

F-1a: Possession

Police will be contacted.

F-1b: Selling or Transmitting

Police will be contacted for prosecution.

F-1c: Noticeably Under the Influence

Police will be contacted.

F-1d: Observed Use

Police will be contacted.

F-2: Tobacco

F-2a: Possession

The tobacco substance will be confiscated and not returned to the student. Police may be contacted.

F-2b: Use

Police will be contacted.

G. Other Disciplinary Infractions

G-1: Repeated or Serious Classroom Disruption

Step at the discretion of the administration.

G-2: Disruption of Meeting or Assembly

Step at the discretion of the administration.

G-3: Cheating

The act of stealing a test, tampering with grade book, copying work, etc.

G-4: Forgery

The act, written or spoken, of misrepresenting the truth (i.e. forged passes, parent signatures, false phone calls, misinformation to school personnel, etc.)

G-5: Carrying Electronic Devices

Except for educational purposes – confiscated to be returned to the student at the discretion of the administration.

G-6: Being in an Unauthorized Area

G-7: Being an Accessory to a School Violation

Step assignment at the principal's discretion depending on offense and level of involvement.

G-8: Abusive or Offensive Language

The act of using such language in the presence of staff members and/or students, including written notes, published material, and oral.

G-9: Necking, Embracing, or Similar Improper and/or Disruptive Behavior

H. Harassment

Harassment is unwanted behavior that interfered with life. It limits and denies the rights of students to study, work, and play in the school setting. Harassment makes people feel bad. Everyone has a right not be harassed and the Flambeau staff feels strongly that all students should feel safe at school.

- Sexual harassment is unwelcome behavior of a sexual nature.
- Racial harassment is unwanted comments regarding a person's ethnic make-up.
- Verbal harassment is unwanted verbal comments that make a person feel bad or unsafe.
- Physical harassment is unwanted behavior of a physical nature.
- Intimidation is unwanted threats to cause harm.

What can you do about harassment?

1. Say “stop”!
2. Tell someone! Talk to a teacher, counselor, or administrator.
3. Keep records! Record what happened: date, times, places, and witnesses.

Any form of harassment is wrong and will not be tolerated at Flambeau. Harassment complaints are investigated.

I. Gangs and Gang-Related Behavior

The School District of Flambeau will not tolerate gang-related behavior in the school, on school property, on buses, or at school-sponsored events. Gang behavior creates an atmosphere where unlawful acts of violations of school regulations may occur. Such behavior intended to initiate, advocate, or promote activities which threaten the safety or well-being of persons or property is harmful to the educational process and school environment and interfered with the mission of the school district.

A “gang” is an ongoing organized association of three or more persons, whether formal or informal, who have a common name or common signs, colors, or symbols, and members or associates who individually or collectively engage in, or have engaged in criminal activity.

The following gang-related behaviors are prohibited in school buildings, school buses, and at school-sponsored activities.

1. The presence of jewelry, accessories, manner of grooming, or apparel which implies membership, affiliation, or sympathy with a gang (including but not limited to wallet chains).
2. Displaying gang markings or slogans on personal property or clothing.
3. Uses of gang-related hand signs or signals.
4. Possessing literature that indicates gang membership.
5. Anti-social or criminal activities which disrupt school or school-sponsored activities.
6. Committing a crime.
7. Initiations, hazing, and intimidation.

Violation of this policy will subject students to appropriate disciplinary action.

Any situation not specifically covered by the above policies will be dealt with on an individual basis and the penalty will be determined by the administration to fit the offense.

PART V: SCHOOL DISTRICT OF FLAMBEAU POLICIES

A. Accidents and Insurance

Any accident in the school building or on school grounds, at any time, must be reported immediately to the teacher in charge and to the office. The injured person has the responsibility to report the accident to the main office.

School Insurance

Only accidents that occur in school sponsored and supervised activities, including participants in interscholastic sports, are covered by a courtesy secondary policy. The student's health insurance carrier is the primary insurer.

Definition of Accident:

- An unexpected, sudden and definable event that is the direct cause of a bodily injury, independent of any illness, prior injury or congenital predisposition. Conditions that result from participating in an activity do not necessarily constitute accidents. For example, illness, disease, degeneration, conditions caused by continued stress to a particular area of the body, and existing conditions aggravated by an accident are not covered.
- This plan of insurance is EXCESS ONLY: It will not duplicate benefits paid or payable by any other insurance or plan including HMO's or PPO's.
- The policy will not cover expenses payable under the insured's HMO (Health Maintenance Organization), or PPO (Preferred Provider Organization). If the insured chooses not to use an authorized medical vendor (under HMO or PPO), the policy will cover expenses incurred that it would have honored had the insured used the proper medical vendor.
- Medical treatment for a covered accident must begin within 60 days of that accident. Only expenses incurred within 52 weeks are considered. Benefits are determined on the basis of REASONABLE AND NECESSARY for the geographic location where services are performed.
- The coverage in force is the broadest available; however, it should be noted that no benefits are payable, nor is any premium charged, for the following items including, but not limited to: sickness, disease or hernia in any form; non-prescription drugs; fighting; the use of electric bio-mechanical devices; and orthotics not prescribed exclusively for rehabilitation (e.g., playing brace, mouth guard).

B. Addressing Concerns

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:

- Discuss the concern with the person who is closest to the concern.
- If you are not fully satisfied with the results, 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, discuss the concern with the Superintendent. 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, 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.

C. End-of-the-Year Check Out

Every student in the Junior/Senior High MUST have on file at the end of the year an end of the year checkout sheet. (These will be distributed to students at the appropriate time before the end of the year.) The purpose of this form is to show that a student has checked out of each of his/her classes and the library and does not owe any money in any areas before they leave school.

If money is owed, the student has the opportunity to pay at the time of final checkout or the school will send a bill to the parents informing them of any money owed. All obligations should be met at the end of each year. As a reminder, this financial obligation must be met before the student receives his/her report card.

D. Expulsion

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.

E. Grading and Reporting Practices

All classes will use the following scale to determine a student's grade:

93 - 100%	=	A
90 - 92	=	A -
87 - 89	=	B +
83 - 86	=	B
80 - 82	=	B -
77 - 79	=	C +
73 - 76	=	C
70 - 72	=	C -
67 - 69	=	D +
63 - 66	=	D
60 - 62	=	D -
59 or lower	=	F

Incompletes

- All incompletes must be made up within a two week period from the date grades are due to the office following the end of the quarter or semester. Incompletes not made up within that time frame will change to an "F".
- Students involved in self-paced classes will be handled on an individual basis.
- No student will be given an incomplete for a quarter or a semester unless there is verification of serious illness, death in the family, a family emergency, or other circumstances, which may be determined at the discretion of the Principal's office.

Progress Communication

Teachers and the school will communicate student achievement and progress in the following ways:

- end of quarter report cards
- Power School (www.flambeau.powerschool.com/public)
 - updated regularly
 - available online or through e-mail updates
 - please contact school office with log-in problems
- e-mails and phone calls from teachers

F. Graduation Requirements

The minimum number of credits required for graduation is twenty-six and one-half (26.5). Students are also required to complete and log 20 hours of service learning in order to graduate.

Minimum required credits:

- Computer science (0.5)
- English (4.0)
- Health (0.5)
- History/Social Studies (3.0)
- Math (3.0)
- Money Management (1.0)
- Physical Education (1.5)
- Science (3.0)
- Electives (10.0)

The following are required courses:

9th Grade:

English 9, US History, Biology, Physical Education

10th Grade

English 10, American History, Biology 1, Physical Education

11th Grade

English 11

*Students must take 1 credit of English as a Senior and 0.5 credit of Physical Education in either 11th or 12th grade.

- Electives must consist of courses from different areas of study (i.e. Art, Business, Technical Education, Math, Science, Social Studies, etc.). Students may arrange independent courses with the consent of the instructor or take courses over the instructional television network (WIN).
- Students should familiarize themselves with the Course Offering Book in reference to grade requirements, college requirements, pre-requisites, etc.
- The Flambeau District will issue credits using standard Carnegie units as suggested by the Department of Public Instruction. All courses meeting daily for a full semester will receive one-half credit per semester toward graduation. Students in grades 7-12 will have semester finals in all core courses.
- All courses are included in computing grade point averages, with the exception of Work Experience, some WIN courses and Summer School classes. Parents may request that physical education be taken on a Pass/Fail basis. Parent and student must put this request in writing before the semester in which the student will be involved in Phy Ed. begins. Grade point averages are computed as follows:

A	4.00	B+	3.33	C+	2.33	D+	1.33	F	.00
A-	3.67	B	3.00	C	2.00	D	1.00		
		B-	2.67	C-	1.67	D-	.67		

- Advanced Placement (AP) courses and some WIN courses will be graded using a weighted system. Grades will receive one point more than the normal scale of 4.0. This

means a student who receives a "B" in an AP course will receive 4 points, not 3 as is normal with our un-weighted scale.

- Students assume full responsibility for meeting graduation requirements. Appointments with the Pupil Services Personnel or Guidance Counselor may be made regarding graduation requirements.
- Final approval of all high school classes offered will be made by the District Administrator.
- Seniors will be required to meet all graduation requirements and obligations before participating in Graduation ceremonies. Requirements include acquiring all academic credits, including making up any Junior High core classes failed.
- Obligations include completing the senior portfolio and turning it in to the Community Education Office, serving all detentions and suspensions, and paying all money owed to the school including class dues, sales, library fines, fees, any fines incurred for lost or damaged items, and lunch/meals. Seniors should contact the Administrative Office if they have questions regarding their obligations. Parents should encourage all students in grades 9-12 to save their best works for use in their portfolio. Works may be saved in the Community Education Office.
- Valedictorian and salutatorian determination will be based on seven semesters. To be eligible, students must have been enrolled in the School District of Flambeau from the beginning of their junior year.
- Transfer students' Grade Point Average will be recalculated to the School District of Flambeau's grade point system (see item #5, this page). For students transferring into FHS from a school with a weighted GPA, Flambeau will recognize all weighted grade points up to 4.0, with the exception of any of our weighted courses.
- At the end of the second semester of their senior year students with a cumulative Grade Point Average (GPA) of 3.75 or higher will be recognized at graduation with an honor medal; students with a cumulative GPA of 3.5 to 4.0 will be recognized with a gold cord; students with a cumulative GPA of 3.0 to 3.49 will be recognized with a silver cord.
- Students will be allowed to earn a maximum of two work experience credits throughout the 8 semesters of their high school career.
- Only students who have met the graduation requirements will be allowed to participate in the graduation ceremony. Graduation requirements are defined as coursework, attendance requirements, fees, detention and the accounting for school-owned materials and equipment. Students and parents will be given notice either by phone, in person, or by letter as soon as possible during the student's senior year if the student is not participating in the ceremony. Students transferring to the School District of Flambeau will have a formal evaluation of credits completed by the counselor. Any students at risk of not graduating with their class will be notified. Students who are at risk of not graduating may be given a program of studies that could allow them to graduate. Progress will be reported on a quarterly basis. Students with debt for broken or lost items and lunch balances must pay their fees, and all other administrative requirements including, but not limited to, graduation practice; completion of sign out sheets; return of books, equipment, and other district owned materials prior to the ceremony.

G. Investigations, Interrogations, and Arrests

School officials shall cooperate with appropriate law enforcement agencies regarding the investigation, interrogation, arrest and search of students on school property or in the school building according to established procedure.

Investigations

- By Police, on Request of School Authorities
 - The Principal, or designee, may exercise his/her discretion in determining whether to request assistance of police in investigating an alcohol and other drug related crime; or allegation of a crime committed in his/her school building or school grounds during school hours. If assistance is so requested, it shall be directed to the Rusk County Sheriff's Department.
 - If the Principal, or designee, requests assistance, police officers may conduct an investigation within the school building and interview students as possible witnesses in school during the school day. The Principal, or his/her designee, shall be present during the interview unless the student requests that they not be there. A non-uniformed police officer should be used, if possible.
 - If the investigation focuses on a particular student as a prime suspect of a crime, the Principal, or his/her designee, and the police officer will follow the general guidelines herein set forth for the interrogation of suspects in schools.
- By Police, without Request of School Authorities
 - Police officers will make every effort to interview students outside of the school hours and outside of the school setting in those cases where assistance by school authorities has not been requested. This procedure will not apply to circumstances where serious crimes are involved or where imminent threats to persons or property are involved.
 - If the police deem it absolutely necessary to interview students at school, the Sheriff's Department shall first contact the Principal, or his/her representative, regarding the planned visit and inform the Principal of the reason to investigate within the school and obtain his/her approval. The police officer shall not commence his/her investigation until such approval is obtained. The Sheriff's Department may appeal to the District Administrator if it is deemed that approval was unreasonably withheld or in the case of the Principal not being available.

Interrogations

- By Police, on Request of School Authorities
 - If the Principal, or designee, has requested assistance by the Sheriff's Department to investigate a crime involving his/her school building or students, the police shall have permission to interrogate a student suspect in school during school hours. The Principal, or designee, shall be present throughout the interrogation.
- By Police, without Request of School Authorities
 - Police officers will make every effort to interrogate students outside of school hours and outside the school setting in those cases where assistance has not been requested by school authorities.

- If the police deem it necessary to interrogate students at school, the police shall first contact the Principal regarding the planned interrogation. Police shall inform the Principal about the necessity to interrogate the child at the school, and obtain the Principal's approval. The police officer shall not commence his/her investigation until such approval is obtained. Under circumstances where the Principal is not available to provide such approval, the approval may be obtained from his/her designee. If the police believe approval is unreasonably withheld, an appeal may be made to the District Administrator.
- By School Administrators
 - If upon interrogation relating to school matters the Principal, or his/her designee, has reason to believe that a crime has been committed and desires police involvement, he/she shall immediately cease questioning the student and turn the investigation over to the police.

Arrests

No police officer shall arrest or take custody of any student in school during school hours unless upon lawful request by the Principal, or designee, unless the officer has an arrest warrant or commitment order, or unless the student is being taken into custody under S.S. 938.19, Wisconsin Statutes.

- In cases where the student is to be taken into custody, the police officer shall first contact the Principal and advise him/her of such fact and cite the statutory grounds for doing so. The student shall first be summoned to the office by the Principal. If possible, a non-uniformed police officer shall make the arrest or otherwise take the student into custody.
- In emergency situations where the commission of a serious felony or misdemeanor has been witnessed by a police officer or if the police officer is in pursuit of a student for such a crime, the police shall have the legal right to apprehend such student. However, before removing such student from the school grounds, the police officer shall inform the Principal, or his/her representative of such apprehension.
- The Principal, or designee, shall record the name of the police officer, the time of the arrest, the name of the issuing authority of any arrest warrant, the nature of the crime for which apprehension is made, and the place of custody or detention. After a student has been taken into custody, the parents or legal guardians of the student should be notified immediately thereof by the Principal or a designee.

H. Lockers

- Each student may be assigned a locker for the storage of such lawful possessions as books, school supplies, clothing and personal items. Said items, when not in use, are to be kept in the locker assigned to the student, **WHICH MUST BE KEPT LOCKED AT ALL TIMES**. The school district assumes no liability for the locker. The school is not responsible for and cannot replace or pay for anything stolen out of your locker, including P.E. lockers. An annual fee will be charged for the use of the locker. User fee may be prorated in the event a student leaves school.

- Since the locker is the property of the School District of Flambeau, said school district reserves the right to enter for any purpose. The student can be requested to open any personal material that is sealed and contained in the locker.
- The School District of Flambeau will remove any personal property left in or about any locker at the end of the school year. It shall be the responsibility of the student to claim any personal property so removed. The School District will dispose of any personal property remaining unclaimed at the start of the following school year.
- Administration shall have the authority to make such other rules, not in conflict with this policy, for the orderly administration, assignment, and use of the lockers.

I. Lost and Found

Should students lose any item of value, they should report it to the Administration Office as soon as possible. Lost and found articles will be kept in the office. Articles not claimed by the end of each MONTH are disposed of appropriately.

J. Messages to Students

- Parents should make every attempt to provide pertinent information to students before the school day.
- Should the need arise to get a message to a student, the parent may send a text message, but must be aware that only students with Falcon Cards are allowed to access their cell phones between classes and at recess.
- Parents may relay messages to students by communicating with the main office.

K. Non-Discrimination Policy

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 any 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 (sex), 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.

Pupil Discrimination and/or Harassment 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 34 CFR 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, 8th Floor, Chicago, Illinois 60606.*

L. Schedule Changes

Schedule changes will only be made for students who have changed their post-secondary plans and/or intentions.

Schedule changes will not be made because of personality conflicts, poor performance, etc. Students who have questions about their schedule should set up an appointment with the guidance counselor.

M. Search and Seizure

- By Police, on Request of School Authorities
 - If the Principal, or designee, has information that he/she believes to be true, i.e., that evidence of a crime, stolen goods, drugs, weapons or items of an illegal or prohibited nature, is located in a certain student's locker, desk, or student's or non-student's automobile, the Principal, or designee, may request police assistance, in which case procedures to obtain and execute a search warrant shall thereafter be followed. Whether to request police assistance or to conduct the search without such assistance shall be at the discretion of the Principal.

- By Police, without Request of School Authorities
 - Except when exigent circumstances are present, police officers may not search student's lockers or desks or automobiles unless they have a search warrant, and may not search a student's person unless the student is under arrest.
 - Except when exigent circumstances are present, a school official may not consent to a warrantless search of a student's locker, desk or automobile. The student, if then available, shall be present during the search.

- Drug Search by Dogs
 - In order to maintain a drug-free school environment, dogs that have been specifically trained to detect the odor of controlled substances will be used to search the buildings and grounds at the discretion of the building principal. The dogs will be used when:
 - there is a reasonable suspicion that controlled substances may be hidden in the building.
 - there is a reasonable suspicion that controlled substances may be hidden in the vehicles parked in/on school property.
 - there is a belief that a random preventive search will be beneficial to the ongoing drug prevention effort.
 - Individuals will be subject to prosecution as well as action by the school administration if controlled substances or look-alikes are discovered.

- Search by School Authorities
 - In the interest of the welfare of the students and the school community, it may be necessary to search a student or the student's property. The search may be conducted if the school official or his/her designee has a reasonable suspicion that the student has obtained, or has in his/her possession, items in violation of school regulation, local ordinance or state law.
 - No school official may conduct such search unless he/she suspects, from reliable information or personal observation, that a student is in violation of school rule, local ordinance or state statutes. In such cases the following procedure will be used.
 - Inform the student of the reason for conducting the search.
 - Request permission of the student to conduct the search.

- A search of a student is considered reasonable under the fourth amendment of the U.S. Constitution if it meets the following two tests:
 - THERE MUST BE REASONABLE GROUNDS TO SUSPECT THE SEARCH WILL REVEAL EVIDENCE OF VIOLATIONS OF EITHER THE LAW OR SCHOOL RULES; AND, THE WAY IN WHICH THE SEARCH IS CONDUCTED MUST BE REASONABLY RELATED TO THE OBJECTIVES OF THE SEARCH AND MUST NOT BE OVERLY INTRUSIVE IN LIGHT OF THE AGE AND SEX OF THE STUDENT AND THE NATURE OF THE INFRACTION.

Reason and common sense should prevail at all times for determining the necessity of a student search. Criteria for a decision should include, but not be limited to: age, sex, history and record of the child to be searched, seriousness of the problem, need for a search without delay, reliability of information used as justification for the search, and teacher's prior experience with the student.

- The school official or his/her designee who is conducting this search has the right to request a student to empty pockets, purses, backpacks, or other articles used to carry personal effects; to remove hats, shoes, and/or to roll socks down. The school official or his/her designee can also request a student to remove outer garments, such as sweatshirts, sweaters, jackets or vests if worn over blouses, shirts, or t-shirts. No school official or school employee has the right to request the removal of any other clothing or to conduct a strip search. If the student cooperates, the school official or his/her designee shall notify the student's parent or guardian of the reason for such search.
- If a student refuses to cooperate, the school official or his/her designee has the authority to proceed, subject to the limitations described below.
 - An attempt will be made to contact the student's parent or guardian in order to request him/her to encourage the student to cooperate. If the parent or guardian cannot be reached or if the student continues to refuse to cooperate, the school official or his/her designee may turn the matter over to law enforcement officials for appropriate action. The student may be detained until the law enforcement official arrives. If the parent or guardian has not been contacted and the law enforcement officials are involved, the school official or his/her designee will notify the parent or guardian as soon as possible as to the reason for such search.
- If a school official or his/her designee has reason to suspect that a student is carrying a dangerous or illegal item or substance and if a school official or his/her designee believes that an immediate search is necessary, he or she may search a student's pockets or belongings and conduct a pat-down search. The student may be detained until such time as a law enforcement official arrives. Rather than conduct a search, a school official or his/her designee has the right to contact a law enforcement official to take appropriate action.
- The school district has provided lockers for the purpose of providing students with a convenient receptacle for clothing, books and other articles necessary or convenient for a student's use during the school day. The student has no property interest in any locker. Lockers are subject to search by the administration to protect the health and

welfare of the student body. Searches may be conducted either on a random basis or when there is reason to suspect violation of school rules and regulations or laws. Whenever practical, the search will be made in the presence of the student concerned. Authorization to search a locker will be given only by the Principal or a designee. The search will be made in the presence of two school officials and, if practical, the student. A record will be kept by the school of all lockers searched, including the reason for the search and the findings. It is recognized that all lockers are opened and/or inspected for housekeeping and repair purposes periodically.

- Unreasonable searches and seizures shall not be conducted by school officials, and staff should remain sensitive so as not to invade the privacy of their students any more than necessary to achieve the legitimate end of preserving order in the schools. Strip searches are illegal and will not be condoned by the school district at any time. If the nature of the problem is so serious or severe that this type of search is to be considered, law enforcement agencies will be contacted immediately.
- A school official or his/her designee and one additional person may conduct a search. One of these two people must be one of the same gender as the student being searched. A school official is defined as a school board member, a superintendent, an assistant superintendent, a principal or designee. A designee is defined as any school district employee designated by a school official for the purpose of conducting a search. If there is a certified school employee present, that individual shall be the designee. On a field trip, during an extra-curricular activity, or on a school bus, any school official or his/her designee, male or female, may conduct within the guidelines of the policy.
- For all searches, in which the student refuses to cooperate, the individual doing the search shall maintain a written record of all actions leading up to and including the search. In all other searches, records will be maintained at the discretion of the individual doing the search.

N. Students Transferring Into the District

- Students transferring to the School District of Flambeau shall provide the District with transcripts and/or other subjects completed, credits earned, and results of standardized testing. Students shall be placed in the appropriate grade level and/or courses as indicated by the records provided to the District.
- In addition, students who have been in attendance in a Home-Based Private Educational Program for a period of ninety (90) calendar days or more shall furnish the Principal, or designee with the following documentation of the Home-Based Private Educational Program:
 - a copy of Home-Based Private Educational form: Wisconsin EPI Form PI-I 206
 - a copy of the school calendar that verifies that each school term of Home-Based Education instruction consisted of a minimum of 875 hours
 - copies of the sequential curriculum that was taught in the six (6) mandated subject areas
 - records of student performance for each course taken.

- The documentation described above shall be used in the placement process. No student shall be denied admission due to prior placement in a home-school setting.
- Upon receipt and review of the above documentation, the Principal or designee may require that a placement examination evaluation be completed so that the student will be placed at the appropriate grade level. This evaluation may consist of: achievement tests, mental abilities test, diagnostic tests, parent checklist, criterion-referenced tests, counselor interview. In making the placement decision under the above provisions, the Principal or designee may consider the age, mental ability, social and emotional development, and academic progress of the student. Placement shall be discussed with an adult student, parent or legal guardian before becoming effective.
- Students transferring into the District and who are placed in grades 9,10,11, and 12 pursuant to this policy may be granted equivalent units of credit for graduation upon furnishing transcripts or other records evidencing the successful completion of courses meeting the credit requirements set forth by the Board of Education, including the same time allotment and substantially the same course content and objectives. Home-Based instruction will be recorded as credit only. Grades and grade point average will not be used in class standing.
- In order to be placed at higher than 6th grade level, students shall present evidence of academic instruction and accomplishments. The names of courses taken, course descriptions, time devoted to courses, grades earned, and standardized achievement test scores may be used as evidence of academic accomplishment.
- Placement of a student in grades 6-12 shall be according to his/her chronological age when evidence of completion of appropriate level materials in language arts, mathematics, social studies, and science is presented. The Principal or designee is responsible for finalizing grade level placement.
- When evidence of academic accomplishments is not available or is inconclusive, an evaluation shall be required. Such an evaluation shall include assessment in the areas of reading, English, mathematics, science, and social studies, and may involve the use of individual and/or group tests.

O. Vehicles

- Students will park in the parking lot on the south side of the building only. Student vehicles **MUST BE** registered in the Administrative Office.
- Snowmobiles and 4-wheelers must be parked on the west side of the building by the shop doors **ONLY** and remain there all day. Vehicles may **NOT** be parked by the **FACE** classroom. No other student may drive or ride your ATV.
- No students are allowed in other parking areas during the regular school day.

- Only those students with early dismissals from the office may leave the parking area during the day, or those students moving their vehicles to and from the Auto Mechanics Shop.
- The school assumes no responsibility for any vehicles while on school grounds.
- Students violating this policy may forfeit their right to use the student parking area, and may be subject to further disciplinary action.

P. Visitors

- Parents and community members are always welcomed as guests! We encourage you to visit our school to see the many wonderful things happening in our classrooms. To ensure the safety of our students, we ask that visitors follow the expectations listed below.
- All visitors should sign in with the attendance secretary in the main office and receive a Visitor's Badge. You will be asked to leave your keys or other object in exchange for a Visitor's Badge. This badge must be worn for the duration of the visit and returned to the attendance secretary when leaving.
- If you would like to meet with a teacher, please arrange your visit at least 24 hours in advance.
- Visits may be restricted at certain times, such as the first and last week of school, or during standardized testing times.
- All visitors must comply with Board of Education policies, school policies, and general expectations.
- Because classrooms and other instructional areas are vulnerable to disruption, specific conditions may be imposed upon visitors, including but not limited to:
 - remaining in a designated place or seat
 - refraining from speaking to students while the class or activity is in session
 - refraining from entering or leaving the area while an activity is underway
 - requiring that the dress and grooming of the visitor be consistent with the dress code for the students and employees within the building.

Q. Weapons

Anything that can be considered a weapon may not be brought to school, i.e. knives, firearms, etc. They will be confiscated by the teacher or staff and will not be returned. Students who bring a weapon, or look alike, will be subject to a Step III or Step IV Response (see Administrative Discipline Plan).

PART VI: STUDENT SAFETY

All doors except the main entrance on the east side of the building will be locked from 8:00 AM 4:30 PM. All visitors must ring the bell, state their business and be buzzed into the building. We appreciate community cooperation to help ensure student safety.

A. 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, WJMC, WWIB, WAXX, and Moose Country 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 schools social media and websites.

B. Reporting Child Abuse and Neglect

As a social resource the school is second only to the family unit in its potential for sustained contact through involvement in a child's life. Because of this sustained contact, school personnel are in an excellent position to identify abused or neglected children and to refer them for treatment and protection. To combat the child abuse and neglect problem and in compliance with state law, any District teacher, counselor, nurse, social worker, or administrator having reasonable cause to suspect that a child seen in the course of professional duties has been abused or neglected shall immediately contact the County Human Services Department, the County Sheriff, or the City Police, and inform the agency contacted of the facts and circumstances which led to the filing of the report. It is not the responsibility of school personnel to prove that the child has been abused or neglected, nor to determine whether the child is in need of protection. School personnel shall not contact the child's family or any other person to determine the cause of any suspected abuse or neglect. No District employee shall be discharged from employment for making such a report. In addition, state law guarantees immunity from any civil or criminal liability that may result from making a report on child abuse or neglect. State law also provides for the protection of the identity of any individual making such a report. Because failure to report is punishable by a fine and/or jail sentence, this policy shall annually be distributed as widely as possible by means such as posting or publishing Child custody /guardianship. In cases where students do not reside with both parents, the parents must provide the school office with legal clarification of who has custody and the right to see, or pick up, the student at school.

C. Emergency Health Policy

Procedures for Illness and Accidental Injury

Records:

1. 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.

2. An Enrollment Information Request form will be completed each year for every student to include:
 - a. Parent's name, address and telephone.
 - b. Parent's place of employment, address and telephone.
 - c. Medical problems the student may have or medications that the child may be taking both at home and at school.
 - d. Name of physician and medical facility.
 - e. Name of two emergency contacts if the parent is unable to be contacted.

School Illness Policy:

1. Students who are ill are to report directly to the Special Services Office. Students who call parents and/or leave school grounds without the permission of the school nurse or assistant will receive an unexcused absence.
2. The school nurse or assistant will evaluate the student. If a student has a temperature of 100 degrees or over, or other symptoms of illness, the parents may be contacted. All parent contact must be verified by the school nurse or office personnel. 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, emergency medical attention will be arranged by school personnel. Students must stay in the Special Services Office until action has been taken.
3. 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.

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. All recorded accidents will be reviewed by the Principal and school nurse. 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.

Student Immunizations:

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 Student Immunization Law now requires proof of varicella (chickenpox) 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:

1. 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:
 - a. 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, glucagons injections or epi-pen.
 - b. 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 their own inhaler, glucagon injection or epi-pen.
 - c. 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.
2. All other prescription and non-prescription medication brought to school and used during the school day will be stored in a secured cabinet in the Special Services Office.
3. Medication given in the school must have the following information printed on the container:
 - a. Child's full name.
 - b. Name of the medication.
 - c. Physician's name.
 - d. Dosage.
 - e. The route in which the medication is to be given.
 - f. The time or frequency in which the medication is to be given.

Prescription Drugs:

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

- Child's full name.
- Name of medication.
- Dosage.
- Route.
- Frequency.
- Beginning and termination dates.
- Reason for medication.
- Conditions which warrant immediate contact with this physician.

Non-Prescription Drugs:

A Parent Release for Delivery of Non-Prescription Medication consent form must be completed by the parent before any non prescription medication will be delivered by school personnel during the school day to include:

- Child's full name.
- Name of medication.

- Purpose of medication.
- Dosage.
- Time to be given.

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 retains the discretion to reject requests for administration of medicine.

D. Emergency Situations

On occasion it may be necessary to hold students beyond the scheduled class time due to unforeseen circumstances, at which time a message will be broadcast on the P.A. system. Students will remain in their classrooms until a message comes over the P.A. system for the students to proceed to their next class.

E. Fire Safety Plan

Teachers are responsible for seeing that students proceed out of the building in an orderly manner and move into designated areas. Fire drill evacuation instructions are posted in each room. ALL PERSONNEL, TEACHING AND NON-TEACHING, ARE TO LEAVE THE BUILDING. All doors and windows should be closed and lights turned off.

F. Lead Testing

The School District of Flambeau periodically tests the drinking water for lead content. The drinking water at the school meets standards for safe consumption.

G. Tornado Safety Plan

Tornado drill instructions are posted in each room. In the event it becomes necessary to take shelter because of tornados or severe storms while students are on the premises, students will follow the plan posted in the classroom they are occupying.

1. Students should crouch down and protect the eyes and head with their arms.
2. Students will remain in the shelter area until the all-clear signal is given.
3. Students are to be quiet at all times.
4. Each faculty member must be accountable for all students in his/her class. Coaches are responsible for students in their charge.