

Spooner Area School District

Spooner Elementary School

“Home of the Rails”



Student/Parent Handbook

2022-2023 School Year

Mission Statement

Preparing Students for a Successful Future

Vision Statement

Inspire each student to Dream, Believe, and Achieve

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FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your School Principal who you will find listed in the Staff Directory section of the handbook. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. If any of the policies or administrative guidelines referenced herein is revised after June 30, 2021 the language in the most current policy or administrative guideline prevails. The current policies and guidelines are available on the District's website.

This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the District Administrator. The Policies and Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed. If you have questions or would like more information about a specific issue, contact your school principal.

Board of Education Approval:

[] Student Handbook adopted on 7/14/2021.

LETTER TO STUDENTS

Spooner Elementary School Students,

Welcome to Spooner Elementary School! It is with great excitement that I write this letter. I am very honored to have the opportunity to lead a school with such persevering students, an extremely dedicated staff, and a supportive school community. I feel very fortunate to be a part of this school and to help support the students and families. We are a 4K-4 building which offers small class sizes, dedicated staff, and an exciting opportunity to learn for all students. At Spooner Elementary School (SES), all students learn "The Rails Way" and are taught positive behavior choices. We plan to continue the building of a warm, positive, and safe environment for our students to learn and for our staff to do the best job possible. Spooner Elementary School is a great place for our students to begin preparing for successful futures. We are confident you will have a great experience at SES!

Sincerely,

Chris J. Berghammer
Spooner Elementary Principal

Important Phone Numbers

Spooner Elementary School	715-635-2171, opt. 4
District Office	715-635-2171, opt. 1
Spooner Middle School	715-635-2171, opt. 3
Spooner High School	715-635-2171, opt. 2
Badger Bus Company	715-635-8811
Spooner Elementary Fax	715-635-7984
Spooner Area Community Education	715-635-2171, opt. 6
Special Education Department	715-635-2171, opt. 7

SPOONER ELEMENTARY SCHOOL STAFF DIRECTORY

Chris Berghammer	Principal	berghammerc@spooner.k12.wi.us
Kate McKinney	School Counselor	mckinneyk@spooner.k12.wi.us
Josie McShane	Administrative Assistant	mcs Shanej@spooner.k12.wi.us
Dawn Wacek	Administrative Assistant	wacekd@spooner.k12.wi.us
Peter Hopke	Director of Pupil Services	hopkep@spooner.k12.wi.us
David Aslyn	Superintendent	aslynd@spooner.k12.wi.us
Britta DeJager	School Psychologist	dejagerbr@spooner.k12.wi.us

Rachel Greschner	4K	greschnerr@spooner.k12.wi.us
Claire Henckel	4K	henckelc@spooner.k12.wi.us
Nicole Willey	4K	willey@spooner.k12.wi.us
Kim Bassett	Kindergarten	bassettk@spooner.k12.wi.us
Jill Johnson	Kindergarten	johnsonj@spooner.k12.wi.us
Julie Piskie	Kindergarten	piskiej@spooner.k12.wi.us
Danielle Williams	Kindergarten	williamsd@spooner.k12.wi.us
Amanda Bates	1st Grade	batesa@spooner.k12.wi.us
Colin Carlton	1st Grade	carltonc@spooner.k12.wi.us
Jessica Macone	1st Grade	maconej@spooner.k12.wi.us
Katie Thompson	1st Grade	thompsonk@spooner.k12.wi.us
Christi Alt	2nd Grade	altc@spooner.k12.wi.us
Heather Huebner	2nd Grade	huebnerh@spooner.k12.wi.us
Donna Patrick	2nd Grade	patrickd@spooner.k12.wi.us
Denise Swan	2nd Grade	swand@spooner.k12.wi.us
Nannette Ayala	3rd Grade	ayalan@spooner.k12.wi.us
Elizabeth Wilson	3rd Grade	wilsone@spooner.k12.wi.us

Sally Mattie	3rd Grade	matties@spooner.k12.wi.us
Jesi Sando	3rd Grade	sandoj@spooner.k12.wi.us
Mark Asleson	4th Grade	aslesonm@spooner.k12.wi.us
Jennifer Smith	4th Grade	smithj@spooner.k12.wi.us
Chandra Stafford	4th Grade	staffordc@spooner.k12.wi.us
Loralyn Eckstrom	Special Education	eckstroml@spooner.k12.wi.us
Mary Denoyer	Special Education	denoyer@spooner.k12.wi.us
Tina Hansen	Special Education	hansent@spooner.k12.wi.us
Missy Patchen	Special Education	patchenm@spooner.k12.wi.us
Annette Sellner	Art	sellnera@spooner.k12.wi.us
Kris Knutson	Music	knutsonk@spooner.k12.wi.us
Jeromie Voeltz	Physical Education	voeltzj@spooner.k12.wi.us
Sherry Krmpotich	Speech Therapist	krmpotichs@spooner.k12.wi.us
Jessica Marker	Speech Therapist	markerj@spooner.k12.wi.us
Kristin Barnes	Occupational Therapist	barnesk@spooner.k12.wi.us
	District Nurse	
Dana Lucius	Reading and Math Specialist	luciusd@spooner.k12.wi.us
Ginny Bluse	Interventionist	blusev@spooner.k12.wi.us
Kali Fizel	Technology Media Integrationist	fizelk@spooner.k12.wi.us

2022-23 Spooner Elementary Lunch/Recess Schedule

	Lunch	Recess
4K	11:35-12:05	11:05-11:35
Kindergarten	12:10-12:40	12:40-1:10
Grade 1	11:10-11:40	10:40-11:10
Grade 2	10:55-11:25	11:25-11:55
Grade 3	11:40-12:10	11:10-11:40
Grade 4	11:20-11:50	11:50-12:20

All students will go outside during recess unless they have a written excuse from their doctor or their parent(s). If it is necessary for a student to be excused from going outside for more than three days, it will be necessary for the parent to provide a written excuse signed by the doctor.

If the outside temperature is below zero, or is at a “feels like” below zero because of wind chill, students will have indoor recess. With the teacher’s discretion, however, students may enjoy their short 15 minute outdoor recess if the temperature is in the single digits or above and the wind chill does not dip below -10.

2021-2022 School Calendar

Spoooner Area School District
 801 County Highway A
 Spoooner, WI 54801
 715-635-2171 (Fax) 715-635-7074

July 2021						
S	M	T	W	T	F	S
					1	2 3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						0

August 2021						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						0

September 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						21

October 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
						20

November 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
						16

December 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						16

Aug 23-25	New Staff Orientation
Aug 26-27, 30	Staff Professional Development
Sep 1	First day of School for Students
Sep 6	Labor Day
Oct 4	Professional Development
Oct 29	End of 1st Quarter (41 Days)
Nov 1	Professional Development
Nov 22-26	Thanksgiving Break
Dec 23-Jan 2	Winter Break
Jan 20	End of 2nd Quarter (46 Days)
Jan 21	Professional Development
Feb 18	Professional Development
Feb 21	President's Day
Mar 14-18	Spring Break
Apr 1	End of 3rd Quarter (43 Days)
Apr 4	Professional Development
Apr 15	Holiday
May 30	Memorial Day
June 10	Last Day of School (T4-47 Days)

Forward & DLM Testing-

Student Contact Days	177
Teacher Work Days	186*
P/T Conf. Days (TBD)	2
Paid Holidays	2
Total	190

*= 1 Floating Professional Development day
 TBD by Administration

January 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
						20

February 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					
						18

March 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						18

April 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						19

May 2022						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						21

June 2022						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						8

- First/Last Day of School
- Professional Development (no school for students)
- Quarter End Dates
- Non-Student/Staff Day
- New Staff Orientation
- Holiday
- Early Release/Late Start

2022-23 SPOONER ELEMENTARY SCHOOL CALENDAR

August 31	First Day of School
September 14	First Day of High 5
September 16	3rd Friday in September Count SES School Picture Day
October 3	No School - Professional Development Day
November 4	No School - Professional Development Day Veterans Day Program Picture Retake Day
October 27	Parent/Teacher Conferences 4-7 p.m.
November 1	Parent/Teacher Conferences 4-7 p.m.
November 21-25	No School - Fall Break
December 2	End of Trimester 1
December 9	Report Card Distribution
TBD	SES Winter Concert
December 23-January 2	No School - Winter Break
January 23	No School - Professional Development Day 100th Day of School
February 17	No School - Staff Professional Development Day
February 20	No School - Staff Professional Development Day
March 2	Parent/Teacher Conferences 4-7 p.m.
March 7	Parent/Teacher Conferences 4-7 p.m. Spring Picture Day
March 10	End of Trimester 2
March 13-17	No School - Spring Break
March 24	Report Card Distribution
April 7	No School- Good Friday
April 10	No School - Professional Development Day
TBD	4th Grade Rural Safety 11 a.m.
May 11	Last Day of High 5
May 29	No School - Memorial Day
June 2	Last Day of School
June 9	Report Card Distribution

Trimester Grading Periods

Trimester	Dates	Report Cards Distributed
1	August 31, 2022- December 2, 2022	December 9, 2022
2	December 5, 2022 - March 10, 2023	March 24, 2023
3	March 13, 2023 - June 2, 2023	June 9, 2023

Parent Teacher Conferences

Event	Date	Time
Back to School Open House	TBD	
Trimester 1 Conferences	October 27 & November 1, 2022	4:00-7:00 PM
Trimester 2 Conferences	March 2 & March 7, 2022	4:00-7:00 PM

For the 2022-23 academic year, teachers will be communicating with families frequently via Skyward email messages, Remind, phone calls, or through scheduled appointments. We encourage families to contact teachers with concerns immediately and whenever the need arises as opposed to waiting for a scheduled date for formal conferences.



Spooner Area School District

801 County Highway A · Spooner, WI 54801 · 715-635-2171 · www.spooner.k12.wi.us

STATEMENT OF NONDISCRIMINATION

SPOONER AREA SCHOOL DISTRICT PUBLIC NOTIFICATION OF NONDISCRIMINATION

It is the policy of the Spooner Area School District that no person may be denied admission to any public school in this district or be denied participating in, be denied the benefits of, or be discriminated against in any curriculum, extracurricular, pupil service, recreational, or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, learning disability or handicap as required by S118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973.

The district encourages information resolution of the complaints under this policy. A formal complaint resolution procedure is available, to address allegations of violations of the policy in the Spooner Area School District.

Any questions concerning this policy should be directed to:

Mr. Pete Hopke
Spooner Area School District
801 Cty Hwy A
Spooner, WI 54801

or

Ms. Melissa Giesregen
Spooner Area School District
801 Cty Hwy A
Spooner, WI 54801

Mr. Pete Hopke
Spooner Area School District
Complaint Officer

Ms. Melissa Giesregen
Spooner Area School District
Complaint Officer

SPOONER ELEMENTARY SCHOOL ATTENDANCE POLICY

Attendance Procedures (See District Policy 5200)

In accordance with state law, all children between ages 6 and 18 must attend school full time until the end of the term, quarter, or semester in which they become 18 years of age, unless they have a legal excuse. Regular attendance and promptness are the essentials of good performance on any job. Absence from school is the greatest single cause of poor academic achievement in school.

Excused absences are granted for reasons of personal illness or medical examination, illness or death in the family, family emergencies, religious holidays, court appearances, family trips, special events of educational value, approved school activities and special circumstances that have prior approval from the school administration.

Absenteeism from school for reasons other than those cited, shall be regarded as unexcused. Tardies are also considered unexcused without a written note from a teacher/parent/guardian. Parents are required to provide written verification regarding all student absences. Notes should include the student's name, date, specific reason for absence and a parent/guardian signature. Absence notes should be turned in before school daily to the Spooner Elementary School Office.

All students must be in compliance with the attendance requirements of Spooner Elementary School, Washburn County, and the State of Wisconsin.

1. Written notification regarding student absenteeism will be sent home on the student's third unexcused absence or starting on his/her fifth excused absence. The purpose of these letters will be to communicate with you about your child's attendance and to stress the importance of attending school on a regular basis. Missing greater than half of the school's periods constitutes one full day's absence.
2. Students with attendance issues may be referred for a truancy citation at five (5) or more unexcused absences.
3. Additional excessive absences, unexcused or excused, may also result in a truancy citation.

Several factors go into making a truancy referral such as the student's classroom performance/grades, degree of family-school communication, and the student's school behavior / office referrals. A certified letter will be sent home and attempts to meet with the student and parent/guardian will be made prior to filing truancy. If the student's attendance rate does not improve a truancy citation will be filed.

Medical excuses, provided by a doctor, are considered legitimate excuses and will be exempt. The school must be provided with a doctor's note exempting these dates but will not exceed 30 days in advance. After the 30 days from the date of the note, an updated doctor's note will need to be provided by the family to the school. The Spooner Elementary School automated phone system will notify parents daily of student absences from school.

Tardies also hinder a students' learning experience. Time out of class reduces the amount of available instruction and student learning. Students who are tardy are required to provide written notification regarding the reason. Unexcused tardies are not allowed. Teachers will be tracking student attendance and referring students with excessive unexcused tardies to the office.

Students with excessive excused absences or tardies will be referred to the attendance officer for review. The attendance officer may be in contact to help come up with solutions for the tardiness issue. Additionally, the administration will be reviewing student attendance reports on a weekly basis. Please keep in mind that students need to be in class in order to best learn.

See page 33 for the Washburn County Truancy Ordinance.

School Attendance Officer

In accordance with Wis. Statute 118.16, building principals are designated as attendance officers for the Spooner Area School District.

Inclement Weather / Snow Emergency

If the Superintendent of Schools finds it necessary to close our schools, families will be advised by the following radio stations or by Skylert.

WCSW-AM 940 - Shell Lake	WGMO-FM 95.3 - Shell Lake	WJMC-AM 1240 - Rice Lake
WJMC-FM 96.3 - Rice Lake	WAQE-FM 97.7 - Rice Lake	WHSM-AM 910 - Hayward
WRLS-FM 92.3 - Hayward		

Early Release Time: 1:09 pm

School Hours 8:00 am - 3:09 pm

1. Hours are subject to adjustment to accommodate in-service, early release, etc
2. The time periods before and after school are used by the teachers to prepare their lessons. We ask that you do not have your child arrive any earlier than 7:45 am. If your child must arrive prior to 7:45 am they are required to remain in the lobby. Students wanting breakfast will report to their rooms to drop off belongings and go to the food service line for breakfast.

Start of School: 8:00 am

Dismissal: 3:09 am

Students are considered tardy if they arrive in their classrooms after the bell rings at 8:00 am.

Building Hours 7:45 am - 4:00 pm

The elementary school office will be open to students from 7:45 am to 4:00 pm daily. Teachers are in the building before and after school as well as by appointment for student and/or parent conferences

with instructional and/or guidance staff. Pre-conference contact should be made by students and/or parents to establish conference purpose, participants, time and place.

Absence Procedures

1. Excused/Unexcused Absences & Tardies
 - a. Contact the school office before 9:00 a.m. to report your child's absence. If the school office is not notified by a phone call, you must bring a written notification to the office to excuse the absence/tardy. This notification must be signed by a parent, guardian, or doctor.
2. Pre-arranged absences
 - a. Arrangements for this type of absence must be made in advance in the office and with the student's teachers.

BUSING/STUDENT TRANSPORTATION

Bus Use and Release Procedures

School buses load and unload in the south (back) parking lot of the elementary school. Students are required to ride their regular bus after school unless a note requesting other riding arrangements is provided by the parent/guardian.

It is best that after school plans be made at home with a note sent to the child's teacher; however, we realize that there are times when arrangements must be changed during the day. We request that you call the school (635-2171, opt. 4) no later than 2:30 if you know of a change in plans so the message can get to your child in a timely manner. Students will not be allowed to use the school telephone to make last-minute after school plans, such as going home with a friend, etc. These arrangements should be made at home in advance.

Parents/guardians who are picking up students at the end of the day are expected to stay at the office or outside the front of the elementary building until united with respective student(s). Parents are prohibited from walking to classrooms at release time unless directed and escorted. Parent/visitor vehicle parking in the North parking lot and movement in/around buses during bus times (7:45 - 8:05 & 2:50 - 3:20) is strictly prohibited. This is to ensure the safety of all students and efficient movement of buses.

Transportation (See School Board Policy 8600)

The District shall provide transportation for students residing within the District boundaries in accordance with provisions of State law and regulations and as set forth in Board of Education policy.

School transportation is an indispensable and integral part of the District's overall educational organization. It is an auxiliary service only in the sense that it helps make actual instruction available to

all children regardless of where they live in the District and for children who are unable to walk to school.

Responsibilities

The responsibility for the daily operation, enforcement and administration of the student transportation system shall be delegated from the Board, through the Superintendent, to the Transportation Director. The Transportation Director shall act as a liaison between the administrative staff, the bus contractor and the citizens of the District in resolving transportation problems that might arise in the implementation of the District's transportation policies. It shall be the responsibility of the Transportation Director to cooperate with the bus contractor and to constantly strive towards improving transportation services for the young people of the District.

Each building principal shall be delegated responsibility for the safety and discipline of students from the time they board the bus until they depart from the bus at their home of record or designated drop off site. S/He shall also be responsible for such other areas as outlined in Board policy.

The bus contractor shall be responsible for ensuring that vehicles and drivers used in transporting students follow Federal and State rules and regulations and policies adopted by the Board and that such vehicles are well maintained. The responsibility of the building principal for the safety and discipline of students shall be delegated to the bus contractor, and subsequently, to the bus driver when students are in transit, unless the students are accompanied by a chaperone or other competent adult in charge.

School buses and student-transportation vehicles shall be purchased, housed, and maintained by the District or the District shall contract for transportation services. (note: District did not take Policy 8680). In accordance with State law, the District shall not transport students by alternative transportation methods of vehicles carrying more than nine (9) passengers and the operator. This prohibition does not apply to school buses operated in compliance with the Wisconsin Department of Transportation's regulations.

The responsibility for students before they actually board the bus for school and after they get off the bus on a return trip rests with the parents/guardians.

STUDENT HEALTH AND SAFETY

School Wellness Nutrition and Physical Activity

Elementary school students are active, energetic and enthusiastic learners. Through good nutrition and regular physical activity their entire learning environment is positively influenced. During the school day your student will participate in a number of activities that benefit positive health. You can support these efforts by:

1. Promoting good snack foods such as fruits, vegetables, and whole grains. Fiber rich foods are encouraged.
2. Encouraging milk, water, and/or 100% fruit juices. Try to decrease intake of sweetened beverages.

3. Providing the recommended 60 minutes of physical activity a day.
4. Promoting physical activity at home while reducing screen time.
5. Being aware of appropriate food portions for your student’s height and weight.
6. Maintaining a regular and consistent sleep schedule. 9-11 hours may be needed to prevent daytime sleepiness.

Our District Nurse is available to answer any additional questions. District Policy 8510 addresses nutrition and physical activity in greater detail. Please help your child establish lifetime health and sleep habits.

Hot Lunch Program / Breakfast Program

A student may bring his or her lunch from home or purchase lunch and/or milk at school. Students having a school lunch will be offered the traditional hot lunch or sack lunch. Spooner School District has a Universal Free Breakfast program to allow all students to begin the day with a healthy breakfast. Free breakfast is served before school begins at 7:45 AM.

The following lunch prices are established for the 2022-23 school year. Students are only charged from breakfast if they purchase a second meal.

Lunch	9-12 \$3.20	6-8 \$3.10	K-5 \$2.85	Adult \$4.10
Breakfast	9-12 - Free	6-8 - Free	K-5 - Free	
Ala Carte & Milk	\$0.40 for all			

The Spooner Area School District uses a computerized food service management system to help our elementary, middle, and high school record lunch, breakfast, and milk purchases, eliminating the need for tickets and/or daily handling of money by students. The system handles free and reduced meals confidentially. Parents deposit money into their student’s individual accounts through Family Access or by dropping off a payment to the school office. **Free/reduced meal applications are available in any of the school offices or on our website.**

All students are assigned a 4-digit PIN number. After the student selects and receives his/her meal, they enter their PIN number into the computer keypad which will record the meal and deduct the appropriate charges from the student meal account. Milk breaks are recorded daily by the classroom teacher.

An automated phone call will be made to your family’s primary phone number on Mondays in the event your account balance is below \$10. If your account balance is \$-10.00, your family’s primary phone number will receive an automated phone call each evening until the account is above the -\$10.00. In this manner, we will always do our best to notify you when your account balance is getting low, **but it remains the responsibility of the parent to ensure that sufficient funds are maintained in your account. If you ever have a question regarding your account or wish to check the balance, please call (635-2171, opt. 4) and we will be happy to assist you. All information related to your**

account can be viewed through your Family Access.

Mental Health Crisis Line

Mental Health Crisis Line 24 hour, 7 days/week
1-888-860-0373

Washburn County Health & Human Services

If you wish to make a report or have questions please call the agency at 715-468-4747, Monday through Friday 8:00a.m. - 4:30 p.m. After hours, on weekends and holidays, you may contact the Washburn County Sheriff's Department at 715-468-4700. The names of reporters for child abuse and neglect are kept confidential.

If you have questions regarding local resources that may be available to your child or family, please contact your school's student services department for a comprehensive list of resources and any needed support in making connections to those resources.

Description of Services During the School Day

Students who become ill, receive a minor injury, or need medication are sent to the office by their teacher/supervisor with a note. If necessary, another student or staff member accompanies them. The District Nurse will be contacted if unavailable in the building.

Immunizations

1. State law requires that all children entering Wisconsin schools for the first time be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, hepatitis B, and varicella (chicken pox). These requirements can be waived only if a properly signed health or religious exemption is filed with the school.
2. As required by Wisconsin Statute Chapter 252, the Washburn County Health Department monitors student immunization compliance. The health department receives the identified reports regarding immunization compliance yearly.
3. Parents will receive communication from the school regarding immunization compliance on the 15th and 25th day of school, including notification of exclusion that may occur if the student is not up to date on vaccines.

Illness/Injury

A child who appears ill should remain at home. Parents of children who become ill or are injured in school will be notified and requested to transport the sick/injured child. An emergency health form will be completed upon enrollment to inform the school of persons to be notified in an emergency when parents cannot be contacted. Also, parents are requested to inform the school of any health problems the child has so an effective education program may be planned.

Severe Injury/Accident

Procedures to be followed in case of accidental injury and illness shall include:

1. Conduct First Responder Tasks:
 - a. Restore and maintain open airway
 - b. Restore and maintain breathing
 - c. Promote adequate circulation
 - d. Stop severe bleeding
 - e. Treat for shock
2. Inform the principal or designee immediately
3. Contact the parents as soon as possible
4. Stay with the student until the parents or guardian assume responsibility
5. If, in the opinion of the principal or designee, the illness or injury requires immediate medical attention, an ambulance should be summoned

Insurance/School Injury

1. Student Right: Each student has a right to purchase student accident insurance through a plan sponsored by the Spooner Area School District. Coverage options and information will be provided prior to the start of the school year.
2. Student Responsibility: Students have the responsibility to report any injury incurred while:
 - a. Attending regular school sessions
 - b. Participating in school-sponsored extracurricular activities
 - c. Participating in school-sponsored interscholastic sports
 - d. Traveling directly to and from school sessions, and while traveling to and from school-sponsored extracurricular activities while under the supervision of a school employee

School Policy: Spooner Area School District will provide students with the option of purchasing voluntary student accident insurance through a third party vendor. An insurance claim form may be obtained from the high school principal's office. The accident insurance plan covers only medical expenses not payable by other insurance. Therefore, you must file a claim against your family medical insurance coverage before submitting a claim against school-sponsored insurance. Additional information about voluntary student accident insurance can be obtained by contacting the school district office at 715-635-2171.

Action: Obtain a claim form from the school. Obtain copies of all itemized bills and submit them to your family/group health coverage. After you have received a copy of the benefits paid, submit this information along with the bills and claim form to the District's student accident insurance company.

Medication Policy

It is the school's preference that all student medications be administered by the parent at home. Should it be absolutely necessary for your child to take medication during the school day, administration of such medications is permissible only if the following procedures have been followed by the parent:

1. For prescription medications, the parent shall obtain signed, written orders and instructions from the student's physician detailing the name of the medication, dosage, times to be given, and when medication is to be discontinued. The parent shall provide permission authorizing the school district personnel to carry out the physician's orders and instructions. Forms are available in the school offices.
2. Non prescription medications require parent permission for administration on the approved form. Forms are available in the school offices.
3. Only limited quantities of medicine, in containers labeled by the physician or pharmacist indicating any special storage requirements, should be brought to school by the parent.

We solicit your help in doing your part to enforce the medication policies of the Spooner Area School District. If you have any questions, please contact the district nurse.

Head Lice

If a student is suspected of having head lice, the student shall be removed from the classroom as unobtrusively as possible for further inspection. The student may be inspected privately by the school nurse, or by other trained building personnel designated by the principal in collaboration with the school nurse.

If a student is found to have head lice:

1. The parent/guardian will be notified. The student shall be allowed to return to the classroom for the remainder of the day if practical to do so. The school nurse or principal designee will use the Robi-comb to comb live lice out of the student's hair.
2. While there is no medical reason to remove a child from school due to head lice, the student's parent/guardian may choose to take the student home before the end of the school day.
3. The student shall be readmitted when the school receives documentation of treatment for head lice. This may include, but is not limited to, a note from the parent stating the treatment used, or a treatment product bottle, box top, label, receipt, etc. Students will be re-inspected by the school nurse and/or principal's designee, upon return to school.
4. A student should not miss more than one day of school following head lice detection. Truancy laws will apply to students missing excessive amounts of school due to head lice infestations.
5. Students may be checked daily by the school nurse for signs of head lice. If the student is still experiencing symptoms of head lice after the initial treatment and second treatment, a referral to the local health department will be made by the school nurse. The health department will educate the family and check into reasons why the infestation is continuing. A signed letter by the health department is then needed for re-admittance back to school. If after another 2 weeks

signs of an infestation continue a referral to social services and/or a community service agency to assist families will be made to assist families with head lice removal.

Parents/guardians are requested to report to the school cases of head lice infestation that they discover at home. The school nurse, principal or principal's designee will determine what interventions are appropriate in the school setting. The District reserves the right to inspect other known household contacts (e.g. siblings) and close personal contacts attending school in an effort to stem outbreaks in other classes. However, seldom is inspecting an entire classroom or student body necessary or effective. The school nurse shall monitor environmental conditions and be responsible for making recommendations to decrease transmission of head lice.

Meningococcal Disease: Protect Your Child

Public health authorities recommend that teenagers and college-bound students be immunized against a potentially fatal bacterial infection called meningococcal disease, a type of meningitis.

Meningococcal bacteria can potentially be transmitted through direct contact with respiratory and/or oral secretions from an infected person (for example, through sharing drinking containers or kissing). Teenagers and college students are at increased risk for meningococcal disease compared to the general population, accounting for nearly 30 percent of all US cases every year. Meningococcal disease can be misdiagnosed as something less serious because early symptoms, like high fever, severe headache, nausea, vomiting, and a stiff neck, are similar to those of some viral illnesses. The disease can progress rapidly and can cause death or permanent disability within 48 hours of initial symptoms.

Up to 83 percent of all cases among teens and college students may potentially be prevented through immunization, the most effective way to prevent the disease. The Centers for Disease Control and Prevention (CDC) and other leading medical organizations recommend routine meningococcal immunization with meningococcal conjugate vaccine (MCV4) for 11-12 years. Teens receiving this vaccine at 13-15 years old will need a booster at age 16-18 years of age. Students graduating high school who have never received the vaccine should ask about getting it as well, especially if they will be living in college dorms or military barracks.

To learn more about meningococcal disease, vaccine information, and public health resources visit the following web sites.

- <https://www.cdc.gov/meningitis/index.html> – This CDC website includes the CDC recommendations and information on the meningococcal vaccine.
- <https://www.dhs.wisconsin.gov/invasive-bacteria/meningitisviralbacterial.htm> - The WI Department of Public Health provides information on meningitis.
- <http://dhfs.wisconsin.gov/LocalHealth/index.htm> - A list of local Wisconsin public health departments and contact information.

Concussion

Concussion can be a serious injury for elementary school students. If a concussion is suspected the student will be removed from physical education classes, recreation time, and school sponsored sports. The parents/guardians should bring the child to their health care provider for further assessment, per

school policy 5340 and WI State Law 111.293. Additionally, if the student is diagnosed with a concussion, written clearance to return the student to activity will be requested from the health care provider.

Emergency Drills

1. All staff and students will participate in emergency drills.
2. Students are to move in an orderly manner to their assigned area during an intruder alert, fire or fire drill, or a tornado or tornado drill.
3. Students will remain silent during all emergency drills and follow any directions given by staff members and/or a PA system.
4. When students are evacuated from their classrooms, all teachers will bring their classroom go kit. Once in a safe location attendance will be taken.
5. Fire drills are completed monthly.
6. Tornado drills are completed annually.
7. Bus evacuation drills are completed quarterly and are administered by Badger Bus.
8. Evacuation exercises are completed twice per year. One of the drills will incorporate the evacuation site and is coordinated with local law enforcement. When students are evacuated from their classrooms, all teachers will bring their classroom emergency kit. Once in a safe location attendance will be taken.

GENERAL STUDENT PROCEDURES

Field Trips

Field trips are planned by the teacher and approved by the building principal. These trips are an integral part of the educational program and are supplemental to the teaching units. You will be notified through the school, in writing, of pertinent information about any trip that the class is anticipating. A signed permission form will be requested of the parent or guardian to enable the student to participate.

Student Pick Up/Drop Off/Late Arrivals

1. Parents/Families who bring their child to school each day need to say their goodbyes in the office area and let their child walk to the classroom. If, however, parents/families need to speak to the teacher, we can make arrangements for the teacher to meet with the parent/family member. Parents/families are always welcome to call to make an appointment to meet with their child's teacher.
2. All students leaving school for any reason during the school day and all students arriving late to school must check in/out with the office. There is a sign-out log in the office for persons to complete when picking up students during the school day.
3. If you are picking up or dropping off your children, please use the north (front) parking lot. Please use one of the parking spaces and do not park in the fire lane. Your assistance in this matter will help provide for an orderly and safe entrance and exit for our students.
4. Parents picking up their children after school must wait by the front doors of the building until their child is released for the day. Parents/families will not be permitted to go to classrooms or in the hallways. Please call the office **no later than 2:30 PM** if there are any changes in your

child's transportation. This causes less disruption for the students and teachers. Please send a note with your child to the teacher informing him/her of your plans to pick up your child, and the teacher will then send the child to the lobby area after the 3:09 PM dismissal tone. If you have a last minute change in plans, please notify the office personnel, and a message will be sent to your child. Please do not ask for the teacher's voicemail, as messages may not be picked up before the end of the school day.

5. If there is a need to have your son/daughter ride a different bus on occasion, a note should be sent to school with your child and a call should be made to Badger Bus at 715-635-8811.

Personal Property

The Spooner Area School District is not responsible for the loss of any personal property. This includes items taken from student lockers or any other place provided for students. The person losing property should contact his/her own insurance or coverage.

School Property

We ask all children to respect school property, including school books. All children are entitled to use textbooks and workbooks which remain the property of the school. If something is damaged or broken as the result of an accident, the school will bear the cost of fixing or replacing it. If, however, the damage is the result of irresponsible behavior, the cost of replacing or fixing the damage becomes the child's responsibility.

School Pictures

Student school pictures will be taken in the fall and spring of the school year. Parents should plan on 2-3 weeks for delivery. An order form will be sent home with students before the designated picture day.

Communication Devices/Phones

We discourage elementary students from bringing phones and/or other communication devices to school. Parents and families that need to convey a message to their student should do so through the office. If a student does bring a phone or communication device to school, it should remain powered down and in the student's backpack. Please note that the school does not assume any responsibility for lost, stolen, or damaged devices.

Computer Usage

Spooner Area School District (SASD) adopted a Computer and Internet Conditions, Rules and Acceptable Use Agreement that clearly delineates the regulations regarding technology usage at SES. Each student will be required to sign and return this document acknowledging your understanding of acceptable technology use prior to student use and password access for the current school year.

Acceptable-use policy violations by students can result in restricted or complete loss of computer/internet access ranging from one school day to the remainder of the school year.

Phone Messaging Service for Parents

The Spooner Area School District utilizes a district-wide notification system called **Skylert**. Skylert allows the school district the ability to send instant communication via phone, SMS text message, and/or email to parents and/or students. Our goal is to utilize this effective and efficient communication system as part of our continuous effort of keeping students and parents informed and safe!

The Skylert notification system allows the school the ability to disseminate information to parents and students by way of three notification types: Emergency, General, and Attendance.

1. **Emergency** notifications will reference events such as school closings, safety related incidents, and other emergency notifications determined by district administrators. Emergency notifications will be sent between the hours of 6:00 AM and 9:00 PM, or as needed.
2. **General** notifications are for informational purposes only and will reference various district and campus events and information. General notifications will be sent between the hours of 6:30 PM and 9:00 PM.
3. **Attendance** (automated) calls are made each morning from Spooner Elementary, Middle and High School.

As a parent/guardian, this notification system allows you the opportunity to identify your notification preferences and opt in/out of specific message types through your Skyward Family Access account.

After logging in to Family Access via our website's home page, www.spooner.k12.wi.us, click on Skylert from the list of options on the left side of the opening screen. Click on EDIT. This allows you to determine which notification(s) you would like to receive and by which method.

Please note that only the Primary Guardian will be able to add or edit the Primary, Work and/or Cellular Phone numbers as well as the Home Email Address. Non-primary guardians will be able to modify the additional phone numbers and/or email addresses.

Please make sure your e-mail address is in a valid format:

- Example of a valid format: greatstudent@century.net
- Example of invalid format: greatstudent@century.net (mom's email)

We will only use an Emergency message in a true emergency. If sent, the message will go to every phone number and email address.

If you have not signed up to use Family/Parent access or have forgotten your username/password, please contact your school building office. They will be able to email you your account setup and passwords.

FAMILY ACCESS™ Via The Web

From the convenience of home or work, Family Access allows parents/guardians access to their students' school information including attendance, class gradebooks, teacher email, meal accounts, school bills, and other important data. Family Access is easy to use and doesn't require extensive computer knowledge or experience, only an Internet connection. Parents wishing to sign up for Family Access need only contact the school office.

Visitors to School

Parents are welcome to visit the school. As a courtesy to our staff and students, parents must make arrangements ahead of time with the principal and teacher. For safety reasons, all visitors must sign in the office upon arrival and wear a visitor's badge for scheduled events or meetings. This policy is adhered to for the safety of all our students. For safety reasons, visitors (including parents) are not allowed on the playgrounds during normal school hours.

Volunteer Program

Spooner Elementary School is proud to have an extensive community volunteer program! If you are interested in becoming a consistent volunteer in a classroom, please contact your child's classroom teacher. Volunteer forms are also available in the school office. Other volunteers will be approved at the discretion of the building principal. All approved volunteers must complete a volunteer form and pass a background check before accompanying a class on a field trip.

Birthday Parties

We encourage having birthday parties on weekends. Please deliver invitations for the party by telephone or by mail. This saves hurt feelings for those classmates not invited. Also, the school is not allowed to give out addresses or phone numbers for students.

Dress and Grooming (See also Code of Conduct)

Students will be appropriately dressed at all times. Personal appearance should not disrupt the educational process, call undue attention to the individual, violate federal, state, or local health and obscenity laws, or affect the welfare and safety of the student or his/her classmates. Students are encouraged to talk with teachers or administrators if they feel their learning environment is disrupted by another student's attire. Specific dress rules include: Copyright, 2020 NEOLA of Wisconsin 26

1. Students will wear clothing that covers their stomachs, chests, backs, buttocks, and undergarments. Tops are not to be worn that are open back or totally off the shoulder, overly sheer so undergarments can be seen, or low cut so that cleavage is exposed. There should be no exposed midriff.
2. No clothing will be allowed that defames, degrades or is offensive to a gender, race, color, religious creed, sexual orientation, national origin, ancestry, age, a physical or mental impairment or culture. Nor shall any clothing display any suggestive or objectionable material. Clothing must not advocate unhealthy behavior, dangerous practice, or create a safety problem

(includes no graphics/text containing sexual connotations, controlled substances, or violence). Inappropriate clothing will be at the determination of the Principal. If you have a questionable item, ask before you wear it.

3. Headwear including hats, hoods, du-rags, or bandanas are not to be worn in the school building, brought into the classroom, or carried around during the school day. Exceptions may be made on a case by case basis by an administrator for specific medical, religious, or safety situations. Headwear must remain in your assigned school locker throughout the school day. Bandanas may be worn as headbands only.
4. Wallet chains and accessories with spikes are not allowed.
5. Sleepwear such as pajamas and slippers are not allowed except on approved days.
6. Outerwear including jackets, coats, gloves, and blankets are not allowed in the classroom during instruction.
7. Students must wear shoes at all times while on school property unless otherwise instructed by a teacher or administrator.
8. The District Administrator may require the wear of Personal Protective Equipment on district property based on public health.

Since children will be outside during the winter months, hats, mittens, boots, snow pants, and warm coats are necessary. Street and tennis shoes are not acceptable footwear outside during the winter season. A pair of street or tennis shoes should be worn by the students inside the building; winter boots should not be worn inside the classroom. For this reason, many parents like to have their youngsters leave a pair of shoes at school during the winter months. Please write your child's name in jackets, boots, etc. This will help in the event an item is lost or mixed up with another student's. We end up with many hats, gloves, etc. in our lost and found boxes located throughout the building. Please have your child check these boxes occasionally for any items they may have misplaced.

Pet Policy

Please do not bring pets to school. Parents are reminded to avoid bringing pets to school, including at arrival and dismissal times. The active nature of a school environment could be unsettling to a pet and result in problematic behaviors on the part of children. This policy is for the safety and protection of every child. There are many children who are highly allergic to different types of animals, and we need to be sensitive to their individual situations.

Class Assignment Procedure

Student classroom assignment is a process that takes into account several factors to ensure optimal learning environments for all of our students by creating balanced student rosters. A team of teachers, along with the school counselor and principal, will meet and work to create balanced class lists for the following year in order to benefit all students. If you feel that there is a special circumstance that warrants additional consideration you may submit a letter detailing your thoughts to the building principal though there will not be a guarantee of preferential placement.

Physical Education Program

Tennis shoes are required for your child's safety on the days he/she has physical education class. For best results, please provide tennis shoes with laces or Velcro. Please, **no** shoes with heelys (shoes with wheels), tennis shoes with high insoles, or open back shoes. Children are prone to ankle injuries by rolling their foot to the side in these. Students **have not** had good luck keeping zipper or slip-on shoes on their feet. Thank you for helping your child move safely. If a child is to be held out of physical education class for more than three days, a note from a doctor is required.

High 5 After School Program

The High 5 program will run September 14, 2022 thru May 11, 2023 Information will be shared regarding High 5 registration the first week of school.

THE RAILS WAY & POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)



School Expectations

Spooner Elementary School has three basic expectations that all students must follow:

1. Be Respectful
2. Be Safe
3. Be Responsible

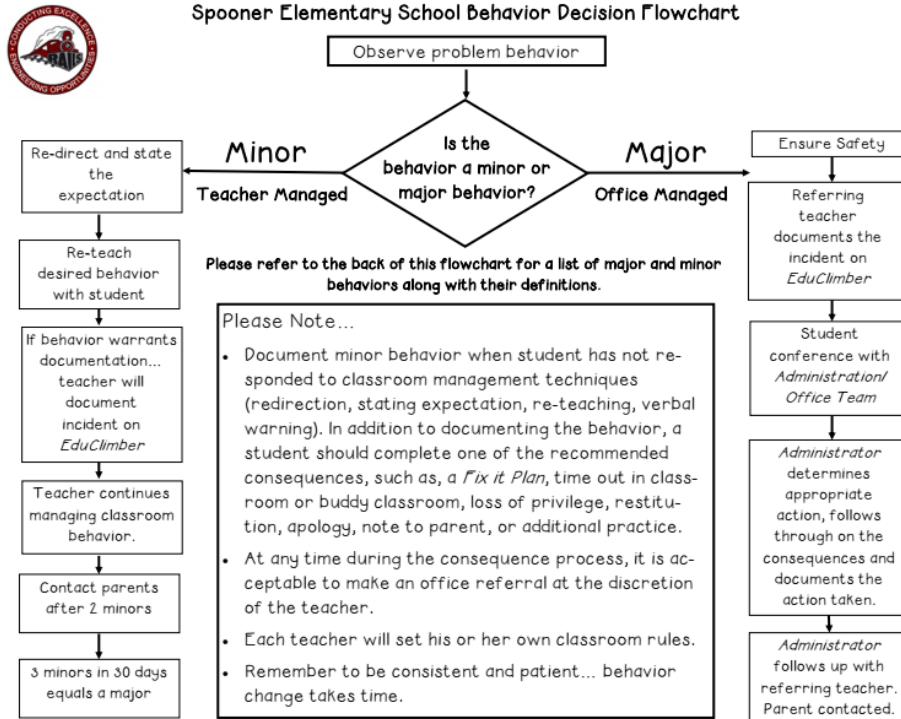
The Rails Way

In order to better support students' emotional and academic needs, SES has implemented a comprehensive positive behavior and reinforcement program that emphasizes teaching, modeling, and reinforcing desired positive behaviors. Spooner Elementary is committed to teaching students accepted and appropriate behaviors throughout all school settings. The guidelines for behavior are rooted in the school's three core expectations.

 The Rails Way  <i>Students First!</i>			
	Be Safe	Be Respectful	Be Responsible
All settings	<ul style="list-style-type: none"> Keep hands, feet, body and objects to self Use material and equipment properly Use Body basics 	<ul style="list-style-type: none"> Use manners Listen to speaker with your full attention Use kind words and actions Follow directions quickly and quietly 	<ul style="list-style-type: none"> Get where you need to be Keep area clean Set a good example and stay on task Report major problems and bullying to adults
Lunch Room	<ul style="list-style-type: none"> Bottoms on bench Use quiet walking feet and face forward Report big spills to adult 	<ul style="list-style-type: none"> 1 or 2 voice level Wait patiently in line 	<ul style="list-style-type: none"> Dump your tray and sit Leave no trace
Playground	<ul style="list-style-type: none"> Stay on the playground Use equipment correctly 	<ul style="list-style-type: none"> Include others Share equipment and take turns Follow game rules 	<ul style="list-style-type: none"> Dress for the weather Return equipment Line up when whistle blows
Hallway	<ul style="list-style-type: none"> Walk on the right side Keep hands and feet to yourself 	<ul style="list-style-type: none"> Silent greeting 0 to 1 voice level 	<ul style="list-style-type: none"> Keep hallway clear Get where you need to be
Bathrooms	<ul style="list-style-type: none"> Wash and dry hands Wait your turn 	<ul style="list-style-type: none"> 0 to 1 voice level Give privacy to self and others Flush after use 	<ul style="list-style-type: none"> Remember your purpose Use paper towels and soap carefully Leave no trace
Bus	<ul style="list-style-type: none"> Keep hands and feet to yourself Walk to and from bus 	<ul style="list-style-type: none"> Follow directions of bus driver Share your seat 1 or 2 voice level 	<ul style="list-style-type: none"> Leave no trace Take all your things with you Keep aisle clear
Assemblies	<ul style="list-style-type: none"> Keep body to yourself 	<ul style="list-style-type: none"> Quiet down quickly when signaled Pay attention Quiet feet 	<ul style="list-style-type: none"> Participate in a kind way

Minor/Major Behaviors

In the event that student misbehavior does occur, staff will work with the student and, when appropriate, family to help the student learn and practice appropriate behavior. In the event of a consequence or loss of privilege, staff will use the school behavior decision flowchart for guidance.



Anti-Harassment Policy

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

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

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

Spooner Elementary School is committed to an educational environment that is free of harassment of any form. The school will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the school district community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Harassment

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

Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. Examples of conduct that may constitute harassment include:

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

Sexual Harassment

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

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

Sexual harassment may include, but is not limited to:

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

Sexual harassment examples include, but are not limited to:

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

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

Harassment documentation forms will be used to record inappropriate behavior. Students wishing to file a complaint may submit a report to the elementary school office. Forms are available in the ES office or on the SASD website. Parents/guardians are encouraged to report any harassment and bullying to the Spooner Police Department outside of school.

Bullying Policy

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

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

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

Illegal Substances, Prescription Medication, and Non-Prescribed Drugs

Students have the right to be free of the influences or related problems associated with the use of alcohol, tobacco, non-prescribed drugs, chemicals or illegal substances. It is against school policy for anyone, students or staff, in school, on school grounds, or at school activities, to be under the influence of alcohol or other mood-altering drugs. Prescription medications are construed as exceptions to this policy, when used by the individual for whom they are prescribed, and in the manner prescribed. School rules, regulations, and state and federal laws pertaining to alcohol and other drugs will be vigorously enforced by school officials and law enforcement personnel. (Wis. Statute 118.257, Wis. Statute 125). The use or possession of alcohol, non-prescribed drugs, chemicals or illegal substances requires an automatic referral to the police department and notification of parents. Other action may include, but not be limited to: conference with student and parent, suspension, referral to school counselor, referral to social services and/or expulsion proceedings.

Weapons Policy

Weapons of any kind are prohibited on grounds at the Spooner Elementary School. For more information see District Policy 5772.

Non-Hostile Environment (Profanity, Behavior and Weapons)

- Students have the right to attend school without fear of physical threat and harm, or verbal abuse.
- Students have the responsibility to refrain from conduct that does not respect the rights, dignity, and safety of all individuals.
- Students have the responsibility to express their thoughts and feelings in a manner that does not offend, slander, or ridicule others.
- Inappropriate behavior, both physical and verbal, shall not be permitted in school or school-sponsored functions. Such behaviors include, but is not limited to:
 - Verbal abuse or harassment
 - Fighting or provoking
 - Possession or use of any article as a weapon to threaten or injure others
 - Possession or use of incendiary materials
 - Disruptions and intimidation caused by gang symbols on materials, jewelry or clothing
 - Gang posturing which provokes an altercation or involvement in gang fighting or exchanging blows (Wis. Statutes 948.61; 947.01)
- Students violating this section shall be subject to, but not limited to:
 - Restorative fix-it plan
 - Conference with the Principal

- Lunch and/or after school detention
- Conference between the student, parents/guardians, and the Principal
- Suspension
- Expulsion
- Referral to law enforcement
- Referral to social services
- If a student is suspended or expelled from school, they are not allowed to attend any school function during the specified time

School and Governmental Agencies

If law enforcement needs to be involved, administration will follow Board Policy 5540.

Student Suspension/Expulsion

A student will be suspended for not more than three days by the principal only if the principal has reasonable cause to believe that a student is:

- Bullying.
- Drinking or under the influence of alcohol or smoking on the school campus or at any school-sponsored function.
- Illegally using drugs.
- Fighting.
- Defacing or destroying property.
- Theft.
- Using obscene or profane language, writing, or signs.
- Any general disturbance, disorderly conduct, or insubordination to persons in authority or persistent refusal to obey school rules.
- Gambling.
- In possession of a weapon.

Students are not to return to, or in any way interfere with, the school during the duration of the suspension. Students may not participate in or attend any school-sponsored activity during the time of the suspension.

Students will not be transported on any school buses during the school suspension. A parent meeting must occur in the event of a suspension.

The School Board may expel a pupil from school whenever it finds the student guilty of persistent refusal or neglect to obey the rules of School Board policy or any other rule made by the District Superintendent in which the School Board has concurred.

In determination by the School Board of the suspension of a student at a hearing on expulsion, the School Board shall consider the following in addition to other facts presented at the expulsion hearing:

- 1) If the student disrupts class work;
- 2) If the student causes substantial disorder;

- 3) If the student intrudes on the rights of others;
- 4) If the student is involved in damage to or destruction of property.

GUIDELINES FOR RESPONSIBLE USE OF INFORMATION TECHNOLOGY RESOURCES BY STUDENTS

Spoooner Area School District provides students access to the district's information technology resources with the expectation of responsible use. These resources are provided for educational purposes and include, but are not limited to, access to the Internet, hardware, software and the

underlying network infrastructure. This document presents the procedures and rules to support SASD Board of Education policies and Student Code of Conduct regarding students' responsible use of the Spooner Area School District's information technology resources.

SASD Student Procedures for Information Technology Use:

1. Unless a student's right to access has been limited or withdrawn as a disciplinary sanction, students will be permitted to access the Internet using District technology resources. Use of the Internet may be integrated within the academic curriculum. Such access by students is subject to various legal requirements, including the restriction of content that may be harmful to minors. The District will meet such legal requirements by, for example, using security controls and filters that are administered by the District and/or by service providers.
2. All SASD user accounts are owned by the SASD and therefore are not private. All messages and files created, sent, received or stored using SASD equipment, networks or communication systems are the property of the District. SASD retains the right to review, audit, intercept, access and disclose all messages created, received or sent over the electronic communication systems as necessary. The ADMINISTRATION may access any message for reasons including, but not limited to:
 - a. To find lost messages;
 - b. To study the effectiveness of the communication system;
 - c. To comply with investigations into suspected criminal acts or violations of BOARD policies, including investigations into allegations of electronic bullying using DISTRICT resources;
 - d. To recover from systems failures and other emergencies;
 - e. To respond to public records requests, subject to the limitations imposed by state and federal law and BOARD policy regarding the disclosure of personally identifiable student information;
 - f. To comply with discovery proceedings or to be used as evidence in legal actions, subject to the limitations imposed by state and federal law and BOARD policy regarding the disclosure of personally identifiable student information;
 - g. As may otherwise be required and/or permitted by state or federal law.
3. Each year, prior to use, each student shall receive and discuss information from his/her teacher regarding:
 - a. Internet safety and security, including:
 - i. The importance of understanding what materials are inappropriate to minors
 - ii. Safe use of electronic mail, chat rooms, web sites, web blogs, social network profiles and other direct forms of electronic communication and online for a including the importance of understanding that one should never provide personal information includes likeness, full name, address, phone number, credit card number, and Social Security number

- iii. Procedures for reporting occurrences of computer-based bullying and/or harassment (See Board Policy 4510)
 - b. Responsible use of information technology, including:
 - i. Abiding by copyright laws
 - ii. Understanding that unethical and unlawful activities include unauthorized access to any data or communications equipment without the owner's permission, "hacking," or unauthorized disclosure, use, or dissemination of anyone's personal information
 - c. Measures the District has taken to restrict access to materials harmful to minors, including:
 - i. Implementing Internet filtering requiring adult supervision during student use of the Internet
4. An online presence includes, but is not limited to, web pages, web sites, social network profiles, posted comments, posted images or videos or other media, blogs and microblogs and participation in online fora. A public online presence is one which can be accessed by people who are not staff or students of the SASD. A public online presence created with District-provided resources or pursuant to the District's educational or business purposes must:
- a. Adhere to District policies and guidelines;
 - i. Maintain confidentiality
 - ii. Only use assigned login information unless instructed otherwise
 - iii. May not contain or link directly to inappropriate content
 - iv. Obtain all required permissions and clearances
 - v. Set privacy settings and access restriction appropriately to the content on your site
 - b. Adhere to the "user agreement" or "terms of service" for the hosting site;
 - c. Indicate that the views expressed are those of the student and do not necessarily reflect the opinions/views of the Spooner Area School District;
 - d. Not violate copyright or privacy laws;
 - e. Be kept current and monitored on a regular basis.

Spooner Area School District Information Technology Rules:

- 1. Students should:
 - a. Adhere to the same standard of conduct expected and required in a classroom;

- b. Follow rules for using resources, time limits and printing instructions;
 - c. Log off the system as soon as finished to provide others with the opportunity to access the system;
 - d. Report violations of these rules.
2. Students should not:
- a. Lend their email logins and passwords to anyone else;
 - b. Create a computer virus and place it on the network;
 - c. Send a message that is inconsistent with the school's code of conduct, written or implied;
 - d. Send messages that are inappropriate, obscene, sexist, contain obscenities or contain inflammatory or abusive language (See Policy 5136, 7540.01 and 7540.03);
 - e. Send messages or use DISTRICT information technology resources to engage in bullying or harassing behavior (See Policy 5516, 5517, 5517.07 and 5136);
 - f. Send any message with someone else's name on it;
 - g. Read mail or files without the owner's permission;
 - h. Interfere with the ability of other users to make effective use of school district computing and network resources.



Spooner Area School District

801 County Highway A · Spooner, WI 54801 · 715-635-2171 · www.spooner.k12.wi.us

Special Education Referrals:

Anyone can ask if their child qualifies for special education services. A parent, a teacher, a nurse or a doctor can request that the school evaluate. This is called special education referral. A special education referral is an evaluation process that is formal and in writing. A request for evaluation must be made in a written letter to the building principal, school psychologist, special education director, or you may contact the school social worker to help you complete a written referral. All written referrals are given to the principal who documents the date the referral was received in the district.

A referral letter should include:

- The date of the referral.
- A statement indicating that "This is a referral for special education."
- Tell the child's first and last name, date of birth, and school.
- Tell why you think the child might need special education.

Once the request is submitted, the school has up to 15 business days to review existing assessments and data and decide if more tests are needed. If more tests are needed, your school will ask you for written permission to administer those tests. Your school has up to 60 days from the day they receive your permission to conduct an evaluation of your child's needs and to decide if your child meets eligibility for special education services. Parents and guardians are equal members of the team that evaluates your child and that makes these decisions. You will be invited to the eligibility team meeting within the 60 day time frame. If your child qualifies for special education services, the school has up to 30 days to write an Individual Education Plan (IEP) with your help and to begin implementation of special education programming.

If you have any questions with this process, please call the Special Education Director, Mr. Mitch Hamm at (715) 635-2171.

WASHBURN COUNTY ORDINANCE NO. 4-99

AN ORDINANCE PROHIBITING TRUANCY AND ESTABLISHING PENALTIES THEREFORE

The Board of Supervisors of the County of Washburn does ordain as follows:

SECTION I SHORT NAME

This ordinance may be called the "Truancy Ordinance."

SECTION II PURPOSE

The purpose of this ordinance is to provide a prompt response to unexcused school absences by issuance of a citation. It is not intended to replace other laws relating to chronic truancy.

SECTION III AUTHORITY AND DEFINITION

Wisconsin Statutes Sec. 118.163 defines "Truant" as a pupil who is absent from school without an acceptable excuse for part or all of any day on which school is held during a school semester. That statute also authorizes a county to enact an ordinance prohibiting a person under 18 years of age from being a truant.

SECTION IV PROHIBITION

It is unlawful for a pupil under the age of 18 of a public school in this county to be absent from school without an acceptable excuse for part or all of any day on which school is held during a school semester.

SECTION V PENALTIES AND OTHER REMEDIES

Upon finding that section IV above was violated, the court may order any of the following:

- (a) Suspension of the person's operating privilege for not less than 30 days nor more than one year. The court shall immediately take possession of any suspended license and forward it to the department of transportation together with a notice stating the reason for and the duration of the suspension.
- (b) An order for the person to attend school.
- (c) A forfeiture of not more than \$500 plus costs, subject to s. 938.37. All or part of the forfeiture plus costs may be assessed against the person, the parents or guardian of the person, or both.
- (d) Any other reasonable conditions consistent with this subsection, including a curfew, restrictions as to going to or remaining on specified premises and restrictions on associating with other children or adults.

SECTION VI ENFORCEMENT

This ordinance may be enforced by the use of procedures authorized by the Washburn County Citation Ordinance. Citations may be written by any law enforcement officer or by persons authorized to take minors into custody.