

# **SCHOOL DISTRICT OF CRANDON**

## **ELEMENTARY**

### **Student Handbook**

### **2025-2026**



**MISSION:**

To empower and inspire lifelong learners in a safe school community.

**VISION:**

Learning Without Limits.  
Achievement for ALL

**VALUES:**

Peace, Respect, Integrity, Dedicated, Excellence

It is the policy of the School District of Crandon that no person be denied admission to any public school in this District or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular pupil service, recreational, or other program or activity because of the person's sex, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap as required by S. 118.13, Wis. Stat. This policy also prohibits discrimination as defined by Title IX of the Educational Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1965 (race and national origin), and Section 504 of the Rehabilitation Act of 1973.

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# **STUDENT HANDBOOK**

## **INTRODUCTION**

The School District of Crandon offers many educational opportunities to prepare our students to be respectful, smart, creative, and productive citizens and lifelong learners. The academic, career, social, and emotional needs of all students are best met when there is cooperation and support among the school staff, students, and parents. The success of our District rests with the collaboration and support between staff, parents, students, and the community when implementing the shared mission and vision of the School District of Crandon. This Student Handbook was designed to help students understand their rights, responsibilities, and behavior expectations so that they may enjoy learning in a safe and orderly environment.

## **COMMUNICATION**

### **Telephone Numbers**

District Office: (715) 478-3339

Main Menu: (715) 478-3339

Elementary Office: (715) 478-6224

Attendance Office: (715) 478-6491

High School Office: (715) 478-6506

DOJO: Online platform used for communicating information.

### **Parent/Teacher Conferences**

Conferences are scheduled twice per year, for the purpose of giving parents a chance to meet with teachers and discuss individual student progress. Students should encourage parents to attend this event.

### **Family Access Program**

The Family Access Program allows parents to monitor student progress through the Internet. You can receive your personal password into Family Access in the EL or MS/HS office. If you signed up last year your password will continue to work this year. This is the primary method of communication for families to access their child's attendance, grades, and major behavioral records.

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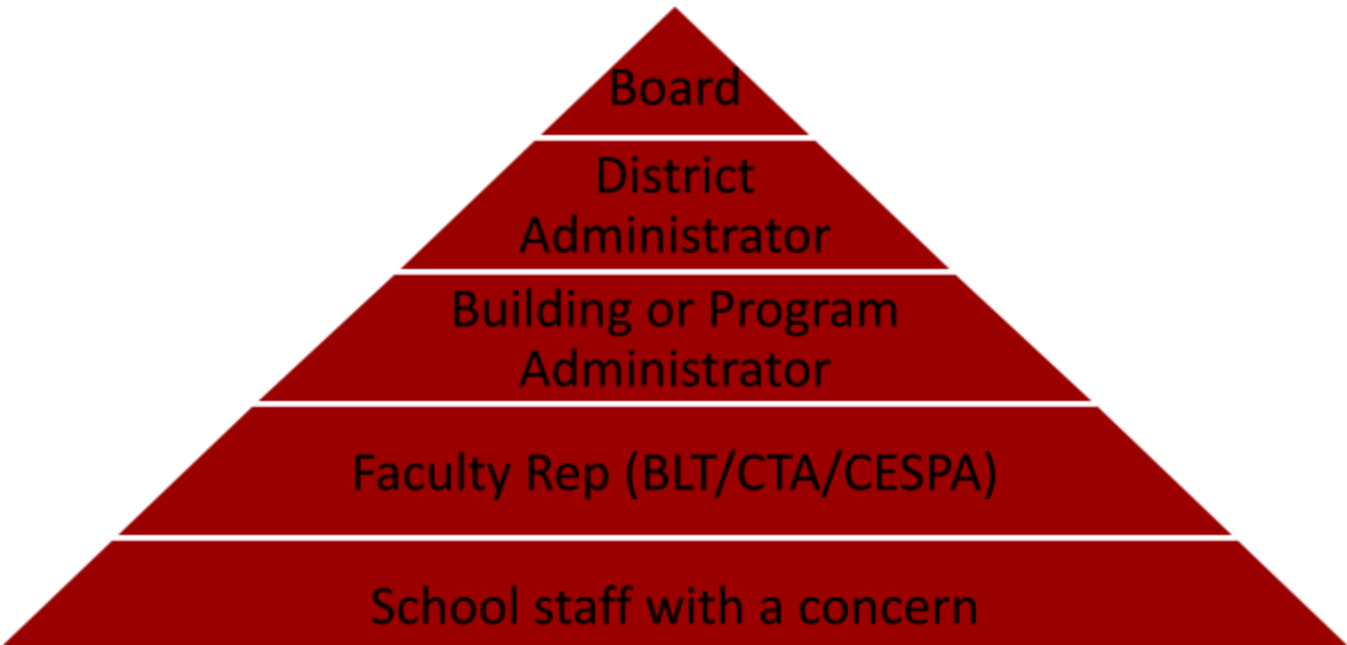
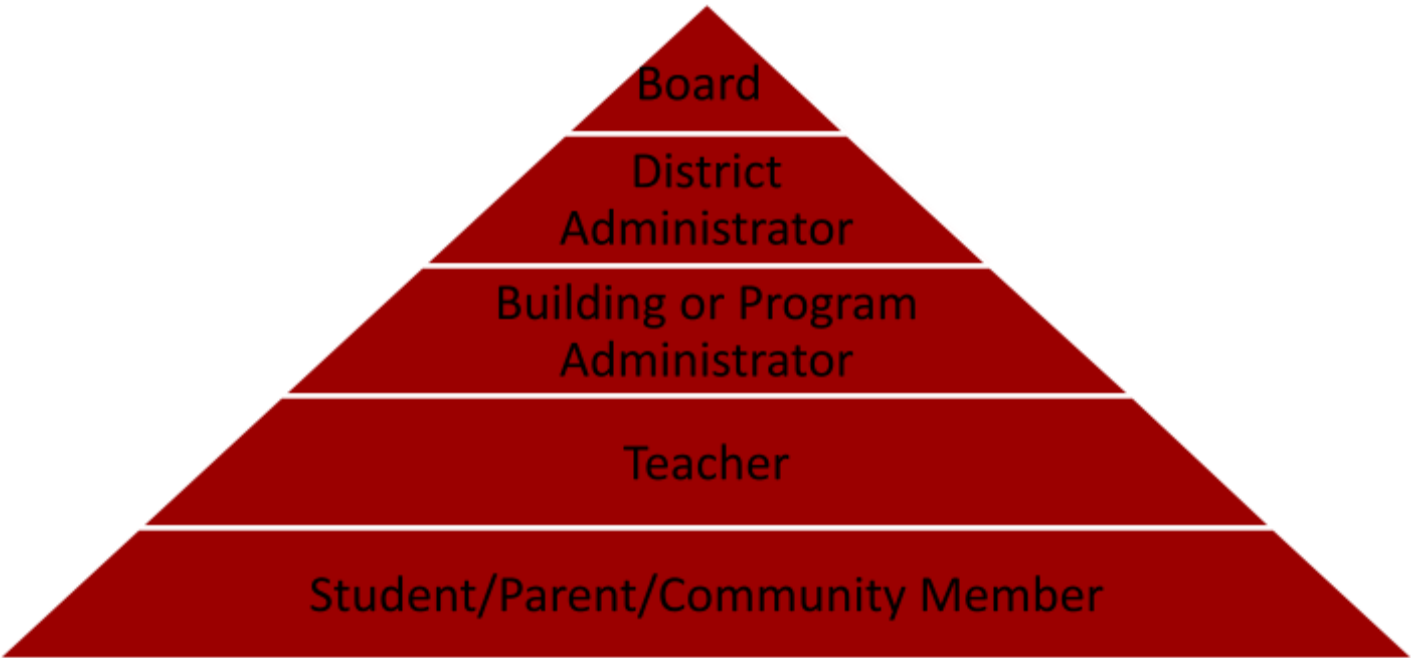
**School District Web Page**

Information regarding District-wide events and School Performance Report can be found on the School District’s website at [www.sdoofcrandon.com](http://www.sdoofcrandon.com).

**School District Facebook Page**

Information regarding District-wide events can be found on the School District’s facebook page.

**Problem-Solving**



## **ATTENDANCE**

Success in school depends on several factors but a primary factor is regular attendance. Absences from school can never really be made up because the teaching and discussion that take place during any given day are not repeated; therefore, regular attendance is essential for good academic progress. Careful consideration should be given by both parent and student before a loss of school time is incurred for reasons that are not serious or an emergency. See School Policy: Compulsory Attendance Age ( 5200).

### **Wisconsin Statute 118.15(1)**

Wisconsin's Compulsory School Attendance Law, states that any person having under control a child who is between the ages of 6 and 18 years shall cause the child to attend school regularly during the full period and hours that the school is in session until the end of the term, quarter or semester of the school year in which the child becomes 18 years of age.

Standard state practice will be followed in relation to student attendance. Parents/guardians may excuse their child for up to 10 school days PER school year to be in compliance with the Compulsory School Attendance Law. Anything BEYOND 10 absences may be considered unexcused at the discretion of the District, and therefore, subject to truancy.

Health, legal, and other like appointments may be exempted with acceptable documentation provided by the provider. Administration reserves the right to accept or deny documentation in accordance with the Wisconsin Department of Instruction stipulations in regard to compulsory attendance.

### **Wisconsin Statute 118.16(2c)**

Wisconsin's School Attendance Enforcement Law, states that "Truancy" means any absence of part of or all of one or more days from school during which the attendance officer, administration, or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of Wis.Stat. 118.15.

Legal cause shall be those Excused Absences as determined by the Board of Education.

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#### **Procedure for reporting absences will be as follows**

A. A daily absence list will be published by the elementary office indicating students who are absent from class for a particular day.

Parents are responsible for providing the school attendance office with notification of a student's previous absence. This can be done through a phone call or written note. Parents should provide a reason for the absence. Using class DOJO is not an acceptable means of notifying the school.

A student going to the doctor, dentist, or funeral, or has a serious illness needs to provide written notification from the doctor's office for the absences to be excused medically. A student leaving during the school day will obtain a blue slip from the elementary office. The blue slip, signed by the doctor or dentist, constitutes the excuse

- A. Absence of three (3) consecutive school days will result in the student being requested to present a medical statement from a doctor verifying the medical reason for the excuse and stating that the student may return to school.
- B. Students who accumulate 5 unexcused absences will be considered truant. The student, parent/guardian, and police liaison officer will be notified.
- C. If a student is absent for more than 3 days a request for the day's work must be made to the EL or MS/HS office.
- D. Any absence during the school day (other than school-sponsored) will count as an "absence". The student would not qualify for perfect attendance.

#### **Excused Absences**

The following reasons are considered parent-excused absences without medical provider notes:

- A. Student illness
- B. Serious illness/funeral in the immediate family
- C. Medical emergency
- D. Medical/Dentist Appointment
- E. Religious holidays (pre-plan needed)
- F. A court appearance or other legal procedure which requires the attendance of the student.
- G. A quarantine as imposed by a public health officer
- H. Others pre-approved by the administration

A Pre-planned absence shall be legal cause for non-attendance and will require students to bring a note from their parent or guardian and obtain a pre-plan note form from the attendance office. This form must be completed and returned to the office prior to the scheduled absence. After arrangements have been made with the teacher and student, the pre-excused form must be returned to the administration before the scheduled absence; the purpose of the prearranged communication is for the student to collect work and have conversations regarding



his/her absences with teachers. Therefore, scheduled absences should be requested at least three days in advance of the absence. All assignments missed during this absence are the responsibility of the student. Note: A pre-excused absence request may not necessarily be approved by the administration. Requests will be approved at the discretion of administration. Should a request not be approved, the absence will be entered as unexcused. Per state statute 118.15, parents are allowed to excuse their child for up to 10 days per school year. After 10 days the absences will be unexcused and subject to truancy.

**Unexcused Absence**

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. An unexcused absence is an absence that does not fall within the definition of an excused absence or a pre-planned absence.

**Tardiness**

In elementary school, a student is considered tardy when he/she is not in the classroom at the time in which the bell rings. Class starts at 8:01.

A. Tardiness for 10 minutes or longer will be classified as an unexcused absence and truancy.

**Attendance Recognition**

**Perfect Attendance**-Students must be in attendance at all classes with no tardies or early departures.

**Outstanding Attendance**-Students must have a 96% attendance rate.

**ACTIVITIES**

**Supervision**

Students are not allowed to be in the building or on the school grounds for an activity or to use an area of the building or its equipment unless they are under the DIRECT SUPERVISION of a teacher or staff person in charge. No activity can be held without a teacher or staff person in attendance.

**Elementary Activities**

Activities may include the following:

<b>Family Involvement</b> <ul style="list-style-type: none"><li>● Open House</li><li>● Book Fairs</li></ul>	<b>Student Opportunities</b> <ul style="list-style-type: none"><li>● Individual Pictures</li><li>● UW Extension Nutrition Classes</li></ul>
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<ul style="list-style-type: none"><li>● Read Across America</li><li>● Early Childhood Screenings</li><li>● 4K Parent Involvement activities (90 Hours)</li><li>● Grade Level Musicals</li><li>● Volunteer Program</li><li>● Kindergarten Graduation</li><li>● Halloween Costume Parade</li><li>● Attendance and Citizenship Award Ceremony</li><li>● Field Trips</li></ul>	<p><b><i>Community Activities</i></b></p> <ul style="list-style-type: none"><li>● Youth Wrestling, Football, and Basketball</li><li>● Baseball/Softball</li><li>● Brownies and Girl Scouts</li><li>● Cub Scouts and Boy Scouts</li><li>● Fire Safety Prevention</li><li>● Poster and Writing Contest</li><li>● Veterans Day Presentation</li></ul>
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### **School-Sponsored Events**

School-sponsored events are events hosted by the District in some capacity or another. These events may or may not take place at school facilities. All school-sponsored events must be approved by the administration. It is encouraged that students attend school-sponsored events, so long as the requirements to attend the given events are followed (i.e. submission of permission slip, etc.)

Students who attend school-sponsored events as participants or spectators are subjected to the expectations outlined in this Student Handbook. Poor conduct, policy infractions, etc. may result in dismissal from the event. Also, once individuals leave the event, they will only be permitted back into the event with the permission of the person(s) in charge. Any suspicious behavior/activity will be addressed by the Activities' Director, administration, and law enforcement, if necessary.

Attendance in school is MANDATORY for participation in school-sponsored events and co-curricular activities. Students who wish to attend events need to be in school on the day of the event. If a student leaves under an excused absence, for reasons other than illness or pre-arranged excuse, and it is approved by either the Activities Director or administration, the student may be allowed to participate in or be a spectator at the school-sponsored event on the same day.

### **Posters and Notices**

All notices displayed within the school or on campus must have prior authorization from the administration.

## **TECHNOLOGY/PERSONAL COMMUNICATION DEVICES**

Personal communication device usage during the class is only allowed for instructional purposes at the discretion of the instructor. Any student found to be in violation of this rule will have their personal communication devices confiscated. Excessive violations of this rule will result in a parent/administration meeting. Failure to turn over personal communication devices to staff members will result in further consequences and/or permanent loss of personal communication device privileges.

Students must obtain consent from staff and students before taking pictures or videos on school grounds/transportation or at any school-sponsored activity. Possession of a personal communication device or other device by a student is a privilege, which will be forfeited by any student who fails to abide by this rule or otherwise engages in misuse of this privilege. Violation of this rule may result in disciplinary action against the student, up to and including expulsion.

Computer and internet usage will follow the Personal Communication Devices Policy 5136.

## **SCHOOL DAY INFORMATION**

The school day for students in grades 4K-5 will start at 8:00 AM and end at 3:15 PM. The first bell will ring at 7:57 AM for all students. Breakfast and lunch are available to all students at no cost. Students may have snacks during the day. Students are not allowed to share their snacks with others.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and their ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

Schools alone, however, cannot develop in students healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

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The Board sets the following goals in an effort to enable students to establish good health and nutrition choices to:

1. promote nutrition education with the objective of improving students' health;
2. improve the health and well-being of our children, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits;
3. promote nutrition guidelines, a healthy eating environment, child nutrition programs, and food safety and security on each school campus with the objective of promoting student health;
4. provide opportunities for every student to develop the knowledge and skills for specific physical activities, maintain physical fitness, regularly participate in physical activity, and understand the short and long-term benefits of a physically active lifestyle;
5. promote the health and wellness of students and staff through other school-based activities.

Further information can be found in policy 8510.

The elementary school encourages students to stay hydrated by drinking water throughout the day and to avoid bringing energy drinks, soda, and bubbler.

#### **Cancellation or Closing of School**

When it becomes necessary to close or cancel school for any reason (normally inclement weather) it will be announced on Wausau, Antigo, Rhinelander radio, television stations, social media, and the school website, and a notification will also be sent by the dialer Blackboard Connect.

#### **Daily School Opening and Closing**

The school will be open from 7:30 A.M. until 3:30 P.M. each school day. Students are not to be in the building at any other times unless participating in a school-sponsored activity with a teacher or other staff person present.

### **Virtual Day Expectations**

During a Virtual Day, instruction and assignments are provided in advance via paper/pencil. This approach may be used for various reasons, such as inclement weather, school events, or as part of a blended learning model. Assignments are due by 8:00 AM the next school day. Assignments must be turned into the teacher by the due date and time. Check each teacher's instructions for specific deadlines and submission requirements.

## **EMERGENCY PROCEDURES**

### **Standard Response Protocol**

Follow the directions of your classroom teacher. Students are not allowed to assist in a lockdown.

### **Fire Drill**

- Conducted monthly, except when inclement weather endangers the health of students and staff. Other drills may be used in place of a monthly fire drill.
- Exit procedures are located above classroom doors.
- All students, with no exceptions, will evacuate the building in a single file in an orderly fashion to an assigned area.
- Completion of the fire drill will be when a designated person gives an all-clear signal.
- Students will proceed back into the building in an orderly fashion.

### **Severe Thunderstorms**

- If a storm occurs at dismissal time, students will stay in the building until the storm passes.
- During regular school hours, students must stay inside during thunderstorms.

### **Severe Snow Storms or Ice Storms**

- See procedures on school closing if a situation occurs before school opens.
- Early dismissals shall be determined by the District Administrator or designee.
- All after-school activities and team practices will be canceled.

### **Tornadoes**

- Students and staff will be notified via the P.A. system if a tornado watch is in progress.
- A warning via the P.A. system indicates that a tornado has been sighted in the area.
- Students and staff will proceed to the designated area as posted above the classroom door.
- Students and staff will get into a "tuck position" with the face down by the knees and arms above the face and neck.
- Students will not leave their designated area until the all-clear signal is given.

### **Search and Seizure**

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

### **School Property**

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

The Board directs that the searches may be conducted by the:

- A. District Administrator
- B. Building Principal
- C. Police Liaison Officer
- D. or others as designated by the District Administrator or Building Principal

### **Student Person and Possessions**

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion that the search will turn up evidence that the student has violated or is violating either a particular law or a particular rule of the school. Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted. The extent of the search will be governed by the seriousness of the suspected infraction, the student's age and gender, the student's disciplinary history, and any other relevant circumstances or information. The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the result indicates a violation of school rules as described in the student handbook, the disciplinary procedure described in this Student Handbook will be followed. If the student refuses to take the test, the Principal will inform the student that refusal

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to participate implies admission of guilt leading to disciplinary action consistent with this Student Handbook.

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

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

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

See Policy Title: Search and Seizure 5771

## **MEDICAL**

### **Injury**

If you are injured, report it to the EL or MS/HS office as soon as possible.

### **Illness**

If becoming ill during the school day, ask the teacher for permission to go to the EL-office for medical attention.

### **Healthy Habits**

See Policy Title: Care of Students with Chronic Health Conditions 5335

Please be aware that the School District of Crandon has students with severe, life-threatening food allergies.

### **Medication**

Over-the-counter medications must be accompanied with written permission on a School District of Crandon Medical Release Form (Appendix B) to administer the medications. All prescribed medication, and medical equipment or devices, must be accompanied by a medication request form signed by the prescribing physician as well as the parent. This would include medicine, diabetic test kits, allergy kits, and inhalers. This form can be picked up in either office or the form in this book may be used. Medication will not be administered unless there is a completed form on file in the office. There will be no exceptions. All medications must be sent in the original bottle and must be kept in the office.

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If a student requests a Tylenol for a headache, the student will be requested to drink some water first in the event of slight dehydration and to rest for a while. If the headache persists, Tylenol will be disbursed to students with a written permission form on file.

#### **End of Year Medication Procedure**

All medications must be sent home at the end of the school year.

A letter will be sent home to parents notifying them of this. They will contact the office to arrange pick up. If parents do not contact the office, the office secretary or health aide must contact them.

#### **Procedure**

- 1- Arrange how medication will be sent home
  - a. Parent pick up medication from the office
  - b. Medication sent home with the student
    - i. Medication may not be a controlled substance (most ADD/ADHD medications are controlled substances)
    - ii. Document parent's request to be sent home on the medication form (date, time of call, and your initials).
- 2- Document on medication administration form the date, time, medication name, who sent with, and if medication is pill form the number of pills left in the bottle when sent.
- 3- If parents cannot be contacted or medication is not picked up as arranged, it will be disposed of and documented on the medication administration form.
- 4- File medication administration forms with the student health records.

#### **State immunization 140.05(16)**

Requires that all students 4K – 12 must meet minimum immunization requirements. These requirements can be waived only for reasons of health, religion, or personal conviction. It is the parent's/guardian's responsibility to prove their child meets the requirements for exception/waiver. Immunization records have to be on file by **September 15<sup>th</sup>** in order for your child to meet the requirements.

#### **Head Lice**

##### **8451 - PEDICULOSIS (HEAD LICE)**

Head lice are present in the community at all times and can be particularly prevalent among pre-school and elementary school-age children. Lice are a nuisance, but do not spread disease.



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Control of lice infestation is best handled by adequate treatment of the infested person and their immediate household and other close personal contacts. Contracting head lice is not an indicator of cleanliness or socioeconomic status.

Communication from the school to parents directly and through parent and classroom education to the students will help increase the awareness for both parents and the child. It is the responsibility of the parent(s) to check their child's head on a regular basis for signs of head lice and treat adequately and appropriately as necessary. Control depends on prompt case finding and effective treatment.

If a child in the District is found to have head lice or untreated nits, school staff will notify the parent and ask to pick the child up at the parent's earliest convenience and administer an FDA-approved lice treatment (e.g., pediculicide/ovicide), treatment by a qualified healthcare provider, or treatment at a clinic specializing in lice and nit removal. The child will remain in the office until able to be picked up by the parent.

A student should not miss more than one day of school following head lice detection. Truancy laws may apply to students missing excessive amounts of school due to head lice infestation.

Students may return to the classroom after the appropriate use of an FDA-approved lice treatment (e.g., pediculicide/ovicide), or the Centers for Disease Control treatment options by a qualified healthcare provider, or treatment at a clinic specializing in lice and nit removal. After treatment and upon returning to school, the child will be examined by the school health staff, other designated staff members or principal. The District practices a policy of "no live lice" as a criterion for return to school.

## **PERSONAL DRESS**

The School Board has a responsibility to establish dress standards that promote a positive and proper learning environment. Rules pertaining to appropriate student attire are necessary in order to maintain a favorable academic atmosphere.

Students are not permitted to wear clothes that are distracting, cause disruptions, promote anti-social organizations or gangs, are inappropriate for the school setting, are unsafe, unclean, or display anything that displays racism, profanity, or anything else that is indecent.

- Students will remove headwear upon entering the building during regular school hours.
- Bare midriffs are inappropriate and will not be permitted.
- Students are not allowed to wear jackets or coats to class.
- Clothing advertising or depicting alcoholic beverages, tobacco products, and any controlled substance is not permitted.
- Shirts or shorts exposing undergarments, cleavage, buttocks, or that reveal the body inappropriately are not permitted.
- Pants must be worn so that undergarments are not exposed.
- Students are not allowed to carry backpacks or handbags to class.
- Athletes may wear their uniform tops during the school day. Athletic uniform bottoms are not permitted during the school day.

Policy 5511- Dress and Grooming

## **BUS EXPECTATIONS**

Riding on a school bus is a right extended to a student by law until he or she fails to observe the rules and regulations set down by the School Board and the bus driver. Failure to abide by these rules and regulations may result in denying transportation to the offender.

1st Offense: Written Warning

2nd Offense: One-day bus suspension

3rd Offense: 3-day suspension

4th Offense and beyond: Administrative discretion.

The bus driver is in complete authority at all times. The driver has the authority to assign school bus seats. Violations of the rules shall be reported to both the dean of students and/or principal and the parents/guardians.

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Drivers cannot wait for more than a few seconds at the bus stops. Please be ready when you see the bus coming.

Please send notes or call the office by 2:00 PM when your child will be riding a different bus or going to a different destination. **DO NOT SEND YOUR CHILD'S TEACHER A MESSAGE ON DOJO!** Please remember that the drivers cannot drop students at different places without permission. Also, drivers cannot change their routes without permission from the school bus contractor.

Extreme caution shall be used in approaching the bus stops. Students getting on or off the bus, which must cross the highway, are to cross at least 10 feet in front of the bus making sure the highway is clear. Never walk behind the bus.

## STUDENT EXPECTATIONS

<div>  <div>2025-2026 Crandon Cardinal Positive Behavior Expectations</div> <div>updated 08/14/24</div> </div>								
Expectations	Hallway	Classroom	Recess	Lunchroom	Auditorium Assembly Sporting Event	Bathroom	Bus Lane	Bus
<b>P</b> ace Be Safe	<ul style="list-style-type: none"> <li>Appropriate voice level (level 0-1)</li> <li>Walk</li> <li>Stay to the right</li> <li>Stay in line</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate voice level (level 0-2)</li> <li>Accept differences</li> <li>Wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>Voice level 1-3</li> <li>Play safely</li> <li>Report unsafe behaviors/bullying</li> </ul>	<ul style="list-style-type: none"> <li>Voice level 0-1</li> <li>Speak to those right next to you</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate voice level (level 0-3)</li> <li>Accept differences and show good sportsmanship</li> </ul>	<ul style="list-style-type: none"> <li>Voice level 0</li> </ul>	<ul style="list-style-type: none"> <li>Voice level 1</li> <li>Walk on the school side of the red line</li> <li>Wait for your turn to board the bus</li> </ul>	<ul style="list-style-type: none"> <li>Voice level 1</li> <li>Wait safely</li> <li>Exit safely</li> <li>Cross safely</li> </ul>
<b>R</b> espect Be Polite	<ul style="list-style-type: none"> <li>Proper language</li> <li>Proper clothing</li> <li>Hold playground equipment tightly in your hands.</li> </ul>	<ul style="list-style-type: none"> <li>Look and listen to all speakers</li> <li>Treat peers politely</li> <li>Follow staff directions</li> </ul>	<ul style="list-style-type: none"> <li>Take turns</li> <li>Use equipment properly</li> </ul>	<ul style="list-style-type: none"> <li>Wait your turn in line</li> <li>Appreciate kitchen staff</li> </ul>	<ul style="list-style-type: none"> <li>Look and listen to all speakers</li> <li>Sit appropriately with feet on the floor</li> <li>Stay at event until the end</li> </ul>	<ul style="list-style-type: none"> <li>Respect the bathroom</li> <li>Respect the privacy of others</li> </ul>	<ul style="list-style-type: none"> <li>Listen to the adults and driver</li> <li>Follow directions</li> <li>Use proper language</li> </ul>	<ul style="list-style-type: none"> <li>Listen to the driver</li> <li>Follow directions</li> <li>Proper language</li> </ul>
<b>I</b> ntegrity Be Honest	<ul style="list-style-type: none"> <li>Honor personal space</li> <li>Listen to all adults</li> </ul>	<ul style="list-style-type: none"> <li>Honor personal space</li> <li>Follow classroom rules</li> <li>Do your own best work</li> </ul>	<ul style="list-style-type: none"> <li>Honor personal space</li> <li>Play fairly</li> <li>Include others</li> <li>Listen to all adults</li> </ul>	<ul style="list-style-type: none"> <li>Honor personal space</li> <li>Use good manners</li> <li>Allow others to sit next to you</li> </ul>	<ul style="list-style-type: none"> <li>Honor personal space</li> <li>Follow all school rules</li> <li>Walk outside the lines of the gymnasium</li> </ul>	<ul style="list-style-type: none"> <li>Honor personal space</li> <li>Use toilet and sink correctly</li> </ul>	<ul style="list-style-type: none"> <li>Honor personal space in line</li> </ul>	<ul style="list-style-type: none"> <li>Honor personal space</li> <li>Sit quickly</li> <li>Stay seated until door opens</li> <li>Face forward</li> </ul>
<b>D</b> edication Be Committed	<ul style="list-style-type: none"> <li>Get where you are going quickly</li> <li>Limit chatting</li> <li>Always use a pass during class time</li> </ul>	<ul style="list-style-type: none"> <li>Be prepared</li> <li>Be organized</li> <li>Use your planner</li> </ul>	<ul style="list-style-type: none"> <li>Use "I" statements to solve problems</li> <li>End recess at your assigned time</li> </ul>	<ul style="list-style-type: none"> <li>Stay in your seat</li> <li>Eat before you visit</li> </ul>	<ul style="list-style-type: none"> <li>Stand and remove hats for pledge, national anthem, and school song.</li> <li>Enter and exit in a line</li> </ul>	<ul style="list-style-type: none"> <li>Do your business</li> <li>Flush</li> <li>Wash hands</li> <li>Leave quickly</li> </ul>	<ul style="list-style-type: none"> <li>Board quickly</li> </ul>	<ul style="list-style-type: none"> <li>Body &amp; items in the bus</li> <li>3 to a seat at the most</li> </ul>
<b>E</b> xcellence Be Your Best	<ul style="list-style-type: none"> <li>Keep it clean</li> <li>All items must be in your locker</li> <li>Lockers must close</li> <li>Nothing on the floor</li> </ul>	<ul style="list-style-type: none"> <li>Be at school</li> <li>Be on time</li> <li>Participate</li> <li>Clean up</li> </ul>	<ul style="list-style-type: none"> <li>Put equipment away</li> <li>No food or drinks</li> </ul>	<ul style="list-style-type: none"> <li>Pick up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>Participate/cheer appropriately</li> <li>No food or drinks in auditorium</li> <li>Clean up food and drinks in allowed areas</li> </ul>	<ul style="list-style-type: none"> <li>Use bathroom before class/recess</li> <li>Use appropriate amounts of soap and paper towel</li> </ul>	<ul style="list-style-type: none"> <li>Leave the classroom when your bus is announced</li> <li>Leave the building through the designated doors</li> </ul>	<ul style="list-style-type: none"> <li>Be on time</li> <li>Keep it clean</li> <li>No food or drinks</li> </ul>

See Policy Student Code of Classroom Conduct 5500.

Students shall show common courtesy and respect for themselves and others in words and actions. The following behaviors, although not all-inclusive, will not be tolerated and are not limited to the consequences listed below.

## **SCHOOL VIOLATIONS**

### **ALCOHOL/E-CIGARETTES/TOBACCO/CBD/DRUG VIOLATIONS AND “LOOK-ALIKES”**

- Immediate referral to law enforcement, administration, and school nurse
- Parent/guardian contact
- Suspension out-of-school with possible expulsion
- Re-entry conference/contact with parent/guardian & student

### **WEAPONS OR “LOOK-A-LIKES” IN SCHOOL AND ON GROUNDS**

- Immediate referral to law enforcement and administration
- Confiscation of item
- Parent/guardian contact
- Suspension out-of-school with possible expulsion
- Re-entry conference/contact with parent/guardian & student

### **FIGHTING/OBSCENITIES/ THEFT OR VANDALISM OF PROPERTY IN AND ON SCHOOL GROUNDS**

- Immediate referral to administration
- Parent/guardian contact
- Suspension in-school or out-of-school with possible expulsion
- Possible referral to law enforcement
- Re-entry conference/contact with parent/guardian & student

### **GANG RELATED BEHAVIOR**

- Immediate referral to administration
- Parent/guardian contact
- Suspension in-school or out-of-school with possible expulsion
- Possible referral to law enforcement
- Re-entry conference/contact with parent/guardian & student

### **CHEATING/PLAGIARISM/ARTIFICIAL INTELLIGENCE**

Students are prohibited from presenting someone else’s work as their own, including using artificial intelligence platforms in place of one’s own work, providing unauthorized assistance to another student, and cheating in all its forms.

- Immediate parent/guardian and teacher contact
- Parent/guardian and teacher conference/contact
- Possible grade reduction

### **BULLYING/HARASSMENT**

- Referral to the administration

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- Parent/guardian and teacher contact
- Restorative practice/support services requirements
- Suspension in-school or out-of-school with possible expulsion.
- Possible referral to law enforcement

#### CONTINUED REFUSAL TO FOLLOW SCHOOL RULES

- Immediate referral to administration
- Parent/guardian contact
- Suspension in-school or out-of-school with possible expulsion
- Possible referral to law enforcement

## BULLYING & HARASSMENT

The School District of Crandon staff strives to develop a school environment where all students feel secure and safe. The school district has created the following guide to assist in understanding the differences between bullying, peer conflict, and teasing.

Friendly Teasing	Hurtful Teasing	Peer Conflicts	Actual Bullying
Equal power	Unequal power	Equal power	Imbalance of power
Neutral	Sensitive topic	Occurs occasionally	Usually occurs repeatedly
Purpose is to be playful	Purpose is to upset	Accidental	Intentional and serious
Joins relationships	Excludes	Negotiations an option	Seeks to gain power
Funny to both parties	Sarcastic	Withdrawing an option	Victim is vulnerable
		Relationship is valued	No remorse
		Effort to resolve	No effort to resolve

Four questions guide school officials to determine when a behavior constitutes bullying.

- Were the alleged bullying behaviors deliberate?
- Were the behaviors repeated?
- Did the alleged bullying behaviors inflict harm or suffering?

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- Is there an imbalance in real or perceived power between the alleged victim and the alleged aggressor of the behavior?

Harassment and/or Bullying can be reported to the school using the link on the school web page.

#### **Harassment and/or Bullying Policy 5517.01**

The District is committed to maintaining a learning and working environment that is free of harassment toward or between students and employees, including sexual harassment. The District will not tolerate harassment in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of the offenders.

Harassment refers to physical or verbal conduct, or psychological abuse, by any person that disrupts or interferes with a person's work or school performance, or which creates an intimidating, hostile or offensive work or learning environment. It may occur student to student, student to staff, staff to student, staff to staff, male to female, female to male, female to female, or male to male. Examples of conduct prohibited under this policy include, but are not limited to, the following:

Physical or mental abuse;

Verbal comments or other expressions which insult, degrade, or stereotype any person or group;

Physical interference with movement, activities, or work;

Visual harassment, including derogatory cartoons, drawings, or posters; and

Sexual harassment is defined as any deliberate, repeated, or unwanted verbal or physical sexual contact, sexually explicit derogatory statement, or sexually discriminating remark that is offensive or objectionable to the recipient which causes the recipient discomfort or humiliation, or which interferes with the recipient's academic or work performance. Sexual harassment can take the form of any unwanted sexual attention, ranging from leering, pinching, patting, verbal comments, display of graphic or written sexual material, and subtle or expressed pressure for sexual activity. In addition to the anxiety caused by sexual demands on the recipient, sexual harassment may include the implicit message from the alleged offender that noncompliance will lead to reprisals. Reprisals may include, but are not limited to, the possibilities of harassment escalation, unsatisfactory academic/work evaluations, differences in academic/work treatment, or unwarranted comments to or by peers.

Any person who believes he/she has been harassed or has knowledge that a policy violation has occurred may file a complaint in accordance with established discrimination complaint procedures. It is the intent of the District to create an atmosphere where complaints will be treated fairly and quickly. If the alleged harasser is the person to whom the complaint would normally be made, the complaint should be made to the next higher administrative authority in

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the complaint procedure. If a student does not feel comfortable with making the complaint to the designated person, he/she may make the complaint to any other adult employee, who will report the complaint to the appropriate person.

All harassment complaints shall be taken seriously and properly investigated, and appropriate actions shall be taken to prevent or correct harassing behavior. There shall be no retaliation against anyone for reporting harassment or cooperating in a harassment investigation. The District shall respect the confidentiality of both the complainant and the accused consistent with the District's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

If a harassment complaint involves a District employee and a student, both the Superintendent and Director of Student Services shall be involved in the complaint investigation process and follow-up activities.

Persons who engage in harassment or retaliatory conduct in violation of this policy shall be subject to school disciplinary measures consistent with District policies and procedures and employee collective bargaining agreements (if applicable).

Notice of this policy will be circulated to all schools and departments in the District on an annual basis and incorporated in student and staff handbooks.

## **NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

### **POLICY 2260**

The Board is committed to providing an equal educational opportunity for all students in the District.

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including gender status, change of sex, or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities. This policy is intended to support and promote nondiscriminatory practices in all District and school activities, particularly in the following areas:

- A. use of objective bases for admission to any school, class, program, or activity;
- B. prohibition of harassment towards students and procedures for the investigation of claims (see Policy 5517);

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- C. use of disciplinary authority, including suspension and expulsion authority;
- D. administration of gifts, bequests, scholarships and other aids, benefits, or services to students from private agencies, organizations, or persons;
- E. selection of instructional and library media materials in a non-discriminatory manner that reflects the cultural diversity and pluralistic nature of American society;
- F. design and implementation of student evaluation practices, materials, and tools, but not at the exclusion of implementing techniques to meet student's individual needs;
- G. design and configuration of facilities;
- H. opportunity for participation in extra-curricular and co-curricular activities provided that separate programs for male and female students may be available provided comparable activities are made available to all in terms of type, scope, and District support; and
- I. the school lunch program and other school-sponsored food service programs.

The Board is also committed to equal employment opportunity in its employment policies and practices as they relate to students. The Board's policies pertaining to employment practices can be found in Policy 1422, Policy 3122, and Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

The District will identify, evaluate, and provide a free appropriate public education to students with disabilities who are determined eligible for special education and related services under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504).

The District's educational programs include the academic and nonacademic setting. Each qualified student with a disability shall be educated with students without disabilities to the maximum extent appropriate. In the nonacademic setting, a student with a disability shall participate with students without disabilities to the maximum extent appropriate.

Notice of the Board's policy on nondiscrimination and the identity of the District's Compliance Officer(s) (see below) will be published on the District's website, posted throughout the District, and included in the District's recruitment statements or general information publications.

Please refer to Policy 2260 for the full policy.

### **Student Complaints Policy 5710**



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The School Board recognizes that, as citizens, students have the right to request redress of complaints. Further, the School Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group complaints should be provided for and appropriate appeal procedures implemented.

The School Board or its employees will hear the complaints of the students of this District provided that such complaints are made according to procedures established by the District Administrator. Multiple policies provide complaint procedures available to students which include but may not be limited to:

Policy 5517.01 - Bullying;

Policy 2260.01 - Section 504/ADA Prohibition Against Discrimination Based on Disability;

Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity;

Policy 5517 - Student Anti-Harassment; and

Policy 9130 - Public Requests, Suggestions, or Complaints.

If a student has a complaint that does not appear to fit any of the above categories or another adopted policy of the School Board, the student should present the complaint to the student's Principal or the District Administrator for review and response.

## **DISCIPLINE**

### **Detentions**

Certain student behaviors will merit a loss of privilege in the form of detention to be served during the instructional day.

### **In-School Suspension**

The student will be under supervision in school, including lunch. The following rules apply:

- Schoolwork will be provided by the student's teachers.
- Students are required to bring their books, pencils, paper, and/or any necessary educational materials to the in-school suspension room.
- Disruptive behavior during in-school suspension could result in transferring the student to out-of-school suspension.
- The length of assignment to in-school suspension may be from one class period to several days.

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- Credit will be given for all assigned classwork completed during the period of suspension.
- Students may also make up any test or quiz missed during the suspension period.
- **No personal electronic devices will be allowed during in-school suspension.**

#### **Out-of-School Suspension**

In accordance with Wis. Stat. 120.13, students are expected to comply with all the rules and regulations established or approved by the School Board. Students who constantly violate school rules or exhibit willful, persistent, and disruptive behavior will be suspended from school. Suspension of a student is considered a very serious matter and is done only when such action is considered to be in the best interests of everyone concerned. Suspension may be for a period of not more than five (5) days or if an expulsion hearing is pending, for not more than a total of fifteen (15) consecutive days. Students with exceptional needs may not be suspended for more than ten (10) consecutive days unless an expulsion hearing is pending.

Suspended students will be allowed to make up exams and other classroom work missed during the suspension.

#### **Suspension Procedures**

- Referral by teacher, other staff person, or administrator to the office.
- Student reports to the EL office.
- Violation is discussed with student and others involved.
- Disciplinary action is determined by the administrator or dean of students.
- Student is informed of the length of the suspension and the reason for the suspension.
- The parent/guardian is notified about the reason and duration of the suspension and the right to review or appeal the suspension decision.
- A written suspension notice is sent home with the student.
- The parent/guardian and student will attend a re-entry conference/contact with administration before returning to school.

#### **Police Liaison Officer**

Police intervention will be requested in extreme cases of disruptive behavior, vandalism, alcohol, drugs, tobacco, or a controlled substance on campus, weapon violations, and any other cases where the administration deems necessary.

#### **Expulsion**

The School Board shall expel a student from school whenever it finds the student guilty of repeated refusal or neglect to obey the rules of the school or school district or finds that the student engaged in one of the following types of conduct, and the board is satisfied that the best interest of the school demands the student's expulsion:

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- The student 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 school property by means of explosives.
- The student engaged in conduct while at school or under the supervision of a school authority that endangered the property, health, or safety of others at school or under the supervision of a school authority.
- The student engaged in conduct while not at school or not under the supervision of a school authority that endangered the property, health, or safety of a school district employee or school board member.
- The student engaged in other conduct outlined in state or federal law, which requires a student's expulsion from school.
- Expulsion procedures are the responsibility of the school board and shall be conducted in accordance with state law and established district procedures.

Any consideration of expulsion for a special education student will conform to legal requirements.

### **Spectator Code of Conduct**

Sportsmanship is an essential part of any school-sponsored event and is expected from athletes, coaches, officials, and fans. As a fan or spectator student or adult of the School District of Crandon, you are to be an example of positive encouragement while supporting athletes, coaches, and officials. Your behavior should be positive, respectful, and encouraging of the athletes, coaches, officials, and the game. Failure to adhere to the standards during school-sponsored events or ejection from an event will result in the following procedures to be taken.

First offense -The Spectator will schedule a meeting with the athletic director with resulting actions that may include removal from the next two school-sponsored events. A letter will be sent by the Athletic Director and Principal to the spectator in question notifying them of the ejection and the dates of the ejection.

Second offense- The Spectator will be removed from all-Crandon School District events for the remainder of the season including all playoff contests. A letter of ejection will be sent from the office of the Athletic Director and Principal notifying the spectator the remainder of the season. Season is defined as "Fall, Winter, and Spring"

Third offense- The Spectator will be removed from all School District of Crandon events and other school events and activities for the remainder of the school year. A letter of

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ejection will be sent from the office of the District Administrator notifying the spectator of the ejection.

Under special circumstances, administration may escalate to a higher consequence depending on the behavioral situation. Any athletic official, including but not limited to, contest officials, athletic director, principal, assistant principal game site supervisors, and anyone else with administrative capacity, on the site, may uphold enforcement of an ejection

## **GRADING**

### **Grading Periods**

The EL operates on a trimester reporting system, with each trimester comprising approximately 12 weeks of instruction.

### **Student Success Measurements (include, but not limited to):**

- Achievement of course objectives and projects
- Test scores
- Daily course work
- Class participation
- Special projects
- Student effort
- Demonstration of knowledge application
- Evaluation of student portfolios, if used
- Extra credit

### **Grades and Absences**

Students absent from school, whether excused or unexcused, shall be permitted to make up coursework and examinations missed during the absence when they return to school. It is the student's responsibility to contact his/her teachers to determine what coursework and examinations must be made up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and coursework shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence unless extended by the principal based upon extenuating circumstances. (Policy 5421)

The grading/reporting system shall be uniform with the Wisconsin State Standards. The Wisconsin State Standards are a set of academic standards for what every student is expected to learn in each grade level.

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#### **Homework/Late Work**

In our District's efforts to provide a student-centered and consistent environment, we have standardized homework/late work that supports a balance of student learning and accountability.

**Homework:** All assessments/assignments that the instructor deems are in need of completion and/or correction outside of his/her instructional time will be assigned a due date and a deadline date. All homework is DUE on the due date. The deadline date is the ABSOLUTE last day that an assessment/assignment may be turned in for credit.

**Late Work:** All assessments/assignments submitted after the due date will be considered late work unless the situation or the circumstances for the late work falls into the stipulations outlined in the attendance policy for makeup work in the grades and absences section of this Student Handbook. Assessments/assignments submitted AFTER the Due Date and BEFORE the deadline date will be eligible for the highest grade of an A- on the assessment/assignment unless plans were otherwise arranged with the teacher. Procedures and exceptions related to both homework and late work will be implemented within the boundaries of any student's 504 or IEP.

#### **Grade Responsibility**

The classroom teacher is responsible for the assignment of grades. Students and/or parents may ask the teacher to review the grade. Should the student and/or parent not be satisfied with the review, they may appeal to the Principal, District Administrator, and finally, the School Board. Incomplete or In-Progress grades may be issued at the request of the teacher and MUST be approved by the administration.

#### **Progress Reports**

Parents are encouraged to access their child's grades through Skyward. If you need help accessing your child's Skyward please contact the school at 715-478-3339 or 715-478-6224.

#### **Report Cards**

Elementary Report Cards are issued three times a school year to report on student achievement and progress. Parents/guardians are encouraged to confer with teachers about any concerns they may have.

### **Elementary Grading Scale**

State of Wisconsin Asset-Based Performance Levels	State of Wisconsin Asset-Based Performance Levels Definitions
Advanced	The student demonstrates a thorough understanding of the knowledge and skills described in the Wisconsin Academic Standards for their grade level and is on track for future learning.
Meeting	The student is meeting the knowledge and skill expectations described in the Wisconsin Academic Standards for their grade level and is on track for future learning.
Approaching	The student is approaching the knowledge and skill expectations described in the Wisconsin Academic Standards for their grade level needed to be on track for future learning.
Developing	The student is at the beginning stages of developing the knowledge and skills described in the Wisconsin Academic Standards at their grade level needed to be on track for future learning.

### **Elementary Assignment Of Students to Classes/Teacher**

1. Students will be assigned to classrooms based on the following:
  - Heterogeneous selection
  - Balanced by gender
  - Avoidance of apparent conflicts (i.e., parent/teacher, student/teacher, sibling rivalry, learning styles)
  - Reduction of conflict between students which is harmful to the learning environment
  - Placement must conform to the building's inclusive philosophy and the student's educational needs
  - Requests must be made by April 15th of that school year
2. Parent/Guardian requests for assignment of students to a specific classroom teacher will be considered. All decisions will be made based on space availability according to merit and the unique circumstances surrounding each situation. Requests must be made in writing stating the reason for the request. The District may not be able to honor all requests.

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3. Parent/Guardian requests for assignment of students to a specific teacher will be carefully limited. This is to ensure an equal opportunity for all students.

- Parents/Guardians will be made aware of their child's classroom placement-before the first day of school. Notification will be by the parent's email or US Postal Service.

## **NON-DISCRIMINATION**

### **Student Rights**

Students have the right to access educational programs that meet their abilities and needs and not be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the student's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap.

### **Student Responsibility**

Students have a responsibility to develop attitudes of tolerance toward individual differences in other students, and respect the rights, opinions, differences, and status of others. Students have a responsibility to uphold the principles of non-discrimination in accordance with the law.

### **School Policy/Regulation**

The School District of Crandon shall not discriminate on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap in its educational programs or activities.

See School Policy Title: Student Complaints 5710.

Wisconsin Statute 118.13

## **TITLE IX**

### **Title IX Policy Statement**

The Board of the School District of Crandon does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including in admission and employment.

Discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

The Board is committed to maintaining an education and work environment that is free from sex discrimination (including sex-based harassment), responding promptly and effectively when it has knowledge of conduct that reasonably may constitute sex discrimination, and addressing

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sex discrimination in its education program or activity. Persons who commit sex-based harassment are subject to the full range of disciplinary sanctions set forth in this policy. The Board will provide persons who have experienced sex-based harassment ongoing remedies as reasonably necessary to restore or preserve access to the District's education program or activity.

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

Formal letters of complaint can be addressed to the individuals listed below at our district mailing address: 9750 US Hwy. 8 West, Crandon, WI 54520

The District's Title IX Coordinators are as follows:

Rebecca Jablonski  
Director of Pupil Services  
715-478-6181  
jabloreb@sdoofcrandon.com  
www.sdoofcrandon.com

Josh Jeager  
Middle/High Principal  
715-478-6126  
jaegejos@sdoofcrandon.com  
www.sdoofcrandon.com

OCR's regional office in Chicago can be reached at:  
Chicago Office  
Office for Civil Rights  
U.S. Department of Education  
John C. Kluczynski Federal Building  
230 S. Dearborn Street, 37th Floor  
Chicago, IL 60604  
Telephone: 312-730-1560  
FAX: 312-730-1576; TDD: 800-877-8339  
School District of Crandon Title IX Grievance Process  
GRIEVANCE PROCEDURES



## **Overview**

The Board adopts the following grievance procedures to provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in the District's education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX.

These grievance procedures shall be used for all complaints of sex discrimination, including sex-based harassment, involving conduct alleged to have occurred on or after August 1, 2024. These grievance procedures also may be used, at the discretion of the Title IX Coordinator, to investigate, address, and remedy (as necessary) conduct alleged to have occurred before August 1, 2024, that does not involve sex-based harassment, but some other form of sex discrimination prohibited by Title IX (Statute) – e.g., claims of unequal athletic opportunities, admissions discrimination, discrimination in courses or academic programs (i.e., excluding students from certain classes or programs based on their sex), pregnancy discrimination, unequal treatment based on parental, family, or marital status, discrimination in employment (including in hiring, promotion, and compensation), and retaliation. If the Title IX Coordinator elects not to use these grievances procedures to investigate and resolve such claims, the Title IX Coordinator will still need to implement some procedures to assess – in a prompt, effective, and equitable manner – whether Title IX (Statute) was violated, and, if it was, how best to end the sex discrimination in the District's education program or activity, prevent its recurrence, and remedy its effects.

Reports and Formal Complaints of "Sexual Harassment" (as defined in Policy 2266) involving conduct alleged to have occurred prior to August 1, 2024, are subject to the grievance procedures outlined in Policy 2266.

Under all circumstances, the Title IX Coordinator shall offer and coordinate supportive measures, as appropriate, in accordance with this policy and AG 2264, or Policy 2266, if the Report or Formal Complaint involves "Sexual Harassment" alleged to have occurred prior to August 1, 2024.

If the conduct giving rise to a report or complaint of sex discrimination is alleged to have occurred both before and after August 1, 2024 (i.e., is part of a pattern of sex discrimination), the Title IX Coordinator shall determine, after consulting with the Board's Legal Counsel, whether to use the grievance procedures contained in this policy or the grievance procedures contained in Policy 2266. The Title IX Coordinator will notify, in writing, the parties of the determination and the rationale for it. Under no circumstances, however, will a party be denied the due process to which the party is entitled based on the U.S. Department of Education-issued regulations in effect at the time the conduct alleged to violate Title IX (Statute) took place.

## **Complaints**

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The following people may make a complaint of sex discrimination – i.e., request that the District investigate and make a determination about whether sex discrimination as prohibited under Title IX occurred:

a “complainant,” which includes:

a student or employee of the District who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or

a person other than a student or employee of the District who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX at a time when that individual was participating or attempting to participate in the District’s education program or activity;

a parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant;

the District’s Title IX Coordinator.

A person is entitled to make a complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person who was subjected to the sex-based harassment, or if the Title IX Coordinator initiates a complaint consistent with the requirements of the 2024 Title IX regulations, which are detailed in AG 2264.

With respect to complaints of sex discrimination other than sex-based harassment, in addition to the people listed above, the following persons have a right to make a complaint:

any student or employee of the District; or

any person other than a student or employee who was participating or attempting to participate in the District’s education program or activity at the time of the alleged sex discrimination.

The District may consolidate complaints of sex discrimination against more than one (1) respondent, or by more than one (1) complainant against one (1) or more respondents, or by one (1) party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one (1) complainant or more than one (1) respondent is involved, references below to a party, complainant, or respondent include the plural, as applicable.

### **Basic Requirements**

Under ordinary circumstances, the Board expects to complete the major stages of the grievance procedures within the timeframe specified below:

Evaluation – The Title IX Coordinator will determine whether to dismiss a complaint or investigate it within ten (10) days of receiving the complaint.

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**Investigation** – The Title IX Coordinator, or designated investigator, shall ordinarily complete the investigation (i.e., collect relevant evidence that is not otherwise impermissible) within thirty (30) days of the Title IX Coordinator determining the charges require investigation. If, however, the Title IX Coordinator, or designated investigator, determines that the investigation is going to take longer, the Title IX Coordinator will so notify the parties and the District Administrator and will thereafter keep the parties and the District Administrator informed of the status of the matter on a regular basis. Once the Title IX Coordinator, or designated investigator, provides the parties with “access” to either the relevant and not otherwise impermissible evidence and/or an accurate description of the evidence, the parties will have five (5) days to respond to the evidence or the description of the evidence unless the Title IX Coordinator approves a party’s written request for more time. If the Title IX Coordinator approves such a request, both parties will be afforded an equal amount of time to submit their response.

**Determination** – After the parties either submit responses to the evidence/description of the evidence, or the deadline for submitting such responses expires, the Title IX Coordinator, or designated decision-maker, will consider the relevant and otherwise not impermissible evidence and issue a determination as to whether sex discrimination occurred. The determination shall be issued within ten (10) days of the deadline for the parties to submit responses to the evidence/description of the evidence unless the District Administrator approves an extension of time, which must be communicated in writing to the parties.

**Appeal** – A party filing an appeal of the Title IX Coordinator’s decision to dismiss a complaint must do so within five (5) days of receiving the Dismissal.

## **DISCLAIMER**

This Student Information Handbook and the Student Rights and Responsibilities Code may not contain all of the policies, procedures, rules/regulations, and actions of the School District of Crandon. An effort has been made to include everything that would have a bearing on the educational process of every student. It would be burdensome to quote all School Board policy as well as unnecessary. However, sometimes student activities are governed by a policy not listed. If this happens, any action taken will be done in the best interests of the students and the District. The School Board reserves the right to revise, change, delete, and add to these handbooks whenever it deems necessary.

# APPENDIX

School District of Crandon

## MEDICAL AUTHORIZATION FORM



2025-2026

All portions of this medical authorization form must be completed before medication/procedure will be administered by school district personnel.

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Name of Medication: \_\_\_\_\_

Diagnosis for which medication is to be given: \_\_\_\_\_

Dose: \_\_\_\_\_ Route of Administration: ☐ Oral (by mouth) ☐ Topical ☐ Nasal  
Inhaled

☐ Injection ☐ Eye ☐ Ear ☐ Other \_\_\_\_\_

Frequency/Time(s) to be given: \_\_\_\_\_ ☐ a.m. ☐ p.m.

Dates to be given at school: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Directions for administration: \_\_\_\_\_

Explain possible reactions/side effects: \_\_\_\_\_

The School District of Crandon has my written consent to administer this medication/procedure as indicated above per my request. I agree to hold the School District, its employees or agents who are acting on this request within the scope of their duties, harmless in any and all claims arising from the administration of this medication at school.

- ☐ I will supply medication in its original, updated, properly labeled container (an extra bottle can be requested from the pharmacy).
- ☐ I will obtain a new physician's order and notify the school in writing of any changes.
- ☐ I authorize the school nurse to exchange information verbally or in writing with my student's physician regarding this medication/procedure or conditions for which it is prescribed.
- ☐ I understand that trained, non-medical school personnel will administer medication/procedure.
- ☐ I understand that all medication should be delivered to the school and picked up from the school by parent/guardian/responsible adult unless the physician indicates self-carry/self-administer.
- ☐ For Middle/High School students - my student has been instructed, is capable of self-administration, and has my consent to self-carry INHALER or EPI PEN:  
o ☐ Yes ☐ No **(REQUIRES practitioner signature and authorization before valid.)**
- ☐ My signature indicates that I have fully read and understand the above information.

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

### PHYSICIAN AUTHORIZATION

The physician whose signature follows hereby authorizes school personnel to administer medication/procedure during the school day as prescribed. I agree to accept communication regarding the student/medication/procedure and understand trained, non-medical school personnel will administer the medication/procedure.

Asthma Inhaler: This student has been instructed and is capable of self-administration and may carry inhaler: ☐  
Yes No

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX A**



**Crandon Cardinal Positive Behavior Expectations**  
*Homecoming*

Expectations	General Settings	Hall, Window, Poster Decorating	Float Building/Parade	Pep Rally
<b>P</b> ease	<ul style="list-style-type: none"> <li>➤ Focus on school work during class time</li> <li>➤ Obey rules and regulations of law enforcement</li> </ul>	<ul style="list-style-type: none"> <li>➤ Accept differences in opinions</li> <li>➤ Avoid streamers or movable objects</li> </ul>	<ul style="list-style-type: none"> <li>➤ Accept differences in opinions</li> <li>➤ Stay in your designated area</li> </ul>	<ul style="list-style-type: none"> <li>➤ Voice level 0 during speeches</li> <li>➤ Voice level 3 during cheering</li> </ul>
<b>R</b> espect	<ul style="list-style-type: none"> <li>➤ Wear appropriate clothing on dress up days</li> <li>➤ Be courteous towards staff and their homes and property</li> </ul>	<ul style="list-style-type: none"> <li>➤ Listen to others' ideas</li> <li>➤ Complete painting projects on tile floors only</li> <li>➤ Return all borrowed items to their rightful owners</li> </ul>	<ul style="list-style-type: none"> <li>➤ Listen to others' ideas</li> <li>➤ Listen to appropriate music</li> <li>➤ Return all borrowed items to their rightful owners</li> </ul>	<ul style="list-style-type: none"> <li>➤ Stand during the school song</li> <li>➤ Be competitive, but kind toward members of other classes</li> </ul>
<b>I</b> ntegrity	<ul style="list-style-type: none"> <li>➤ Stay dressed up for the entire school day</li> <li>➤ Attend athletic events to show your support</li> </ul>	<ul style="list-style-type: none"> <li>➤ Subject matter must be approved by an advisor</li> <li>➤ Use class purchased items only</li> </ul>	<ul style="list-style-type: none"> <li>➤ Subject matter must be approved by an advisor</li> <li>➤ Parade drivers must be an adult</li> <li>➤ Parade drivers must be approved by Mr. Pfeifer</li> <li>➤ Use class purchased items only</li> </ul>	<ul style="list-style-type: none"> <li>➤ Sign up for just one game first</li> <li>➤ Cheer on your classmates during the games</li> </ul>
<b>D</b> edication	<ul style="list-style-type: none"> <li>➤ Dress up for the dress up days</li> <li>➤ Volunteer for decorating nights</li> <li>➤ Sign up for the pep assembly games</li> </ul>	<ul style="list-style-type: none"> <li>➤ Be prepared</li> </ul>	<ul style="list-style-type: none"> <li>➤ Float must display school spirit in good taste</li> <li>➤ Walk with your class during the parade</li> </ul>	<ul style="list-style-type: none"> <li>➤ Stay in your seat unless participating in a game</li> </ul>
<b>E</b> xcellence	<ul style="list-style-type: none"> <li>➤ Listen to the announcements</li> <li>➤ Encourage classmates to participate in dress up days and pep assembly games</li> </ul>	<ul style="list-style-type: none"> <li>➤ Participate</li> <li>➤ Involve everyone</li> </ul>	<ul style="list-style-type: none"> <li>➤ Involve all classmates</li> <li>➤ Stay on school grounds</li> </ul>	<ul style="list-style-type: none"> <li>➤ Cheer appropriately</li> </ul>

# **2025-2026 School District of Crandon Chromebook Contract**

Student Name:\_\_\_\_\_

The School District of Crandon will be supplying each student grades 4K-12 with a Chromebook for the school year. Middle School/High School students will be allowed to take the Chromebooks home as needed to complete assignments. Elementary students will be taking Chromebooks home in the event of school closure or make-up work due to absences, and this will be their personal device within the school building. All virtual learning students will need to submit a signed contract before receiving a Chromebook.

By signing this contract, I understand that it is my responsibility if the Chromebook is damaged, lost, or stolen, I will be charged fair market value to cover the cost of replacing the Chromebook. Monthly payments may be made until paid in full.

Other potential charges include, but are not limited to:

- ☐ \$20 Cracked Screen
- ☐ \$30 Keyboard / Missing Key Damages
- ☐ \$30 missing lost power adaptor/charger
- ☐ Missing or Lost Chromebook: Replacement Cost \$150

All Chromebooks should be returned at the end of the school year with the charging cord. Failure to return the device by the listed date will result in a referral to the school administration.

If the terms and conditions are acceptable, please sign below and return this contract. You will receive a copy of this document as a receipt for your records.

Student Name(Please Print):\_\_\_\_\_

Student Signature:\_\_\_\_\_ Date:\_\_\_\_\_

Parent/Guardian Name:\_\_\_\_\_

Parent/Guardian Signature:\_\_\_\_\_ Date:\_\_\_\_\_

\*\*\*Teacher/Office Use\*\*\*

Chromebook Serial Number:\_\_\_\_\_

Chromebook Barcode Number:\_\_\_\_\_

# STUDENT HANDBOOK AGREEMENTS

2025-2026

I acknowledge that I have received the School District of Crandon Student Handbook and agree to read it and follow the rules.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grade

My son/daughter has received the School District of Crandon Student Handbook.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date