

SCHOOL DISTRICT OF CRANDON

Student Handbook 2023-2024



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) 478-6123
Attendance Office: (715) 478-3339
High School Office: (715) 478-6125

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.

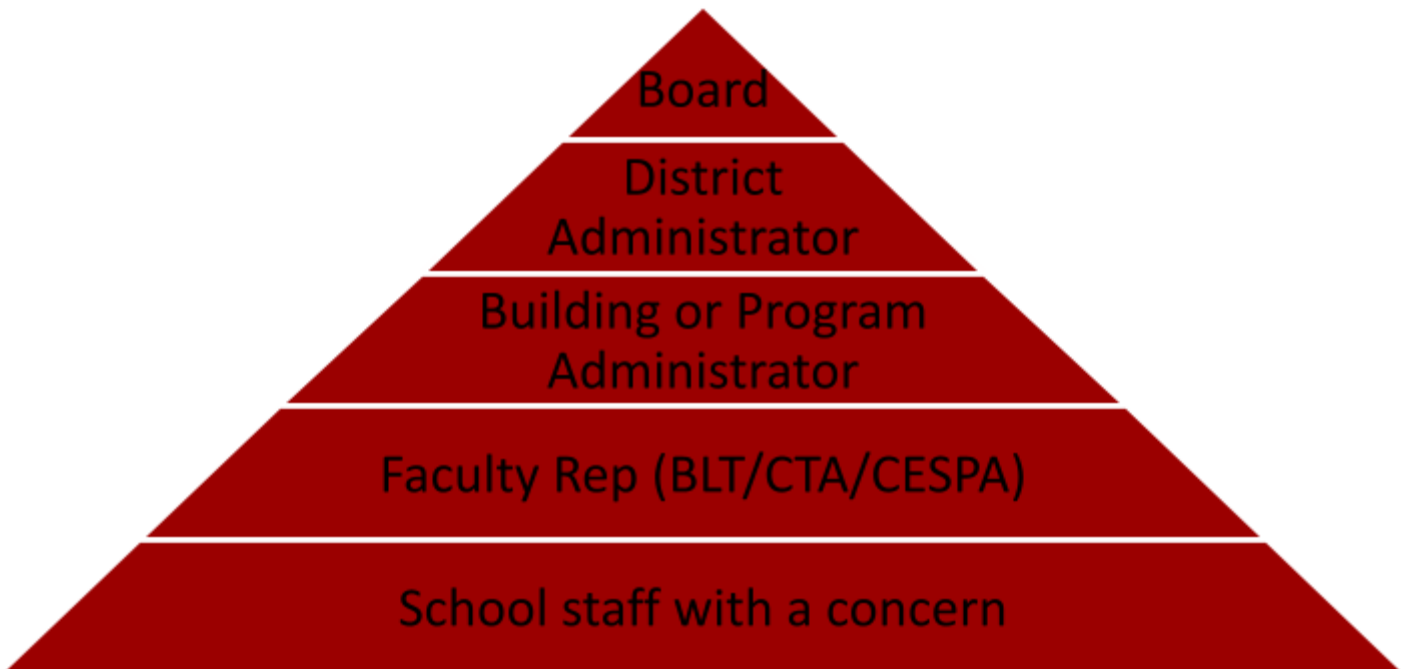
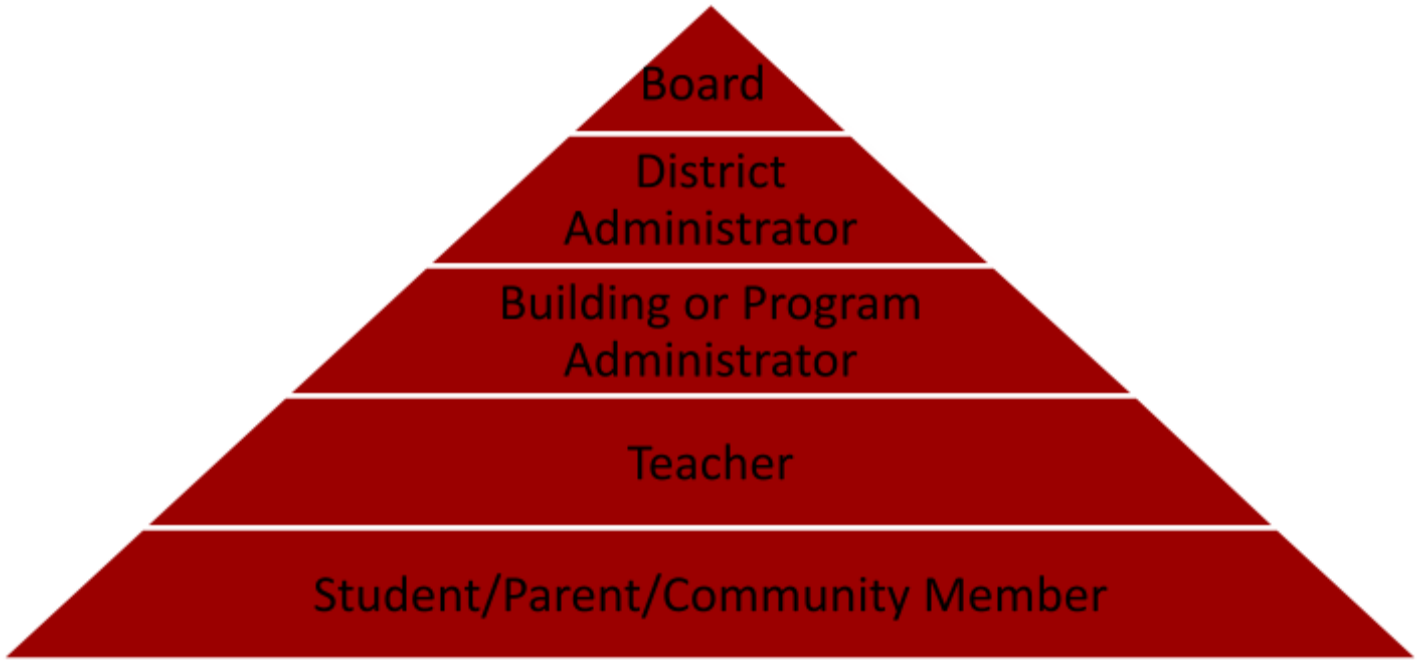
School District Web Page

Information regarding District-wide events and School Performance Report can be found on the School District's webpage at www.sdoofcrandon.com.

School District Facebook Page

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

Problem Solving



ACTIVITIES

Advisors

Every class, club, or any other type of activity has faculty advisor(s). Student officers should check with the MS/HS office for staff members assigned to their class or club.

Co-Curricular Code Handbook

This is a separate publication for all student activities that are sponsored by the District's high school and middle school. Copies of these books are available in the MS/HS office. All participating students must abide by the rules and regulations contained within these handbooks. Check with the Activities Director for interpretation of the handbooks.

Fund Raising Projects

"Fund Raising" is a term used to include any activity designed to make money for any school group or organization. Class or club officers need to go through their advisor for guidelines and approval of any project. These projects must be approved by the administration. Any inventory or monies lost in a fundraising effort shall be the responsibility of the sponsoring group or organization, not the District.

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 attendance.

Elementary Activities

Monthly newsletters and flyers inform students and families when activities take place during the school year. Activities may include the following:

<p><i>Family Involvement</i></p> <ul style="list-style-type: none">● Open House● Pop N Read● Book Fairs● Family Involvement Activities● Read Across America <p><i>Family Involvement (continued)</i></p> <ul style="list-style-type: none">● Volunteer Program	<p><i>Student Opportunities</i></p> <ul style="list-style-type: none">● Individual and Class Pictures● UW Extension Nutrition Classes <p><i>Community Activities</i></p>
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<ul style="list-style-type: none"> ● Kindergarten Graduation ● Halloween Costume Parade ● Lions Club Christmas Program ● Attendance and Citizenship Award Ceremony ● Field Trips 	<ul style="list-style-type: none"> ● Youth Wrestling, Football, and Basketball ● Baseball/Softball ● Brownies and Girl Scouts ● Cub Scouts and Boy Scouts ● Fire Safety Prevention ● Poster and Writing Contest ● Veterans Day Presentation
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High School/Middle School Activities

<ul style="list-style-type: none"> ● Band ● Baseball ● Boys and Girls Basketball ● Choir ● Cross Country ● Drama ● Football ● Forensics 	<ul style="list-style-type: none"> ● Golf ● Softball ● HS Student Council ● MS Leadership Council ● Yearbook ● Volleyball ● Wrestling ● Track & Field <p>Community Activities</p> <ul style="list-style-type: none"> ● Trap Team ● Boy Scouts ● UW Extension ● Soccer
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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, either 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 not be permitted back into the event without the permission of the person(s) in charge. Any and all 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 the day of the event. If a student leaves under an excused absence, for reasons other than illness or

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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.

Prom

Due to the nature of prom, it is considered both a school-sponsored event and a co-curricular event. Prom will take place on the last Saturday in April. Any School District of Crandon High School student may attend prom. If a School District of Crandon student is intending on bringing a guest from another school, he or she must complete and get approved the proper paperwork within the established deadlines (last day of the week before prom). Paperwork can be obtained from the MS/HS office. NO GUEST will be admitted without approved paperwork. Also, all guests must be enrolled in high school (high school aged student) or the equivalent for consideration to attend prom.

The hosts prom; therefore, this event is considered to be a co-curricular event for the hosting class. To be eligible to walk at prom and for prom royalty, the following requirements MUST be met:

- A parent/guardian must attend the MANDATORY prom meeting
- REQUIRED PROM CONTRACT MUST BE SUBMITTED BY THE COMMUNICATED DEADLINE!
 - It is recommended that even if a student is unsure if he or she will attend prom, that the contract still be submitted.
- Students need to be meeting grade eligibility by the last day of the week before prom
 - Either the Activities Director and/or administration will communicate with students if they are ineligible due to grades.
- Prom rehearsal must be attended by all individuals eligible to walk/be prom royalty
- Minimum of 20 hours of service MUST be completed
 - 10 hours MUST be completed before the week of prom or through fundraising
 - Hours can be earned through running concessions and other approved class fundraisers
 - 5 hours may be completed the week of prom through decorating, etc.
 - Hours may be earned at the discretion of the prom and/or class advisor through attendance at meetings, etc.

Should these expectations NOT be met by a member of the class, he or she WILL NOT BE ELIGIBLE TO WALK OR BE VOTED ON FOR ROYALTY AT PROM.

Posters and Notices

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

TECHNOLOGY/PERSONAL COMMUNICATION DEVICES

Students will be allowed to use their personal communication devices before first period, during their assigned lunch period and after school. Personal communication devices usage during the class period is only allowed for instructional purposes at the discretion of the instructor. Personal communication devices at any other time during the school day are to be powered off. 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 member will result in further consequences and/or permanent loss of personal communication devices privileges.

Students must obtain consent of staff and students prior to 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-12 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 is available to all students at no cost. Students wishing to eat during instructional time are at the discretion of the instructor. Should food become a problem at a school level, administration will restrict food from being in classrooms and conduct routine locker checks/clean-outs.

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

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The school will be open from 7:40 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.

EMERGENCY PROCEDURES

Lock Down

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

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 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.

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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. Further, all middle and high school students will be required to keep their locker locked at all times with a school issued combination lock. 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 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

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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 or MS/HS 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.

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, a 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. If a student plans to attend summer school and will require prescription medication to be given during the time they are

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here, the medication will remain in the office and be sent home with the student on the last day of summer school.

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 office
 - b. Medication sent home with student
 - i. Medication may not be a controlled substance (most ADD/ADHD medications are controlled substances)
 - ii. Document parent 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 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 K – 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 15th** 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. Control of lice infestation is best handled by adequate treatment of the infested person and his/her 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

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lice and treat adequately and appropriately as necessary. Control depends on prompt detection 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 recommend to pick up the student immediately and administer an FDA-approved lice treatment (e.g., pediculicide/ovicide). If a student with live lice or untreated nits is not able to be picked up immediately, they may remain in the classroom for the remainder of the school day.

Students may return to the classroom after the appropriate use of an FDA-approved lice treatment (e.g., pediculicide/ovicide). After treatment and upon returning to school, the child will be examined by the school health staff, other designated staff members, or the 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.

- Bare midriffs are inappropriate and will not be permitted.
- Strapless shirts or shirts with spaghetti straps and tank tops with less than **two finger-width** straps are **not** allowed.
- 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 with holes higher than outstretched fingers are **not** allowed.
- 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 top 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.

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 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

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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

Crandon Cardinal Positive Behavior Expectations

Expectations	Hallway	Classroom	Recess	Lunchroom	Auditorium Assembly Sporting Event	Bathroom	Bus
P ease	<ul style="list-style-type: none"> ➤Appropriate voice level (level 0-1) ➤Walk ➤Stay to the right ➤Stay in line 	<ul style="list-style-type: none"> ➤Appropriate voice level (level 0-2) ➤Accept differences ➤Wait your turn 	<ul style="list-style-type: none"> ➤Voice level 1-3 ➤Play safely ➤Report unsafe behaviors/bullying 	<ul style="list-style-type: none"> ➤Voice level 1 ➤Speak to those right next to you 	<ul style="list-style-type: none"> ➤Appropriate voice level (level 0-3) ➤Accept differences and show good sportsmanship 	<ul style="list-style-type: none"> ➤Voice level 0 	<ul style="list-style-type: none"> ➤Voice level 1 ➤Wait safely ➤Exit safely ➤Cross safely
R espect	<ul style="list-style-type: none"> ➤Proper language ➤Proper clothing 	<ul style="list-style-type: none"> ➤Look and listen to all speakers 	<ul style="list-style-type: none"> ➤Take turns ➤Use equipment properly 	<ul style="list-style-type: none"> ➤Wait your turn in line ➤Appreciate kitchen staff 	<ul style="list-style-type: none"> ➤Look and listen to all speakers ➤Sit appropriately with feet on the floor ➤Stay at event until the end 	<ul style="list-style-type: none"> ➤Respect the bathroom ➤Respect the privacy of others 	<ul style="list-style-type: none"> ➤Listen to the driver ➤Follow directions ➤Proper language
I ntegrity	<ul style="list-style-type: none"> ➤Honor personal space ➤Listen to all adults 	<ul style="list-style-type: none"> ➤Follow classroom rules ➤Do your own best work 	<ul style="list-style-type: none"> ➤Play fairly ➤Include others ➤Listen to all adults 	<ul style="list-style-type: none"> ➤Honor personal space ➤Use good manners ➤Allow others to sit next to you 	<ul style="list-style-type: none"> ➤Follow all school rules ➤Walk outside the lines of the gymnasium 	<ul style="list-style-type: none"> ➤Honor personal space ➤Use toilet and sink correctly 	<ul style="list-style-type: none"> ➤Sit quickly ➤Stay seated until door opens ➤Face forward
D edication	<ul style="list-style-type: none"> ➤Get where you are going quickly ➤Limit chatting ➤Always use a pass during class time 	<ul style="list-style-type: none"> ➤Be prepared ➤Be organized ➤Use your planner 	<ul style="list-style-type: none"> ➤Use "I" statements to solve problems ➤End recess at your assigned time 	<ul style="list-style-type: none"> ➤Stay in your seat ➤Eat before you visit 	<ul style="list-style-type: none"> ➤Stand and remove hats for pledge, national anthem, and school song ➤Enter and exit in a line 	<ul style="list-style-type: none"> ➤Do your business ➤Flush ➤Wash hands ➤Leave quickly 	<ul style="list-style-type: none"> ➤Body & items in the bus ➤3 to a seat at the most
E xcellence	<ul style="list-style-type: none"> ➤Keep it clean 	<ul style="list-style-type: none"> ➤Be at school ➤Be on time ➤Participate ➤Clean up 	<ul style="list-style-type: none"> ➤Put equipment away ➤No food or drinks 	<ul style="list-style-type: none"> ➤Pick up after yourself 	<ul style="list-style-type: none"> ➤Participate/cheer appropriately ➤No food or drinks in auditorium ➤Clean up food and drinks in allowed areas 	<ul style="list-style-type: none"> ➤Use bathroom before class/recess ➤Use appropriate amounts of soap and paper towel 	<ul style="list-style-type: none"> ➤Be on time ➤Keep it clean ➤No food or drinks

See Policy Student Conduct and 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/DRUGVIOLATIONS 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

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

BULLYING/HARASSMENT

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

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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, which 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 or 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, difference 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 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.

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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);
- 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;

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- E. selection of instructional and library media materials in a nondiscriminatory manner and that reflect 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 students' 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

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.

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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 which 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 or after school in the MS/HS. Detention will run between 15-30 minutes in length depending on the severity of the behavior.

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.
- Credit will be given for all assigned class work completed during the period of suspension.
- Students may also make up any test or quiz missed during the suspension period.

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- **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 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 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 or MS/HS 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:

- 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.

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- 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 ~~home~~ School District of Crandon events and other school events and activities for the remainder of the school year. A letter of 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 MS/HS operates on a two-semester reporting system, with each semester comprising approximately 18 weeks of instruction. 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 who are absent from school, whether the absence was excused or unexcused, shall be permitted to make-up course work 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 course work 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 Common Core State Standards. The Common Core State Standards are a set of academic standards for what every student is expected to learn in each grade level.

Middle/High School Grading System

The grading/reporting system shall be uniform at the building-wide level at comparable grade levels.

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Middle School

Each teacher will use the following categories in grades 6-8:

- Skill Mastery (Summative) 50%
- Skill Practice (Formative) 30%
- Daily Assignments/Homework 20%

Student grades will be divided into-three categories: Skill Mastery, Skill Practice, and Daily Assignments/Homework.

Skill Mastery (50%) will include, but is not limited to, unit tests, labs, projects, and major writing assignments.

Skill practice (30%) will include, but is not limited to, quizzes, minor writing assignments, group work, and other formative assessments. These types of assessments are given throughout a unit to guide instruction and assess smaller portions of student learning.

Daily practice (20%) will consist of daily work, and assessments such as exit slips, pair-share, and thumbs up/down will be calculated in daily work, participation, and guided practice.

High School

Each teacher will use the following categories in grades 9-12:

- Skill Mastery (Summative) 50%
- Skill Practice (Formative) 30%
- Daily Assignments/Homework 20%

Student grades will be divided into-three categories: Skill Mastery, Skill Practice, and Daily Assignments/Homework.

Skill Mastery (50%) will include, but is not limited to, unit tests, labs, projects, and major writing assignments.

Skill practice (30%) will include, but is not limited to, quizzes, minor writing assignments, group work, and other formative assessments. These types of assessments are given throughout a unit to guide instruction and assess smaller portions of student learning.

Daily practice (20%) will consist of daily work, and assessments such as exit slips, pair-share, and thumbs up/down will be calculated in daily work, participation, and guided practice.

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Semester grades at the high school level will be calculated with 90% of the semester grade being comprised of the cumulative grade earned throughout the semester, and 10% of the semester grade being based on the semester/quarter final exam.

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 to 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.

College Credit in High School Classes-Attendance

Students taking college credit courses in high school will have additional requirements related to their attendance. Generally, students who miss an identified number of days during the semester or school year will be dropped a portion of or entire letter grade on their college transcript. Please refer to the course syllabus and expectations of the university or college for more information. The CHS grade will not be changed.

Grade Responsibility

The classroom teacher is responsible for 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 administration.

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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 715-478-6200.

Report Cards

Report Cards are issued twice each school year for MS/HS to report on student achievement and progress. 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 for any concerns they may have.

Honor Roll

The honor roll is determined at the end of each semester and is based upon grade point average (GPA) for grades 6-12.

Top Honors - 4.000 GPA; High Honors - 3.500 - 3.999 GPA; Honors - 3.000 - 3.499 GPA

Students are reminded to review the posted list of honor roll students to insure accuracy and inclusion on the list. Class standings, academic awards, and candidacy for National Honor Society are based on grade point averages. Check with the MS/HS office if a discrepancy is noticed or discovered.

Academic Awards Criteria

These awards are bestowed upon any high school student who is on the honor roll for two semesters. Awards are as follows:

- First award - An academic letter "C" and a certificate.
- Second award and succeeding awards - Award certificate and a gold metal star.
- Plaques - Awarded to seniors with a summary of the years on the honor roll written on the plaque.

MS/HS Grade scale

Grade	High Percentage	Low Percentage
A	100.0	92.5
A-	92.49	89.5
B+	89.49	86.5

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B	86.49	82.5
B-	82.49	79.5
C+	79.49	76.5
C	76.49	72.5
C-	72.49	69.5
D+	69.49	66.5
D	66.49	62.5
D-	62.49	59.5
F	59.49	0.0

Elementary Grade Scale

Proficiency	Proficiency Descriptions	Proficiency Definitions
Proficient	Continuously demonstrates understanding and application of the standard(s)	Student demonstrates mastery of grade-level skills and processes with no major errors or omissions.
Basic	Demonstrates some understanding and application of the standard(s)	Student demonstrates partial mastery of grade-level skills and processes but may require some assistance to successfully complete grade-level skills and processes.
Minimal	Inconsistent understanding and application of the standard(s)	Student requires frequent assistance to complete grade-level skills and processes and/or there is minimal evidence to assess student progress.

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. A good attendance record is also highly valued by employers. Careful consideration should be given by both parent and student before a loss of school time is incurred for reasons which 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 regards 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.

Procedure for reporting absences will be as follows

A. A daily absence list will be published by the attendance office indicating students that are absent from first period class for the particular day.

B. Students are responsible for presenting a written excuse to the attendance office for a previous absence upon their return to classes. This excuse written by the parent should be dated, signed, and verified as to reason for the absence.

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C. A parent/guardian must call the attendance office on the day(s) of absence for verification. Please contact the attendance office by 9:00 AM the day of the absence. A follow up call will be made if no contact is made. **Class Dojo is not an acceptable method for reporting student absences.** (Phone tree verbage.)

D. A student going to the doctor, dentist, and serious illness/funeral in the immediate family will obtain a blue slip from the attendance office. Only with proper verification will blue slips be excused. The blue slips must be presented to the teacher of the class that the student is in at the appointed departure time for signature. The blue slip, signed by the doctor or dentist, constitutes the excuse and should be presented the next morning to the high school office to ensure that the absence is treated as excused. Students leaving school for any other reason must bring a written excuse from their parents stating the reason. The excuse must be presented to the attendance office to obtain a blue slip leaving school.

- 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 excused absences:

- 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. College visits
- I. Military service physicals
- J. Job shadowing and school planned employment opportunities
- K. Others pre-approved by the administration

School field trips and co-curricular activities will occasionally cause a student to miss class. These absences will not be considered as missing school. However, all work missed must be made up.

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A student not excused by the high school office and not present for class may be classified as truant.

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 administration prior to 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 administration. Per standard guidelines, students are generally allocated up to 10 days per school year for APPROVED pre-arranged absences. Requests will be approved at the discretion of administration. Should a request not be approved, the absence will be entered as unexcused.

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. Students **MUST** have a pass from a teacher whose class they wish to get a pass to. Should students leave without passes or be in classes that they are not assigned to without passes, unexcused absences will be issued. Exemptions will be considered by administration on a case by case basis.

Tardiness

In middle/high school, a student is considered tardy when he/she is not in the classroom at the time in which the bell rings. Teachers may designate a student tardy-excused should the student have a tardy excused slip **PRIOR** to entering the classroom.

A. The first tardy for a student will result in a warning from the teacher.

B. If a teacher or office personnel detains a student from reporting to the next class until after starting time, an admittance slip will be issued to that student. Such delays will not be recorded as tardies by the receiving teacher. Students are reminded, however, that once they arrive late to their assigned class, they will not be permitted to leave to obtain a tardy excuse, therefore, students must obtain one beforehand if they anticipate being late.

C. 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.

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.
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 student's email or US Postal Service.

COURSES

Course Handbook

The Course Handbook can be found on the School District website or in the MS/HS Office.

Changes (requests to drop/add)

- All course changes must be made through the school counselor.
- No changes will be considered after the first three (3) days of a semester, except by teacher recommendation.
- Any changes require parent, teacher, and counselor/principal approval.
- Students are responsible for obtaining signatures on changes.
- Classes may be dropped with a "withdrawal" up to the 3rd week of class. After the 3rd week, dropping a class will result in a failure for that class.
- Students who are repeatedly disruptive and uncooperative may be removed from the class and assigned a failing grade for the class.

****Starting with the class of 2024, weighted grades will no longer be utilized to factor GPA****

START COLLEGE NOW & EARLY COLLEGE CREDIT PROGRAM

The School Board follows state law in allowing eligible students to participate in Start College Now and Early College Credit Program. Juniors and seniors in good academic standing and having no history of disciplinary problems may be approved for the Start College Now program. The Start College Now program allows students the opportunity to take courses from one of the Wisconsin Technical Colleges. Freshmen through seniors in good academic standing and having no history of disciplinary problems may be approved for the Early College Credit Program. The Early College Credit Program allows students the opportunity to take courses through any four-year university or tribal college in Wisconsin.

Deadlines

March 1: Students turn in application to the counselor's office by this date if planning to participate in the fall semester.

October 1: Students turn in application to the counselor's office by this date if planning to participate in the spring semester.

Parental Meeting

Each student and at least one of that student's parents/guardians will be required to attend a meeting with the high school counselor sometime between School Board approval and the end of the semester in which they were approved. At this meeting both student and District responsibilities will be delineated.

Scheduling and Fees

Students are required to meet with the high school counselor regarding the classes they will register for before they meet with their college advisor. After this meeting the classes selected will be submitted to the School Board for approval. Students may be approved for a total of 18 post-secondary credits to be paid for by the District that are not comparable to classes offered at Crandon High School. Students may be approved for more than 18 post-secondary credits at their own expense. Students failing or withdrawing from approved courses will be responsible for all costs associated with that course. After the School Board approves classes for each individual those and only those classes will be available to that student. Fees owed to the District by each individual student will be based on the classes that have been approved by the School Board. If a student drops a class, unless approved by the high school counselor and principal, there will be no refund.

Textbooks

Textbooks for up to 18 approved credits are paid for by the District. Students are required to return the textbooks to the college/university bookstore at the end of the semester on the designated turn in days and give the money received for the books to the District. The books that are not accepted on a buy back basis should be returned to the Crandon High School's

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counselor’s office. Students who do not return the books will owe the District the original cost of the book. Students taking more than the approved 18 credits will be responsible for textbooks and all other costs associated with the credits.

Drop/Add Policy

Start College Now and Early College Credit Program students will follow the drop/add policy at Crandon High School. Students must have permission from the Crandon High School counselor to drop or add classes any time during the semester, as classes have been School Board approved. Even though colleges/universities allow students to drop a class until the end of the semester and receive a grade of W or withdraw, the Crandon High School policy states that “you can drop or add a class for the first three days of the semester with no grade at all. If you drop a class any time after the third week you will receive a grade of F.” Students failing or withdrawing from approved courses will be responsible for all costs associated with the course, and will not be approved for any additional Start College Now or Early College Credit Program courses.

NATIONAL HONOR SOCIETY

Consideration for Membership Selection Criteria:

- Minimum GPA of 3.25 and meet course requirements.
- Completion of 12 academic credits by the end of their sophomore year, scheduled to complete a minimum of 18 academic credits their junior year and scheduled to complete a minimum of 25 credits their senior year. (Pass/Fail and Driver’s Education Classes do not apply toward the above credits)
- Must meet character, service and leadership standards in accordance with the guidelines and process outlined by the National Honor Society and District.
- Failure to meet the above requirements will prevent membership invitation.
- Violations of the Crandon School District Co-Curricular Activity Code will result in dismissal.
- An appeal process is outlined by the National Honor Society should there be a question of membership invitation and/or maintenance of membership. See the National Honor Society advisor and/or the Activities Director for more information.

Year in School	Credits Scheduled or Current Year(minimum)	Total Credits Accumulated at End of Year
Sophomore	Does Not Apply	12 or more
Junior	6	18 or more
Senior	6	25 or more

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To remain in good standing, the student’s GPA must not drop below 3.25 during the membership year. If the student’s GPA drops below 3.25 in any semester, the student will be given a warning and one semester to bring the average up to a minimum of 3.25. If the student fails to raise their GPA to a minimum of 3.25 during this subsequent semester, then dismissal proceedings will be initiated.

GRADUATION

Credit Requirements

A diploma will be awarded to any student earning 23 credits (15.5 required plus 7.5 elective).

The following is a breakdown of credits needed:

Physical Education	1.5
English.....	4.0
Social Studies.....	4.0
Mathematics.....	3.0
Science.....	3.0
Electives.....	<u>7.5</u>
Total Credits.....	23.0

Elective Credits Of the 7.5 elective credits students earn, one (1) elective credit must be in the Fine Arts(Art, Music, Band) and one (1) elective must be in the Technical Arts(Tech Ed, FCS, Business, Digital Productions).

Other Requirements

- All students expecting to graduate at the end of their senior year will have to successfully complete all academic requirements; will have met all school related financial obligations; and will have completed all disciplinary penalties.
- All academic courses required by the District and state must be successfully completed before a student will be allowed to participate in graduation exercises. No “blank diplomas” will be issued.
- No diplomas will be granted to any student unless, during the high school grades, the student has been enrolled in a class or participated in an activity approved by the School Board during each class period of each day.
- All students participating in the graduation ceremony will wear a cap and gown chosen by the school district in an approved manner.

Early Graduation Requirements

The School Board acknowledges that some students are pursuing educational goals which include graduation from high school at an earlier date than their designated class.

Application for early graduation will be submitted to the high school principal in accordance with school regulations. The principal may honor this request if all conditions for graduation are met and the student fulfills the graduation requirements.

The student may participate in the graduation ceremonies with his/her designated class.

High School Credit in Middle School

Any students who are taking high school level courses while still in middle school, will be awarded high school credits. The grade received in middle school will show up on the high school transcripts but will not be factored into their HS GPA.

Athletics in Lieu of Physical Education

Students who have completed one full credit of Physical Education and two seasons of WIAA sanctioned, school-sponsored sports seasons may be exempt from one-half credit of Physical Education.

Honors Graduates Criteria

Students will need a minimum of 25 credits by the end of senior year and a grade point average of 3.0 at the end of the first semester of their senior year.

Required Courses for Honors Graduates

English – 4 credits

Science – 4 credits

Social Studies – 4 credits

**Mathematics – 4 credits

****Mathematics credits must include Algebra I, Algebra II, Geometry, Trigonometry, Pre-Calculus, Statistics, and/or Calculus. Students who take courses outside the listed courses in mathematics will earn credits; however, the credits will not be counted towards the required honors credits in math.**

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Policy Number: 5451.01

Title: HIGHER EDUCATION ACADEMIC EXCELLENCE SCHOLARSHIP

A. Eligibility

In order to be eligible for the Higher Education Academic Excellence Scholarship at Crandon High School, the scholarship recipient must have attended Crandon High School, as a full time student, for at least three consecutive semesters prior to the beginning of the second semester of their senior year and remain a full time student for the entire second semester.

B. Selection Criteria (in order in the event is a tie):

1. Calculate the GPA through the ten thousandth decimal point at the end of first semester senior year.
2. The student with the highest composite score on the ACT exam shall be selected for the award. The ACT may be retaken to improve the composite score up to the October testing date of senior year.
3. Total number of credits in the core academic areas of math, science, social studies and English at the end of first semester senior year.
4. Coin flip at an open School Board meeting.

Policy Number 5451.02

WISCONSIN TECHNICAL EXCELLENCE SCHOLARSHIP

A student who receives the Wisconsin Technical Excellence Scholarship is not eligible to receive a Wisconsin Academic Excellence Scholarship.

Wisconsin's Technical Excellence Higher Education Scholarship is a State supported program, jointly administered by the Department of Public Instruction (DPI) and the Higher Education Aids Board (HEAB). The program offers scholarship recipients scholarships for post high school education at eligible technical education institutions in Wisconsin.

By February 25th of each school year, the School Board will designate the appropriate number of senior(s) from the high school with the highest levels of proficiency in technical education subjects as scholars eligible to receive a Technical Excellence Higher Education Scholarship.

A student must exhibit interest in and planning for a technical career.

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- A. A student must also have completed at least one (1) of the following eligibility items.
1. be a CTE Concentrator, which is a high school student who has completed at least three (3) high school CTE courses (career and technical education courses) in program area(s) leading to a degree or diploma in the student's chosen pathway.
 - a. A student may be enrolled in (rather than have completed) the third course at the time of their nomination for TES.
 - b. "CTE course" is: a secondary-level course offered through the DPI-recognized program areas of Agriculture and Natural Resources Education, Business and Information Technology Education, Family and Consumer Science Education, Health Science Education, Marketing Education, or Technology and Engineering Education; such courses must be taught by a CTE instructor licensed for that specific discipline, except that courses in Health Science Education may also be taught by a health education instructor and/or a science licensed instructor.
 2. participated in a Youth Apprenticeship Program under the supervision of the Wisconsin Department of Workforce Development
 3. participated in a Technical High School Diploma program as certified by the DPI
 4. participated in a Career and Technical Training pathway as defined by the DPI
 5. completed (or be on track to complete) an industry-recognized certification program approved under Wis. Stats. 115.367 (2).
 6. participated in a Skills Standard Program offered by the Wisconsin Department of Public Instruction (DPI)
 7. participated in a Career and Technical Student Organization (CTSO) in Wisconsin: DECA, FBLA, FCCLA, FFA, HOSA, or SkillsUSA
 8. completed a technical training program for high school students if the program is offered by a UW System school, a Wisconsin Technical College System school, a Tribal College in Wisconsin, or a private nonprofit college or university located in Wisconsin. Examples include but are not limited to:
 - a. Medical College of Wisconsin Summer Enrichment Programs
 - b. UW-Madison's Summer Science Institute at WIScience
 - c. Marquette University's K-12 Engineering Academies
 - d. MSOE summer programs for K-12 students

Selecting Student Nominees

Students will be ranked in technical education and the top ranked students will be nominated for the scholarship. The Board will use the following system to rank students for purposes of nominating students for the scholarship.

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HEAB's recommended ranking system consists of ranking eligible students according to a point system reflective of course work and technical education experience. Under the recommended point system:

- A. One (1) point is given to a student for each credit earned in high school in CTE courses, as defined above.
- B. One (1) point is given to a student for each year of activity in a Career and Technical Student Organization in Wisconsin. For activity in multiple CTSOs, one point is to be given for each year of participation in each CTSO.
- C. For the purpose of assigning a ranking among eligible candidates, credit hours in process at the time of nomination should be counted toward the number of credits the student has earned.

In the event of a tie, CTE grades become the tie-breaker. The grades used for this purpose are only those grades earned in CTE courses, not a student's overall grade point. A student's CTE grade point shall be calculated in the same fashion as the overall grade point average.

- A. The second tie breaker will be the ACT composite score.
- B. In the event there is still a tie, a coin flip will determine the scholar.

Except for the limitation on the number of designated scholars, the faculty of the high school shall select the applicable number of seniors for designation as scholars and shall certify, in order of priority, any remaining seniors with the same level of proficiency as alternates for the scholars or, if there is no remaining senior with the same level of proficiency, any remaining seniors with the next highest level of proficiency as alternates for the scholars.

Senior Awards Program

This is held normally the week before graduation to honor seniors who have won awards in the academic areas. Seniors are encouraged to attend this event to receive the recognition deserved.

TRANSFERS & WITHDRAWALS

Procedures

Students who transfer or withdraw from the School District of Crandon must obtain a withdrawal form from the EL or MS/HS office.

All books and school property are to be returned and bills paid before the student withdraws.

AGE OF MAJORITY

Eighteen Years of Age

All students regardless of age will be held accountable to all rules and regulations of the District. However, should the administration deem it necessary, it may grant special privileges to those who reach the age of eighteen. By the same token, the administration has the right to restrict student privileges to those that reach the age of eighteen if it becomes necessary.

NON-DISCRIMINATION

STUDENT RIGHT

Students have the right to access educational programs which 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 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

STUDENT USE OF MOTOR VEHICLES

The School Board regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility on the part of those students—a responsibility in the care of property, in the observation of safety rules, and in the display of courtesy and consideration toward others.

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- The School Board will permit the use of motor vehicles by students, in accordance with the rules of this District, provided that such students are licensed drivers
- The School Board will not be responsible for motor vehicles that are lost, stolen, or damaged
- The School Board will permit the use of snowmobiles, ATV's, motorcycles, and mopeds by legally qualified individuals for travel to and from school provided that these motor vehicles are operated only within designated areas.
- Students may not use personal vehicles for field trips.
- Student drivers are not allowed to transport any other student off campus during regular school hours unless the potential passenger has prior authorization.

School Board Policy 5515

WI Statute 118.105 - Control of Traffic on School Premises

Open Campus

Only 11th and 12th grade students of good academic standing will be able to leave campus at lunch time. Open campus is a privilege granted by the school District. The failure to make grade eligibility and/or meet behavioral expectations may result in the loss of the open campus privilege. Administration has the discretion to determine the criteria and eligibility for such privilege.

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 District. The School Board reserves the right to revise, change, delete, and add to these handbooks whenever it deems necessary.

APPENDIX

Homecoming Expectation

[Appendix A: Homecoming Expectations](#)

Medical Release Form

[Appendix B: School District of Crandon Medical Release Form](#)

APPENDIX A



Crandon Cardinal Positive Behavior Expectations
Homecoming

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

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APPENDIX B

School District of Crandon Medical Release Form

All portions of this medical request form must be completed before medication can be administered by school district personnel. Prescription medications require a physician's signature.

STUDENT: _____ **SCHOOL** _____

GRADE: _____ **TEACHER:** _____

NAME OF MEDICATION _____

STORAGE REQUIREMENTS: _____

DOSAGE: _____ **TIME(S) TO BE GIVEN:** _____

HOW TO BE GIVEN (oral, injection or other).

EXPLAIN: _____

REASON FOR MEDICATION: _____

DATE OF DISCONTINUATION: _____

Explain possible reactions or other instructions:

PHYSICIAN'S NAME: _____ **PHYSICIAN'S PHONE** _____

The school personnel have my permission to administer this medication as indicated above. I agree to hold the School District of Crandon, its employees or agents who are acting on this request, harmless in any and all claims arising from the administration of this medication at school. I also agree to inform the school immediately and in writing of any change in the medication order.

I further give permission to the school authorities to contact the child's physician, if necessary.

Parent/guardian signature: _____ **DATE:** _____

Home phone number: _____ Work phone number: _____

PHYSICIAN AUTHORIZATION

The physician whose signature follows hereby authorizes school personnel to administer medication as prescribed and also agrees to accept communication regarding the administration procedures. It is understood that the medication will be given by non-licensed, but specially trained personnel. The reason(s) that the medication must be given during the school day should be given.

Medical rationale for medication to be given during the school day:

Physician's signature: _____ Phone # _____ Date _____

Policy Number:
411.1 Exhibits

2023-2024 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 \$290.00 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:

- \$40 Cracked Screen
- \$60 Keyboard / \$25 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 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

2023-2024

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