

# **SCHOOL DISTRICT OF CRANDON**

## **Student Handbook 2019-2020**

### **MISSION:**

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

### **VISION:**

Learning Without Limits.  
Achievement for ALL

### **VALUES:**

Peace, Respect, Integrity, Dedication, 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.

**Updated:** August 12, 2019

# **TABLE OF CONTENTS**

<b><u>STUDENT HANDBOOK</u></b>	<b><u>6</u></b>
INTRODUCTION	6
COMMUNICATION	6
Telephone Numbers	6
Parent/Teacher Conferences	6
Family Access Program	6
School District Web Page	6
Blackboard Connect	7
ACTIVITIES	7
Advisors	7
Co-Curricular Code Handbook	7
Fund Raising Projects	7
Supervision	7
Elementary Activities	8
High School/Middle School Activities	8
School-Sponsored Events	9
Prom	9
Posters and Notices	10
TECHNOLOGY	10
SCHOOL DAY INFORMATION	10
MS/HS Bell Schedule	11
Cancellation or Closing of School	11
Daily School Opening and Closing	11
EMERGENCY PROCEDURES	12
Lock Down	12
Fire Drill	12
Severe Thunderstorms	12
Severe Snow Storms or Ice Storms	12
Tornadoes	12
Search and Seizure	12
School Property	13

**SCHOOL DISTRICT OF CRANDON**  
**STUDENT HANDBOOK**

---

Student Person and Possessions	13
MEDICAL	16
Injury	14
Illness	14
Healthy Habits	14
Medication	14
End of Year Medication Procedure	15
State immunization 140.05(16)	16
PERSONAL DRESS	16
BUS EXPECTATIONS	17
STUDENT EXPECTATIONS	18
SCHOOL VIOLATIONS	18
ALCOHOL/E-CIGARETTES/TOBACCO/DRUG VIOLATIONS AND “LOOK-ALIKES”	18
WEAPONS OR “LOOK-A-LIKES” IN SCHOOL AND ON GROUNDS	18
FIGHTING/OBSCENITIES/ THEFT OR VANDALISM OF PROPERTY IN AND ON SCHOOL GROUNDS	18
GANG RELATED BEHAVIOR	18
CHEATING/PLAGIARISM	18
BULLYING/HARASSMENT	18
CONTINUED REFUSAL TO FOLLOW SCHOOL RULES	19
BULLYING & HARASSMENT	20
Harassment and/or Bullying Policy 411.1	20
Equal Education Opportunities Policy 411	21
Student Discrimination Complaint Procedures Policy 411-Rule	22
DISCIPLINE	23
Detentions	23
In-School Suspension	23
Out-of-School Suspension	23
Suspension Procedures	24
Police Liaison Officer	24
Expulsion	24
GRADING	25
Grading Periods	25
Student Success Measurements (include, but not limited to):	25
Grades and Absences	25
Middle/High School Grading System	25

**SCHOOL DISTRICT OF CRANDON**  
**STUDENT HANDBOOK**

---

Homework/Late Work	27
UWGB College Credit in High School Classes – Spanish IV	27
Grade Responsibility	27
Progress Reports	28
Report Cards	28
Honor Roll	28
Academic Awards Criteria	28
<b>ATTENDANCE</b>	<b>28</b>
Wisconsin Statute No. 118.15(1)	29
Wisconsin Statute No. 118.16(2c)	29
Procedure for reporting absences will be as follows	29
Excused Absences	30
Unexcused Absence	31
Tardiness	31
Attendance Recognition	31
<b>COURSES</b>	<b>31</b>
Course Handbook	31
Changes (requests to drop/add)	31
Weighted Grades	32
<b>START COLLEGE NOW &amp; EARLY COLLEGE CREDIT PROGRAM</b>	<b>32</b>
Deadlines	32
Parental Meeting	32
Scheduling and Fees	32
Textbooks	33
Drop/Add Policy	33
<b>NATIONAL HONOR SOCIETY</b>	<b>33</b>
Consideration for Membership Selection Criteria:	34
<b>GRADUATION</b>	<b>34</b>
Credit Requirements	34
Other Requirements	35
Early Graduation Requirements	35
High School Credit in Middle School	35
Athletics in Lieu of Physical Education	35
Honors Graduates Criteria	35
Required Courses	35

**SCHOOL DISTRICT OF CRANDON**  
**STUDENT HANDBOOK**

---

Valedictorian and Salutatorian Definitions	36
Senior Awards Program	38
TRANSFERS & WITHDRAWALS	39
Procedures	39
AGE OF MAJORITY	39
Eighteen Years of Age	39
NON-DISCRIMINATION	39
STUDENT RIGHT	39
STUDENT RESPONSIBILITY	40
SCHOOL POLICY/REGULATION	40
STUDENT USE OF MOTOR VEHICLES	40
Open Campus	40
DISCLAIMER	41
<b><u>APPENDICES</u></b>	<b><u>42</u></b>
Homecoming Expectations	43
School District of Crandon Medical Release Form	44
HARASSMENT COMPLAINT FORM	46
<b><u>STUDENT HANDBOOK AGREEMENTS</u></b>	<b><u>47</u></b>

# **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) 478-6200

Main Menu: (715) 478-3713 or (715)478-3339

Elementary Office: (715) 478-6123

Attendance Office: (715) 478-6129

High School Office: (715) 478-6125

### **Parent/Teacher Conferences**

Conferences are scheduled twice per year, for the purpose of giving the parents a chance to meet with the teacher 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](http://www.sdoofcrandon.com).

**Blackboard Connect**

Blackboard Connect is an automatic communication system that delivers important information regarding the School District of Crandon via email, telephone, and cell phone.

**ACTIVITIES**

**Advisors**

Every class, club, or any other type 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 activities that are sponsored by the 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. Approval indicates the activity aligns with all health and wellness guidelines. Any inventory or monies lost in a fund raising effort shall be the responsibility of the sponsoring group or organization, not the school district.

**Supervision**

Students are not allowed to be in the building or on the school grounds for an activity, 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 present.

**Elementary Activities**

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

<p><b><i>Family Involvement</i></b></p> <ul style="list-style-type: none"><li>● Open House</li><li>● Pop N Read</li><li>● Book Fairs</li><li>● Family Involvement Activities</li></ul>	<p><b><i>Student Opportunities</i></b></p> <ul style="list-style-type: none"><li>● Individual and Class Pictures</li><li>● UW Extension Nutrition Classes</li><li>● D.A.R.E.</li></ul>
--	--

**SCHOOL DISTRICT OF CRANDON  
STUDENT HANDBOOK**

<ul style="list-style-type: none"> <li>● Read Across America</li> <li>● Volunteer Program</li> <li>● Kindergarten Graduation</li> </ul> <p><b>Family Involvement (continued)</b></p> <ul style="list-style-type: none"> <li>● Halloween Costume Parade</li> <li>● Lion’s Club Christmas Program</li> <li>● Attendance and Citizenship Award Ceremony</li> </ul>	<p><b>Extracurricular Activities</b></p> <ul style="list-style-type: none"> <li>● Flag Football and Soccer</li> <li>● Girls and Boys Basketball</li> <li>● Elementary Drama</li> <li>● Field Trips</li> </ul> <p><b>Community Activities</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>
---	---

**High School/Middle School Activities**

<ul style="list-style-type: none"> <li>● Band</li> <li>● Baseball</li> <li>● Boys and Girls Basketball</li> <li>● Choir</li> <li>● Cross Country</li> <li>● Drama</li> <li>● Football</li> <li>● Forensics</li> </ul>	<ul style="list-style-type: none"> <li>● Golf</li> <li>● Softball</li> <li>● Student Senate</li> <li>● Yearbook</li> <li>● Volleyball</li> <li>● Wrestling</li> <li>● Track &amp; Field</li> <li>● Trap Team</li> </ul>
---	---

**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 on 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.



## **SCHOOL DISTRICT OF CRANDON**

### **STUDENT HANDBOOK**

---

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 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 for the junior class; this event will be hosted on April 18, 2020. 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 equivalence for consideration to attend junior prom.

The junior class 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 junior 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.
  - Up to 5 hours may be earned through the collection of donations for post-prom activities
  - 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 junior 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**

Students will be allowed to use their cell phone before first period, during passing time, during their assigned lunch period and afterschool. Cell phone usage during the class period is only allowed at the discretion of the instructor. Cell phones at any other time during the school day are to be turned off. Any student found to be in violation of this rule will have their cell phone confiscated. Excessive violations to this rule will result in a parent/administration meeting. Failure to turn over the phone to the staff member will result in further consequences and/or permanent loss of cell phone privileges.

Students must obtain consent of staff and students prior taking pictures or videos on school grounds/transportation or at any school sponsored activity. Possession of a cell phone 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 Crandon Technology and Other Network Acceptable Use Policy (386) and Guidelines for Students, Staff, and Community Use of the Internet and Other Computer Technology (386-Rule)

## **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. Breakfast and lunch items are to remain in the cafeteria for hygiene and cleanliness purposes. Students wishing to eat during instructional time is 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.

**SCHOOL DISTRICT OF CRANDON  
STUDENT HANDBOOK**

**MS/HS Bell Schedule**

MIDDLE SCHOOL		HIGH SCHOOL	
Class Period	Middle School	Class Period	High School
First Bell	7:57	First Bell	7:57
1	8:00-8:50	1	8:00-8:50
2	8:53-9:43	2	8:53-9:43
3	9:46-10:36	3	9:46-10:36
4	10:39-11:30	4	10:39-11:30
Lunch	11:30-12:00	5	11:33-12:23
5	12:03-12:53	Lunch	12:23-12:53
6	12:56-1:46	6	12:56-1:46
7	1:49-2:39	7	1:49-2:39
Flex	2:42-3:15	Flex	2:42-3:15

NOTE: Three (3) minutes passing time is allowed between classes

**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.

## **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.
- 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 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 cancelled.

### **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 about 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 the 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. Associate Principal
- D. Police Liaison Officer
- E. 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 individualized 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 the 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 the student handbook.

## **SCHOOL DISTRICT OF CRANDON**

### **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: Student Search Activities (446)

## **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: Food Allergy Procedures (451-Rule)

Peanut and other food allergies: Please be aware that the School District of Crandon has students with severe, life-threatening food allergies. Treats and snacks containing peanuts and peanut products are not allowed in our classrooms.

### **Medication**

Over the counter medications must be accompanied with written permission 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.

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

## SCHOOL DISTRICT OF CRANDON

### STUDENT HANDBOOK

---

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 here, they need to have a Medical Release Form completed for the summer school time frame. They must bring the form with the prescription medications at the start of summer school and pick them up at the end 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.

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 written permission form on file.

#### **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. Immunization records have to be on file by **September 15<sup>th</sup>** in order for your child to meet the requirements.

If head lice are found all nits and lice must be removed before the student may return to school. Students must be nit free to be allowed back in school. Please consult your health provider or the county nurses' office for assistance. You may also contact the elementary office personnel for additional information and literature about head lice.

See Appendix B for a Medical Release Form.





## **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 classroom 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.
- 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 alcoholic beverages, tobacco products or depicting 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.

## **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 Board of Education and the bus driver. Failure to abide by these rules and regulations may result in denying transportation to the offender.

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 to the teacher and driver when your child will be riding a different bus or going to a different destination. 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.

See Policy 443.2 Rule Bus Conduct and Discipline Rules.

## **STUDENT EXPECTATIONS**

### Crandon Cardinal Positive Behavior Expectations

Expectations	Hallway	Classroom	Recess	Lunchroom	Auditorium Assembly Sporting Event	Bathroom	Bus
<b>P</b> ace	<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 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>➤Wait safely</li> <li>➤Exit safely</li> <li>➤Cross safely</li> </ul>
<b>R</b> espect	<ul style="list-style-type: none"> <li>➤Proper language</li> <li>➤Proper clothing</li> </ul>	<ul style="list-style-type: none"> <li>➤Look and listen to all speakers</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 driver</li> <li>➤Follow directions</li> <li>➤Proper language</li> </ul>
<b>I</b> ntegrity	<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>➤Follow classroom rules</li> <li>➤Do your own best work</li> </ul>	<ul style="list-style-type: none"> <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>➤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>➤Sit quickly</li> <li>➤Stay seated until door opens</li> <li>➤Face forward</li> </ul>
<b>D</b> edication	<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>➤Body &amp; items in the bus</li> <li>➤3 to a seat at the most</li> </ul>
<b>E</b> xcellence	<ul style="list-style-type: none"> <li>➤Keep it clean</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>➤Be on time</li> <li>➤Keep it clean</li> <li>➤No food or drinks</li> </ul>

See Policy 443 Student Conduct and 444 Code of Classroom Conduct.

Students shall show common courtesy and respect for themselves and others in words and actions. The following behaviors 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
- 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.

<b>Friendly Teasing</b>	<b>Hurtful Teasing</b>	<b>Peer Conflicts</b>	<b>Actual Bullying</b>
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?

## **SCHOOL DISTRICT OF CRANDON**

### **STUDENT HANDBOOK**

---

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

#### **Harassment and/or Bullying Policy 411.1**

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.

## **SCHOOL DISTRICT OF CRANDON STUDENT HANDBOOK**

---

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.

### **Equal Education Opportunities Policy 411**

The District is committed and dedicated to the task of providing the best education possible for every student in the District.

The right of the student to be admitted to school and to participate fully in curricular, co-curricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability/handicap.

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent or guardian) residing in the District shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

The District shall provide appropriate educational services and/or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability.

The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for

## **SCHOOL DISTRICT OF CRANDON**

### **STUDENT HANDBOOK**

---

accommodations shall be made in writing and approved by the building principal. Accommodations may include, but not necessarily be limited to, exclusion from participation in an activity, alternative assignments, released time from school to participate in religious activities, and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

Complaints regarding the interpretation or application of this policy shall be referred to the District Administrator and processed in accordance with established procedures.

Notice of this policy and its accompanying complaint procedures shall be published at the beginning of each school year in the District's official newspaper and posted in each school building in the District. In addition, a student nondiscrimination statement shall be included in student and staff handbooks, course selection handbooks and other published materials distributed to the public describing school activities and opportunities.

#### **Student Discrimination Complaint Procedures Policy 411-Rule**

If any person believes that the School District of Crandon or any part of the school organization has failed to follow state student discrimination law and regulations or the Board's equal educational opportunities policy, he/she may bring or send a complaint to the Administration Office at the following address: 9750 US Highway 8 W, Crandon, WI 54520.

The district encourages informal resolution of complaints; however, the complainant may pursue formal resolution as follows:

1. A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the building administrator who shall send written acknowledgement of receipt of the complaint within 45 days.
2. A written determination of the complaint shall be made by the Board within 90 days of receipt of the complaint unless the parties agree to extension of time.
  - a. Discrimination complaints relating to the identification, evaluation, educational placement, or the provision of a free appropriate public education of a child with an exceptional educational need shall be processed in accordance with established appeal procedures outlined in the district's special education handbook.
  - b. Discrimination complaints relating to programs specifically governed by federal law or regulation (e.g., EDGAR complaints) shall be referred directly to the state superintendent of public instruction.
3. If a complainant wishes to appeal a negative determination by the Board, he/she has the right to appeal the decision to the state superintendent within 30 days of the

## SCHOOL DISTRICT OF CRANDON STUDENT HANDBOOK

---

Board's decision. In addition, the complainant may appeal directly to the state superintendent if the Board has not provided written acknowledgement within 45 days of receipt of the complaint or made a determination within 90 days of receipt of the written complaint. Appeals should be addressed to: State Superintendent, 125 South Webster Street, PO Box 7841, Madison, WI 53707.

4. Discrimination complaints on some of the above bases may be filed with the federal government at the Office for Civil Rights, U. S. Department of Education, 111 North Canal Street, Suite 1094, Chicago, Illinois 60606. Telephone: (312)353- 8192 Fax: (312) 353-5147

See Appendix C for a Harassment Complaint Form

## DISCIPLINE

### Detentions

Certain student behaviors will merit a loss of privilege in the form of detention to be served during the instructional day. 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 at all times, including lunch. The following rules apply:

- Starts from the first to the last bell of the day.
- 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.
- **No personal electronic devices will be allowed during in-school suspension.**

### Out-of-School Suspension

In accordance with WI State Statutes, Section 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



## **SCHOOL DISTRICT OF CRANDON**

### **STUDENT HANDBOOK**

---

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.

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
- Student reports to the EL or MS/HS office.
- Violation is discussed with student and others involved.
- 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 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.
- The student engaged in conduct while at or not 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.

**SCHOOL DISTRICT OF CRANDON**  
**STUDENT HANDBOOK**

---

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

## **GRADING**

### **Grading Periods**

The School District of Crandon operates on a two-semester and reporting system, with each semester comprised of approximately 18 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 with excused absences and those suspended from school are allowed to make up all missed work as assigned by the teacher, including tests, and to receive full credit for such work. The makeup time schedule is the number of days absent plus one. The student is responsible to contact the teacher to make arrangements for making up work. Any assignments received prior to an excused or pre-arranged absence is due on the date of the return to school.

Students with excused or unexcused absences will not receive participation points.

### **Middle/High School Grading System**

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

#### **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%

## **SCHOOL DISTRICT OF CRANDON**

### **STUDENT HANDBOOK**

---

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

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

Skill practice (30%) will include but are 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) 60%
- Skill Practice (Formative) 30%
- Daily Assignments/Homework 10%

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

Skill Mastery (60%) will include but are not limited to unit tests, labs, projects, and major writing assignments.

Skill practice (30%) will include but are 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 (10%) 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.

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 a 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 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 implementing within the boundaries of any student's 504 or IEP.

### **UWGB College Credit in High School Classes – Spanish IV**

Students taking Spanish IV through the University of Wisconsin Green Bay who miss more than 18 class periods during the school year will have their UWGB grade dropped one letter grade. 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.

### **Progress Reports**

Progress reports are mailed home for students receiving deficient grades.

### **Report Cards**

Report Cards are issued twice each school year to report on student achievement and progress. Parents/guardians are encouraged to confer with teachers for any concerns they may have.

# SCHOOL DISTRICT OF CRANDON

## STUDENT HANDBOOK

---

### **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 "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.

## **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 discussions 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 (431).

### **Wisconsin Statute No. 118.15(1)**

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 alike appointments may be exempted with acceptable documentation provided by the provider. Administration reserves the right to accept or deny documentation in

## SCHOOL DISTRICT OF CRANDON

### STUDENT HANDBOOK

---

accordance with the Wisconsin Department of Instruction stipulations in regards to compulsory attendance.

#### **Wisconsin Statute No. 118.16(2c)**

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 Statute 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.

C. A parent/guardian may 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.

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 insure 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.

## SCHOOL DISTRICT OF CRANDON

### STUDENT HANDBOOK

---

- 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. Religious holidays (pre-plan needed)
- E. A court appearance or other legal procedure which requires the attendance of the student.
- F. A quarantine as imposed by a public health officer
- G. College visits
- H. Military service physicals
- I. Job shadowing and school planned employment opportunities
- J. 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.

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

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

## SCHOOL DISTRICT OF CRANDON

### STUDENT HANDBOOK

---

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 the 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 enter tardy-excused should the student have a tardy excuse 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.

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

## **COURSES**

#### **Course Handbook**

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 3<sup>rd</sup> week of class. After the 3<sup>rd</sup> 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.

#### **Weighted Grades**

Grade point averages may be weighted for designated courses. Students who are in a course that meets the requirements to be categorized as a weighted course will earn an additional 0.5 GPA points in addition to the points earned by the letter grade. Factors that are considered may include course rigor, level/amount of reading/writing, amount of in-class vs. out-of-class time



commitment, role/function of the teacher, and frequency of assessments. Courses that fit the district approved criteria are identified in the School District of Crandon course catalog by a [WC].

## **START COLLEGE NOW & EARLY COLLEGE CREDIT PROGRAM**

The Crandon Board of Education 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 turns 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 School District of Crandon 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 or principal, there will be no refund.

**SCHOOL DISTRICT OF CRANDON  
STUDENT HANDBOOK**

---

**Textbooks**

Textbooks for up to 18 approved credits are paid for by the school 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 counselor’s office. Students who do not return the books will owe the school 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 ten days 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, schedule to complete a minimum of 18 academic credits their junior year and schedule 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 school 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 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.

<b>Year in School</b>	<b>Credits Scheduled or Current Year(minimum)</b>	<b>Total Credits Accumulated at End of Year</b>
-----------------------	---	---

**SCHOOL DISTRICT OF CRANDON  
STUDENT HANDBOOK**

Sophomore	Does Not Apply	12 or more
Junior	6	18 or more
Senior	6	25 or more

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>
<b>Total Credits.....</b>	<b>23.0</b>

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 had 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 school 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.

## SCHOOL DISTRICT OF CRANDON

### STUDENT HANDBOOK

---

- All students participating in the graduation ceremony will wear a cap and gown chosen by the school district in an approved manner; previously approval processes related to displays on caps and wearing of various materials over gowns will be implemented.

#### Early Graduation Requirements

- Students must have completed all graduation requirements.
- Parental request in writing must state reason for early graduation.
- Confirmation from a college, university, or like institution of acceptance and payment of fees.
- Students will be permitted to graduate only one semester early.

Students graduating early will not receive their diploma until the rest of the senior graduates receive their diplomas.

#### 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 can be exempt from one-half credit of Physical Education. **Refer to Poly 345.61**

#### 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

- 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 AP 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.**

#### Valedictorian and Salutatorian Definitions

- The Valedictorian is the honors graduate who has accrued the highest grade point average at the end of the 1st semester of his/her senior year.

## SCHOOL DISTRICT OF CRANDON

### STUDENT HANDBOOK

---

- The Salutatorian is the honors graduate who has accrued the second highest grade point average at the end of the 1st semester of his/her senior year.
- Any honors student who attains a 4.00 grade point average will automatically be the valedictorian provided the honors criteria are met.
- Co-Valedictorians are possible, but only one student will be the recipient of the Academic Excellence Scholarship. The value of the Academic Excellence Scholarship is \$2,250.00 per year up to four years, which will be applied towards tuition.

Policy Number: 461

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. Procedure

1. Calculate the GPA through the ten thousandth decimal point.
2. Total number of credits in the core academic areas of math, science, social studies and English at the end of first semester of senior year.
3. ACT Composite score. The ACT may be retaken to improve the score up to the October testing date of senior year.
4. Total number of credits earned while in high school at end of first semester of senior year.
5. Sophomore ACT Aspire Test scores.
6. Coin flip at an open school board meeting.

Beginning with the Class of 2021, in the event of a tied GPA, the tiebreaker will be decided in the following manner.

##### B. Procedure

**SCHOOL DISTRICT OF CRANDON**  
**STUDENT HANDBOOK**

---

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.
3. Total number of credits in the core academic areas of math, science, social studies and English at end of first semester senior year.
4. Coin flip at an open school board meeting.

Policy Number 460

WISCONSIN TECHNICAL EXCELLENCE SCHOLARSHIP

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

Any high school senior who is eligible to compete for the scholarship shall declare his/her interest in being considered as a candidate by submitting, on a timely basis, a form or other means of notice as directed by the administration.

2. Members of the District's high school staff shall verify that each student who has submitted a timely declaration of interest meets the mandatory scholarship eligibility requirements that are to be verified at the school level. In addition to any such requirements established by the scholarship program's authorizing statute, the following requirements also apply: a. The minimum scholarship eligibility requirements established by the HEAB related to (1) a student's demonstration of his/her academic and career interest/planning connected to one or more areas of technical education; and (2) a student's documented fulfillment of one or more of the specific qualifying activities related to technical education (as identified by the HEAB).
3. For purposes of ranking the qualified scholarship candidates and designating scholars and alternates, the District will use the following points-based ranking system:
  - a. The student shall accrue points as follows for each 0.5 high school credit in either (1) a high school course that constitutes a Career and Technical Education (CTE) course; and/or (2) a course offered by, or in connection with, a Wisconsin Technical College in which the students are eligible to earn both high school and post-secondary credit and that the High School Principal determines is sufficiently connected to a defined CTE pathway (E.g., the course is not primarily considered to be a general math, English, science, social studies, or foreign language course):
    - 1.0 point Grade of at least C- (but less than B-) · 1.5 points Grade of at least B- (but less than A-)

**SCHOOL DISTRICT OF CRANDON**  
**STUDENT HANDBOOK**

---

- 1.5 points For each points-eligible 0.5 credit that a senior scholarship candidate is taking (i.e., the 0.5 credit is in progress, but not yet complete) during the semester in which the high school designates its scholars and alternates.
- 1.5 points For each points-eligible 0.5 credit that a senior scholarship candidate has complete, but for which no transcript grade has been assigned (e.g., a course a transfer student took at a previous high school for which the District approved high school but did not assign a grade to include in the student’s current GPA)
- 2.0 points Grade of at least A-.

b. For active participation in any of the District-sponsored student organizations/activities listed below, the student may accrue up to a total maximum of 4.0 points as follows:

- 1.0 point For regular and active in District participation in one of the organizations or activities for substantially the entire school year during the student’s [insert all that apply: 9th, 10th, and/or 11th ] grade school year.
- 0.5 point For regular and active school-verified participation in one of the organizations or activities for substantially the entire school year to date in the year in which the student is competing for the scholarship.

4. All relevant ties following the previous step shall be resolved through tie-breaking procedures developed and adopted by representatives of the high school facility.

5. The high school will designate and rank (1) alternate for each designated scholar.

A work team comprised of at least one high school administrator and at least one high school counselor or CTE teacher shall be responsible for reviewing the relevant records and ranking and ordering the designated scholars and alternates, including applying tie-breaking procedures to the extent necessary. The High School Counselor shall be responsible for ensuring that the District timely designates and notifies the HEAB of the District’s scholars and alternates.

**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 and before any grades will be transferred or entered on the permanent records.

## **AGE OF MAJORITY**

### **Eighteen Years of Age**

All students regardless of age will be held accountable to all rules and regulations of the school. 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 the responsibility to develop attitudes of tolerance toward individual differences in other students, and respect the rights, opinions, differences, and status of others. Students have the 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 Discrimination Complaint Procedures (411-Rule).  
Wisconsin Statute 118.13



## **STUDENT USE OF MOTOR VEHICLES**

The Board of Education 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.

- The 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 board will not be responsible for motor vehicles that are lost, stolen, or damaged
- The 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 455.2

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**

The 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 in the handbook. If this happens, it will be done in the best interests of the students and school district. The Crandon 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](#)

Harassment Complaint Form

[Appendix C: Harassment Complaint Form](#)

**APPENDIX A**



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

<b>Expectations</b>	<b>General Settings</b>	<b>Hall, Window, Poster Decorating</b>	<b>Float Building/Parade</b>	<b>Pep Rally</b>
<b>P</b> <b>Peace</b>	<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> <b>Respect</b>	<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> <b>Integrity</b>	<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> <b>Dedication</b>	<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> <b>Excellence</b>	<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>

**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.**

**SCHOOL DISTRICT OF CRANDON  
STUDENT HANDBOOK**

---

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

**APPENDIX C**

**HARASSMENT COMPLAINT FORM**

DISCRIMINATION REPORT FORM COMPLETED BY COMPLAINANT

General statement of policy prohibiting discriminative and harassing behavior:

This school district maintains a policy prohibiting all forms of discrimination, offensive behavior and harassment or violence against students or employees. All persons are to be treated with respect and dignity. Violence, sexual advances or other forms of harassment by any person which create an intimidating, hostile or offensive environment will not be tolerated.

Complainant: \_\_\_\_\_

Home address: \_\_\_\_\_ Parent's work phone: ( ) \_\_\_\_\_

Date of alleged incident (s): \_\_\_\_\_

Name of Person (s) you believe harassed or was violent toward you, who exhibited discriminatory, offensive or unwelcome behavior: \_\_\_\_\_

List any witnesses who were present: \_\_\_\_\_

Where did the incident (s) occur?

\_\_\_\_\_  
\_\_\_\_\_

Describe the incident (s) as clearly as possible, including such things as: What force, if any, was used; were there verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; what did you do next. (Attach additional pages if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This complaint is filed based on my honest belief that \_\_\_\_\_ has discriminated against me, has been violent to me and/or exhibited unwelcome offensive behavior to me. I hereby certify that the information I have provided in this complaint is true, correct and complete, to the best of knowledge and belief.

\_\_\_\_\_  
Complainant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received by

\_\_\_\_\_  
Date

# **STUDENT HANDBOOK AGREEMENTS**

**2019-2020**

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

\_\_\_\_\_  
Print Name

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grade