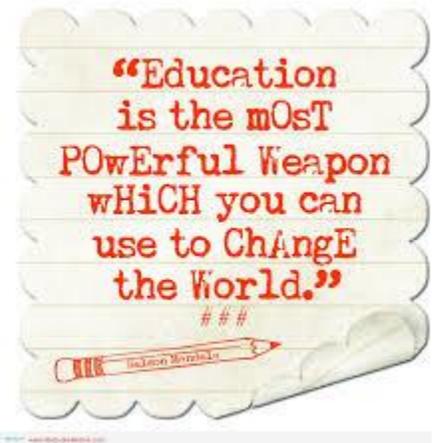


# *La Farge Middle/High School* *Student Handbook*

2017-18



*Home of the Wildcats!*



<b>Staff Directory</b>	<b>1</b>
<b>Welcome from the Principal</b>	
<b>School Day</b>	
Schedule	
Breakfast/Lunch	
School Closings/2 hour Delays	
Emergency Situations	
<b>Safe Routes to School</b>	<b>4</b>
Drop off and Pick up	
Bicycles/Skateboards/Rollerblades/Scooters	
Bus Transportation	
Student Driving and Parking	
<b>Attendance</b>	<b>5</b>
<b>Health Services</b>	<b>8</b>
Injury/Illness/Insurance	
Medications	
<b>Academic Information</b>	<b>9</b>
<i>High School</i>	
<i>Middle School</i>	
<b>Discipline System</b>	<b>11</b>
Suspension	
Dress Code	
<b>Finances</b>	<b>17</b>
Student Responsibility	
<b>Special Program Requirements</b>	<b>18</b>
Drivers Ed/PE Programs	
Athletics	
Parties/Dances	
Student Council	
<b>Miscellaneous</b>	<b>19</b>
School Materials/Lockers	
Telephone Use	
Supervision/Visitors	
General Rules	
<b>Policies</b>	<b>20</b>
Electronic Devices	
Bullying	
<b>Title I</b>	<b>23</b>
<b>Handbook Signature Page</b>	<b>24</b>

## The La Farge School District

### Board of Education

Barb Sarnowski – President

Curt Parr – Vice President

Aaron Nemec – Clerk

Holly Franks – Treasurer

Dr. Shawn Sedgwick – Member

District Administrator – Shawn Donovan

6-12 Principal / AD – Todd Camlek

Elementary Principal – Meaghan Gustafson

Special Education Coordinator - Shawn Donovan

Bookkeeper – David Reeck

\*Speech Pathologist – Mary Ellen Bennett

\*School Psychologists - Ann Berg / Jessica Slack

School Counselor - Tim Slack

Library Media Specialist - Laura Waldsmith

Technology Coordinator/IT - Monte Bankes

### Middle School Teaching Staff

Curt Chroninger- 6,7,8 Math and 6,7 Social Studies

Jennifer Rehberg- 6,7,8 English

Kjersten Walleser- 6,7,8 Science and Special Education

### High School Teaching Staff- \*denotes new staff

Emily Abel - English

Andrea Haugo - Science

Amy Lund – 8-12 Social Studies

Heather Ritter - Math

\*Robin Degner - Special Education

Nikki Paulson - Spanish  
Karen Fowell - Band  
Alison Benson - Art  
Garet Sagami - Physical Education  
Casey Oium - Business Education  
Mike Fowell – Agriculture, Tech, and Drivers Education  
Annika Olson - Family and Consumer Education

**Para Educators**

Heidi Rastall  
Angie Hatfield  
Julie Miller

**Administrative Assistant Staff**

Patty Gabrielson- District Secretary  
Tammy Daines- Special Education and Student Services  
Sandy Jaynes- Food Service Secretary and Bookkeeper Assistant

**Welcome Back to School!**

**La Farge School District**

I would especially like to extend a warm welcome to the students and families who are new to La Farge this year. We are looking forward to learning, achieving, and growing together. As we continue to strive for quality, we invite and encourage all parents to stay involved in your child's education. No matter if they are 6, 12 or 16! We ask that you review and share this handbook with your child. Your interest, involvement and positive attitude provides a model for your child that will enhance their enthusiasm and attitude for a lifetime of learning. The La Farge School District represents many things to many people because of its small school community with big accomplishments. The students attending school today have the opportunity to enrich their lives with a variety of learning. This learning will lead to future accomplishments for our students and our school. This school is the heart of La Farge. It's our responsibility to take pride in our school by treating it with respect, keeping it clean, and by challenging yourself to obtain the fullest academic experience while attending school. Each student plays an instrumental part in the success of our school. You help create the direction, pride, traditions, and values that this school represents today and in the future to our local communities, neighbors, and the state of Wisconsin. This handbook is used to help align home and school expectations to help build partnerships and build good, solid citizens for our school, community and world! Each child's achievement is essential!

Sincerely,

Todd Camlek – 6-12 Principal

### SCHOOL DAY

Breakfast	7:30 am
First Bell	7:55 am
School Begins	8:00 am
School Day Ends	3:22 pm

### **Lunch/Breakfast**

#### LUNCH PROGRAM – Middle/High School

The school will provide low-cost and nutritious meals in its cafeteria throughout the school year. Room is provided in the cafeteria for those students who choose to bring their lunches from home. Free or reduced meals are available for families who qualify. Application forms are available in the office.

2017-2018 Daily Lunch Prices

Grades 6-12: \$2.70

Breakfast All Grades: Free

#### Lunch Program Policies and Procedures

1. Meals must be paid for or free/reduced meal paperwork must be completed and turned in before students are allowed a meal from the school food service program. **Parents should pay for meals at the beginning of each week if at all possible.**
2. Charging the cost of meals will not be permitted.
3. The responsibility for each child's meals rests with the parent/guardian.
4. Children who arrive at school without a lunch or have not paid for a lunch will be offered milk and a peanut butter sandwich. If a student is allergic to nuts an alternate sandwich choice will be provided.
5. Our Skylert system will inform families of negative balances.
6. Each child at La Farge has a 4-digit PIN number that they enter. This PIN number should stay the same throughout the school years
7. Parents visiting school are welcome to join us for lunch at the normal adult cost of \$3.85.

#### Behavior Expectations for Breakfast/Lunch Program and Open Campus

### Food & Drink-Students

Student purchase and consumption of snacks, juice and/or water is limited to the food cart and food consumption is to happen in the all-purpose room. Refer to the School Wellness Policy for more information. Students should not have open pop/juice/milk/etc. in their lockers, halls or classrooms.

All students attending La Farge will eat breakfast/lunch at school in the all-purpose room. Students are not allowed to eat breakfast/lunch in the hall. Students are not allowed in the halls during lunch without permission.

### Open Campus and Supervision during Breakfast and Lunch.

Students in grades 11 and 12 are allowed to leave school during lunch time. Students at school during lunch and breakfast must stay within the permissible areas which include the all-purpose room, the gym, and the lawn in front of the school. Unsupervised areas such as the parking lot, the back and sides of the school are impermissible.

Note: the regulations listed above can be added to or decreased depending on need. They can also be discussed at any time through Student Government with the principal, the staff, etc.

IT MUST BE UNDERSTOOD, HOWEVER, THAT GENERAL PROPER BEHAVIORS AND SPECIFIED REGULATIONS ARE IN EFFECT AT ALL TIMES AND AT ANY PLACE. STUDENTS ARE REPRESENTING LA FARGE MIDDLE/HIGH SCHOOL. THE LA FARGE HIGH SCHOOL CAMPUS ALWAYS EXTENDS TO ANY PLACE WHERE STUDENT REPRESENTATION TAKES PLACE. **REMEMBER-OPEN CAMPUS PRIVILEGES CAN BE TAKEN AWAY FROM STUDENTS AT ANY TIME. IF STUDENTS ARE NOT FOLLOWING THE BEHAVIOR EXPECTATIONS, THE DECISION BECOMES THE PRINCIPALS DISCRETION.**

### School Closings/2 hour Delays/Early Release

Any announcement for the closing of school or buses running late will be made over the radio stations WVRQ, WKPO-Viroqua; WCOW- Sparta and WIZM, La Crosse; TV stations WKBT (8), La Crosse; and WXOW (19) La Crosse. We will also do announcements through our school's SKYLERT system. These announcements will be made as close as possible to 6:30 AM. When there are concerns for weather and road conditions, a two-hour delay may be used, unless it has already been determined that there will be no school for the day.

### Emergency Situations

Throughout the course of the school year we will conduct several drills with the students to ensure that all staff and students understand and know how to respond/what to do in the event of an unplanned situation. Drills are held periodically to practice emergency procedures in an efficient and safe manner.

Each school year, we practice the following drills:

- **Fire** – fire in and around building
- **Severe weather** – severe thunderstorms and tornadoes
- **Lockdown** – a non-threatening situation in the building that requires attention without class disruption/commotion of students in hallways, certain classrooms, etc...
- **Emergency Lockdown** – a situation in which the safety of students/staff can be threatened or endangered
- **Evacuate** – an unsafe situation in or around the building requiring us to leave the building.

#### **Safe Routes to School**

##### **Drop Off and Pick Up**

You can drop off your child in the front of the school building, playground area or along Adams Street. Because of the fire zone, the front of the school next to the curb is drop off only.

##### **Bicycles/Skateboards/Rollerblades/Scooters**

Children may ride their bikes to school. The bikes must be placed in the racks provided, we recommend that locks be used. Skateboards, rollerblades, and scooters will be treated the same as bicycles that are used to travel to and from school. For safety reasons, we do not allow any of these to be ridden on the school grounds; they should be walked or carried on the school grounds before and after school.

##### **Bus Transportation**

Buses drop off and pick up at the side of the building on Adams Street. If you are unsure who your child's bus driver is, please contact the office at 625-2400.

##### **Closeness of transportation to home**

- a. Student's will be transported to all homes located on state, county, or town roads.
- b. Students who have private driveways may be asked to walk up to one-half mile.

##### **Bus Transportation Expectations**

### **LEVEL 1 BEHAVIORS AND CONSEQUENCES**

<p><b><u>Misbehaviors</u></b> Misbehaviors that interfere with the orderly transportation of students. Some examples are:</p> <ul style="list-style-type: none"><li>• Talking too loudly.</li><li>• Failure to stay seated.</li><li>• Littering on the bus.</li><li>• Tampering with other students and their possessions.</li></ul>	<p><b><u>Consequences</u></b> The bus driver may address the misbehavior:</p> <ul style="list-style-type: none"><li>• Verbal warning issued to student.</li><li>• Assigned seats.</li></ul>
--	---

### **LEVEL 2 BEHAVIORS AND CONSEQUENCES**

<p><b><u>Misbehaviors</u></b> More severe behaviors that interfere with the orderly transportation of students. Some examples are:</p> <ul style="list-style-type: none"><li>• Repeated occurrences of Level 1 behaviors.</li><li>• Bothering and/or bullying other passengers.</li><li>• Use of profanity.</li><li>• Damage to the bus.</li></ul>	<p><b><u>Consequences</u></b> The bus driver reports misbehaviors on the bus. The principal or designee administers consequences. This action may include any or all of the following:</p> <ul style="list-style-type: none"><li>• Conference with principal or designee.</li><li>• Apology written to bus driver and student.</li><li>• Contact with parents.</li><li>• Assigned seats.</li><li>• Loss of bus privileges for up to 5 days.</li></ul>
--	---

### **LEVEL 3 BEHAVIORS AND CONSEQUENCES**

<p><b><u>Misbehaviors</u></b> Behaviors that endangers the safety of the driver or students and which impairs the driver's ability to drive safely. Some examples include:</p> <ul style="list-style-type: none"><li>• Repeated occurrences of Level 1 or 2 behaviors.</li><li>• Refusal to remain in seats.</li><li>• Throwing objects, spitting etc.</li><li>• Distracting the driver.</li><li>• Refusal to obey the driver.</li><li>• Fighting, including, pushing and/or wrestling.</li><li>• Possession or use of any dangerous objects.</li><li>• Possession or use of tobacco, alcohol, drugs or controlled substances.</li></ul>	<p><b><u>Consequences</u></b> The bus driver reports misbehaviors on the bus. The principal or designee administers consequences. At more severe levels, the superintendent or designee may be involved. This action may include the following:</p> <ul style="list-style-type: none"><li>• Conference with principal and parents.</li><li>• Loss of bus privileges for six to ten days. With a conference with parents before child returns to the bus.</li><li>• Repeated incidents of Level 2 behavior or other defiant acts may result in a child being permanently suspended from bus privileges.</li><li>• Any illegal activity will be referred to the Police Department.</li></ul>
--	--

### **Extra-curricular busing**

Buses to high school extra-curricular events may be provided for high school students if a sufficient number of students sign up to go. The minimum number will include the cheerleaders, if it is a sporting event, plus 20 students. Students will pay a fee set up by the administration to help defray the cost of the bus. Chaperones are needed.

### **Student Driving-Parking Lot**

Students who drive to school must register their vehicle(s) in the High School Office - make/model of automobile, year, color and license number is required. The parking lot is off limits from 8:00 a.m. to

3:15 p.m. Students are not allowed in the lot or in cars unless given permission by a school employee. **Student parking will be permitted in the middle of the parking lot through the end by the street entrance.** Students should park in parallel rows unless otherwise marked. The front row is reserved for school staff and visitors and is not to be used by students during school hours. Students are responsible for keeping the lot free of litter and must enter and exit the lot in a safe manner. Students who do not follow parking lot rules including, but not limited to, blocking others in, damaging other people's property, violating traffic laws, and driving too fast for conditions may be denied parking and driving privileges. When driving, leave the parking lot via North Street to Hwy 131.

### **Attendance**

There is a high correlation between attendance and achievement. It is difficult to make up a missed class, especially when the emphasis is on discussion, team work, or solving problems in a group setting. The richness of a classroom experience simply cannot be duplicated by doing assignments on your own.

The responsibility for regular school attendance of a child rests upon the child's parent(s) or guardian(s). By Wisconsin State Law, parents/guardians may excuse their child's absence in writing prior to the event. Wisconsin State Statute 118.15 requires school attendance of a child ages six to 18 unless he/she: 1) is excused, 2) has graduated, or 3) is enrolled in an alternative or home-based private, or other education program as permitted by law. The law further requires that any person having under his/her control a child between the ages of six and 18 shall require the child to attend school regularly during the full period and hours that school is in session until the end of the school term, quarter or semester of the school year in which the child becomes 18 years of age. **If a student cannot attend school, a parent/guardian should call the school office by 10:00 AM. Upon returning to school, students must obtain an admit slip from the office before being admitted to class**

The school attendance officer may excuse students from attendance in school for the following reasons:

1. Illness. If an illness becomes prolonged, 3 or more consecutive days, the principal/designee may request the parent obtain a written statement from a physician or other medical professional as proof of the child's condition. This excuse shall be in writing, and state the time period for which it is valid.

2. Medical appointment. Such appointments are to be made, whenever possible, when school is not in session. Verification of such appointments may be required.

3. Attendance at special events of significant and important educational value with prior approval by the principal-designee (supervised out-of-school field trips, work experiences, co-op programs, home instruction, and other administrative approved activities).

4. Exceptional circumstances approved by the principal/designee.

5. The School District of La Farge may recognize a family trip/vacation as an excused absence for no more than ten (10) days in a school year. The following circumstances will be considered:

A. A family vacation must include a parent/guardian accompaniment.

B. Parental written notice of this trip/vacation should be given at least two (2) weeks prior to the vacation.

C. Teacher communication must be established regarding make-up work, due projects and tests.

D. Principal/designee approval must be granted prior to the planned vacation.

#### Accrual of Absences

Absences that encompass a portion of a day accrue to half and/or full day absences.

#### Unexcused Absences

The principal/designee shall contact a parent/guardian to verify the student's absence when unexcused. If the parent/guardian cannot be reached to verify the student's absence, the parent/guardian must provide written notice to the principal/designee immediately upon the student's return to school but no later than the end of the day after the absence. Pupils absent for reasons other than those identified as excused by the Board of Education shall be considered truant. Students who are unexcused will be allowed to make up daily work. He/she will be allowed to make up tests.

## Truancy

Per state statute 118.16, truancy means any absence of part or all of one or more days from school during which the school attendance officer, principal 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 s. 118.15. Students that have been truant five (5) part or whole days in a semester are considered habitually truant. Truancy can also be considered intermittent attendance carried on for the purpose of defeating the intent of s. [118.15](#).

In accordance with state statute 118.15, students who are found habitually truant may be subject to disciplinary measures **by the court**:

- a. Suspension of driver's license—not less than thirty days and not more than ninety days
- b. **Ordered** to participate in counseling, community service, or a supervised work program
- c. Ordered to stay at home except for school or religious worship
- d. Ordered to attend an educational program
- e. **Fines up to \$500.00**

### **A. Types of Truancy**

**Simple truancy:** Absence from school without an acceptable excuse for part or all of one (1) to four

(4) days during a school semester.

Possible sanctions: school sanctions, legal citations, teen court referral.

**Habitual truancy:** Absence from school without an acceptable excuse for part or all of five (5) or more days during a school semester.

Possible sanctions: habitual truancy referral to District Attorney.

### **Juvenile in Need of Protective Services (JIPS)**

#### **Referral to Human Services**

**Tardy truant:** Excessive tardies deemed by school personnel to be considered truant.

Possible sanctions: School sanctions, habitual truancy referral.

### **Truancy Penalties**

Students who have been truant will be penalized in accordance with the degree of violation at the discretion of the principal. Decisions will range from: (Parents will always be involved.)

\* Teacher applied assignments and/or detention.

\* School applied detention.

\* Suspension

\* Board of Education involvement

\* County Ordinance No. 99-1

\* Students who acquire unexcused absences will be required to make up time missed in detention, in-school suspension or other consequences assigned by the building principal. Questionable reasons for being absent from school will be dealt with on an individual basis and will be subject to administrative decision.

### **Absences: Excused and Unexcused Statutes and Consequences**

When a student has been absent all or part of 10 days within a school year, parents will be notified through a letter, phone call or request for a meeting. When a student has accumulated a total of 5 unexcused days in a semester, the school principal will notify parents. The parents will be made aware of the laws regarding school attendance and what the consequences of any further absences may be. A truancy referral will be initiated if appropriate.

**It is the responsibility of the parent to provide reasons for their child's absence. It is the responsibility of the school attendance officer to record whether the absence is excused or not excused (truant), according to board established guidelines.** Frequent or prolonged absence from school or from assigned periods during the school day or repeated tardiness without satisfactory reason shall be grounds **for disciplinary action as determined by the principal/designee.**

## **Letter to Parents Regarding Attendance**

Since we know absences can happen quickly, the school district will be informing parents of absences occurred during the school year by sending a letter home. This will be a notification process so that when students are absent, parents are ensuring those absences are following the handbook. Parents will be notified via letter and phone call if their child is reaching excessive absences that are nearing state law requirements.

### **A. Unexcused Tardiness**

Students are expected to be at school on time. The first warning bell rings at 7:55 a.m. The school day starts at 8:00 a.m. Students that arrive for 1<sup>st</sup> hour after the 8:00 bell will be considered tardy. During school hours, students must arrive in the classrooms before the second bell to avoid tardiness.

Students late to school in the morning must report to the office for a late slip. Students arriving to the office between 8:00 and 8:15 will be considered tardy. Students arriving to the office after 8:15, without an acceptable excuse, will be considered truant and will be required to serve detention, unless parents notify school. Times will be registered according to the master clock in the main office. **On the 3<sup>rd</sup> and all subsequent tardies the principal will assign the student a detention.** The principal will schedule detention times and dates.

### **B. Procedures for Pre-Plans**

Pre-plans must be circulated to the student's teachers at least 1 day prior to the absence.

1. Pre-plans will be issued if the student presents a note signed by his/her parent/guardian or the office is notified by the teacher of a scheduled school event a minimum of 1 day prior to the absence.
2. Teachers are given the latitude to assign due dates for work listed on the pre-plan at their discretion. Generally, students will receive two days to make up their work for each day missed.
3. It is the student's responsibility to approach instructors with a make-up slip to determine what make-up work is required.

**C. Release During School Hours**

1. If an absence should be required during school hours, the student must present an excuse from the parent/guardian to the principal or attendance secretary. The excuse must state the nature, time and date of the appointment.
2. A Blue pass (permit to leave school pass) will then be issued. The time listed on the pass is the time the student will be excused from school. Students must sign out in the office when leaving the building and sign back in when they return.
3. If a student becomes ill, the principal or secretary will try to contact parents or someone listed on the emergency card. If parents give their permission, the student will go home and the same procedure will be followed.
4. Failure to seek permission to leave school will be handled according to our discipline policy.

**D. Other Attendance Items**

1. Hall Passes—Pass slips signed by a staff member are necessary for passing from one room to another when classes are in session. If you are late entering a class, **have a late pass from the teacher** who detained you or get one from the office.
2. Passing Between Classes—Three minutes are allowed for students to pass between classes. Students are to use this time to go to the restroom, get drinks, etc. Students are to be in the classroom before the second bell rings. When the second bell rings, students should be in their seats and ready to start work. To prevent lose in instruction time, students should not be allowed to go to the restroom during class. Teachers may make an exception in cases of illness or emergency.

**Health Services**

**INJURY, ILLNESS AND INSURANCE**

If a student becomes ill at school, he/she should report to the office. The office will work with the student to decide what to do, lie down for a while or contact the parents for the student. A school related injury should be reported to the office as soon as possible. If your child sustains an injury at school or during a school sponsored activity, do the following:

- Notify school officials immediately of the accident. The school will send you a claim form with the school portion completed. You must complete the Parent Statement. **You or the physician along with all bills must send this form to the insurance company.**
- Parents must file a claim with your own insurance, as the school is participating in a low cost insurance program that provides benefits or medical expenses not covered by other insurance.

- The child must consult a doctor with 30 days from the date of the injury

The La Farge School District carries supplemental accident insurance through First Student Assurance Services, Inc. of Stillwater Minnesota. It is suggested that parents have a family health insurance to guarantee complete coverage of an injury to a student. Parents should first place a claim with their family health insurance company when a student at school incurs an injury.

### **PROCEDURE FOR ADMINISTERING MEDICATION IN THE SCHOOL SETTING**

Designated school personnel with appropriate written permission will administer prescription medication. Over the counter medication shall only be given upon written permission from the parent or guardian. Prescription drugs shall be given only upon the receipt of written instructions from the student's physician and written parental permission. A record will be maintained of all medication administered by school staff. Appropriate medication administration forms can be obtained from the main school office.

### **HIGH SCHOOL ACADEMIC INFORMATION**

**A. Graduation Requirements:** Candidates for graduation are required to present a total of 26 credits

<b>4 credits in English</b>	<b>0.5 credits in Health</b>
<b>3 credits in History and Social Studies</b>	<b>3 credits in Math</b>
<b>1.5 credits in Physical Education</b>	<b>10.5 elective credits</b>
<b>0.5 credits in Personal Finance</b>	
<b>3 credits in Science (1 in Life Science and 1 in Physical Science)</b>	

One credit is equivalent to 36 weeks (1/2 credit = 18 weeks) of a subject that meets for 5 forty-five minute periods a week in which a student receives a minimum-passing grade of 70.

A physical disability, which would preclude the taking of physical education, must be attested to by the filing of a physical examination report and statement from a licensed physician.

#### **Grading Scale**

<b>A+ = 4.000</b>	<b>B+ = 3.333</b>	<b>C+ = 2.333</b>	<b>D+ = 1.333</b>
<b>A = 4.000</b>	<b>B = 3.000</b>	<b>C = 2.000</b>	<b>D = 1.000</b>

A- = 3.667      B- = 2.667      C- = 1.667      D- = 0.667  
F = 0.000      E = 0.000

Students are required to carry a minimum of seven (7) classes per semester.

If, at the end of a grading period, a student still has some assignments due, the instructor may issue an incomplete instead of a failure. The maximum time for making up the incomplete is 2 weeks. After this time the incomplete will be changed to the earned grade or to a failure if assignments are not made up. The only exception to this 2-week time limit will be students who have been out of school for extended periods of time due to a major or catastrophic injury, illness, or emergency. **Teachers are encouraged to limit the number of incompletes that they give. Athletes who receive an incomplete are ineligible to participate in games or matches until the incomplete is made up.**

**B. Honor Roll**

The following criteria are used for determining Honor Roll Students for grades 9-12:

1. GPA of 3.00 – 3.499 are considered Honor Roll Students
2. GPA of 3.50 – 3.999 are considered High Honor Roll Students
3. GPA of 4.00 or above are considered Highest Honor Roll Students

Note: A student receiving an "F" will not be acknowledged for Honor Roll purposes regardless of overall GPA.

**C. Graduating Honor Students**

Seniors graduating from LHS who have an accumulated grade point average of 3.00 or above for their first seven semesters are considered honor students of LHS and will receive a gold medallion on the day of graduation.

**D. Tie-Breaking Criteria for the Wisconsin Academic Excellence Scholarship**

If two or more students have identical GPAs after seven semesters, the following steps will serve as tie-breaking criteria:

1. The student with the greater number of credits in the four major academic areas (Math, Science, English and Social Studies) beyond the number required will be awarded the WAES. We presently require 4 years of English, 3 years of Social Studies, and 3 years of Math and Science.
2. Should a tie remain after step 1, the student with the highest GPA for all courses taken in the 4 major academic areas (listed above) would be awarded the WAES.
3. Should a tie remain after step 2, the student with the highest total number of credits to that point would be awarded the WAES.
4. Should a tie remain after step 3, use the same standardized test that the students have taken. The first test of consideration will be the A.C.T. test; the best score on file as of the end of the seventh semester will be used. If this does not break the tie, the second test of consideration will be the P.S.A.T. score. If a tie still exists, the Wisconsin Student Assessment System examination, taken in the 10<sup>th</sup> grade, will be used. If a tie still exists, the last test consideration will be the S.A.T.
5. Should a tie still exist after step 4, the La Farge School board votes to break the tie.

**E. Class Changes**

All student class changes must be made within the first two days of the semester. Changes must be made through the guidance office with the approval of the principal, the teacher of the class being dropped, the teacher of the class being added, and the student's parents. Parents are urged to discuss the student's program or schedule for the year with the student before the program is finalized. Drop/add forms will be available in the guidance office.

**F. National Honor Society Selection Procedure**

1. Selection procedures begin after January 1.
2. All sophomores/juniors with a cumulative GPA of 3.5 or better are eligible to apply.
3. An invitation to a meeting will be issued to all such students.
4. A letter of a student's eligibility will be mailed out to each student's parents prior to the meeting.
5. Students will be presented with a copy of the La Farge National Honor Society handbook.
6. Students will be told of the procedure followed in selection.
7. Students will be given a sample sheet like that which is distributed to all teachers asking for input on a student's service, leadership and character.
8. Students will be given a copy of the application form to be filled out. This is a two-part form: a form indicating interest; and an actual application form, both to be filled out and returned. Each form has a different deadline. Students will be strongly encouraged to type the application form, though it is not a requirement.
9. A list of eligible, interested students is distributed to all high school teachers. They indicate by A+, -, or o, their impression of each student's service, character, and leadership.
10. These forms are turned into the NHS advisor and reviewed by the Faculty Council.
11. The Faculty Council meets and selects the new members. Students are selected by a simple majority vote.
12. Letters are sent out to both selected and non-selected students in a timely fashion.

**Schools are not obliged to share with parents and students, information concerning the non-selection of specific students. According to the National Council of the National Honor Society and the NASSP legal counsel, no Constitutional due process requirements apply to non-selection cases.**

**G. Early Graduation Requirements**

Students planning on graduating early must meet the following criteria:

1. Have a grade point average of 3.0 or higher
2. Have documented proof of registration in an institution of higher learning
3. Extenuating circumstances w/approval of administration and board of education
4. Meet all academic requirements for graduation as listed in the student handbook.

**MIDDLE SCHOOL ACADEMIC INFORMATION**

**A. Honor Roll**

The following criteria are used for determining Honor Roll Students for grades 6-8:

1. GPA of 3.00 – 3.499 are considered Honor Roll Students
2. GPA of 3.50 – 3.999 are considered High Honor Roll Students
3. GPA of 4.00 or above are considered Highest Honor Roll Students

Note: The same grading scale used by the High School will be used to determine middle school overall GPA.

**B. Middle School Students Receiving High School Credit**

Middle school students who take advanced-level courses, which are equivalent to, or the same as high school level courses and which are taught by teachers certified to teach grades 9-12, will receive high school credit. Students must take the appropriate amount of state required credits once they enter high school unless they are exempted under form PI 1803, High School Graduation Compliance Review (consult WIAA regulations prior to this application). The grade achieved will not count toward the high school honor roll, accumulative grade point average, or class rank. (2014)

**C. Class Changes**

All student class changes must be made within the first two days of the semester. Changes must be made through the guidance office with the approval of the principal, the teacher of the class being dropped, the teacher of the class being added, and the student's parents. Parents are urged to discuss the student's program or schedule for the year with the student before the program is finalized. Drop/add forms will be available in the guidance office.

**DISCIPLINE AND AUTHORITY FOR DISCIPLINE**

**6-12 Guidelines for Behavior Expectations**

- Engage in behavior that respects classroom learning and school activities
- Respect the right of all students and adults to a safe school environment-safe from verbal, physical and sexual harassment. The possession of weapons, drugs, other controlled substances, making threats and causing harm to others will not be tolerated.
- Behave in a respectful and cooperative manner
- Use language that is appropriate and acceptable, refraining from the use of profanity.
- Respect school and personal property, protecting property from damage, destruction and theft.

Discipline at best is self-control. Students have the right to abide by all district, building, and classroom rules and expectations. Students shall practice common rules of courtesy that are necessary to avoid disruption in the school. All teachers, custodians, bus drivers, para-educators and other staff members have full authority to enforce the rules of the school and keep order about the school buildings, on buses and on all school property. Classroom management is the domain of the teacher. Student issues referred to administration are considered serious. In those cases, where a student shows a lack of discipline, a discipline policy has been formed.

Any material, not used for schoolwork, which becomes a nuisance may be confiscated at the teacher's discretion. Items, which may not be allowed in the classroom, **except by special permission** may include: beverages, candy, food, gum, i-pods, or any item deemed inappropriate by the teacher or principal.

## 1. Detention Policy

Students placed on detention will be required to serve either a 30-minute or 60-minute (minor or major) detention period after school in a designated area supervised by a staff member. The length of the detention will be based on the severity of the infraction as determined by administration. Failure to serve detentions will result in a Step 3 violation (in-school suspension).

Once a student has compiled 5 detentions, any further offenses will result in conferences with parents or a legal guardian, and/or in-school or out-of-school suspension. Students may become eligible for detention for:

- disruptive behavior, inappropriate displays of affection, or the use of inappropriate language in the classroom, lunchroom hallways, on school grounds, on buses, or at school functions
- violations of the student handbook
- unexcused absences/tardiness
- violation of hall passes
- or others deemed appropriate by the principal

## 2. Discipline Policy: The Step System

When corrective actions taken by the classroom teacher have failed or the rule infraction is an on-going and/or chronic, the incident shall be referred to the principal for investigation and action. The severity of the consequences applied by the principal depends upon: **1) the seriousness of the offense**. In an effort to take both factors into account, a progression of consequences, the Step System has been adopted. A student who is referred for violating a rule contained within this code will receive the consequence that corresponds to the step for that offense. The disciplinary consequences for each step are as follows:

**Step 1: Referral to the principal for a conference**

Incident recorded in student folder

Written notification to parent (detention slip)

Detention time assigned

**Step 2:** Referral to the principal for a conference

Incident recorded in student folder

Written(detention slip) or verbal(phone call) notification to parents

Detention time assigned

**Step 3: Referral to principal for a conference**

Incident recorded in student folder

Notice to parents either by writing, phone call or conference

One (1) day of suspension (In/out School)

**Step 4:** Up to five (5) days suspension (in school or out-of-school)

depending upon offense

Incident recorded in student folder

Notice to parents either by writing, phone call or conference

**Step 5: Five (5) days out-of-school suspension, mandatory**

Incident recorded in student folder

Notice to parents either by writing, phone call or conference

**Step 6:** Expulsion hearing before the school board

3. **Provisions for the Use of the Step System**

1. A disciplinary file will be initiated for each student referred to the principal. A record of each violation, as well as the step assigned, will be maintained. Each school year a new discipline file will be initiated upon the first discipline referral.
2. The principal shall be responsible for seeking the assistance of counselors, teachers, the school psychologist, a social worker, and other professionals to help students correct their behavior problems.

4. **Disciplinary Infractions and Consequences**

**A. School Attendance**

<b><u>Infraction</u></b>	<b><u>Step</u></b>	<b><u>Special Provisions</u></b>
<b><u>A-1 Truancy</u></b> Being absent from school part or all of a school day without permission of parents or school administrators	2-4	
<b><u>A-2 Unexcused Absence</u></b> Failure to report to assigned class(es) <span style="margin-left: 100px;">allowed</span> without an acceptable excuse. Continued offenses will result in referral to District Attorney	2-4	Student will not be to make up work, only tests
<b><u>A-3 Leaving Campus without Permission</u></b> Leaving the school without a blue pass or pink sheet Forging a parent's signature to leave school	2-4	
<b><u>A-4 Tardiness</u></b> Reporting late for school, class, or	1	

other required activities (3 tardies = 1 detention)

**A-5 Failure to Report to Detention**

2-4

**B. Student/Student Relationships**

**Infraction**

**Step**

**Special Provisions**

**B-1 Threatening or Intimidating Acts:**

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

1-6

Referral to police when appropriate

**B-2 Physical Attack:**

The act of physically assaulting or in some manner attempting to injure any student on school property or en-route to/from school.

3-6

Referral to police when appropriate

**B-3 Disrespect:** To insult, call derogatory names, be

2-6

A note of apology may be required

use obscenities, toward, dishonor, or in other manners abuse verbally or in writing any member of the student body.

**B-4 Fighting:** The act of involving hostile bodily

3-6

Referral to police when

contact in or on school property, or going to or from school, including any school sponsored event.

appropriate

**B-5 Property Damage:** Damaging another student's property.

2-6

Restitution required.

**B-7 Theft:**  
and

3-6

Restitution required

referral to police when appropriate

**B-8 Harassment/Sexual Harassment:**

3-6

Referral to police when appropriate

**B-10 Bullying - see Bullying Policy on page 21**

**of hand book.**  
when

2-6

Referral to police

appropriate

### **C. Student/Staff Relationships**

#### **Infraction**

#### **Step**

#### **Special Provisions**

**C-1 Insubordination:** The willful failure to respond or carry out a reasonable request by authorized school personnel

1-6

**C-2 Threatening or Intimidating Acts:**

Verbally or by gesture threatening the well-being,

4-6

Notification to police

health or safety of any member of the school staff

**C-3 Physical Attack:** The act of physically assaulting any member of the school staff on school property or at any school sponsored activity 5-6 Notification to police

**C-4 Disrespect:** To insult, call derogatory names dishonor, make gestures, or in any other manner abuse verbally, or in writing, any member of the school staff 3-6

**C-5a Damage to staff's property** 2-6 Restitution required

**C-5b Theft of staff's property** 3-6 Referral to police when appropriate

#### **D. School Property**

##### **Infraction**

##### **Step**

##### **Special Provisions**

**D-1 Vandalism:** Destruction of public property 4-6 Restitution required  
Referral to police

**D-1a** Destruction to render something unusable 4-6 Restitution required.  
Referral to police.

**D-1b** Defacing-damaging something so that it 2-4 Restitution or repair

requires repair or cleaning

required

**D-2 Theft:**

**D-2a:** Theft not serious enough to be reported required to police

3-4

Restitution

**D-2b:** Major theft-considerable enough to be required. reported to the police Referral to police

5-6

Restitution

**E. Protection of the Public's Safety**

**Infraction**

**Step**

**Special Provisions**

**E-1 Detonation of Firecrackers or Explosives:**

4-6

Referral to police

**E-2 False Alarms:**

**E-2a :** The act of initiating a report warning of a fire or other catastrophe without just cause

4-6

Referral to police

**E-2b:** Bomb threats

6

Referral to police

**E-3 Arson:** The willful and malicious burning of, or attempt to burn, any part of any building or any property of the school or its staff and students

6

Referral to police

**E-4 Improper Use of Motor Vehicles:**

<b><u>E-4a:</u></b> Reckless driving	2-6	Report to police
<b><u>E-4b:</u></b> Unauthorized driving during the school day	1-4 may	Repeated violations  result in the offender not being allowed to bring their car to school
<b><u>E-4c:</u></b> Being in the parking lot during the school day without a pass or permission.	1	

**E-5 Possession of weapons on the person or in his/her locker**

<b><u>E-5a:</u></b> Possession of a gun	6	Referral to police
<b><u>E-5b:</u></b> Possession of a knife or other weapon with	5-6	Referral to police

**F. Alcohol, Tobacco, E-cigarettes, and Other Drugs**

**Policy:** The use or sale of any non-prescription drugs, alcoholic beverages, or tobacco is prohibited on school grounds, as well as at or before any school-sponsored activities.

<b><u>Infraction</u></b>	<b><u>Step</u></b>	<b><u>Special Provisions</u></b>
<b><u>F-1 Alcohol and Drugs:</u></b>		
<b><u>F-1a:</u></b> Possession of alcohol or drugs	4-6	Police notified.
<b><u>F-1b:</u></b> Selling or transmitting alcohol or drugs	5-6	Referral to police.
<b><u>F-1c:</u></b> Noticeably under the influence of alcohol or drugs, as indicated by obvious behavior, mood changes, and/or the smell of substances on the person	4-6	Referral to police.
<b><u>F-1d:</u></b> Observed use of drugs or	4-6	Referral to police.

Alcohol

**F-2 Tobacco:**

<b><u>F-2a:</u></b> Possession of tobacco	3-6	Referral to police if appropriate
<b><u>F-2b:</u></b> Observed use of tobacco	3-6	

**G. Other Disciplinary Infractions**

<b><u>Infraction</u></b>	<b><u>Step</u></b>	<b><u>Special Provisions</u></b>
<b><u>G-1: Repeated or serious classroom disruptions</u></b>	1-5 teachers to student	New law allows remove disruptive
<b><u>G-2 Disruption of Meetings and Assemblies:</u></b>	1-5	Possible Exclusion
<b><u>G-3 Cheating:</u></b> Stealing a test, tampering with a teacher's grade book, copying someone else's work or allowing him/her to copy your work	2-4	
<b><u>G-4 Public Displays of Affection Improper and/or Disruptive Behaviors:</u></b>	2-4	
<b><u>G-5 Head-Gear (hats and other gear) Repeatedly worn in building</u></b>	1	Confiscated or may not be returned

**SUSPENSION PROCEDURES**

**A. In-School Suspension**

1. While on suspension, a student will be assigned to an appropriate location. Work will be requested from teachers and be allowed 1 day to make up missed class assignments and tests.
2. Students who are discipline problems during the in-school suspension will be suspended out of school and not be allowed to attend or participate in school activities that evening.

**B. Out-of-School Suspension**

1. No out-of-school suspension will be imposed without an informal administrative

conference with the student, except where it appears that the pupil will create an immediate and substantial danger to: him or herself, another person or persons, or property around the student.

2. A written notice containing the grounds for the suspension, a brief statement of the facts, a description of the testimony, and a re-admission plan given to the student at or before the suspension is supposed to take effect and upon his or her parent or guardian by mail within 48 hours of the conference. In the event that a student is suspended without an informal meeting with the principal or administrator, the written notice may be served either personally or by mail upon the pupil and his/her parent or guardian within 48 hours of the suspension. Certified mail will be used and considered complete upon mailing.

3. When a student is suspended out of school, he/she must remain at home.

4.

Practices of extra-curricular activities and attendance at evening events will not be permitted.

## **DRESS**

- In an educational setting, appropriate dress, cleanliness and good grooming is expected. Clothing that disrupts the effective functioning of the school is not acceptable. Shoes must be worn at all times. Hats are prohibited in the classroom unless they perform a functional purpose. Appropriate or inappropriate dress will be determined by the administration. Students found with inappropriate dress will be asked to change the clothing in question.

***Decisions regarding acceptable dress are ultimately at the discretion of the building principal.***

## **FINANCES**

No student may make any purchase for a school organization unless so authorized by the advisor of that organization. Bills covering expenditures must be turned into the office and then all business affairs must be transacted in a direct and prompt manner. All organizations must have the authorization of its advisor and the school principal before sponsoring any event. The event must then be placed on the school calendar.

If a class or organization wishes to purchase items for resale, an approval and purchase order must be obtained from the office. Profits of school organizations belong to the school and final direction of their disposition rests with school authorities. Money raised by an individual for any school organization becomes the property of that organization even if the student does not use the benefits derived from the funds raised.

All amounts of money owed to the school must be paid promptly. Library book fines, fees for periodicals, shop classes, or any ordered material must be paid for during the nine-week period they are incurred. Any damages to school property must be settled at once. Student grades will not be released until all bills are paid.

## **SPECIAL PROGRAM REQUIREMENTS**

**A. Driver's Education**

If behavior or discipline becomes a problem in school—behind the wheel driving in the Driver's Education class may be delayed or cancelled for the individual until behavior and/or discipline is straightened out.

**C. Physical Education**

Students in grades 9-12 are required to dress in approved clothing for physical education classes.

**D. Athletics**

1. An athletic handbook is given to each participant in the high school athletic program. Each parent and student is expected to read the handbook before signing and returning the signature page to the school. The parent's signature attests to the fact that the parent has read and understood the regulations and has given their child permission to participate. The parent further agrees to help uphold these rules and regulations. Please call the school office if you have any questions concerning the Athletic Handbook
2. It is the desire of the La Farge High School to develop a program of athletics that will provide opportunities for all youth to develop the proper ideals of sportsmanship, ethical conduct and fair play. To make this possible, regulations have been established which will not only protect the athletic program, but also the athlete.
3. Each student participating in athletics must have a physical examination. The student must file a copy of the examination report in the school office before he or she is eligible to compete in athletics. Cards are available in the office.

**E. Rules for La Farge High School Parties, Dances and Extra-Curricular Events**

1. Parents of students are welcome as spectators at any time during these events. Parents may be asked to help chaperon some of the activities. In order that they may become acquainted with parents, faculty sponsors would appreciate an introduction by the son or daughter of the attending parent.
2. In requesting scheduling of school functions such as dances, parties, organizations' trips, etc., the faculty advisors and student chairpersons must have the event approved by the administration.
3. All other parties and dances will commence and end at a time specified by the sponsoring organization.
4. Any infraction of school rules during these activities will result in disciplinary action.
5. No Saturday night or Sunday activities unless authorized by the administration.
6. Only those class or organization parties held by the school will be considered school functions.
7. Parties held during class time must have prior approval from the administration.
8. Dances will be closed to include only La Farge High School students. Prior arrangements must be made with the principal or advisor if you wish to have a friend attend.
9. Dances with a band must have at least 2 class advisors or other faculty

members present and, in addition, parent chaperons are advisable.

**F. Student Council**

1. High School - Our high school student council is composed of 12 members. Four members are elected by the student body in the spring or fall to serve as officers for the following school year. Students should commit to work for the betterment of the school.
2. Middle School – Our middle school student council is composed of 6 members. Their class elects two members from grades 6, 7, and 8 for the entire year. Students should commit to work for the betterment of the school.

**MISCELLANEOUS**

Students may not bring or possess any object or item that may cause a disturbance in school or disrupt instruction in any way. Examples could be but not limited to: audio devices, cellular phones, tape recorders etc.

**A. Textbooks/Educational Materials**

The school provides textbooks, library books and a wide variety of educational materials to students. Any damage, loss or misuse of these materials is the responsibility of each student. A student will be required to pay for any damage to materials beyond normal use, or for any lost materials. Each student is responsible for materials assigned to him. A high school diploma will not be given to seniors who do not take care of their obligations before graduation.

**B. Lockers**

Students are responsible for locks assigned to their lockers, and for the condition of their lockers. It is their responsibility to keep their locker neat and clean at all times. Excessive damage, repair cost will be the responsibility of the student and his/her parent /guardian. Excessive damage is wear and tear beyond normal expectations for a given time period. The principal and the custodial staff will reserve the right to determine normal wear and tear.

1. The school is not responsible for the loss of property from lockers. Learn the combination and use the lock. Do not give out your locker combination to anyone.
2. The School District of La Farge retains ownership and possessor control of school lockers. The lockers are subject to inspection as determined necessary and appropriate.
3. Phy-ed lockers and locks will be issued for students taking physical education. Lockers should be kept locked at all times unless changing clothes.

**C. Telephone for Student Use**

A telephone is available for student use for local telephone calls only. As long as the phone is not abused, it will continue to be available for our students to use. The school phone will be available for use before school, during lunch break and after school. Parents and friends are asked not to call students at school except in the case of an emergency. Students should not use the phone to call parents to ask to leave school. The secretary will call parents of any child who feels ill and wishes to go home.

**D. Supervision**

Students will not be allowed to engage in any class work or extra-curricular activity without a staff member's supervision. Students should not ask to work in a classroom, shop, gymnasium, weight room, etc. unless a staff member is present at all times.

**E. Visitors**

Visitors to La Farge High School are required to stop at the office before touring the building; this includes graduates and parents.

**F. General Rules**

1. Violation of these rules may result in loss of recess privileges, detention or other consequences according to our discipline plan.
  - a. No pop or food is to be taken into the classroom or gym. It must be eaten or consumed during lunchtime. **Do not put opened beverage containers in your locker.**
  - b. No hardballs are allowed outside without playground supervisor's permission.
  - c. No playing in the grandstand.
  - d. No jumping or sitting on the walls of the grandstand or the roofs of the dugouts.
  - e. Stay away from the road.
  - f. The throwing of snowballs, mud or gravel is not permitted. Detention time will be assigned to those who do.

**G. Skyward**

Skyward student management and family ACCESS to your child's education. Access to real-time student information.

- Available 24 hours a day, seven days a week on our school website [www.lafarge.k12.wi.us](http://www.lafarge.k12.wi.us)
- Increases communication between home and school

Family Access will run off the school's own system as data is entered. Passwords and any information regarding Family Access should be directed to Patty Gabrielson.

## **Electronic Devices Policy**

### **Electronic Devices**

Student mobile technology such as laptops and mobile technologies are allowed within the school building only under the following guidelines:

### **Mobile Technology**

- Students will be allowed to carry mobile technology with them during the school day.

Students will be allowed to use mobile technology during the following times:

- Before classes - 8:00 AM
- Between classes.
- During Breakfast.
- During Lunch.
- After Dismissal – 3:22 PM

### **Responsible Use of Mobile Technology**

- During the class period mobile technology will be turned off; unless being used for a class and a teacher has given permission.
- Mobile technology is prohibited in locker rooms and bathrooms.

### **Violation of General Electronic Devices Rule will result in the following disciplinary actions:**

- 1<sup>st</sup> offense- Electronic device will be confiscated by any school employee and given to the administration for the remainder of the day.
- 2<sup>nd</sup> offense- Parent/guardian must pick up the device.
- 3<sup>rd</sup> offense-.Electronic device will be confiscated by any school employee and given to the Administrator for 3 days and parent informed.

## **Bullying Policy**

### **Introduction**

The **La Farge School District** strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

### **Definition**

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

### **Prohibition**

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

### **Procedure for Reporting/Retaliation**

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to: **School Counselor or Principals**

Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to: **School Counselor or Principals.**

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

The school official receiving a report of bullying shall immediately notify the school district employee assigned to investigate the report. The following school district employees have been identified as the investigator: **School Counselor or Principals.**

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

### **Procedure for investigating reports of bullying**

The person assigned by the district to conduct an investigation of the bullying report shall, within one school day, interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

### **Sanctions and supports**

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school district administration will take disciplinary action as set forth in student handbook. Pupil services staff will provide support for the identified victim(s).

### **Disclosure and Public Reporting**

The policy will be distributed annually to all students enrolled in the school district, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the school board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.



## Contact Information

Meaghan Gustafson,  
Elementary Principal &  
Title I/Reading Specialist  
625-0131

[gustafsonm@lafarge.k12.wi.us](mailto:gustafsonm@lafarge.k12.wi.us)



[www.lafarge.k12.wi.us](http://www.lafarge.k12.wi.us)

## What is Title I?

La Farge Elementary, Middle School, and High School are **school-wide Title I** schools. This means that our schools receive federal funding designed to provide additional **academic support** and **learning opportunities** that result in the academic proficiency of **all students**, particularly those students most at risk of not meeting grade-level benchmarks in reading and math.

## What does Title I mean for my child(ren)?

La Farge Schools faculty and staff work together to provide a comprehensive instructional design strategy that helps **every student** achieve high levels of academic success.

Our system of support includes classroom instruction that is *standards-based* and *differentiated* to challenge each learner. Specialists, support teachers, and instructional aides work collaboratively with classroom teachers, and multiple data sources are considered to inform instructional decisions and ensure academic growth for each child.

Students who need additional support beyond the regular classroom core instruction receive additional targeted instruction time with qualified staff. The amount, duration, focus, and intensity of this additional instructional time depends on the student's academic, social, and other needs.

## What does Title I mean for me as a parent?

**Parent involvement is a critical component of academic success. La Farge Schools encourage parent involvement.**

As a parent of a student at a Title I school, you have the right to...

- **Be involved** in the planning and implementation of the parent involvement program at LFS,
- **Ask** to read the progress reports on your child and school,
- **Request information** about the professional qualifications of your child's ~~teacher(s)~~ teacher(s),
- Help to **decide** if Title I is meeting your child's needs, and offer suggestions for improvement,
- **Ask** about LFS' school designation under Wisconsin's ESEA Flexibility Waiver, and
- Help **develop** your school's plan for how parents and schools can work together.

**Nondiscrimination Policy**

The School District of La Farge does not discriminate against pupils on the basis of sex, race, national origin, ancestry, religion, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap in its education programs or activities.

The district encourages informal resolution of complaints under this policy. If any person believes that the La Farge School District or any part of the school organization has failed to follow the law and rules s. 118.13, Wisconsin Statutes; or in some way discriminates against pupils on the basis listed above, he/she may write a letter of complaint addressed to the administration office at the following address: District Administrator, School District of La Farge, 301 West Adams Street, La Farge, Wisconsin, 54639.

**STUDENT HANDBOOK CONTRACT**

The Student Handbook is a valuable source of communication between the school and home. Parents and students are asked to read over the La Farge Student Handbook and if questions should arise, contact the school for additional information.

My child and I understand the LA FARGE SCHOOL DISTRICT Handbook

\_\_\_ We agree to sign and return this contract on or before **Friday, September 8th, 2017.**

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

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

