

La Farge Schools Handbooks

The La Farge Schools Parent-Student Handbooks summarize District and building policies and rules. The handbooks have been written to provide important information concerning specific rules, policies and procedures related to the safety and operation of our school. In order for the schools to operate safely and efficiently, you and your student(s) must be familiar with and abide by the expectations, procedures and rules outlined in this handbook. The student handbooks summarize district policy and contains general guidelines and information.

These handbooks' content may be changed from time to time throughout the 2017-2018 school year. Up-to-date versions will be maintained online at www.lafarge.k12.wi.us. The La Farge School District will provide notice of those changes through email or Skyward. These changes will take effect once that notification is given, regardless of whether a student or parent actually reads the particular notice received. If you have any questions regarding this handbook, please contact the building principal.

La Farge Schools Mission Statement

La Farge Schools commits to every student every day to inspire leadership, engage hearts and minds, and prepare for global citizenship.

#EveryStudentEveryDay



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

Table of Contents

Introduction	
Mission Statement	
Nondiscrimination Policy	
Staff Directory	1
Welcome from the Principal	2
School Day	2
Schedule	
Education	
Breakfast/Lunch	
School Closings/2 hour Delays	
Emergency Situations	
Safe Routes to School	5
Drop off and Pick up	
Bicycles/Skateboards/Rollerblades/Scooters	
Bus Transportation	
Attendance	6
Health Services	9
Injury/Illness/Insurance	
Medications	
Discipline System	10
PBIS	
Suspension	
Dress Code	
Special Program Requirements	15
Middle/High School Activities	
Pictures	
Miscellaneous	19
Recess Policies	
Property (School District of La Farge)	
Report Cards	
Sexual Harassment	
Supervision	
Pets	
Title I	

The La Farge School District

Board of Education

Barb Sarnowski – President
Curt Parr – Vice President
Aaron Nemec – Clerk
Dr. Shawn Sedgwick – Treasurer
Holly Franks – Member

Administration

District Administrator – Shawn Donovan
Elementary Principal – Meaghan Gustafson
MS/HS Principal – Todd Camlek
Special Education Coordinator- Shawn Donovan
Speech Pathologist – Mary Ellen Bennett
School Psychologist- Jessica Slack
School Counselor- Tim Slack
Library Media Specialist-Laura Waldsmith
Technology Coordinator/IT-Monte Banks

Elementary Teaching Staff

Sarah Thiel- 4K & 3-Play
Tara Von Ruden - 5K
Carrie Russell- 1st Grade
Michelle Greenwood- 2nd Grade
Megan Dittner – 3rd Grade
Jenny Grainger- 4th Grade
Josh Hansen- 5th Grade
Meaghan Gustafson- Interventionist/Literacy Specialist/Curriculum Coordinator
Ellen Thelen- Instructional Coach; Interventionist
Catelyn Cravens- Elementary Special Education
Garet Sagami-Physical Education
Lauren Curtis- Elementary Music/Title I Interventionist
Alison Benson- Art

Para Professionals

Jennifer Jensen – Early Childhood
Angie Hatfield- Elementary/Special Education
Amanda Nemec – Special Education
Emily Turner – Special Education
Kia Haugen – CLC Coordinator

Administrative Professionals

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

Message from the Principal

Welcome (back) to La Farge Elementary! Our purpose and mission here is to engage, inspire, and prepare young people for a bright future. You, the parent, were your child's first and most important teacher and remain an essential part of their education. In partnership with you, the staff at La Farge Elementary believe we can make our vision a reality. Please know that my door is always open!

Meaghan Gustafson

La Farge School District

SCHOOL DAY

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

EDUCATION

La Farge Elementary is a full service school offering a comprehensive curriculum of the basic core subject areas as required by both State of Wisconsin and Federal rules and guidelines. The basic core curriculum areas include Mathematics, Language Arts, Reading, Science, and Social Studies. In addition to these core curriculum areas, La Farge also offers:

Physical Education – All K-5 children will have physical education with the PE teacher at least two times a week. The PE program presents a variety of activities that will provide students with an opportunity to experience, experiment, and understand a wide range of movement. As students progress through the school and the curriculum the depth of each unit increases, building on previously learned skills and knowledge. PE contributes to the physical, emotional, social, creative, aesthetic, and cognitive development of the whole child. Note - It is important to have appropriate gym shoes for indoor activities.

Art Education – All children in grades K-5 will have at least one art period each week with the art teacher. The art program at LF provides students the opportunity to understand and appreciate the visual arts and to explore their creative potential through a variety of hands-on art projects. Students learn about the world of art and artists through exploration of art materials, developing an understanding of art concepts (line, shape, color, texture, form and design) and looking at art from various time periods and cultures. Generally, the school will supply all art supplies needed, but children may be asked to bring some things for special projects. These supplies should be of little or no cost to parents/guardians. Parents may want to send an old shirt that their child could use on days when painting may be involved.

Music – All children in grades 4K-5 will meet at least two times a week for music class with the music teacher. The main objective is to teach the love and enjoyment of music to every child in our music classroom. By doing this, we hope to instill a life-long desire to seek out music in our students' lives. We also focus on meeting the state

standards in music education by teaching students how to understand music. Highlight of the music class will be the annual Holiday concert performance.

Guidance – All K-5 children will have guidance classes with the school's guidance counselor at least one time every other week. The elementary school counseling and guidance program is a part of the total school program and complements learning in the classroom. It is child-centered, preventive, and developmental. The program encourages students' social, emotional, and personal growth at each stage of their development. The purpose of counseling with students, parents, and teachers is to help students maximize their potential. The elementary school counselor also conducts guidance lessons; consults with parents, teachers, and other professionals; and coordinates student services in the school.

Library/Media Science – All K-5 children will have library science classes with the school's librarian at least one time per week in the Library Media Center (LMC). The LMC has most of the library books available to elementary students, but also has many other materials. Many technology tools and audio-visual materials are available to be used by students in the LMC or in the classroom. The LMC offers students in grades 4K-5 a chance to do independent reading, research or to learn library skills under the direction of the school librarian.

LUNCH PROGRAM – Elementary 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 4k-5: \$2.45

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 meals at the normal adult cost of \$2.25 (breakfast) and \$3.85 (lunch).

FOOD SERVICE COLLECTIONS PROCEDURES

Collection procedures shall be as follows:

1. Families with account balances at or below \$5.00 will be notified by an automated calling system that will run a minimum of two times a week.
2. Family accounts will be reviewed weekly to determine account status. All student accounts owing \$15.00 or more will be mailed a statement that shows the amount owed and a notice that the student(s) will receive a "sack lunch" consisting of a peanut butter sandwich and a carton of milk when their family account reaches a negative \$30.00. Payment or payment arrangements will be expected within seven calendar days of mailing.
3. Families will be notified by telephone and/or mail when their family account is \$30.00 in arrears. An attempt shall be made to personally contact families who will be denied access to school food service the school day prior to the actual termination of meals. This notification will also inform them that the student(s) will receive a "sack lunch",
consisting of a peanut butter sandwich and a carton of milk until the account balance is paid in full or a mutually agreed upon payment plan is reached. In accordance with USDA regulations, children receiving free meal benefits will be provided a first serving for breakfast and lunch even if the family account is in arrears. Balances incurred prior to application approval remain the responsibility of the parent/guardian.
All students will be provided a meal if they have money in hand to pay for a current days meal even if the food service accounts includes an uncollected amount.
4. Principals and administrative assistants will be informed of students receiving a "sack lunch" in their respective classes the morning of the scheduled denial. Notification will be sent via telephone call from the District Office to each school. Students will receive their "sack lunch" from the school office prior to their lunchtime to avoid any unnecessary embarrassment.
5. If the student is served a "sack lunch" for two consecutive days with parent/guardian making payment or arrangements, the Department of Human Services will be contacted.
6. Parent/guardian will be sent a certified letter if there has been no response to the notification concerning the \$30.00 negative balance within seven calendar days.
7. The Food Service Director or designee may proceed with legal action to secure collection of unpaid debts not paid within 30 days of receipt of the certified letter unless an alternative payment plan has been reached. The charges for the legal action shall be added to the unpaid debt due to the district.
8. At the end of the school year, a certified letter will be sent to families whose accounts are \$25.00 or more in arrears stating that the negative balance must be paid prior to the start of the next school year.
9. The Financial Manager and Food Service Director shall review all outstanding obligations and approve for write off any debt which they determine remains non-collectable at the end of each fiscal year.

SCHOOL CLOSINGS/2 HOUR DELAY

Any announcement for the closing of school or buses running late will be made over the radio stations WVRQ, Viroqua; WCOW, Sparta and WIZM, La Crosse; TV stations WKBT (8), La Crosse; WXOW (19), and La Crosse. These announcements will be made as soon 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...

These drills are practiced on certain occasions but not yearly:

- **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.

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. Students 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 Discipline Procedures and Discipline

We want all students to be responsible, respectful and safe students. We follow the Wildcat 3! Below is a code that classifies behaviors of students not following the Wildcat 3. These unacceptable behaviors are broken into three categories. All behaviors may not be shown on each level, so the consequences of behavior depend upon severity and frequency of behavior. The administration reserves the right to consider extenuating circumstances in determining disciplinary action.

LEVEL 1 BEHAVIORS AND CONSEQUENCES

<u>Misbehaviors</u> Misbehaviors that interfere with the orderly transportation of students. Some examples are: <ul style="list-style-type: none">• Talking too loudly.• Failure to stay seated.• Littering on the bus.• Tampering with other students and their possessions.	<u>Consequences</u> The bus driver may address the misbehavior: <ul style="list-style-type: none">• Verbal warning issued to student.• Assigned seats.
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LEVEL 2 BEHAVIORS AND CONSEQUENCES

<u>Misbehaviors</u> More severe behaviors that interfere with the orderly transportation of students. Some examples are: <ul style="list-style-type: none">• Repeated occurrences of Level 1 behaviors.• Bothering and/or bullying other passengers.• Use of profanity.• Damage to the bus.	<u>Consequences</u> The bus driver reports misbehaviors on the bus. The principal or designee administers consequences. This action may include any or all of the following: <ul style="list-style-type: none">• Conference with principal or designee.• Apology written to bus driver and student.• Contact with parents.• Assigned seats.• Loss of bus privileges for up to 5 days.
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LEVEL 3 BEHAVIORS AND CONSEQUENCES

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

The elementary school day starts at 8:00 and children are dismissed at 3:30PM. Students *should not report to school before 7:45AM*, unless they are eating breakfast here. Breakfast is served between 7:30AM and 7:55AM each morning. Students should go home after school and not remain in the building unless they are involved in managing a sport or working with a teacher or attending our CLC program.

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 truant may be subject to disciplinary measures **by the court**:

4. 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**

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.**

A. Unexcused Tardiness

Students are expected to be at school on time. Students that arrive after the 8:00 bell will be considered tardy. Times will be registered according to the master clock in the main office. Each student will be allowed to be tardy 2 times per semester. After 3 tardies, the principal will contact parent/guardian either through a phone call or a note

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.

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

HEALTH SERVICES
IMMUNIZATIONS

Students attending public schools are required to have certain vaccinations or parents must sign a waiver excluding them from immunizations. The following immunizations are required for elementary students:

<u>Age/Grade</u>	<u>Required Immunizations(number of doses)</u>			
2 years through 4 years Hep Bhib	4DTP/DtaP/DT	3 Polio	1 MMR	1 Var 3
K through Grade 8 <u>Hep B</u>	4 DTP/DtaP/DT/Td	4 Polio	2 MMR	1 Var 3

1. For kindergarten only, at least one dose to be received after 4 years of age unless medically contraindicated.
2. Required on entrance to kindergarten since the 2001-2002 school year.
3. Required for students in grades K through 4 and 7 through 11.
4. At least one dose to be received after 12 months of age unless medically contraindicated.

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 whether the child can take a rest and return to class 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

Medication should be administered by the parents/guardians at home whenever possible. Students requiring medication at school shall be identified by parents or guardians to the student's principal, who shall assume responsibility to authorize an employee to administer oral medication.

School personnel should under no circumstances provide any prescription or over-the-counter medications to students without meeting the criteria of this policy. Complete medication policies, procedures, and forms shall be available to parents/guardians upon request.

DISCIPLINE AND AUTHORITY FOR DISCIPLINE

Discipline at best is self-control. In those cases where a student shows a lack of discipline, a discipline policy has been formed. 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. Any material, not used for schoolwork, which becomes a nuisance may be confiscated and destroyed 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.

La Farge Elementary School Strives to provide a positive, cooperative and respectful atmosphere that enhances student learning and achievement. In order to utilize critical thinking and problem solving skills that build a sense of responsibility and self-esteem we integrate the use of **the Wildcat 3** behavior strategies that hold individual students accountable for their positive as well as negative behavior. Creating a "fix-it" plan will be an expectation for any behavior that is disruptive or inappropriate in all school settings. Failure to follow the "fix-it" plan process will result in further consequences/s according to established policies and procedures.

Wildcat 3

What is our goal?= To create a positive, caring atmosphere where all children and adults feel respected and valued in our school community. **High expectations academically and behaviorally are set forth for ALL students. Children will behave the way we allow them to.**

What do we know?=We know that when good teaching and good behavior come together, our students will excel in their learning.

What will we do?- As a part of our Wildcat 3, we have developed clear rules for the behavior we expect in all areas of the school. This has been broken up into Elementary and Middle-High School. We will actively teach, model, and reinforce our School Wide Expectations of Being Respectful, Responsible and Safe Students. We will instruct students in what respect looks like across all settings of the school; i.e. hallway, cafeteria etc. We will explicitly teach these expectations to the students and discuss ways and acknowledge them. Building expectations will be clear to all students throughout the district. We want the shared belief that when we help students practice good behavior, we will build a school community where all students succeed and grow.

1. Discipline Policy: The Step System

When corrective actions taken by the classroom teacher have failed or the rule infraction is of a serious nature, the incident shall be referred to the principal for investigation and action. The severity of the consequences applied by the principal depends upon the seriousness of the 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 or verbal notification to parents
Detention time assigned

- Step 2:** **Referral to principal for a conference**
One (1) day suspension (in-school or out-of-school)
Incident recorded in student folder
Notice to parents either by writing, phone call or conference

- Step 3:** **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 4:** **Five (5) days out-of-school suspension, mandatory**
Incident recorded in student folder
Notice to parents either by writing, phone call or conference

- Step 5:** **Expulsion hearing before the school board**

2. Provisions for the Use of the Step System

- A.** 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.
- B.** 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.

3. Disciplinary Infractions and Consequences

A. School Attendance

<u>Infraction</u>	<u>Step</u>	<u>Special Provisions</u>
<u>A-1 Truancy</u> Being absent from school part or all of a school day without permission of parents or school administrators	2-4	
<u>A-2 Unexcused Absence</u> Student will not be allowed Failure to report to assigned class(es) to make up work, only tests without an acceptable excuse. Continued offenses will result in referral to District Attorney	2-4	
<u>A-3 Leaving Campus without Permission</u> Leaving the school without a blue pass or pink sheet Forging a parent's signature to leave school	2-4	
<u>A-4 Tardiness</u> Reporting late for school, class, or other required activities (3 tardies = 1 detention)	1	
<u>A-5 Failure to Report to Detention</u>	2-4	

B. Student/Student Relationships

<u>Infraction</u>	<u>Step</u>	<u>Special Provisions</u>
<u>B-1 Threatening or Intimidating Acts:</u> 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
<u>B-2 Physical Attack:</u> 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

<u>B-3 Disrespect:</u> To insult, call derogatory names, use obscenities, toward, dishonor, or in other manners abuse verbally or in writing any member of the student body.	2-6	A note of apology may be required
<u>B-4 Fighting:</u> The act of involving hostile bodily contact in or on school property, or going to or from school, including any school sponsored event.	3-6	Referral to police when appropriate
<u>B-5 Property Damage:</u> Damaging another student's property.	2-6	Restitution required.
<u>B-7 Theft:</u>	3-6	Restitution required; referral to police when appropriate
<u>B-8 Harassment/Sexual Harassment:</u>	3	Referral to police when appropriate
<u>B-10 Bullying - see separate bullying policy</u>	2-6	Referral to police when appropriate

C. Student/Staff Relationships

<u>Infraction</u>	<u>Step</u>	<u>Special Provisions</u>
<u>C-1 Insubordination:</u> The willful failure to respond or carry out a reasonable request by authorized school personnel	1-6	
<u>C-2 Threatening or Intimidating Acts:</u> Verbally or by gesture threatening the well-being, health or safety of any member of the school staff	4-6	Notification to police
<u>C-3 Physical Attack:</u> 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
<u>C-4 Disrespect:</u> 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	
<u>C-5a Damage to staff's property</u>	2-6	Restitution required
<u>C-5b Theft of staff's property</u>	3-6	Referral to police when

appropriate

D. School Property

<u>Infraction</u>	<u>Step</u>	<u>Special Provisions</u>
<u>D-1 Vandalism:</u> Destruction of public property	4-6	Restitution required Referral to police
<u>D-1a</u> Destruction to render something unusable	4-6	Restitution required. Referral to police.
<u>D-1b</u> Defacing-damaging something so that it requires repair or cleaning	2-4	Restitution or repair required
<u>D-2 Theft:</u>		
<u>D-2a:</u> Theft not serious enough to be reported to police	3-4	Restitution required
<u>D-2b:</u> Major theft-considerable enough to be reported to the police	5-6	Restitution required. Referral to police

E. Protection of the Public's Safety

<u>Infraction</u>	<u>Step</u>	<u>Special Provisions</u>
<u>E-1 Detonation of Firecrackers or Explosives:</u>	4-6	Referral to police
<u>E-2 False Alarms:</u>		
<u>E-2a :</u> The act of initiating a report warning of a fire or other catastrophe without just cause	4-6	Referral to police
<u>E-2b:</u> Bomb threats	6	Referral to police
<u>E-3 Arson:</u> 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
<u>E-4 Improper Use of Motor Vehicles:</u>		
<u>E-4a:</u> Reckless driving	2-6	Report to police
<u>E-4b:</u> Unauthorized driving during the school day	1-4	Repeated violation may result in the offender not being

allowed to bring his/her car to school

E-4c: 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

E-5a: Possession of a gun 6 Referral to police

E-5b: Possession of a knife or other weapon with 5-6 Referral to police

F. Alcohol, Tobacco, 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.

Infraction **Step** **Special Provisions**

F-1 Alcohol and Drugs:

F-1a: Possession of alcohol or drugs 4-6 Police notified.

F-1b: Selling or transmitting alcohol or drugs 5-6 Referral to police.

F-1c: 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.

F-1d: Observed use of drugs or Alcohol 4-6 Referral to police.

F-2 Tobacco:

F-2a: Possession of tobacco 3-6 Referral to police if appropriate

F-2b: Observed use of tobacco 3-6

G. Other Disciplinary Infractions

Infraction **Step** **Special Provisions**

G-1: Repeated or serious classroom disruptions 1-5 New law allows teachers to remove student

<u>G-2 Disruption of Meetings and Assemblies:</u>	1-5	Possible Exclusion
<u>G-3 Cheating:</u> 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	
<u>G-4 Public Displays of Affection Improper and/or Disruptive Behaviors:</u>	2-4	
<u>G-5 Head-Gear (hats and other gear) Repeatedly worn in building</u>	1	Confiscated or may not be returned

SUSPENSION PROCEDURES

In rare instances a student may be placed with the principal for part of or all of the school day for disciplinary reasons. At this time the student will work on class assignments along with having discussions with the principal on how to correct misbehavior at school.

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.

DRESS

In an educational setting, appropriate dress is expected, as well as cleanliness and good grooming for all students. Shoes must be worn at all times. Headgear will not be allowed in school. Hats worn repeatedly in school will be confiscated and may or may not be returned to the student. Appropriate or inappropriate dress will be determined by the administration. Students found with inappropriate dress will be asked to change the clothing in question, or leave the school in order to obtain suitable clothing. Inappropriate dress may include, but is not limited to: pants with holes above the knee, open weave tops, midriff tops, and clothing imprinted with obscene or suggestive sayings or symbols, garments with illegal products on them (tobacco, alcohol, drugs). Tank tops may be worn but must have a minimum of a 2" wide shoulder strap. **Decisions regarding acceptable dress are ultimately at the discretion of the building principal.**

The following are not permitted:

- Bare feet
- Bare midriffs (The abdominal area should not be exposed, there can be no gap, front or back, between your pants and top, either standing or sitting)
- Halter tops, strapless tops, spaghetti straps, torn/ragged clothing or bare-shouldered tops of any type (Blouses/shirts should be constructed so that the top of the shoulder is covered and is fitted under the arms, no cleavage may show)
- Hats, Caps, sunglasses inside buildings/classrooms between the hours of 7:30 AM -3:30 PM (All clothing accessories must be removed immediately upon entering the student locker areas)
- Apparel, jewelry or accessories that contains profanity or obscenity, trademarks that are identified with a gang or references promoting the use of drugs, alcohol, or tobacco or cause safety risks-ex-wallet chains.
- Clothing that disrupts the effective functioning of the school
- Shorts and skirts shorter than your fingertips with your arms fully extended straight down your side.

SPECIAL PROGRAM INFORMATION **MIDDLE SCHOOL / HIGH SCHOOL ACTIVITIES**

No elementary students are allowed to ride on high school or middle school extra-curricular buses unless he/she is a manager for that specific team or group. Elementary students are also not allowed to attend middle school or high school dances.

PICTURES

School age children will have the opportunity to have their pictures taken by a professional photographer. Pictures will be taken sometime in September and information will be sent home regarding cost and date.

MISCELLANEOUS **EDUCATIONAL MATERIALS**

The school provides textbooks, library books, and a wide variety of educational materials. Any damage, loss, or misuses of these materials are the responsibility of the student and parent/guardian. A student and his/her parent/guardian 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 or her.

PARENT-TEACHER CONFERENCES

Parent/guardian-teacher conferences are held during the school year. These conferences offer an opportunity to share information regarding a child's educational experience. Teachers may request a special conference with parents/guardians at any time if they feel that sharing of information should not be kept until general conferences. Parents/guardians should feel free to request a conference with the teacher at any time.

PLAYGROUND RULES

The following rules and regulations are meant to help insure the safety of our children on the playground. Teachers and parents are asked to go over these rules with the children to help them understand what will and will not be tolerated on the playground. Throughout the year modifications and additions of rules may take place. The playground supervisors will enforce playground rules. If students fail to follow these rules they will be referred to the principal for conference. Failure to follow playground rules may result in loss of recess privileges, detention, or other disciplinary measures deemed appropriate by the building principal.

The La Farge playgrounds consist of all areas connected to and surrounding the elementary and high school wings. Students should not enter the grass area between the wings during recess periods. Students are expected to follow safe, responsible, and respectful guidelines while on the playground.

RECESS

4K – 5 students receive at least two outdoor recess periods when weather conditions allow. In inclement weather, recess periods occur in the classroom.

The guideline for La Farge Schools is as follows:

- Above 10 degrees (with wind chill)=Outdoor Recess
- Between 0-9 degrees (with wind chill)=Shortened Outdoor Recess
- Below 0 (with wind chill)=Indoor Recess
- Raining= Indoor Recess

We do continue to stress that students have proper outdoor wear as most days, they will be going outside. Even in the cold months, we believe outdoor recess is an important and valuable part of the student's day. Teachers agree that students perform best at school when they have an opportunity for active outdoor play, so we try to get them out whenever possible.

Indoor recess takes place in the classrooms during the same time outdoor recess would happen. Sometimes if the high school gym is available, students are taken down there. During the indoor recess time, students at each grade level are divided into three different classrooms. Children have a range of interests and we try to provide a range of choices. The option of watching a movie on our SmartBoards is sometimes offered as a choice. Very active play is not a safe or viable option in the classroom so we need to be more careful with our indoor choices.

Each grade level offers a range of choices. Common choices include board games, computer games, reading, drawing, talking with friends, or watching a movie. Students are given an opportunity to self-select which activity interests them. The same supervision occurs during outdoor recess occurs during indoor recess. There are always two adult staff on duty and sometimes high school students too.

REPORT CARDS

Report cards or progress reports are issued at the end of each nine weeks, or four times a year for all children in grades K-5. Parents may keep their copy of the progress reports.

SEXUAL HARASSMENT POLICY

Students who feel that they are victims of sexual harassment must report their concerns to their teacher, guidance counselor, or the building principal.

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.

PETS – Children who wish to bring pets to school should first check with their teacher. Pets are not allowed on the bus.

VISITORS

Visitors to LaFarge School are required to stop at the office before touring the building. School age visitors are not allowed without an accompanying adult.



Proud to be a
Title I School

Contact Information

Meaghan Gustafson,
Elementary Principal &
Title I/Reading Specialist
625-0131
gustafsonm@lafarge.k12.wi.us



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),
- 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.