

Elcho School District

Student & Family Handbook

2023-2024



N11268 Antigo Street
P.O. Box 800
Elcho, WI 54428

Phone: (715) 275-3225
Fax: (715) 275-4388

PUPIL NONDISCRIMINATION AND EQUALITY OF EDUCATIONAL OPPORTUNITIES

It is the policy of the School District of Elcho that no person be denied admission to any public school in this district or be denied participation in, be denied benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational or other program or activity because of the person's sex, race, color, religion, national origin, ancestry, creed, age, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability as required by Section 118.13 of the statutes. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin) and Section 504 of the Rehabilitation Act of 1973 (handicap).

The Title IX Coordinators for the Elcho School District are listed below:

Scott Wilsens, PK-12 School Counselor
(715) 275-3225 Ext. 1160
swilsens@elchoschool.org

Paige Zutavern, PK-12 Principal
(715) 275-3225 Ext. 1070
pzutavern@elchoschool.org

It is the policy of the School District of Elcho that all school events (whether on school property, field trips, or extracurricular activities directly or indirectly under school supervision or representation) must be free of alcohol, tobacco, e-cigarettes, vape products, other drugs/controlled substances, and conceal/carry weapons.

A. Operational Information

School Hours

Doors Open for Students	7:35 a.m.
Bus Arrival	7:35 - 7:50 a.m
School Day for 4K	8:00 a.m. - 11:30 a.m.
School Day for K-5	8:00 a.m. - 3:10 p.m.
School Day for 6-12	8:00 a.m. - 3:20 p.m.
Dismissal for K-5	3:10 p.m.
Dismissal for 6-12	3:20 p.m.

Office Hours

School Days	7:30 a.m. - 4:00 p.m.
Non-school Days	Hours Vary; Contact Office for Details

Bell Schedule for Grades 6-12

1st Hour	8:00 - 8:50 a.m.
2nd Hour	8:54 - 9:44 a.m.
3rd Hour	9:48 - 10:38 a.m.
4th Hour	10:42 - 11:32 a.m.
5th Hour (MS/HS Lunch)	11:32 a.m. - 12:02 p.m.
6th Hour	12:06 - 12:56 p.m.
7th Hour	1:00 - 1:50 p.m.
8th Hour	1:54 - 2:44 p.m.
Hornet Hour	2:48 - 3:20 p.m.

School Safety

- The district uses electronic surveillance equipment in our building to help provide a safe atmosphere.
- Anything that could be considered a weapon may not be brought to school.
 - These items will be confiscated by any school personnel and will not be returned to the student.
 - If a student has a weapon they will be referred for disciplinary action.
- At times it is necessary to close school due to inclement weather. Please ensure your student is aware of the plan for emergency school closing.
- For emergency broadcast information please view the list below as well as our website/Facebook page.

ANTIGO

WRLO FM 105

WATK AM 900

RHINELANDER

WOBT AM 1200

WXPR 91.7

WJFW TV-12

WHDG

WAUSAU

WDEZ FM 102

WIFC FM 95.5

WSAW TV-7

WAOW TV-9

- Teachers will discuss safety procedures with their students and safety drills will be practiced regularly.

Exit routes are posted in each classroom of the building. In the event of an evacuation, parents must listen to the radio and television stations listed above to get directions and updates.

- We ask that parents not call the school or their student's cell phone during these situations.
- Students must not call out of the school during these times.
- All emergency situations will be handled using our ALICE procedures.

Public Address System

The public address system will be used for morning announcements at approximately 7:55am, to release activity groups, and occasional afternoon announcements at 3:10. Other uses of the system will be for school notification of drills or an emergency.

School Medication Policy

Families are reminded that per Elcho Board Policy, medication must not be sent to school with students. Any student who needs medication (including inhalers) during the school day must have the appropriate paperwork on file. Please contact the school office for more information.

There may be some occasions during the year where you want your child to use sunscreen or insect repellent. The school does not provide this to students; however, if you send it with your child we will assist in ensuring it is put on properly.

B. Attendance

Arrival and Departure Time

- Students arriving prior to 7:35 a.m. will not be allowed in the school building.
- Students who arrive after 8:00 a.m. must sign in at the school office.
- Students wishing to utilize the universally-free breakfast program must arrive prior to 8:00 a.m.
- Students are not allowed to leave campus once they arrive on school grounds without permission from the principal or their designee.
- Students must leave the school building by 3:30 p.m. unless participating in a supervised activity.
- Students should not be on the playground prior to the start of the school day.

Transportation

All student vehicles must be parked in the Town of Elcho parking lot to the east of the Elcho Post Office. All vehicles must be locked and properly parked. Students will not be allowed to return to their vehicles for any forgotten items once the school day has begun.

Cars Rides- Students should be dropped off at the main entrance.

Walking - Use sidewalks when they are available. Follow all directions from the crossing guard.

Bicycles - Bicycles must be ridden on the roads close to the curb in the same direction as traffic. No bicycles can be ridden on school grounds during the school day. All bicycles must be parked in the designated rack by the main entrance.

Bus Riders - Bus passes will be issued before 10:00 a.m. in the school office. Passes will not be issued unless there is a written note from the parent/guardian stating the date, time, and drop off address. All requests must be submitted in writing.

Tardiness

Students reporting to school after 8:00 a.m. must sign in at the office. Students missing more than 15 minutes of any class period will be considered absent for that entire class period. Students not in class at the beginning of any hour will be marked tardy.

Absence Policy

If your student will be absent, please call the school office prior to 8:05 a.m. If the school is not notified of your student's absence, they will be marked unexcused and a well-child call will be made. You can reach the school office by calling (715) 275-3225 and dialing extension 1000.

- In accordance with Wisconsin Compulsory School Attendance Act 285 (118.15), and the Langlade County ordinances, all children between 6 and 18 years of age must attend school regularly in a program that leads to the child's high school graduation or school equivalency.
 - Students are required to attend all their scheduled classes, study halls, Hornet Hour, and lunch periods unless excused by the principal or a parent/guardian.
- Truancy concerns are addressed through a district letter to families when their student has accumulated 5 days absent from school (in one semester) for any reason, excused or unexcused. The letter will express our concern over the numerous absences and provide parents with information on actions that must be taken at that time. Excessive tardiness can also warrant a letter of concern.
 - Medical/dental appointments will not be counted against the number of excused absences provided you bring proof of the appointment upon returning to school.
- Any students that are absent on the last few days of the school year or the days leading up to the end of the school year must have all work completed and turned in by the last scheduled day of school. No late work will be accepted at the end of Q4/S2. Any work not turned in by the last day will be scored as a zero.

Please reference Elcho School Board Policy regarding attendance and truancy for more information.

Pre-Excused Absences

If your student's absence is planned in advance due to vacation, please notify the office in writing prior to the absence. Board of Education policy limits these absences to 5 per semester, at which point they will be marked unexcused.

Religious Time Release

Students are allowed, with written permission of a parent or guardian, to be absent from school at least 60 minutes but not more than 180 minutes per week to obtain religious instruction outside the school during the required school period.

- The supervisor of said religious instruction is required to report the names of the students that attended this weekly religious instruction.

Field Trips

Field trips are an educational experience; however, they do not exempt a student from being accountable for content covered during the absence. Students should expect to make up missing work by arranging to use time before school, after school, or during their lunch or Hornet Hour.

Students may be held back from any field trip when they have not met behavioral or academic expectations in their regular classes. Students in middle/high school are responsible for having each teacher sign off on the "Required Teacher Sign Off" form for each field trip. Teachers in all grades reserve the right to decline eligibility for any student based on academics and/or behavior. When a field trip is offered as an incentive, a student who has not met the criteria for that trip will not be allowed to attend.

There may be times when field trips are open to parent chaperones; however, this will not always be the case. If chaperones are invited, they must complete the background check in the office at least three days prior to the date of the field trip. Background checks will remain on file in the school office and will need to be renewed at least every three (3) school years.

Friend/Visitor Policy

Elcho students wanting a friend/family member to visit them at school must get permission at least 24 hours in advance from administration. All visitors are to sign a pass in the school office upon entering the building. Out of concern for children with allergies and other safety issues, we do not allow students and their families to bring pets into the building. The district may bring in certified therapy dogs.

C. Academics

Honor Code

Elcho School District promotes and expects ethical behavior from all students. Honesty and integrity are valued in all of our classrooms, programs, and activities. Dishonest and unethical behavior, such as lying or cheating, will not be tolerated at any time by anyone.

Cheating is defined as, but not limited to:

- copying someone else's work, such as an assignment, quiz, or test, and submitting it as your work.
- allowing another student to copy your work.
- utilizing aids such as notes or copying internet resources to assist in the completion of a quiz or test when such aids are not authorized by the teacher.
- copying source material or not crediting sources in an attempt to present another's work as your own when submitting a class assignment such as a research paper.

Each teacher will inform students of the consequences for, and what constitutes, cheating in a particular course. All instances of cheating will result in a discipline referral and disciplinary action. Additional consequences may be given by the classroom teacher, such as earning a zero on the assignment and/or completing an alternate assignment. Repeat offenses may result in failing the course for the quarter in which the cheating has occurred and/or removal from the course for the remainder of the school year.

Grade Promotion/Retention

Promotion from grade to grade within the school is determined on the basis of academic achievement represented by successful completion of the core academic subjects (language arts, mathematics, science, social studies) or grade level or growth performance on district and state assessments. Other considerations may include social skills, social development, physical development, problem solving abilities, and attendance. Each student with one or more core academic subject failures is considered for retention. Promotion and retention decisions shall be made consistent with state law and district requirements per Elcho School Board policy.

Monitoring Academic Progress- Grades 6-12

Students are encouraged to regularly check Infinite Campus to see their academic progress. Parents should use this program to check up on their student(s) on a regular basis. The specific log in information will be provided at the beginning of the school year but can be obtained at any time from the school office.

Academic progress will be checked by the Activities Director at every scheduled grade check. The dates of these grade checks will be determined prior to the start of the first athletic season of the school year.

Students will be issued one student planner for the year and will be required to use it for passes out of a teacher's classroom. If a planner is lost or misplaced, students will be required to purchase a replacement planner in the office. The cost for replacement planners is \$5.00 for the first semester and \$2.50 for the second semester.

Students will receive a report card every nine weeks. During parent/teacher conferences report cards may be picked up by the parent/guardian. Report cards not picked up will be mailed home. High school transcripts can be requested from the school counselor by signing a release of information in the school office.

Each individual teacher may use a variety of methods to contact parents/guardians regarding student progress. Please view the phone and email list at the back of this document if you wish to reach out to specific staff.

Transfer/Withdrawal

Parents/guardians who wish to withdraw or transfer their student from the school must notify the office by completing enrollment paperwork at the new district the student will be attending. The new district will send over a record's request to the Elcho school office, at which time your student's records will be sent. The student will be expected to return all school-issued electronic devices, books, school property, and pay any outstanding fines or fees.

Music Instrument Fee

During the July 2023 Board of Education Meeting it was decided that students using a District owned device would not be charged a rental fee. Families will need to sign an agreement that takes responsibility for paying for any misuse or intentional damage to the instrument.

Students will need to purchase their first lesson book costing between \$8-\$15, Students will need to purchase their own snare sticks, bass drum stick mallet, bell mallets, triangle beater and yarn mallets with the stick bag. Students playing the tuba will need to purchase their own mouthpiece for the instrument.

For summer music rental fees please contact Mrs. Brendemuehl.

D. Activities

Attendance at Extracurricular Events

Students attending extracurricular events are expected to demonstrate positive sportsmanship and acceptable fan behavior at all times as defined by those district and school policies. Attendance at extra-curricular events by students is a privilege that can be suspended by administration for violations of school rules or procedures.

Students attending extracurricular activities:

- Must leave the school building by 3:30 p.m. unless participating in a supervised activity.
- Must meet behavioral expectations on the day of an event to be eligible to observe.
- Must remain on the school premise during extracurricular activities and will not be readmitted.
- Must be chaperoned by an adult if in fifth grade and under.
- Can only consume food and beverages purchased in the Hornet's Nest during events.
- May only bring water/soda, candy, or popcorn into the gyms. Other food must be consumed in the Commons.

Students will be permitted to attend elementary concerts if their parent/guardian is present to sign them out.

Co-Curricular Code

All students who participate in any school-sponsored co-curricular activities in grades 6-12 must adhere to the Elcho School District's Co-Curricular Policy. Copies of the policy are available in the school office. Both the student and their parent/guardian must sign the policy annually.

Dances & Dance Courts

School dances/student functions are closed, private parties sponsored by the district for Elcho students. Students will only be allowed to attend school dances if they meet the following criteria:

- Are in good behavioral standing with administration
- Have provided all necessary documentation (i.e. permission slips) for themselves and their guest
- Any specific criteria set forth by the dance supervisor (for middle school only)

During the dance, all students and their guests must meet the following expectations:

- Students must remain in the designated dance area in the school building. Any students that choose to leave will not be readmitted.
- No carry-ins allowed. Any food or beverages at these events will be provided by the school.
- Guests must be cleared by administration in the days prior to the event by obtaining a guest pass application in the office.
- Guests are expected to adhere to the same expectations for Elcho students.
- Guests must present their signed guest pass at the door upon arrival for admittance.
- Spectators wishing to observe the announcement of dance courts for Prom and Homecoming will be given a restricted time to do so. At the conclusion of these announcements all spectators must leave the building.

*Dances are restricted to students in their respective schools (i.e. middle school only at middle school dances; high school only at high school dances).

**Students who wish to be considered for a dance court, such as homecoming or prom, must be a student in good standing in the Elcho School District per the Co-Curricular Policy.

Student Work Permits

The State of Wisconsin has changed how to get a work permit for anyone under the age of 16 in any job with the exception of agriculture or domestic service work. Work permits are only able to be obtained by going to the Wisconsin Department of Workforce Development (DWD).

1. Create a [DWD ID](#)
 - a. A DWD ID is a username and password used to interact with the Department of Workforce Development or Department of Children and Family Services. If you already have a DWD ID that you used to work with another division, such as the Unemployment Insurance Division, you do not need to create a new ID.
2. Enter Information about the minor applying for the work permit and their:
 - a. Employer
 - b. Job
 - c. School
3. Pay for a minor's work permit. We accept:
 - a. Checking or savings account

E. Student Expectations

Appropriate School Behavior

The School District of Elcho firmly believes that learning will best take place in an orderly environment. Students that wish to be successful, both academically and behaviorally, should exhibit the following behaviors on a daily basis:

Safe

- Walk on the right side of the hallway.
- Keep your hands and feet to yourself.
- Not engaging in behaviors that could challenge your safety or that of others (i.e. throwing objects, tipping back on chairs, running in the halls, etc.)

Respectful

- Show kindness to everyone (i.e. being a good listener, giving genuine compliments, being helpful to someone in need, taking care of school property and property of others)
- Demonstrate good manners (i.e. saying please and thank you, holding the door for someone, etc.)
- Be helpful to substitute teachers (i.e. following the expectations above, explaining classroom procedures, directing them to resources in the classroom.)

Responsible

- Follow directions!
- Recognize your errors or mistakes and take responsibility for them.
- Tell the truth, even when it is difficult.

Prepared

- Come to class with all necessary materials as designated by that teacher (i.e. writing utensils, notebooks, folders, textbooks, student planners, and Chromebooks-inside their case with designated charger.)
- Complete all assignments on time, even if it is not required.
- Check your grades and student email on a daily basis.

Productive

- Be engaged in your classes (i.e. ask relevant questions, listen to instruction, make connections to content)
- Be goal-oriented. Set short and long term goals to lead to career, college, and life readiness.
- Challenge yourself academically. This is where true growth happens.

Support & Counseling

The Elcho School District has a school counselor on staff to assist students with their academic, career, personal, and social needs. For any student experiencing a difficult time at home or at school, they should make arrangements to meet with the school counselor. For non-emergent situations students should visit the school counselor during their free time or obtain a pass from a teacher.

Unacceptable Behavior

Disciplinary action may be taken as a result of any behavior that is disruptive or violates the rights of others while at school or during school-sponsored activities. The following acts are examples of unacceptable behavior and subject to disciplinary action. This list is not exclusive.

Violations Against Persons

Abusive or inappropriate language
 Assault (*verbal, physical, and/or sexual*)
 Bullying/harassment/hazing (Cyber or In-person)
 Fighting
 Interference/obstruction/lying
 Interruption of the teaching and learning of others
 Possession of a weapon

Violations Against Property

Robbery/extortion
 Theft
 Unauthorized use of school property
 Willful damage of school property
 Willful damage to property of others

Violations Against Traffic Regulations

Parking violations on school grounds
 Reckless or careless driving on/near campus

Violations Against School Procedures

Cheating or allowing others to cheat
 Defiance of authority
 Disorderly conduct
 Disruptive behavior on school grounds
 Gambling
 Leaving school grounds without permission
 Public displays of affection
 Record and identification falsification
 Repeated dress code violations
 Repeated refusal to follow school expectations
 Selling or distributing to make a profit
 Tobacco and other drugs policy violations
 Trespassing on school grounds
 Truancy
 Willful disobedience
 Inappropriate use of technology

Disciplinary Action

Disciplinary action referenced in this handbook may occur based on student violations of behavior expectations and/or district policy. Each incident will be addressed on a case-by-case basis. The spectrum of disciplinary action may include the following (this list is not exhaustive):

- Documentation in Student's Behavior Record
- Reminder/Verbal Reprimand
- Parent/Guardian Contact/Meeting
- Lunch or After-School Detention
- Behavior Contract
- Loss of Privileges (i.e. revoking hall passes, change in bus seating, no field trips/after school events, loss of device privileges - personal and/or school-issued, off-campus, etc.)
- Temporary or Permanent Removal from Class (i.e. schedule change)
- Referral to Alternative Education Setting
- In School Suspension
- Out of School Suspension
- Referral to Law Enforcement or other Outside Agency
- Pre-Expulsion Agreement
- Recommendation for Expulsion

Dress Code

Per Elcho School Board Policy, the responsibility for the personal appearance of students normally rests with the students themselves and their parents/guardians. Student dress or grooming shall not, however:

- a. affect the health or safety of students; or
- b. disrupt the learning process within the classroom or school.

Student clothing must adhere to the following minimal standards during school hours and while in attendance at school-sponsored events, with exceptions being made in some cases for dances:

- No minimal or revealing clothing such as:
 - Cut-off shirts
 - Tube tops or strapless shirts
 - Halter-tops
 - Spaghetti straps (less than 1” in width)
 - Clothing that exposes the chest/side chest
 - Clothing that exposes the midriff
 - Clothing that exposes undergarments
 - Sexually-suggestive clothing
 - Revealing holes
 - Shorts shorter than the resting point of the
- No jackets, coats, and gloves can be worn after students visit their lockers. Hats must be removed upon entering the building and should remain off until a student has exited the building.
- No headgear, including hats, sunglasses, or bandanas that cover the majority of the head.
- No clothing that advertises alcohol, alcohol establishments, tobacco products, or other drugs.
- No clothing with messages or symbols that include profanity, violence, or sexual language/actions.
- No clothing or accessory which, by its design, use, or intended use, could cause bodily harm, property damage, or intimidation such as pet collars, leashes, or spikes.
- No clothing with any gang-related purpose.
- No costumes or costume accessories (unless during school-approved activities such as Halloween and/or Homecoming).

Appropriate student clothing also includes:

- Wearing appropriate footwear at all times.
- Covering any body markings or tattoos that violate any of the guidelines listed above.
- Wearing costumes or pajamas only during school-coordinated activities.

This code is not intended to limit the right of administration to establish rules or restrictions regarding other items or dress that disrupts or threatens to disrupt the learning environment of the school. State statutes allow school administration to forbid the wearing of any clothing and make-up which could cause a “substantial disturbance” in the classroom or that others find offensive (Wis. Statutes 120.13(1)(a)). If there is a disagreement regarding the appropriateness of clothing or other items, the administration has the discretion to make the final decision.

Physical Education & Recess

Students in grades K-8 have physical education (PE) every day. Therefore, they will need appropriate shoes and socks each day. Please select PE shoes with a non-marking sole that can be tightened with laces or velcro. Students in middle and high school will be assigned a PE locker in their respective locker room to store their PE shoes and clothing.

Students are expected to participate in physical education classes and recess unless a doctor’s written excuse states the contrary. A doctor’s request should specify the type of physical activity the child is able/unable to participate in.

Drugs, Alcohol, Tobacco, and/or Paraphernalia

The use, possession, and/or distribution of tobacco or any type of tobacco product, e-cig or vaporized inhalant, or any product containing nicotine, THC, or any other controlled substance, especially smoking, chewing, or vaping on school grounds, in school vehicles, during school-sponsored events, and in the school building by any student or adult is prohibited at all times. Any violation of this policy by students may result in disciplinary action and referral to law enforcement.

Acceptable Use of Technology

School-Issued Devices:

All students must complete and return the technology agreement form before using any school-issued device. This includes classroom desktops, classroom chromebooks, and individually-assigned student chromebooks. Exceptions will only be made for students needing to complete school or state-wide assessments. The form can be found on the last page of this handbook and must be submitted to the school office annually.

Any student using a school-issued device must adhere to the following requirements of acceptable use:

- Devices are the property of the School District of Elcho and are leased to students for educational use.
- Students are responsible for the cost of any damages, accidental or intentional, that occurs on their assigned device.
- Payment for assessed damages must be made in the form of check/cash before being reissued a device.
- Repeated offenses of damage to school-issued devices will result in a loss of technology privileges.
- Devices must remain in their respective cases at all times.

Personal Electronic Devices: to include cell phones, air pods or other electronic headphones, cameras, smart watches with internet/text/call capabilities, tablets, Kindles, computers, etc. that are not issued to students as property of the school.

Grades PK-5:

- Students in grades PK-5 are not permitted to bring personal electronic devices to school. Devices found on students in elementary school will be confiscated and kept in the office until a parent/guardian can retrieve them. Exceptions will only be made if a parent/guardian makes a request to administration for permission for a device to remain **in the school office during school hours**. These students are not allowed to use these devices on the bus to and from school.

Grades 6-8:

- Personal electronic devices such as tablets, Kindles, computers, gaming devices, cameras, etc. are not allowed to be used in middle school at any time.
- Student's personal cell phones, Air Pods, or other headphones may only be used from 7:35-7:50 a.m. during middle school breakfast in the Commons.
- At the warning bell (7:50 a.m.) all devices will be turned off and given to school staff to be securely stored in the school office for the school day.
- Any student that does not submit their device to school staff at the start of the day is subject to a search of their personal belongings to ensure compliance.
- Violations will result in documentation and disciplinary action per the guidelines below.
- Devices will be returned to middle school students at the end of the school day. Students leaving early from school (appointments, illness, activities/sports, etc.) can retrieve their device in the school office upon leaving.
- Personal electronic devices may be used on bus routes to and from school and to extracurricular events at the discretion of the coach/supervisor for middle school students.

Grades 9-12:

- Personal electronic devices may only be used during a high school student's free time such as breakfast, lunch, and passing time.
- Personal electronic devices are not to be used during high school classes or study halls and must remain in their lockers or in a teacher's designated phone location (teachers may request smart watches be placed in the phone location or locker during tests and/or quizzes). No air pods are allowed in the classroom unless a student is given permission by the teacher in advance.
- Personal electronic devices may not be used when on a pass from a classroom or in the halls while classes are in session.

All students:

- Personal and school-issued electronic devices may not be used in the bathroom or locker room at any time.
- Students are not allowed to take and/or share photos or videos of unwilling or unknowing participants.
- Students with an emergency needing to contact a parent/guardian during classes can get a pass to do so in the school office. If it is not an emergency, the student must wait until their scheduled lunch time or the end of the school day.
- Students with a documented medical need by a medical provider may be permitted to bring a personal electronic device that supports their health needs to school. Students using these devices for any reason other than their documented medical need will be subject to disciplinary action.

Violations:

First offense: Personal electronic devices will be confiscated by school staff and will be secured in the school office. The offense will be documented in Infinite Campus and the device can be picked up at the end of the school day by the student. The parent/guardian will be notified by administration.

Second offense: Personal electronic devices will be confiscated by school staff and will be secured in the school office. The offense will be documented in Infinite Campus and the device can be picked up at the end of the school day by their parent/guardian. The parent/guardian will be notified by administration.

Third offense: Personal electronic devices will be confiscated by school staff and will be secured in the school office. The offense will be documented in Infinite Campus and the device can be picked up at the end of the school day by their parent/guardian. The parent/guardian will be notified by administration and disciplinary action will be taken.

Staff who confiscate a phone are not permitted to access or disassemble the device in any way. Staff who confiscate a device are required to bring the device to the office as soon as possible. Until that time, the staff member will keep the device in plain sight. All devices brought to the office will be immediately placed in the school's secure records room and will not be searched by school administration. Devices will be handed over to law enforcement in the event of an investigation.

****Students who refuse to surrender their personal electronic devices to staff when requested will receive additional disciplinary action. This could include suspensions and/or referrals to law enforcement.**

Per Elcho Board Policy, under no circumstances may cameras, video recorders or other recording devices be used in the locker room/bathroom. No person may use a cell phone to capture, record or transfer a representation of a nude or partially nude person in the locker room/bathroom or to take any other photo or video image of a person in the locker room/bathroom.

Classroom Expectations

It is expected that students are fully engaged and participate in their scheduled classes every day. Students are not permitted to miss a scheduled class to complete work for another class. Unless given permission by the teacher, students are not permitted to work on class work for another class other than the one they are scheduled to be in. For example, students are not allowed to work on math homework during English class unless given permission by the English teacher to do so during their free time if it is given.

Consuming Food & Beverages During the School Day

Elementary classrooms will have a daily designated snack time. It is recommended that snacks that come to school be selected from the healthy snack list found at the back of this handbook. This list was generated with the recommended guidelines of containing less than 40% fat calories and less than 40% added sugar by weight. **For safety reasons, students may only bring in pre-packaged snack items.**

If you would like to provide a classroom snack on your child's birthday, it should be pre-packaged with a clear ingredient label. No homemade treats will be distributed due to student allergies.

Middle and high school students are encouraged to keep healthy, individually-packaged, non-perishable snack items in their lockers to consume between classes. It is up to the classroom teacher to determine if food and drinks are allowed to be consumed in their classrooms. If snacks are allowed, all snacks consumed in the classroom must follow the healthy snack guidelines found at the back of the student handbook. All other food and drink items that do not meet this criteria must remain in a student's locker to be consumed during breakfast, lunch, or passing time or it will be confiscated by school staff. Unless a classroom party is planned by the teacher, students can only bring snacks for themselves and are not allowed to distribute or sell any food or beverage items while at school. Any student that repeatedly makes a mess or refuses to clean up after themselves will have these items confiscated.

Fundraisers

Any classes or activity groups wishing to participate in a fundraiser must have their advisor complete a fundraising request a minimum of two weeks prior to the start of the fundraiser. Any fundraising efforts that take place without approval from school administration will result in all funds being returned.

Homecoming Floats

All floats created for the purposes of high school homecoming must be created entirely on school property. Any floats created at a private residence will be automatically disqualified from the judging process.

Hornet Hour

Hornet Hour is a required, scheduled class that will take place daily from 2:48-3:20 p.m. for all students in grades 6-12. Students will be graded on a pass/fail basis at each grade check for their participation, progress, effort, and attitude. If a teacher requests a student attend their Hornet Hour, the student must attend or they will be marked unexcused absent from that class for the day and will impact their activity code eligibility and off-campus eligibility. All activities assigned during the Hornet Hour are required for all students.

Missing, Late, & Makeup Work Policy

It is the responsibility of the student to complete all required work for every class whether they are in school or they have a planned or unplanned absence. Missing and/or late work will not be accepted once quarter grades are finalized. Classroom teachers will determine the points allowed to be earned for late work, not to be less than 50% of the total possible points. Any missing work not completed by the end of a quarter will result in the grade being permanently changed to a zero.

When a student is absent from school for any reason, whether it is excused, unexcused, or the result of disciplinary action, the student is expected to make up all assigned work. Students are expected to communicate with their teachers in advance when an absence is planned to get any school work and notify the teacher of their absence. Parents requesting work due to illness or prolonged absence must give at least one school day's notice for it to be picked up in the office.

- Students will be given one (1) additional day for every day missed to complete missing work, not to exceed seven (7) calendar days unless approved by the principal due to a medical absence. If makeup work is not completed within the allotted amount of time, all work will be considered late and will receive the necessary point deductions.
- If a student is absent at the end of a quarter, they will be given no more than two (2) weeks from the end of the quarter to complete any makeup work before the grades are permanently changed to a zero.
 - All missing, late, and/or makeup work for Quarter 4/Semester 2 are due on the last day of school regardless of the reason for a student's absence.
- Students are expected to make arrangements with the classroom teacher to complete any labs, tests, or quizzes within the allotted amount of time that were assigned during their absence. Depending on the availability of the classroom teacher, this may take place during the teacher's prep or lunch, before or after school, during the scheduled class, or during Hornet Hour.

F. Property Expectations

School Property

Students must demonstrate respect for school property and not engage in behaviors that may cause damage to such property. This includes, but is not limited to, desks, lockers, books, school-issued devices, and equipment. Any damages, accidental or intentional, will be assessed and billed to the student to be paid in full prior to their graduation. Repeated disregard for school property will result in disciplinary action.

Fees/Fines

All fines and fees must be paid prior to the graduation ceremony in order to participate. Students must pay any financial obligations they have incurred as a result of overdue library materials, outstanding food service balances, failed or withdrawn Start College Now courses, misused school materials or devices, damaged equipment, non-returned uniforms, etc. Once notified of their fines students must pay them in the school office in the form of cash/check.

Lockers/Locks

Students are expected to assume full responsibility for the security of their lockers even though they are the property of the school. Middle & high school students are required to use their assigned locker and school-issued lock at all times. The school cannot be responsible for items lost from lockers. The replacement fee for lost/not returned locks is \$8.

Lockers are to be kept clean and organized. Students are allowed to have healthy snacks in their lockers in a sealed container. Students will be asked to discard any food items found in their locker that may rot, mold, spill, or decompose. Students will regularly be given the opportunity to clean their lockers.

Periodic inspection of school or gym lockers may be conducted by school administration for any reason, at any time, without notice, without student consent, and without a search warrant. If, in the course of a properly conducted search, a student is found in possession of illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

Locker decorations are to be kept inside the locker, unless it was placed there as part of a school-sponsored event or activity. Locker decorations inside lockers are expected to conform with all school behavior and decency policies including those related to alcohol and tobacco-related advertising.

Personal Bags

Students are not to bring backpacks, purses, or other personal bags into classrooms. Students have ample time to access their lockers between classes or use their passes to return to their lockers if they forgot something. Students who have medical or other needs that would require them to have an exemption to this rule must get prior approval from the school office.

G. Miscellaneous

18-Year-Old Students

Students who are 18 years or older and still live with their parents/guardians may submit a note to the school office, signed by their parent/guardian, allowing them to sign their own notes, excuse their own absences, etc. This written permission must remain on file in the school office. (State Statute 118.15 (1) (a))

Students who are 18 years or older and maintain their own residence, financially independent from their parent/guardian, may sign their own notes, excuse their own absences, etc.

Food Service Program

Breakfast and lunch are offered daily to students and will be charged to their food service account. Milk may also be purchased each day for students who prefer to bring their own meal.

Breakfast begins at 7:35 a.m. Any families wishing to have their child eat breakfast prior to the start of the school day should drop them off at 7:35 a.m. If your child's elementary classroom offers an afternoon snack break and the child chooses milk, it will be charged to your child's food service account.

Meal prices are listed on the monthly menu, which is available on the school website. Please ensure that your child has adequate funds to cover the cost of meals. Statements will be sent home regularly to families throughout the year. Parents are encouraged to pay their food service balance online via their Infinite Campus Parent Portal or send a check to school. Accounts with a negative balance will be contacted to set up a payment plan and may be sent to collections if payment is not made. Per district policy, students may be withheld from graduation exercises if fees, including food service balances, are not paid in full prior to the date of graduation. All balances should be paid in full on or around the last scheduled day of school.

*Students are not allowed to take food out of the Commons unless they have obtained a pass from a teacher.

Families are encouraged to apply for free or reduced pricing if they feel their financial situation may qualify them for this program. Applications for adjusted pricing can occur at any time throughout the school year if your financial situation changes.

This institution is an equal opportunity provider.

School-Utilized Social Media

The School District of Elcho has a sponsored webpage and Facebook page. Any students that wish not to be photographed on any of these platforms should notify the office at the beginning of the school year.

Elcho School Staff 2023-2024

ELEMENTARY FACULTY		EXT.	EMAIL ADDRESSES
Mrs. Amanda Springstroh	4K	1790	aspringstroh@elchoschool.org
Ms. Jessica Schoepke	Kindergarten	1900	jschoepke@elchoschool.org
Ms. Kaitlyn Paulsen	Kindergarten	1930	kpaulsen@elchoschool.org
Mrs. Michelle Kincaid	1st Grade	1950	mkincaid@elchoschool.org
Mrs. Amy Joerns	2nd Grade	1940	ajoerns@elchoschool.org
Mrs. Jenny Gray	3rd Grade	1250	jgray@elchoschool.org
Ms. Lindsay Albright	4th Grade	1270	lalbright@elchoschool.org
Mrs. Katrina Kubeny	5th Grade	1290	kkubeny@elchoschool.org
Ms. Katelyn Filbrandt	Special Education	1960	kfilbrandt@elchoschool.org
Mrs. Alyssa Carlson	Reading Specialist	1520	acarlson@elchoschool.org
Mrs. Lynn Stubbe	Interventionist	1510	lstubbe@elchoschool.org
MIDDLE/HIGH FACULTY		EXT.	EMAIL ADDRESSES
Mr. Frank Bernhagen	MS Social Studies & Science	2130/2300	fbernhagen@elchoschool.org
Mrs. Mary Brendemuehl	Band, Choir, & Music	1610	mbrendemuehl@elchoschool.org
Mr. Todd Dalle Ave	Health & Physical Education	1491	tdalleave@elchoschool.org
Mrs. Lauren Donovan	HS Alternative Education	2150	ldonovan@elchoschool.org
Mrs. Kate Dulmes	MS English & HS Spanish	2220	kdulmes@elchoschool.org
Ms. Chelsea Ewaldt	High School English	2110	cewaldt@elchoschool.org
Mr. Travis Goeks	Technology Education	1310	tgoeks@elchoschool.org
Mr. David Graves	Math	2210	dgraves@elchoschool.org
Mr. Joseph Krombos	Business Education	2160	jkrombos@elchoschool.org
Mr. Tom Prah	Social Studies	2090	tprah@elchoschool.org
Mr. Ron Schmidig	Special Education	2020	rschmidig@elchoschool.org
Mrs. Kim Schoenrock	Art	2400	kschoenrock@elchoschool.org
Mrs. Tammy Schroeder	Health & Physical Education	2350	tschroeder@elchoschool.org
Mrs. Jamie Robrecht	HS Math & Science	2240	jrobrecht@elchoschool.org
Ms. Kaitlyn Wittock	MS Alternative Education & Math	2230	kwittock@elchoschool.org
CENTRAL OFFICE		EXT.	EMAIL ADDRESSES
Mrs. Rachel Lemanczyk	District Administrator	1080	rlemanczyk@elchoschool.org
Mrs. Paige Zutavern	PK-12 Principal	1070	pzutavern@elchoschool.org
Mr. Scott Wilsens	PK-12 School Counselor	1160	swilsens@elchoschool.org
Mrs. Becca Siemers	School Secretary	1000	bsiemers@elchoschool.org
Mrs. Hope Pence	Business Assistant	1010	hpence@elchoschool.org
Mrs. Alyssa Carlson	Director of Curriculum & Instruction	1140	acarlson@elchoschool.org
Mr. Timothy Prunty	Business Manager	1100	tprunty@elchoschool.org
Mrs. Ann Schmidt	ELC Director	1670	aschmidt@elchoschool.org
Mr. Joseph Krombos	Activities Director	1120	jkrombos@elchoschool.org
Mr. Trevor Raskie	Technology Director	2250	traskie@elchoschool.org
Mrs. Kathy Bowman	School Nurse		kbowman@whitelake.k12.wi.us

Healthy Snack List

Please only provide snacks from this approved list. Thank you for respecting the effort to keep our children healthy!

Fruits and Vegetables (cleaned and ready for individual serving)

Dried fruit (no added sugar): raisins, apricots, apples, plums

Fresh fruit: apples, pears, bananas, oranges, grapes, watermelon, etc.

Fresh vegetables: carrots, celery, cucumbers, etc.

Individualized applesauce (all flavors)

Protein Foods

Go-GURT yogurt sticks (this brand only)

Hard Boiled Eggs (peeled and ready for individual serving)

Nuts/Seeds

Old Wisconsin Snack Sticks (turkey)

Oscar Mayer "Singles" (single servings of turkey, chicken or ham)

Part-skim mozzarella cheese sticks (any brand)

Other cheeses such as Sargento's Snacks: Stars and Moons or Kraft Individually Wrapped Cheese Sticks



Sweet Snacks

Animal Crackers

Cheerios (regular, honey nut, multigrain) or store-brand equivalent

Frosted Mini-Wheats (original, regular or bite-size)

Fruit and Grain Cereal Bars (all varieties)

Kashi Brand Cereals and Granola Bars (all varieties)

Kix cereal

Kellogg's Wild Animal Crunch

Life cereal (all varieties)

Nature Valley Granola Bars and Trail Mix Bars (all varieties)

Quaker Chewy Granola and Trail Mix Bars (no candy-brand or cookie-flavored bars)

Quaker Crunchy Corn Bran

Quaker Granola Bits

Quaker Oatmeal Squares (both varieties)

Regular Graham Crackers or Sticks (all varieties)

Roundy's Chewy Granola and Trail Mix Bars

Teddy Grahams (all varieties)

Teddy Graham Trail Mix (both varieties)

Salty Snacks

Breadsticks (all varieties)

Cheerios Snack Mix, regular and cheddar

Cheez-Its Party Mix

Chex-Mix (all varieties)

Goldfish Baked Snack Crackers

Lay's Cracker Crisps

Nabisco Wheat Thins (all varieties)

Orville Redenbacher's Butter Flavored

Mini Popcorn Cakes

Pretzels, plain

Quaker "Quakes" Rice Snacks (all varieties)

Quaker Rice Cakes (all varieties)

Reduced-Fat Cheese Nips

Reduced-Fat or Whole Wheat Ritz Crackers

Rold Gold Pretzels (cheddar, honey mustard, honey wheat varieties)

Saltines (all varieties)

Traditional-flavored Nabisco Mixers

Triscuits Crackers (all varieties)

Wheat Thins Toasted Chips (all varieties)

Wheatables (all varieties)

Elcho Middle/High School Healthy Snack Guidelines

1. Snacks should be from our healthy snack list.

2. Do not send sugary birthday treats.

3. Classroom parties will also take a healthy approach.

DISCRIMINATION/HARASSMENT COMPLAINT FORM

Name of person filing this complaint:

Address: _____

(Street) (City) (Zip)

Telephone: _____

Position of person filing complaint: _____ Student _____ Employee _____ Parent
Other (Specify) _____

Name and position of person allegedly harassed (if other than person filing/harassed):

Address: (If Known): _____

Telephone: _____

Statement of Complaint: 1) specify the type of discrimination/harassment you are alleging (e.g. discrimination based on race) and/or the policy or action that you believe may be in violation of the law; 2) describe the specific incident(s) of discrimination/ harassment, including the date(s) of each incident(s); and, 3) identify any person(s) involved in, or which you believe may be responsible for the incident(s), along with any witnesses to the incident(s): Please use the back if needed.

If you believe that others are affected by the alleged discrimination/harassment, please provide their names and positions: _____

If you wish, please describe any corrective action you would like to be taken in response to this complaint:

Signature of person filing complaint: _____ Date: _____

Signature of person receiving complaint: _____ Date: _____

If you need any assistance completing this form or filing this complaint, please request assistance from the principal.

Submit all copies of the complaint to the Principal or their designee. The person receiving the complaint will sign and date the complaint. One copy will be returned to the complainant, one copy will be sent to the school, department, or individual named as the responsible party.

**Student Technology Use
User Agreement**

Student

I understand and will abide by the Elcho School District Acceptable Use/Internet Safety Rules Policy and Rule. I further understand that any violation of the guidelines may result in the suspension or revocation of my access privileges. Other disciplinary action, including appropriate legal action, if a violation constitutes a criminal offense, may also be taken. I will be held liable for malicious damage or misuse of any technology – hardware, software, Internet, etc.

Parent

As the parent/guardian of this student, I have read the Elcho School District Acceptable Use/Internet Safety Rules Policy and Rule. I understand that this access is designated for educational purposes. I also recognize that it is impossible for the Elcho School District to restrict access to all controversial materials, and I will not hold the District responsible for such materials acquired through the Systems. I accept full responsibility for supervision if and when my child’s use is not in a school setting. I hereby understand and accept all rules and regulations set by the District’s Student Technology Acceptable Use and Safety policy (7540.03).

Student Name (Print Name): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (Print Name): _____

Parent/Guardian Signature: _____ Date: _____

1st Reading: July 26, 2022
2nd Reading & Adopt.: August 16, 2022

**High School Off-Campus Lunch
2023-2024**

Students in grades 9-12 can earn off-campus lunch during their scheduled lunch period by meeting the criteria outlined below. If a student has not met the criteria and still leaves campus, their attendance will be marked unexcused and they will serve a detention during the following lunch. This unexcused absence will have negative impacts on co-curricular eligibility as well as truancy. Students in grades 6-8 are ineligible to participate.

- Students must have permission **in writing** from a parent or guardian allowing them to go off-campus for lunch. Phone calls and/or text messages **will not** be accepted as permission.
- Students are **not allowed to go to their vehicles and/or drive them** for any reason during off-campus lunch. Students will be required to drop off their keys in the office when signing out. Students found to be at their vehicles or someone else's vehicle during off campus will have their privileges revoked.
- Students are not eligible to go off-campus if they have any **behavior referrals**. For example, if a student is kicked out of class and/or written up during a class they will not be allowed to go off-campus until administration reapproves them.
- Grades will be monitored at each scheduled grade check. If a student has any failing or near failing grades (**D-'s or F's**) they will not be allowed to go off-campus until the next scheduled grade check.
- Students are only allowed to leave for off-campus during their scheduled lunch period.
- If students return late from off-campus they will lose out on the privilege until administration reapproves them. This tardiness will have a negative impact on their co-curricular eligibility and truancy.

By signing this document you agree to allow your student to go off-campus during the scheduled high school lunch period provided they meet all of the requirements stated above. Administration can revoke this privilege at any time, for any reason, for any student even if the student has permission from a parent or guardian.

Student Name _____ Grade _____

Parent/Guardian Signature _____ Date _____

Bell Schedule 2023-2024

Breakfast	7:35 a.m - 7:55 a.m.
Warning Bell	7:50 a.m.
Pledge & Announcements	7:55 a.m.
1st Hour	8:00 - 8:50 a.m.
2nd Hour	8:54 - 9:44 a.m.
3rd Hour	9:48 - 10:38 a.m.
4th Hour	10:42 - 11:32 a.m.
5th Hour (MS/HS Lunch)	11:32 a.m. - 12:02 p.m.
6th Hour	12:06 - 12:56 p.m.
7th Hour	1:00 - 1:50 p.m.
8th Hour	1:54 - 2:44 p.m.
Hornet Hour	2:48 - 3:20 p.m.

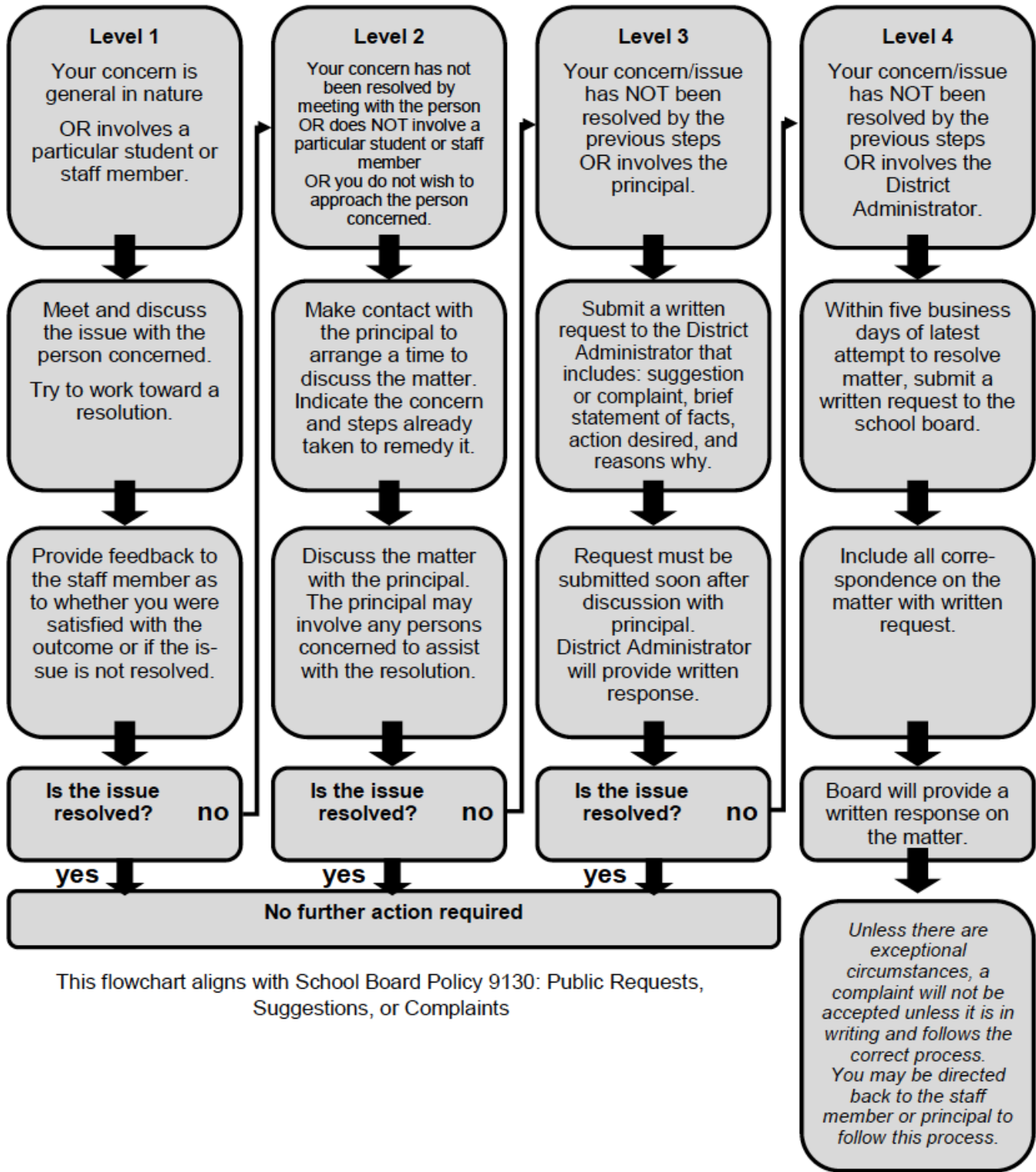
Grade Check Dates 2023-2024

<u>Student Due Date</u>	<u>Teacher Due Date & Official Check</u>
Grade Check 1 - Friday 09/22/23	Monday 9/25/23 by 7:30 a.m.
Grade Check 2 - Friday 10/13/23	Monday 10/16/23 by 7:30 a.m.
Grade Check 3 -Thursday 11/02/23 *End of Quarter 1*	Monday 11/06/23 by 7:30 a.m.
Grade Check 4 - Friday 12/01/23	Monday 12/04/23 by 7:30 a.m.
Grade Check 5 - Friday 12/22/23	Friday 12/22/23 before leaving for break
Grade Check 6 -Friday 1/18/24 *End of Quarter 2/Semester 1*	Monday 1/22/24 by 7:30 a.m.
Grade Check 7 - Friday 02/09/24	Monday 02/12/24 by 7:30 a.m.
Grade Check 8 - Friday 03/01/24	Monday 03/04/24 by 7:30 a.m.
Grade Check 9 - Friday 03/22/24 *End of Quarter 3*	Tuesday 04/02/24 by 7:30 a.m.
Grade Check 10 - Friday 04/19/24	Monday 04/22/24 by 7:30 a.m.
Grade Check 11 - Friday 05/10/24	Monday 05/13/24 by 7:30 a.m.
Grade Check 12 - Friday 05/31/24 *End of Quarter 4/Semester 2*	Monday 06/03/24 by 3:30 p.m. All grades are to be posted/verified before teachers leave for the summer.

*All grade check dates are subject to change by administration based on changes to the school calendar.

Requests, Suggestions, and Complaints Process

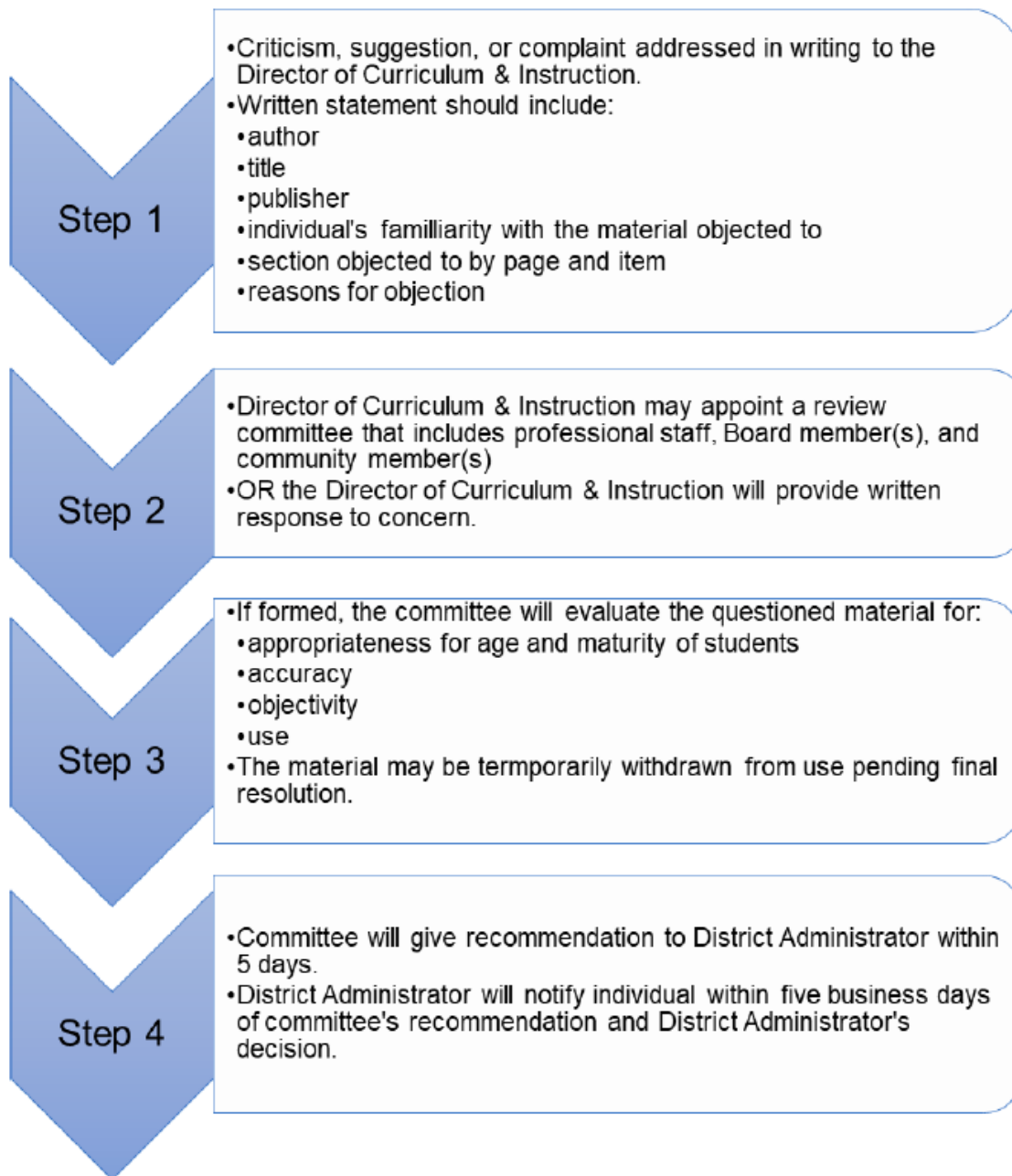
Most concerns can be resolved informally by discussions with the people concerned.



This flowchart aligns with School Board Policy 9130: Public Requests, Suggestions, or Complaints

Requests, Suggestions, and Complaints Regarding Classroom Instructional Materials

Per Board Policy 9130, questions, concerns, or suggestions regarding classroom instructional materials should be submitted in writing to the Director of Curriculum & Instruction.



Handbook Acknowledgement

Note: This signature page is to be turned into the school office no later than Friday, September 8, 2023. Failure to do so will result in eligibility for activities, athletics, off-campus lunch, and/or school device privileges.

We, the undersigned, have read and understand the contents of the Student Handbook. Please list all students in the home you are signing for.

Student_____Grade_____

Student_____Grade_____

Student_____Grade_____

Student_____Grade_____

Student_____Grade_____

Parent/Guardian_____Date_____