

La Farge Middle/High School  
Student/Parent  
Handbook  
2023-2024



#EveryStudentEveryDay

**La Farge School District Parent and Student Handbook**  
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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 contain general guidelines and information.

These handbooks' content may be changed from time to time throughout the 2023-2024 school year. Up-to-date versions will be maintained online at [www.lafarge.k12.wi.us](http://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.

### **Nondiscrimination Policy**

The School District of La Farge does not discriminate against pupils on the basis of sex, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, sexual orientation, gender identity or gender expression, 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

## **La Farge Schools**

#Every Student, Every Day

Building college, career, and community readiness by ensuring high levels of learning for all.

### **Values**

Clarity  
Communication  
Consistency  
Accountability  
High Expectations  
Empathy  
Growth Mindset

### **Collective Commitments**

- Engaging in thought, speech, and action that communicates a growth mindset
- Developing policies, practices, and procedures that clearly communicate high expectations for adult and student learning
- Creating clarity for everyone by communicating exactly what those policies, practices, and procedures mean
- Consistently adhering to the policies, practices, and procedures we develop to ensure high levels of learning for all across the entire district
- Being empathetic to everyone's situation but never using that as an excuse for not having high expectations for one another - whatever it takes, with grace
- Holding one another accountable to these collective commitments

### **Board of Education**

Aaron Nemec – President  
Curt Parr – Vice President  
Holly Franks – Clerk  
Chad Wirts – Treasurer  
Ashley Schlicht – Member

## **La Farge School District MS/HS Staff**

### **Administration**

District Administrator – Meaghan Gustafson  
 Elementary Principal/Technology Coordinator – Josh Hansen  
 MS/HS Principal/Athletic Director – Todd Camlek  
 Director of Special Education - Jesse Jackson

### **Student and Staff Services**

Speech Pathologist – Allison Pierce  
 School Counselor- Tim Slack  
 Library Media Specialist- Darlene Buhr  
 Library Para - Julie Miller  
 IT - Josh Craker (TC Networks)  
 School Nurse - Emily Oium

### **Middle School/HS Teaching Staff**

Curt Chroninger- 6,7,8 Math and 6,8 Social Studies  
 Jennifer Rehberg- 6,7,8 English/Language Arts  
 Kjersten Walleser- 6,7,8 Science, 7 Social Studies, and Special Education  
 Karen Brandl - 9-12 English  
 Andrea Haugo - 9-12 Science  
 Amy Lund – 9-12 Social Studies / Personal Finance  
 Heidi Rastall - 9-12 Math  
 Nikki Oliphant - 6-12 Special Education  
 Nikki Paulson - 8-12 Spanish  
 Karen Fowell – 8-12 Band and Choir  
 Alison Benson - 4K - 12 Art  
 Kyle Larson - 4K - 12 Physical Education  
 Mike Fowell – 8-12 Agriculture, Tech Ed and Drivers Education  
 Ashley Palmer - 8 - 12 Family and Consumer Science

### **Administrative Professionals**

Patty Gabrielson-District Executive Assistant  
 Sandy Jaynes- District Food Service /Bookkeeper Assistant  
 Shawn Donovan- Finance Director

### **Custodial Staff**

John Madden, Justin Greenland, Luke Liles, Debbie Smith

### **Kitchen Staff**

Susan Egge, Lori Phillips, Julie Greenland

### **Transportation Staff**

Phil Campbell, Stacy Myers, Gary Williams, Kip Walker, Carol Franke, Skip Oliphant



### **Welcome Back to School!**

Welcome to the 2023-2024 school year!! I would especially like to extend a warm welcome to the students and families who are new to La Farge this year. We are looking forward to learning, achieving, and growing together. This school is the heart of La Farge and we will need to work together to make it the best it can be.

With the world constantly changing, it is as important as ever that parents stay involved in your child's life and education. Your interest, involvement, and positive attitude towards them and their schooling are some of the most important things a parent can do. Your kids will follow your lead. Each year we seem to have new and improved distractions for our youth; Social media, cell phones, video games, violence, drug use, mental health issues, vaping, attendance, and many other issues challenge many families. At La Farge Schools, we have resources, or access to resources, that can help. All you need to do is ask. We are all in this together.

This handbook is used to help align home and school expectations to help build partnerships and build good, solid citizens for our school, community and world! Each child's achievement is essential!

Sincerely,

Todd Camlek – 6-12 Principal

**SCHOOL DAY**

First Bell	7:55 am
School Begins	8:00 am
School Day Ends	3:25 pm
Wednesday Early Release	2:50 pm

**Bell Schedules for Middle & High School****Monday & Friday / Wednesday Early Release**

1 <sup>st</sup> Hour	8:00 - 8:45 / 8:00 - 8:41
2 <sup>nd</sup> Hour	8:48 - 9:33 / 8:44 - 9:25
Resource	9:33 - 9:46 / 9:25 - 9:35
3 <sup>rd</sup> Hour	9:46 - 10:31 / 9:38 - 10:19
4 <sup>th</sup> Hour	10:34 - 11:19 / 10:22 - 11:03
Lunch	11:19 - 11:49 / 11:03 - 11:33
5 <sup>th</sup> Hour	11:52 - 12:37 / 11:36 - 12:17
6 <sup>th</sup> Hour	12:40 - 1:25 / 12:20 - 1:01
7 <sup>th</sup> Hour	1:28 - 2:13 / 1:04 - 1:45
8 <sup>th</sup> Hour	2:16 - 3:01 / 1:48 - 2:29
CAT	3:04 - 3:25 / 2:32 - 2:50

**Tuesday & Thursday Block Days**

1st/2nd Hour	8:00 - 9:33
Resource	9:33 - 9:46
3rd/4th Hour	9:46 - 11:19
Lunch	11:19 - 11:49
5th/6th	11:52 - 1:25
7th/8th	1:28 - 3:01
CAT	3:04 - 3:25

### **FOOD SERVICE – Middle/High School**

The school will provide nutritious meals throughout the school year. Students may also choose to bring their lunches from home. This year the School District of La Farge was accepted into a program allowing us to provide breakfast and lunch at no cost to students in grades 4K-12 at La Farge Elementary, Middle, and High Schools.

2023-24 Daily Lunch Prices  
 Grades 4K-12: FREE  
 Breakfast All Grades: FREE

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

#### **Food & Drink-Students**

Student purchase and consumption of snacks, juice and/or water is limited to the food cart and food consumption is to happen in the '36 cafeteria. Refer to the School Wellness Policy for more information. Students should not have open pop/juice/milk/etc. in their lockers, halls or classrooms.

All students attending La Farge will eat breakfast/lunch at school in the '36 cafeteria. Students are not allowed to eat breakfast/lunch in the hall. Students are not allowed in the halls during lunch without permission.

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

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

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

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



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

Any announcement for the closing of school or buses running late will be made on our Website and Social media accounts, WKBT/WXOW TV Stations (La Crosse) and through text alerts through the LF Wildcats App and WKBT/WXOW (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. It is highly recommended to download the app for the District, called LF Wildcats and available for Apple and Android phones, and sign up for alerts.

## **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 of students in hallways, certain classrooms, etc...
- **Emergency Lockdown** – a situation in which the safety of students/staff can be threatened or endangered
- **Evacuate** – an unsafe situation in or around the building requiring us to leave the building.

## **Safe Routes to School and Bussing**

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

You can drop off your child in the front of the school building. Because of the fire zone, the front of the school next to the curb is drop off only.

### **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 within the District boundaries.
- b. Students who have private driveways may be asked to walk up to ½ mile.

## 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.

## Extra-curricular busing

Buses to high school extra-curricular events may be provided for high school students if a sufficient number of students sign up to go. Students may pay a fee set up by the administration to help defray the cost of the bus. Chaperones are needed.

## Bus Transportation Expectations

### LEVEL 1 BEHAVIORS AND CONSEQUENCES

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

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

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

Students who drive to school must register their vehicle(s) in the High School Office - make/model of automobile, year, color and license number is required. The parking lot is off limits from 8:00 a.m. to 3:25 p.m except for 11th/12th grade students utilizing the Open Campus policy. Students are not allowed in the lot or in cars unless given permission by a school employee. Student parking will be permitted in the middle of the parking lot through the end by the street entrance. Students should park in parallel rows unless otherwise marked. The front row is reserved for school staff and visitors and is not to be used by students during school hours. Students are responsible for keeping the lot free of litter and must enter and exit the lot in a safe manner. Students who do not follow parking lot rules including, but not limited to, blocking others in, damaging other people's property, violating traffic laws, and driving too fast for conditions may be denied parking and driving privileges.

## **Field Trips**

Occasional field trips are provided to students of La Farge Schools in order to supplement and enrich instruction by providing learning experiences outside of classrooms, and to bring the resources of the community (natural, artistic, industrial, commercial, governmental, educational, etc) within the students' learning experiences. Students may be charged fees for district-sponsored field trips, but no student will be denied participation for financial inability. Likewise, no student will be denied attendance on field trips due to academic performance.

Parent permission will be sought and obtained before any student leaves the District on a trip. Student behavior on all field trips must comply with the code of conduct and disciplinary policy outlined elsewhere in this handbook.

When patterns of student behavior elicit a concern about the safety or well-being of the student or other students' participation on a planned field trip, a student's participation may be modified or revoked. In these instances, teachers must consult their supervising administrator, and contact the student's parents/guardians to develop an alternative plan for the date of the field trip.

## **Attendance**

The school day starts at 8:00 and children are dismissed at 3:25 PM. Students should not report to school before 7:45 AM. 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 after school program.

There is a high correlation between attendance and achievement. It is difficult to make up for 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 notify the school office at 625-0100 or [office@lafarge.k12.wi.us](mailto:office@lafarge.k12.wi.us) by 9:00 AM. Please do not call, text, or email individual teachers or staff members to report an absence, use the main office phone line or email address listed above.**

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. (See La Farge School Nurse Procedure "When to Keep Your Child Home From School" in Health Services section)
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, but will be subject to late penalties. He/she will be allowed to make up tests.

### Truancy

Per state statute 118.16, truancy means any absence of part or all of one or more days from school during which the school attendance officer, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of s. 118.15. Students that have been truant five (5) part or whole days in a semester are considered habitually truant. Truancy can also be considered intermittent attendance carried on for the purpose of defeating the intent of s. [118.15](#).

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

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

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

**Simple truancy:** Absence from school without an acceptable excuse for part or all of one (1) to four (4) days during a school semester.

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

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

Possible sanctions: habitual truancy referral to District Attorney.

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

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

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

Possible sanctions: School sanctions, habitual truancy referral.

### **Truancy Penalties**

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

\* Teacher applied assignments and/or detention.

\* School applied detention.

\* Suspension

\* Board of Education involvement

\* County Ordinance No. 99-1

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

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

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

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

#### **A. Unexcused Tardiness**

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

Students late to school in the morning must report to the office for a late slip. Students arriving to the office between 8:00 and 8:15 will be considered tardy. On the 3<sup>rd</sup> and all

subsequent tardies the principal will assign the student a detention. The principal will schedule detention times and dates.

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

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

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

### **C. Release During School Hours**

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

### **D. Other Attendance Items**

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

## **Health Services**

*\*\*These procedures are in place outside of any COVID-19 or other pandemic guidelines that may be in effect\*\**

### When to Keep Your Child Home From School

While being present at school is important for the success of your student, there are times it is appropriate for them to stay home due to illness. Students should be kept home from school when they are not feeling well. They need rest to recover from their illness and this will help to prevent the spread of illness to other students. We have several students and staff in the school district with compromised immune systems; please help them stay healthy by keeping your child home when they are ill.

\*Please note this list is not all inclusive, but serves as general guidance for parents.

- Fever - Do not send your child to school if they are running a fever of 100.0F or higher. Your child should be fever free for 24 hours (*without* the use of fever-reducing medications such as Tylenol/acetaminophen or Motrin/ibuprofen) before returning to school).
- Nausea, Vomiting, and/or Diarrhea - Do not send your child to school if they have had vomiting or diarrhea during the night. Keep them home and let them rest for 24 hours before returning to school. Students will be sent home if they have episodes of vomiting or diarrhea at school.
- Strep Throat or Pink Eye - Do not send your child back to school until they have been on antibiotic therapy for at least 24 hours.
- Cough - A cough may be a sign of a different illness. If the cough lasts more than several days, please contact your healthcare provider to determine if treatment or follow up care is needed. \*If you send cough drops or any other medications to school for a cough, a Medication Administration form must be completed and signed before they can be given to your child at school. Please note that medications need to be given to the school nurse and not kept in backpacks or lockers.
- Skin Problems/Rashes - Many rashes are very contagious; please keep open areas covered while at school. Ringworm must be covered while at school. If your healthcare provider has recommended treatment, do not send your child to school until they have been on treatment for 24 hours and/or until your provider states it is safe to return to school.  
Chickenpox - your child needs to stay home from school until all vesicles have crusted over (approximately 5 days).
- Lice - If live lice are found, you will be contacted and a Head Lice Checklist must be completed, signed, and returned to school before your student will be allowed to return to class. This checklist will be sent home with your student if lice are found.



## HEALTH SERVICES

### IMMUNIZATIONS

Per Wis. Stat. §§ 252.04 and 120.12 (16), students attending public schools are required to have certain immunizations/vaccinations on record or parents must claim a waiver for medical, religious, or personal conviction reasons. Parents will be contacted for those students needing updates to their immunizations or waiver status in order to comply with state requirements.

### Injury, Illness, and Health Insurance

If a student becomes ill at school, they should report to the School Nurse for evaluation. 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 their 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.

### Medication Administration

Medication should be administered by the parents/guardians at home whenever possible. Students requiring medication at school shall be identified by parents/guardians to the School Nurse. Any medications administered at school will need signed parental consent for over the counter medications, and a medical provider's signature for prescription medications.

Students are not permitted to possess or self administer any medications (Over the Counter or Prescription) on school grounds unless authorized for emergency use with written consent of the medical provider on file (such as inhalers and epinephrine auto injectors).

All medication administration at school will follow Wis. Stat. §§ 118.29 and School Board Policy po5330-Administration of Medication/Emergency Care. Medication policies and forms are located on the district website or available upon request.

## HIGH SCHOOL ACADEMIC INFORMATION

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

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

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

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

### **Grading Scale**

<b>A+ = 4.000</b>	<b>B+ = 3.333</b>	<b>C+ = 2.333</b>	<b>D+ = 1.333</b>
<b>A = 4.000</b>	<b>B = 3.000</b>	<b>C = 2.000</b>	<b>D = 1.000</b>
<b>A- = 3.667</b>	<b>B- = 2.667</b>	<b>C- = 1.667</b>	<b>D- = 0.667</b>
	<b>F = 0.000</b>	<b>E = 0.000</b>	

Students are required to carry a minimum of seven (7) classes per semester. If, at the end of a grading period, a student still has some assignments due, the instructor may issue an incomplete instead of a failure. The maximum time for making up the incomplete is 2 weeks. After this time the incomplete will be changed to the earned grade or to a failure if assignments are not made up. The only exception to this 2-week time limit will be students who have been out of school for extended periods of time due to a major or catastrophic injury, illness, or emergency. **Teachers are encouraged to limit the number of incompletes that they give. Athletes who receive an incomplete are ineligible to participate in games or matches until the incomplete is made up.**

### **B. Honor Roll**

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

1. GPA of 3.5 – 3.749 are considered Honor Roll Students
2. GPA of 3.75 – 3.999 are considered High Honor Roll Students
3. GPA of 4.00 or above are considered Highest Honor Roll Students

Notes: A student receiving an "F" will not be acknowledged for Honor Roll purposes regardless of overall GPA. A student with five or more unexcused absences in a semester will not be acknowledged for Honor Roll purposes regardless of overall GPA.

**C. Graduating Honor Students**

Seniors graduating from LHS who have an accumulated grade point average of 3.5 or above for their first seven semesters are considered honor students of LHS and will receive a gold medallion on the day of graduation. (Starting with class of 2024).

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

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

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

**E. Class Changes**

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

**F. National Honor Society Selection Procedure**

1. Selection procedures begin after January 1.
2. All sophomores/juniors with a cumulative GPA of 3.5+ are eligible to apply.
3. An invitation to a meeting will be issued to all such students.
4. A letter of a student's eligibility will be mailed out to each student's parents prior to the meeting.
5. Students will be presented with a copy of the La Farge National Honor Society handbook.
6. Students will be told of the procedure followed in selection.
7. Students will be given a sample sheet like that which is distributed to all teachers asking for input on a student's service, leadership and character.
8. Students will be given a copy of the application form to be filled out. This is a two-part form: a form indicating interest; and an actual application form, both to

be filled out and returned. Each form has a different deadline. Students will be strongly encouraged to type the application form, though it is not a requirement.

9. A list of eligible, interested students is distributed to all high school teachers. They indicate by A+, -, or 0, their impression of each student's service, character, and leadership.

10. These forms are turned into the NHS advisor and reviewed by the Faculty Council.

11. The Faculty Council meets and selects the new members. Students are selected by a simple majority vote.

12. Letters are sent out to both selected and non-selected students in a timely fashion.

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

#### **G. Early Graduation Requirements**

Students planning on graduating early must meet the following criteria:

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

### **MIDDLE SCHOOL ACADEMIC INFORMATION**

#### **A. Honor Roll**

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

1. GPA of 3.5 – 3.749 are considered Honor Roll Students
2. GPA of 3.75 – 3.999 are considered High Honor Roll Students
3. GPA of 4.00 or above are considered Highest Honor Roll Students

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

A student receiving an "F" will not be acknowledged for Honor Roll purposes regardless of overall GPA. A student with five or more unexcused absences in a semester will not be acknowledged for Honor Roll purposes regardless of overall GPA.

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

Middle school students who take advanced-level courses, which are equivalent to, or the same as high school level courses and which are taught by teachers certified to teach grades 9-12, will receive high school credit. Students must take the appropriate amount of state required credits once they enter high school

unless they are exempted under form PI 1803, High School Graduation Compliance Review (consult WIAA regulations prior to this application). The grade achieved will not count toward the high school honor roll, accumulative grade point average, or class rank. (2014)

**C. Class Changes**

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

**DISCIPLINE AND AUTHORITY FOR DISCIPLINE**

6-12 Guidelines for Behavior Expectations

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

Indoor and outdoor spaces at La Farge Schools are under continuous video surveillance.

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

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

## 1. **Detention Policy**

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

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

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

## 2. **Academic Detention**

Students with three or more missing assignments may be placed in a 90-minute academic detention, scheduled on Wednesday afternoons until 5:00pm.

## 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 severity of the consequences applied by the principal depends upon the seriousness of the offense and may depend on factors such as the student's age and developmental maturity, physical or mental health, IEP, 504, or IFSP status, involvement of law enforcement or human services, or other factors.** The disciplinary consequences for each step are as follows:

<b>Step 1:</b>	<b>Referral to the principal for a conference Incident recorded in student folder Written or verbal notification to parents Detention time assigned</b>
<b>Step 2:</b>	<b>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</b>
<b>Step 3:</b>	<b>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</b>
<b>Step 4:</b>	<b>Five (5) days out-of-school suspension, mandatory Incident recorded in student folder Notice to parents either by writing, phone call or conference</b>
<b>Step 5:</b>	<b>Expulsion hearing before the school board</b>

### 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.

### Disciplinary Infractions and Consequences

<u>Infraction</u>	<u>Step</u>	<u>Special Provisions</u>
<b><u>A. School Attendance</u></b>		
<b><u>A-1 Truancy</u></b> Being absent from school part or all of a school day without permission of parents or school administrators.	2-4	
<b><u>A-2 Unexcused Absence</u></b> Failure to report to assigned class(es). Student will not be allowed to make up work, only tests, without an acceptable excuse. Continued offenses will result in referral to District Attorney.	2-4	
<b><u>A-3 Leaving Campus without Permission</u></b> Leaving the school without a blue pass or pink sheet. Forging a parent's signature to leave school.	2-4	
<b><u>A-4 Tardiness</u></b> Reporting late for school, class, or other required activities (3 tardies = 1 detention)	1	
<b><u>A-5 Failure to Report to Detention</u></b>	2-4	
<b><u>B. Student/Student Relationships</u></b>		
<b><u>B-1 Threatening or Intimidating Acts:</u></b> The act of verbally, or by gesture, threatening the well being, health or safety of any student on school property or en-route to/from school.	1-6	Referral to police when appropriate
<b><u>B-2 Physical Attack:</u></b> The act of physically assaulting or in some manner attempting to injure any student on school property or en-route to/from school.	3-6	Referral to police when appropriate
<b><u>B-3 Disrespect:</u></b> 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.
<b><u>B-4 Fighting:</u></b> 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.
<b><u>B-5 Property Damage:</u></b> Damaging another student's property.	2-6	Restitution required.



<b><u>B-7 Theft:</u></b>	3-6	Restitution required. Referral to police when appropriate.
<b><u>B-8 Harassment/Sexual Harassment:</u></b>	3	Referral to police when appropriate.
<b><u>B-10 Bullying - see separate bullying policy</u></b>	2-6	Referral to police when appropriate.
<b><u>C. Student/Staff Relationships</u></b>		
<b><u>C-1 Insubordination:</u></b> The willful failure to respond or carry out a reasonable request by authorized school personnel	1-6	
<b><u>C-2 Threatening or Intimidating Acts:</u></b> Verbally or by gesture threatening the well-being, health or safety of any member of the school staff	4-6	Notification to police.
<b><u>C-3 Physical Attack:</u></b> 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.
<b><u>C-4 Disrespect:</u></b> 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	
<b><u>C-5a Damage to staff's property</u></b>	2-6	Restitution required
<b><u>C-5b Theft of staff's property</u></b>	3-6	Referral to police when appropriate.
<b><u>D. School Property</u></b>		
<b><u>D-1 Vandalism:</u></b> Destruction of public property	4-6	Restitution required. Referral to police.
<b><u>D-1a</u></b> Destruction to render something unusable.	4-6	Restitution required. Referral to police.
<b><u>D-1b</u></b> Defacing-damaging something so that it requires repair or cleaning.	2-4	Restitution or repair required.
<b><u>D-2 Theft:</u></b>		

<b><u>D-2a:</u></b> Theft not serious enough to be reported to police.	3-4	Restitution required
<b><u>D-2b:</u></b> Major theft-considerable enough to be reported to the police	5-6	Restitution required.
<b><u>E. Protection of the Public's Safety</u></b>		
<b><u>E-1 Detonation of Firecrackers or Explosives:</u></b>	4-6	Referral to police
<b><u>E-2 False Alarms:</u></b>		
<b><u>E-2a:</u></b> The act of initiating a report warning of a fire or other catastrophe without just cause.	4-6	Referral to police
<b><u>E-2b:</u></b> Bomb threats	6	Referral to police
<b><u>E-3 Arson:</u></b> 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
<b><u>E-4 Improper Use of Motor Vehicles:</u></b>		
<b><u>E-4a:</u></b> Reckless driving	2-6	Report to police
<b><u>E-4b:</u></b> Unauthorized driving during the school day	1-4	Repeated violation in the offender not being allowed to bring his/her car to school.
<b><u>E-4c:</u></b> Being in the parking lot during the school day without a pass or permission.	1	
<b><u>E-5 Possession of weapons on the person or in his/her locker</u></b>		
<b><u>E-5a:</u></b> Possession of a gun.	6	Referral to police
<b><u>E-5b:</u></b> Possession of a knife or other weapon with	5-6	Referral to police
<b><u>F. Alcohol, Tobacco, Tobacco Devices, Electronic Smoking Devices, and Other Drugs</u></b>		
<b><u>Definitions:</u></b>		
<b><i>Electronic Smoking Device:</i></b> Any product containing or delivering nicotine or any other substance, whether natural or synthetic, designed to be consumed through the inhalation of aerosol or vapor from the product.		
<b><i>Imitation Tobacco Devices:</i></b> Any edible non-tobacco product designed to resemble a tobacco product or items designed to look like a tobacco product that is intended to be a toy. Examples		

are candy cigarettes, shredded gum or jerky packaged in a pouch or tin intended to look like tobacco, or bubble gum or plastic cigars.		
<b><u>F-1 Alcohol and Drugs:</u></b>		
<b><u>F-1a:</u></b> Possession of alcohol or drugs.	4-6	Police notified.
<b><u>F-1b:</u></b> Selling or transmitting alcohol or drugs	5-6	Referral to police.
<b><u>F-1c:</u></b> Noticeably under the influence of alcohol or drugs, as indicated by obvious behavior, mood changes, and/or the smell of substances on the person.	4-6	Referral to police.
<b><u>F-1d:</u></b> Observed use of drugs or alcohol	4-6	Referral to police.
<b><u>F-2 Tobacco:</u></b>		
<b><u>F-2a:</u></b> Possession of tobacco or electronic smoking device	3-6	Referral to police if appropriate
<b><u>F-2b:</u></b> Observed use of tobacco or electronic nicotine device	3-6	
<b><u>F-2c:</u></b> Possession of imitation tobacco products	1-3	
<b><u>G. Other Disciplinary Infractions</u></b>		
<b><u>G-1: Repeated or serious classroom disruptions</u></b>	1-5	
<b><u>G-2 Disruption of Meetings and Assemblies:</u></b>	1-5	Possible Exclusion
<b><u>G-3 Cheating:</u></b> Stealing a test, tampering with a teacher's grade book, copying someone else's work or allowing him/her to copy your work	2-4	
<b><u>G-4 Public Displays of Affection</u></b> <b><u>Improper and/or Disruptive Behaviors</u></b>	2-4	
<b><u>G-5 Head-Gear (hats and other gear) Repeatedly worn in building</u></b>	1	Confiscated or may not be returned

## **SUSPENSION PROCEDURES**

### **A. In-School Suspension**

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

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

1. No out-of-school suspension will be imposed without an informal administrative conference with the student, except where it appears that the pupil will create an immediate and substantial danger to: him or herself, another person or persons, or property around the student.
2. A written notice containing the grounds for the suspension, a brief statement of the facts, a description of the testimony, and a readmission plan given to the student at or before the suspension is supposed to take effect and upon his or her parent or guardian by mail within 48 hours of the conference. In the event that a student is suspended without an informal meeting with the principal or administrator, the written notice may be served either personally or by mail upon the pupil and his/her parent or guardian within 48 hours of the suspension. Certified mail will be used and considered complete upon mailing.
3. When a student is suspended out of school, he/she must remain at home.
4. Practices of extra-curricular activities and attendance at evening events will not be permitted.

## **DRESS**

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

Clothing promoting the alcohol or tobacco industry are not allowed. "Alcohol and tobacco industry" is defined as manufacturers, distributors or wholesalers of alcohol or tobacco products, electronic smoking devices or tobacco-related devices; this includes parent companies and subsidiaries.

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

## **FINANCES**

No student may make any purchase for a school organization unless so authorized by the advisor of that organization. Bills covering expenditures must be turned into the

office and then all business affairs must be transacted in a direct and prompt manner. All organizations must have the authorization of its advisor and the school principal before sponsoring any event. The event must then be placed on the school calendar.

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

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

### **SPECIAL PROGRAM REQUIREMENTS**

#### **A. Driver's Education**

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

#### **B. Physical Education**

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

#### **C. Athletics**

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

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

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

**E. Student Council**

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

**F. SERVICES FOR CHILDREN EXPERIENCING HOMELESSNESS**

Your child may be eligible for additional educational services through Title I Part A, Title I Part C-Migrant, and/or Federal McKinney-Vento Assistance Act. The District ensures that children and youth experiencing homelessness, including unaccompanied homeless youth, have access to and receive educational services for which such families, children, and youth are eligible including: Free school supplies, course fee waivers, free participation in school nutrition programs, early intervention services, and preschool programs. Please contact your child's teacher, guidance counselor, or principal if your child or family is experiencing homelessness.

## **G. 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**

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

### **A. Textbooks/Educational Materials**

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

### **B. Lockers**

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

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

### **C. Telephone for Student Use**

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

### **D. Supervision**

Students will not be allowed to engage in any class work or extra-curricular activity without a staff member's supervision. Students should not ask to work in

a classroom, shop, gymnasium, weight room, etc. unless a staff member is present at all times.

**E. Visitors**

Visitors to La Farge Schools are required to stop at the office before entering the building; this includes graduates and parents.

**F. General Rules**

1. Violation of these rules may result in loss of recess privileges, detention or other consequences according to our discipline plan.

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

**G. Skyward**

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

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

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

**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.



## Electronic Devices Policy

### Electronic Devices

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

### Mobile Technology

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

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

- Before classes - 8:00 AM
- Between classes (HS)
- During Resource (HS)
- During Lunch
- After Dismissal – 3:20 PM

### Responsible Use of Mobile Technology

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

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

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

### Fees for Lost or Intentionally Damaged Devices:

- Charger: \$20
- Chromebook: \$100

## 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.

## **STUDENT HARASSMENT POLICY**

See online for school policies including the student harassment policy:

<https://go.boarddocs.com/wi/lafar/Board.nsf/Public?open&id=policies>

Navigation to this site:

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

Click Menu, Board of Education, Policies of the School District of La Farge

## **STUDENT HANDBOOK CONTRACT**

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

My child and I understand the La Farge Middle School/High School Handbook.

**[CLICK HERE TO ACKNOWLEDGE YOUR RECEIPT AND REVIEW OF THE MS/HS SCHOOL HANDBOOK.](#)**