

***Elcho School District***  
Student & Family Handbook  
2024-2025



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

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## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that students and parents/guardians may have during the course of a school year. This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for student and parents/guardians' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Principal who you will find listed in the Staff Directory section of the handbook. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. If any of the policies or administrative guidelines referenced herein is revised after July 24, 2024, the language in the most current policy or administrative guideline prevails. The current policies and guidelines are available on the District's website.

## **DISTRICT VALUES**

Respect \* Integrity \* Responsibility \* Family \* Empathy \* Perseverance \* Tradition

## **BELIEF STATEMENT**

We believe that relationships are critical to the success of our district. We believe that all students are capable of doing their best, and that everyone's best looks different. We have high expectations for all students and recognize that mistakes are an opportunity to learn.

## **VISION STATEMENT**

Together, we provide opportunities for every student, every day, in a safe and responsive learning environment.

## **MISSION STATEMENT**

The mission of the Elcho School District is that all students will graduate with the skills and knowledge necessary to be prepared for their journey through their career, college, and life.

# 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. - 11:15 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. - 3:30 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.

## Prohibition of Weapons

Board Policy prohibits weapons on any school site or at any school related events. The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law without the permission of the District Administrator.

## Drugs, Alcohol, Tobacco, and/or Paraphernalia

The use, possession, sale, 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.

Please reference [Elcho School Board Policy #5530 Student Use or Possession of Intoxicants, Drugs or Paraphernalia](#) for more information.

## 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 7:55 am, to release activity groups, and occasional afternoon announcements at 3:10 pm. Other uses of the system will be for school notification of drills or an emergency.

**Notice of Nondiscrimination**

The Board of the Elcho School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to the District’s Title IX Coordinator, the U.S. Department of Education’s Office for Civil Rights (“OCR”), or both.

**The District’s Title IX Coordinators are:**

Paige Zutavern  
 PK-12 Principal  
 N11268 Antigo St., PO Box 800, Elcho, WI 54428  
 715-275-3225 X 1070

Scott Wilsens  
 School Counselor  
 N11268 Antigo St., PO Box 800, Elcho, WI 54428  
 715-275-3225 X 1160

The Board designates Paige Zutavern/ Principal as the coordinator who is ultimately responsible for oversight of the Board’s compliance with its responsibilities under Title IX.

The Board’s nondiscrimination policy and grievance procedures can be located at [www.elchoschool.org](http://www.elchoschool.org).

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to [www.elchoschool.org](http://www.elchoschool.org)

**OCR’s regional office in Cleveland can be reached at:**

Chicago Office  
 Office for Civil Rights  
 U.S. Department of Education  
 John C. Kluczynski Federal Building  
 230 S. Dearborn Street, 37th Floor  
 Chicago, IL 60604  
 Telephone: 312-730-1560  
 FAX: 312-730-1576; TDD: 800-877-8339  
 Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

## **Equal Educational Opportunities**

The School District is committed and dedicated to the task of providing the best education possible for every child in the district for as long as the student can benefit from attendance and the student's conduct is compatible with the welfare of the entire student body.

The right of the student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, race, national origin, sexual orientation or physical, mental, emotional or learning disability.

Career and Technical Education programs are available to students without regard to race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes"). The District Administrator is to ensure that application forms for work-study programs contain a notice of nondiscrimination and that each employer associated with a work-study program has provided assurance of nondiscrimination based on the Protected Classes prior to the time the students are selected and/or assigned.

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

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

LEGAL REF: PI 9.05 of the Wisconsin Administrative Code  
Title IX,  
Title II Civil Rights Act of 1966  
Section 504 of the Rehabilitation Act of 1973  
34 C.F.R. 106.9  
34 C.F.R. 35.106  
34 C.F.R. 104.8

CROSS REF: Discrimination Complaint Procedures  
Policy 1422 Nondiscrimination and Equal Employment Opportunity  
Policy 2260 Nondiscrimination and Access to Equal Educational Opportunity  
Policy: 2260.01 Section 504/ADA Prohibition Against Discrimination Based on Disability  
Policy 2266 Nondiscrimination on the Basis of Sex in Education Programs and Activities  
Policy 2370 Educational Options Provided by the District  
Policy 2421 Career and Technical Education Program  
Policy 5111.02 Educational Opportunity for Military Children  
Policy 5730 Equal Access for Non District-Sponsored Student Clubs and Activities  
Policy 8146 Notification of Educational Options

## **Student Records**

Student records are collected and maintained about a student from the date of entry in the District according to the provisions of [Board Policy # 8330](#). Records collected include progress records, behavioral records, directory information, and law enforcement information. The principal of the student's school is responsible for the maintenance of these records. All records relating to individual students are confidential. Records may be made available to persons employed in the school which the student attends who are certified or licensed under State law, for legitimate educational purposes including safety interests.

Right to Inspect Pupil Records and Receive Copies: Any pupil 18 years of age or older, or any parent, guardian, or guardian ad litem of a minor will be given an opportunity to inspect the pupil's records within a reasonable time after the request and not to exceed 45 days from the date of the request. Minor pupils have the right to inspect progress records only. Copies of such records will be provided on request within a reasonable time period after inspection and at a cost of 15 cents per page.

1. Once a pupil has attained the age of 18, the consent required of and the rights accorded to the parent or guardian of the pupil while a minor, shall thereafter only be required of and accorded to the pupil.
2. An adult pupil or the parent or guardian of a minor pupil on request may be allowed to inspect the behavioral records only in the presence of a person qualified to explain and interpret the records. A minor pupil may take part in this inspection as long as the parent or guardian is present.
3. The inspection of progress records by the minor pupil, adult pupil, parent or guardian must take place in the presence of a designated school employee.

Right to Challenge Contents of Pupil Records: An adult pupil, or the parent or guardian of a minor pupil, will be provided an opportunity for a hearing to challenge the content of both progress and behavioral records. The purpose of this hearing is to provide an opportunity for the correction or deletion of any inaccurate, misleading or otherwise inappropriate data, and to insert into these records a written explanation of the adult pupil or parent inspection of the content of such records, if they elect to do so. The right to a hearing does not extend to permit a parent or student to contest the grade given the student's performance in a course.

Directory Data: Information such as the student's name; address; email address, telephone listing; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; grade level; photographs; degrees, honors and awards received; and the name of the school most recently attended by the student shall be considered public information and may be released, unless parent(s)/guardian(s) or adult students refuse the release, in writing, on their own initiative.

Recruiter Access to Student Records: Parents of high school students or adult students who do not want their student's name, email address, address and telephone listing released to school photography salespeople, ring salespeople, institutions of higher education and/or military recruiters should contact the high school administration within fourteen (14) days of the start of school. The district must comply with such a request. Information cannot be released after this notification to administration without prior written parental/adult student consent.

### **Filing a Complaint under FERPA**

The Family Educational Rights and Privacy Act or FERPA provides rights for parents regarding their children's education records.

If you feel your child's records have been violated, you can file a complaint by going to the [Student Privacy website](#) to access the complaint form. You can either email the completed complaint form to SPPO at [FERPA.Complaints@ed.gov](mailto:FERPA.Complaints@ed.gov), or mail it to the following address:

U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Ave, SW  
Washington, DC 20202-8520

# 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 eat breakfast must arrive prior to 7:50 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 should 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 without permission from the principal or their designee.

**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. Work not turned in by the last day will receive a zero.
- See missing/late work policy section for more information on requesting student work.

Please reference [Elcho School Board Policy #5200 Attendance](#) 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.

### **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.

### **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.

## **Academics**

### **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.

### **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.
- using AI or other internet resources as submitting it as your own work.

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 possible 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.

Please reference [Elcho School Board Policy #5505 Academic Honesty](#) for more information.



### **Field Trips**

Field trips are an educational experience; however, they do not exempt a student from being accountable for content covered during the absence. Middle and high school students should expect to make up for any missing work by arranging to use time before school, after school, or during their lunch or Hornet Hour. Students in middle/high school are responsible for having each teacher sign off on the "Required Teacher Sign Off" form for each field trip. Students may be held back from any field trip when they have not met behavioral or academic expectations in their regular classes. 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. Most school field trips will require parents to transport themselves due to limited busing.

Staff may travel with students in school transportation to ensure they are properly supervised to events, field trips, etc. School transportation may include busing or driving school-owned vehicles. Employees are not permitted to transport students in their own personal vehicles. In the event the group will be using the school van or SUV, the driver will need to be cleared by the insurance company. Parents/guardians will be notified as to which staff member will be driving students on the permission slip for the event.

### **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.

### **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.
- Homework requests can be made in the school office for extended absences (more than 2 school days) and require at least 24 hours notice before the work can be picked up. Please keep in mind that not all work can be completed at home (i.e. labs, art projects, etc.) Any work from 1-2 day absences will be given to students upon their return to school.
- High school students should reach out to their teachers to request homework directly from them via Student Square or their school email account.

### **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.

### **Music Instrument Fee**

Students using a District owned device would not be charged a music 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.

### **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 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.

## 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 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 that are habitually truant and were unexcused absent on the day of an event may be asked to leave District events at the discretion of the event supervisor and/or Administration.

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.
- May 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 and meet all expectations set forth by the respective group (i.e. Homecoming/Student Council, Prom/Class Expectations).

## **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.

## **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

# 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.

Behavior Description	Response/Disciplinary Action	
	Minimum	Maximum (Repeated/Severity)
<b>Bullying/Harassment</b>		
-Bullying - repeated verbal or physical behavior that is aggressive and includes a perceived imbalance of power -Cyberbullying - the use of technology to embarrass, threaten, target or harass another student -Teasing/taunting (making fun or provoking in a manner more playful than malicious) -Continued teasing/taunting to cause harm or impacts well-being of others -Harassment (unwanted physical advance or verbal confrontation that pertains to protected categories) -Harassment consisting of verbal or physical conduct relating to an individual's race or color, disability, gender identity, etc. Examples include: graffiti, threatening or intimidating conduct, jokes, name calling, or rumors, ethnic slurs, negative stereotypes, hostile acts, written or graphic material, a physical act of aggression or assault all of which is aimed at degrading individuals of protected classes.	1	4
<b>Cell Phone Violation</b>		
-Use and/or possession of personal electronic device (see "Acceptable Use of Technology" for more information)	1	3
<b>Cheating/Academic Dishonesty</b>		
-copying someone else's work, such as an assignment, quiz, or test, and submitting it as your work.	1	2

<ul style="list-style-type: none"> <li>-allowing another student to copy your work.</li> <li>-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.</li> <li>-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.</li> <li>-using AI or other internet resources as submitting it as your own work.</li> </ul>		
<b>Classroom Disturbance</b>		
<ul style="list-style-type: none"> <li>-Disruption (verbal or physical) of school or classroom that continues after the teacher/staff has provided redirection.</li> <li>-Talking out of turn, off-task behavior, out of seat</li> <li>-Engaging in behavior that interferes with the teacher's ability to productively teach; and has interventions that have been implemented over time AND have not remediated the disruptive behavior</li> <li>-Engaging in conduct that causes a substantial disruption to the educational environment such that teaching and learning, and/or normal school operation cannot continue.</li> <li>-Chronic disruptive behavior (verbal, physical). Disruptive or disorderly behavior that is unsafe and intentional.</li> </ul>	1	3
<b>Dangerous Weapon</b>		
<ul style="list-style-type: none"> <li>-Intentionally bringing a device that is used to cause great bodily harm, includes look alike weapons.</li> <li>-Intentional possession of dangerous weapon to cause harm (i.e. knife, firearm, rifle, handgun)</li> </ul>	3	4
<b>Defiance</b>		
<ul style="list-style-type: none"> <li>-Not following directions (not malicious)</li> <li>-Non-Compliance (refusing to follow adult directions)</li> <li>-Arguing</li> <li>-Insubordination (directly challenging the authority of an adult)</li> <li>-Persistent refusal to follow rules or aggressive arguing with a staff member</li> <li>-Leaving classroom without permission or school grounds without proper authorization</li> <li>-Disorderly conduct</li> </ul>	1	3
<b>Disrespect</b>		
<ul style="list-style-type: none"> <li>Showing rudeness toward a staff member or student</li> <li>Repeated disrespect or being maliciously rude towards staff or students</li> </ul>	1	3
<b>Drug Related/Illegal Substances</b>		
<ul style="list-style-type: none"> <li>-Possession, use, sale, transfer, distribution, or purchase of any controlled substance/intoxicant or drug paraphernalia. Controlled substances/intoxicants include, but are not limited to: alcoholic beverages (note many non-alcoholic beers do contain alcohol); illegal drugs; mood-altering substances; anabolic steroids and other performance-enhancing substances; inhalants or facsimiles/look-alikes; prescribed medications used in a manner other than that for which it was prescribed; or non-prescription drugs used in a manner other than that for which they were directed.</li> <li>-Purchase, use, distribution, or possession of tobacco products in any form including any product containing nicotine, (unless prescribed by a doctor) or use of any e-cigarette type or vaporization device not for medical purposes.</li> </ul>	3	4

<b>Endangering Behavior</b>		
-Any behavior that puts the emotional and/or physical safety or well-being of another individual or the school building at risk -Any threat to school safety (i.e. bomb threat, talking about harming others or performing a school safety incident, etc.)	2	4
<b>Physical Aggression</b>		
-Physical contact such as not keeping hands to self or horseplay. -Physical contact that is intentionally disrespectful or inappropriate -Physical aggression/fighting (use of one's body to intentionally harm another person.) -Harmful contact with student/staff member -Physical assault/endangering behavior/battery -Physical sexual aggression, forcing another to engage in sexual activity	2	4
<b>Repeated Tardiness</b>		
-Tardy to the same class at least three (3) times in one quarter.	1	2
<b>School Rule Violation</b>		
-Violation of other schools rules not mentioned (i.e. dress code violation, violation of rules for off-campus lunch privileges, etc.) -Selling or distributing items on school grounds to make a profit, gambling -Public displays of affection	1	2
<b>Swearing/Inappropriate Language</b>		
-Inappropriate language (swearing, teasing, taunting, put downs) -Offensive language/gestures, profanity Abusive language (slurs, swearing, derogatory terms)	1	3
<b>Technology Misuse</b>		
-Misusing school-issued devices (i.e. using them at inappropriate times, using them to complete work for another class not during free time, playing games or music without permission, inappropriate searches, etc.) -Capturing, distributing, displaying, sharing, and/or posting of inappropriate images from personal or school technology sources	1	3
<b>Theft</b>		
-Borrowing without permission -Theft of an item with low value (i.e. pencil) -Repeated theft of any item/s -Theft of a high value item (i.e. phones, jewelry)	1	4
<b>Vandalism</b>		
-Using object in a manner other than directed -Using an object in a manner that may cause harm to people, or property. -Damage to property that is of minimal cost or easily repairable -Damage to property/vandalism that is of significant cost and/or causes a major disruption to the learning environment -Fire: attempting to set, aiding in setting or setting a fire	1	4

<b>Vaping</b>		
-Purchase, use, distribution, or possession of a vape device on school property or doing a school event	3	4

### **Behavior Response & Disciplinary Action**

The following response and/or disciplinary action will be determined on a case-by-case basis based on the severity, repeatedness, etc. of the behavior. The list below is not exhaustive:

<b>Behavior Level</b>	<b>Response or Action</b>
Level One (1)	Reminder/Verbal Reprimand Documentation in Student's Behavior Record Lunch or After-School Detention Loss of Privileges (i.e. revoking hall passes, change in bus seating, loss of privilege to attend field trips/after school events, loss of device privileges - personal and/or school-issued, off-campus, etc.)
Level Two (2)	Parent/Guardian Contact/Meeting Behavior Contract Temporary or Permanent Removal from Class (i.e. schedule change) In School Suspension
Level Three (3)	Out of School Suspension Referral to Law Enforcement or Other Agency
Level Four (4)	Pre-Expulsion Agreement Recommendation for Expulsion

### **Bullying**

The Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment. (see also Policy 3362.01 and Policy 4362.01 - Threatening Behavior Toward Staff Members)

### **Student Harassment**

It is the policy of the Board to maintain an educational environment that is free from all forms of harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in



the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

The Board will vigorously enforce its prohibition against harassment based on the traits of sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws (hereinafter referred to as "Protected Classes"), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, the Board prohibits harassing behavior directed at students, including at a group of students, for any reason, even if not based on one of the Protected Classes, through its policies on bullying (See Policy 5517.01 – Bullying).

The Board will investigate all allegations of harassment and in those cases where harassment is substantiated, the Board will take immediate steps designed to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

Please reference [Elcho School Board Policy #5517 Student Anti-Harassment](#) for more information.

### **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 full-body 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.

## **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 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, Hornet Hour, or study halls and must remain in their **academic lockers** for the duration of each class period. Teachers may request smart watches be placed in a designated location or locker at any time. No air pods are allowed

in the classroom unless a student is given permission by the teacher in advance.

- Cell phones are to remain in a student's academic locker, not their P.E. locker. Phones are not allowed in the locker rooms or bathrooms during the school day.
- Personal electronic devices may not be used when on a pass out of class or while 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 student will serve a lunch detention. The parent/guardian will be notified by administration and the device will need to be picked up by a parent/guardian or their designee.

**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 student will serve an in-school suspension for the equivalent of one full school day. The student will be ineligible to participate in activities or athletic competition on the day of the violation, but may still attend practices or after school events. The parent/guardian will be notified by administration and the device will need to be picked up by a parent/guardian or their designee.

**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 student will serve an out of school suspension for the equivalent of one full school day. The student will be ineligible to participate in activities or athletic practices or competitions or attend any after school events on the day of the out of school suspension. The student is no longer allowed to bring a device to school for the remainder of the school year. The parent/guardian will be notified by administration the device will need to be picked up by a parent/guardian or their designee.

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.

## **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.

## **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, locks, 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 \$8.00 for middle school locks. High school locks are built into the lockers. Students are expected to keep their lockers locked at all times. The replacement fee for damaged high school locks is \$20.00. Students that repeatedly prevent their locker from locking may cause damage to the lock and will be charged accordingly.

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. 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.

Lockers are public property and the District retains ownership and possessory control over them. 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.

### **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.

## **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 note must remain on file in the school office. Students who are 18 years or older and maintain their own residence, financially independent from their parent/guardian, may sign their own notes, excuse 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 Medication Policy**

Families are reminded that per Elcho Board Policy #5330, 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.

Nonprescription drug products (ie. Tylenol, etc.) may be administered to any student during the school hours, with prior written consent of the parent and provided by the parent in the original manufacturer's package and recommended therapeutic dosage.

High school students may possess and self-administer their own nonprescription medications at school, if the appropriate medication authorization form is filed in the school office.

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.

Please reference the complete [Board Policy #5330: Administration of Medication/Emergency Care](#)

**School-Utilized Social Media**

The School District of Elcho has a sponsored webpage, Instagram, 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 2024-2025

<b>ELEMENTARY FACULTY</b>		<b>EXT.</b>	<b>EMAIL ADDRESSES</b>
Mrs. Amanda Springstroh	4K	1790	aspringstroh@elchoschool.org
Ms. Jessica Schoepke	Kindergarten	1900	jschoepke@elchoschool.org
Ms. Lindsay Albright	Kindergarten/1st Grade MultiAge	1930	lalbright@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. Kaitlyn Paulsen	4th Grade	1270	kpaulsen@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
Mrs. Susan Domask	Art	2410	sdomask@elchoschool.org
<b>MIDDLE/HIGH FACULTY</b>		<b>EXT.</b>	<b>EMAIL ADDRESSES</b>
Mr. Frank Bernhagen	MS/HS Social Studies	2130	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. Michael Fossen	MS/HS Science	2300	mfossen@elchoschool.org
Mr. Travis Goeks	Technology Education	1310	tgoeks@elchoschool.org
Mr. David Graves	Math	2210	dgraves@elchoschool.org
Mr. Tom Prah	HS Social Studies	2090	tprah@elchoschool.org
Mrs. Kim Schoenrock	Art	2400	kschoenrock@elchoschool.org
Mrs. Tammy Schroeder	Health & Physical Education	1490	tschroeder@elchoschool.org
Mrs. Jamie Robrecht	HS Math & Science	2240	jrobrecht@elchoschool.org
Mr. Michael VanderBunt	Special Education	2040	mvanderbunt@elchoschool.org
Mrs. Kaitlyn Patz (Witlock)	MS Alternative Education & Math	2230	kpatz@elchoschool.org
<b>CENTRAL OFFICE</b>		<b>EXT.</b>	<b>EMAIL ADDRESSES</b>
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	1060	hpence@elchoschool.org
Mrs. Alyssa Carlson	Director of Curriculum & Instruction	1140	acarlson@elchoschool.org
Mrs. Ann Schmidt	ELC Director	1670/1010	aschmidt@elchoschool.org
Mrs. Lynn Walters	Activities Director	1120	activities@elchoschool.org
Mr. Trevor Raskie	Technology Director	2250	traskie@elchoschool.org
Mrs. Kathy Bowman	School Nurse	N/A	kbowman@whitelake.k12.wi.us

# Elcho School District Healthy Snack List

## **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)

## **Beverages**

Water (if in a refillable bottle, 30 oz or smaller)

Water flavoring packets

Hydration drinks such as Gatorade, Powerade

### 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: \_\_\_\_\_

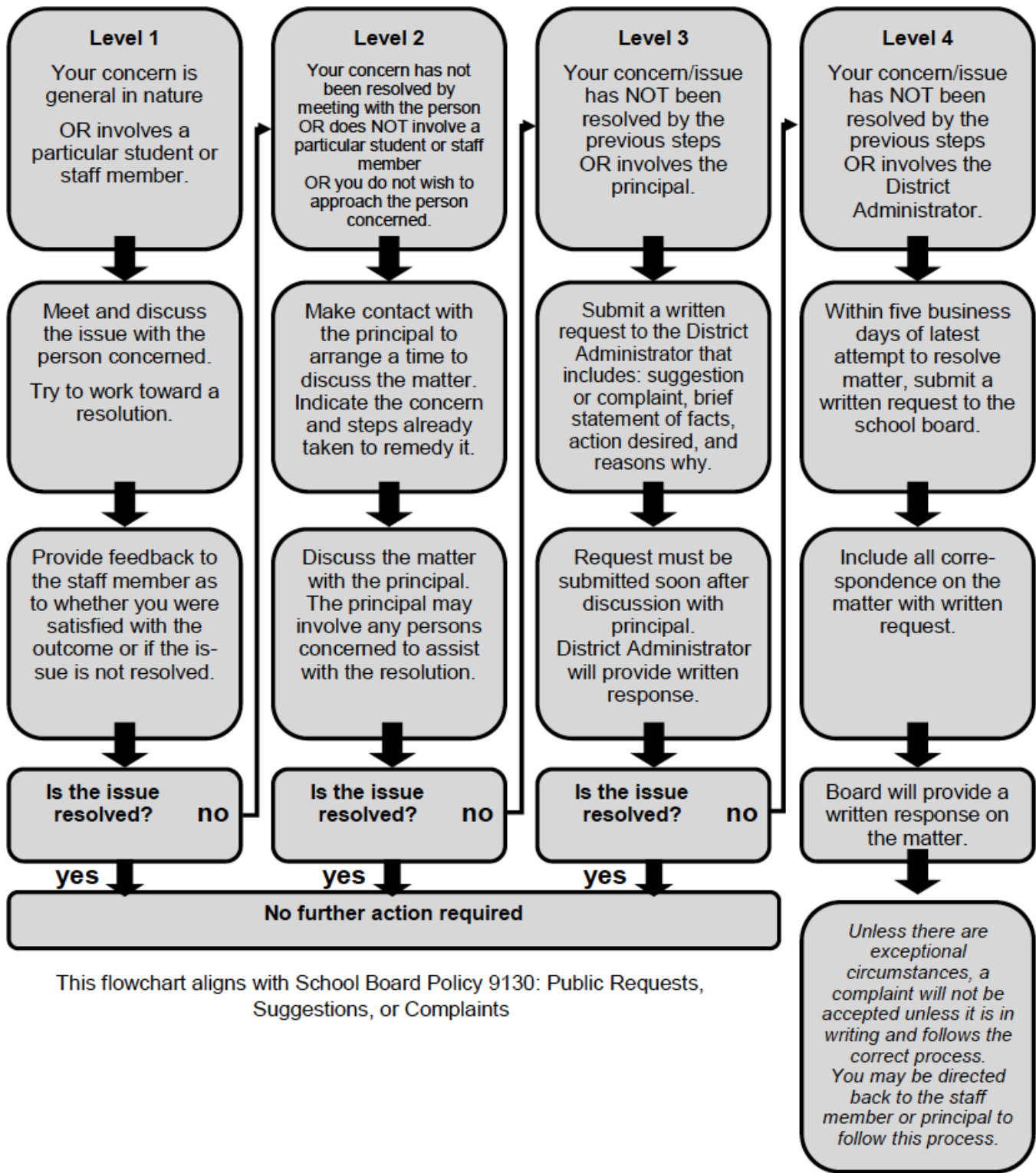
Signature of person receiving complaint: \_\_\_\_\_ Date: \_\_\_\_\_

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.

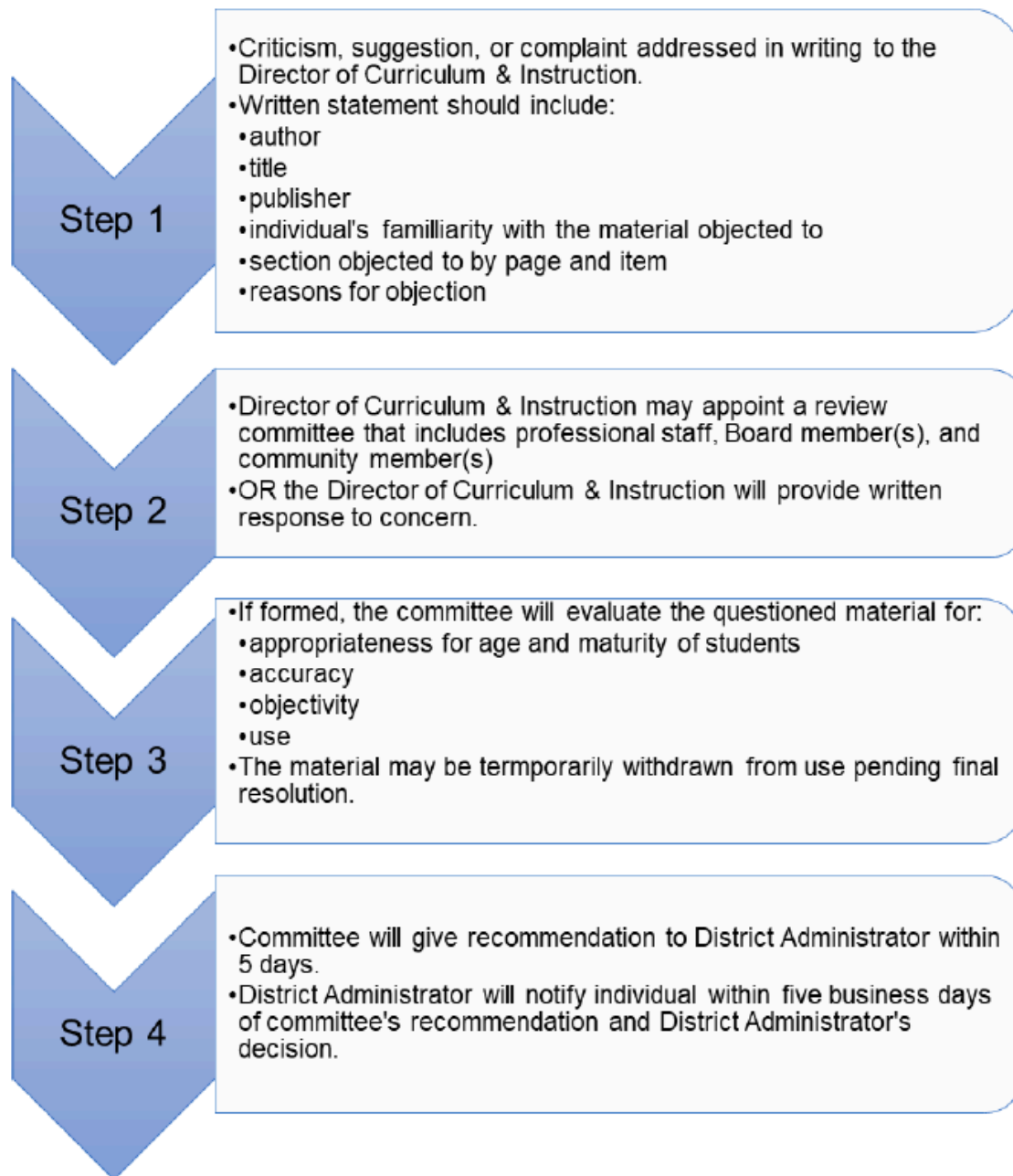
## Requests, Suggestions, and Complaints Process

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



## 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.*



# **Bell Schedule 2024-2025**

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

## Grade Check Dates 2024-2025

<u>Student Due Date</u>	<u>Teacher Due Date &amp; Official Check</u>
Grade Check 1 - Friday 09/20/24	Monday 9/23/24 by 7:30 a.m.
Grade Check 2 - Friday 10/11/24	Monday 10/14/24 by 7:30 a.m.
Grade Check 3 -Thursday 10/31/24 <b>*End of Quarter 1*</b>	Friday 11/01/24 by 11:30 a.m.
Grade Check 4 - Friday 11/22/24	Friday 11/22/24 by 3:30 p.m.
Grade Check 5 - Friday 12/20/24	Friday 12/20/24 by 3:30 p.m.
Grade Check 6 -Friday 1/17/25 <b>*End of Quarter 2/Semester 1*</b>	Monday 1/20/25 by 11:30 a.m.
Grade Check 7 - Friday 02/07/25	Monday 02/10/25 by 7:30 a.m.
Grade Check 8 - Friday 02/28/25	Monday 03/03/25 by 7:30 a.m.
Grade Check 9 - Friday 03/21/25 <b>*End of Quarter 3*</b>	Friday 03/21/25 by 3:30 p.m.
Grade Check 10 - Thursday 04/17/25	Monday 04/21/25 by 11:30 a.m.
Grade Check 11 - Friday 05/9/25	Monday 05/12/25 by 7:30 a.m.
<b>SENIORS FINAL GRADE/CREDIT CHECK WEDNESDAY 5/21/25 BY 3:30 P.M.</b>	
Grade Check 12 - Friday 06/04/25 <b>*End of Quarter 4/Semester 2*</b>	Thursday 06/04/25 by 3:30 p.m. <b>All grades are to be posted/verified before teachers leave for the summer.</b>

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

**High School Off-Campus Lunch  
2024-2025**

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.

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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 \_\_\_\_\_

**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: \_\_\_\_\_

1<sup>st</sup> Reading: July 26, 2022  
2<sup>nd</sup> Reading & Adopt.: August 16, 2022

# Handbook Acknowledgement

**Note: This signature page is to be turned into the school office no later than Friday, September 6, 2024. Failure to do so will result in the student being ineligible 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 \_\_\_\_\_