

Spooner Area School District

Spooner Elementary School

“Home of the Rails”



Student/Parent Handbook

2026-2027 School Year

Mission Statement

Preparing Students for a Successful Future

Vision Statement

Inspire each student to Dream, Believe, and Achieve

TABLE OF CONTENTS

WELCOME	3
Foreword	3
Letter to Students	4
Important Phone Numbers	4
Elementary School Staff Directory	5
2026-27 Lunch/Recess Schedule	7
2026-27 District Calendar	8
2026-27 Spooner Elementary Calendar	9
Trimester Grading Periods	10
Parent/Teacher Conference Dates	10
Assessment Schedule	10
 STATEMENT OF NONDISCRIMINATION	 11
 ATTENDANCE POLICY	 12
School Attendance Officer	13
Inclement Weather	13
School Hours	13
Building Hours	13
Absence Procedures	14
 BUSING/STUDENT TRANSPORTATION	 14
Bus Use and Student Release Procedures	14
Transportation	14
Responsibilities	15
 STUDENT HEALTH AND SAFETY	 15
School Wellness Nutrition and Physical Activity	15
Hot Lunch Program / Breakfast Program	16
Mental Health Crisis Line	17
Description of Services During the School Day	17
Immunizations	17
Illness	17
Injury	17
Severe Injury / Accident	18
 Medication Policy	 19
Head Lice	19
Health and Hygiene	20
Concussion	20
Emergency Drills	21
 GENERAL STUDENT PROCEDURES	 21
Field Trips	21
Student Pick Up/Drop Off/Late Arrivals	21
Personal Property	22
School Property	22

School Pictures	22
Communication Devices/Phone	22
Computer Usage	22
Phone Messaging Service for Parents	23
FAMILY ACCESS Via The Web	23
Visitors	24
Volunteer Program	24
Birthday Parties	24
Clothing	24
Pet Policy	25
Class Assignment Procedures	25
Physical Education Program	25
High 5 After School Program	25
 THE RAILS WAY & POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS (PBIS)	 26
School Expectations	26
The Rails Way	26
Minor/Major Behaviors	27
Anti-Harassment Policy	28
Harassment	28
Sexual Harassment	29
Bullying Policy	30
Illegal Substances, Prescription Medication, and Non-Prescribed Drugs	31
Weapons Policy	31
Non-Hostile Environment	31
School and Governmental Agencies	32
Student Suspension/Expulsion	32
 GUIDELINES FOR RESPONSIBLE USE OF INFORMATION TECHNOLOGY RESOURCES BY STUDENTS	 34
SASD Student Procedures for Information Technology Use	34
Spooner Area School District Information Technology Rules	36
 SPECIAL EDUCATION REFERRALS	 37
 WASHBURN COUNTY ORDINANCE NO. 4-99	 38

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents 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 your and your parents' 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 School 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 June 30, 2021 the language in the most current policy or administrative guideline prevails. The current policies and guidelines are available on the District's website.

This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the District Administrator. The Policies and Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed. If you have questions or would like more information about a specific issue, contact your school principal.

Board of Education Approval:

[] Student Handbook adopted on 7/14/2021.

LETTER TO STUDENTS

Spooner Elementary School Students,

Welcome to Spooner Elementary School!

It is a privilege to serve as the building leader of a school defined by resilient students, a highly dedicated staff, and a supportive community. I am grateful for the opportunity to partner with our families in supporting each child’s growth and success.

Spooner Elementary is a 4K–4 building that offers small class sizes, committed educators, and meaningful learning opportunities for every student. At SES, we teach and model “The Rails Way,” helping students develop positive behavior choices while fostering a safe, respectful, and welcoming environment for all.

We remain committed to building a school culture where students feel valued, challenged, and supported, and where staff can do their best work on behalf of children. Spooner Elementary is a strong foundation for lifelong learning, and we look forward to working together to ensure a positive experience for every student and family.

Sincerely,

Erin Burch
Spooner Elementary Principal

Important Phone Numbers

Spooner Elementary School	715-635-2174
District Office	715-635-2171
Spooner Middle School	715-635-2173
Spooner High School	715-635-2172
Badger Bus Company	715-635-8811
Spooner Elementary Fax	715-635-7984
Spooner Area Community Education	715-635-2171, opt. 6
Special Education Department	715-635-2171, opt. 7

SPOONER ELEMENTARY SCHOOL STAFF DIRECTORY

Erin Burch	Principal	burche@spooner.k12.wi.us
Kate McKinney	School Counselor	mckinneyk@spooner.k12.wi.us
Karen Schoonover	Administrative Assistant	schoonoverkar@spooner.k12.wi.us
Dawn Wacek	Administrative Assistant	wacekd@spooner.k12.wi.us
Timothy Radke	Director of Pupil Services	radket@spooner.k12.wi.us
Margaret Banker	Superintendent	bankerm@spooner.k12.wi.us
Hannah Kastner	School Psychologist	kastnerh@spooner.k12.wi.us

Amanda Bates	3rd Grade	batesa@spooner.k12.wi.us
Andrea Carlton	Early Childhood	carltona@spooner.k12.wi.us
Annette Sellner	Art	sellnera@spooner.k12.wi.us
Christi Haessly	ELA Instructional Coach	haesslyc@spooner.k12.wi.us
Claire Henckel	4K	henckelc@spooner.k12.wi.us
Colin Carlton	1st Grade	carltonc@spooner.k12.wi.us
Dana Lucius	Reading Specialist	luciusd@spooner.k12.wi.us
Dillon Turnipseed	Kindergarten	turnipseedd@spooner.k12.wi.us
Donna Patrick	2nd Grade	patrickd@spooner.k12.wi.us
Elizabeth Wilson	3rd Grade	wilsone@spooner.k12.wi.us
Ginny Bluse	Interventionist	blusev@spooner.k12.wi.us
Heather Huebner	2nd Grade	huebnerh@spooner.k12.wi.us
Jennifer Smith	4th Grade	smithj@spooner.k12.wi.us
Jeromie Voeltz	Physical Education	voeltzj@spooner.k12.wi.us
Jesi Brewer	3rd Grade	brewerj@spooner.k12.wi.us

Jessica Macone	1st Grade	maconej@spooner.k12.wi.us
Jessica Marker	Speech Therapist	markerj@spooner.k12.wi.us
Jill Johnson	Kindergarten	johnsonj@spooner.k12.wi.us
Julie Piskie	Kindergarten	piskiej@spooner.k12.wi.us
Kara Peck	Special Education	peckk@spooner.k12.wi.us
Katie Thompson	1st Grade	thompsonk@spooner.k12.wi.us
Katisa Ferguson	School Liaison	fergusonka@spooner.k12.wi.us
Kim Bassett	4K	bassettk@spooner.k12.wi.us
Kimberly Nyhagen	Health Aide	nyhagenk@spooner.k12.wi.us
Kris Knutson	Music	knutsonk@spooner.k12.wi.us
Leah Foley	District Nurse	foleyl@spooner.k12.wi.us
Mary Denoyer	Special Education	denoyerm@spooner.k12.wi.us
Michelle Kabdi	4th Grade	kabdim@spooner.k12.wi.us
Molly Dittmann	Occupational Therapist	dittmannm@spooner.k12.wi.us
Rachel Greschner	4K	greschnerr@spooner.k12.wi.us
Sally Mattie	2nd Grade	matties@spooner.k12.wi.us
Sherry Maina	Speech Therapist	krmpotichs@spooner.k12.wi.us
Susan Kohl		kohls@spooner.k12.wi.us
Tara Granquist	4th Grade	granquistt@spooner.k12.wi.us
Tina Hanson	Special Education	hansont@spooner.k12.wi.us



STRATEGIC PLAN 2024-2028

MISSION STATEMENT

Preparing each student for a successful future

VISION

*Inspire each student to Dream,
Believe, and Achieve*

VALUES

Our work is guided by our belief in and commitment to:

Innovation

Integrity

Trust

Compassion

Respect

Collaboration

Advance Student Achievement

*Expand Communication Avenues
(Students, Parents, Staff & Community)*

Stabilize District Operations & Infrastructure

PRIORITIES

www.spooner.k12.wi.us | adopted December 18, 2023



The Rails Way

Students First!



	Be Safe	Be Respectful	Be Responsible
All settings	- Keep hands, feet, body and objects to self - Use material and equipment properly - Use Body basics	- Use manners - Listen to speaker with your full attention - Use kind words and actions - Follow directions quickly and quietly	- Get where you need to be - Keep area clean - Set a good example and stay on task - Report major problems and bullying to adults
Lunch Room	- Bottoms on bench - Use quiet walking feet and face forward - Report big spills to adult	1 or 2 voice level - Wait patiently in line	- Dump your tray and sit - Leave no trace
Playground	- Stay on the playground - Use equipment correctly	- Include others - Share equipment and take turns - Follow game rules	- Dress for the weather - Return equipment - Line up when whistle blows
Hallway	- Walk on the right side - Keep hands and feet to yourself	- Silent greeting 0 to 1 voice level	- Keep hallway clear - Get where you need to be
Bathrooms	- Wash and dry hands - Wait your turn	0 to 1 voice level - Give privacy to self and others - Flush after use	- Remember your purpose - Use paper towels and soap carefully - Leave no trace
Bus	- Keep hands and feet to yourself - Walk to and from bus	- Follow directions of bus driver - Share your seat 1 or 2 voice level	- Leave no trace - Take all your things with you - Keep aisle clear
Assemblies	Keep body to yourself	- Quiet down quickly when signaled - Pay attention - Quiet feet	Participate in a kind way

2026-27 Spooner Elementary Breakfast/Lunch/Recess Schedule

	Breakfast / Recess	Lunch	Recess
4K	7:40 - 8:00	11:10 - 11:30	10:30 - 11:00
Kindergarten	7:40 - 8:00	12:10 - 12:30	12:30 - 1:00
Grade 1	7:40 - 8:00	11:30 - 12:00	11:00 - 11:30
Grade 2	7:40 - 8:00	11:00 - 11:30	11:30-12:00
Grade 3	7:40 - 8:00	12:30 - 1:00	12:00 - 1:00
Grade 4	7:40 - 8:00	12:00 - 12:30	12:30 - 1:00

New: Morning Breakfast and/or Recess

All students will be given morning breakfast and lunch options upon arrival. If students require breakfast, they will enter the building and head to the cafeteria where they will stay until the 8:00 AM bell rings. They are not allowed to eat breakfast and then go outside for recess if they finish prior to 8:00 AM. Once in the cafeteria, they will stay the entire designated time in the cafeteria. If students do not require breakfast, they may go directly to their designated playground until the 8:00 AM bell rings. Breakfast and recess end promptly at 8:00 AM. If a student arrives **after 8:00 AM**, they will miss the opportunity to have morning breakfast and recess.

All students will go outside during recess unless they have a written excuse from their doctor or their parent(s). If it is necessary for a student to be excused from going outside for more than three days, it will be necessary for the parent to provide a written excuse signed by the doctor.

If the outside temperature is below zero, or is at a “feels like” below zero because of wind chill, students will have indoor recess. With the teacher’s discretion, however, students may enjoy their short 15 minute outdoor recess if the temperature is in the single digits or above and the wind chill does not dip below -10.

2026-2027 School Calendar

July 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
August 2026						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
September 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			21
October 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						21
November 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
						15
December 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						18

Spokane Area School District
801 County Highway A
Spokane, WI 54801

fax) 715-635-7074

Aug 18	New Staff Orientation
Aug 19-21	Floating Work Days
Aug 24-31	Professional Development
Aug 26	District Open House
Sep 1	First Day of School
Sep 7	No School-Labor Day
Oct 5	Professional Development
Oct 30	End of 1st Term (42 days)
Nov 2	Professional Development
Nov 23-24	Floating Work Days
Nov 23-27	Thanksgiving Break
Dec 23-Jan 1	Winter Break
Jan 15	End of 2nd Term (41 Days)
Jan 18	Professional Development
Feb 12	Professional Development
Feb 15	No School-President's Day
Mar 19	End of 3rd Term (42 Days)
Mar 22-26	Spring Break
Apr 16	Professional Development
May 28	Last day of School (T4-43.5 Days) 1/2 Day
Jun 1	Professional Development
Jun 2-4	Floating Work Days

Student Contact Days **168.5 Days**

Teacher Work Days	181 days
Floating Teacher Work Days	4 Days
P/T Conf Days (TBD)	2 Days
Paid Holidays	2 Days
Total	189 Days

January 2027						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						19
February 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						
						18
March 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						18
April 2027						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
						21
May 2027						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					19.5
June 2027						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

First/Last Day of School
Non-Student/Staff Day
Floating Staff Days

Professional Development (no school for students)
New Staff Orientation

Quarter Ends
Holiday

2026-27 SPOONER ELEMENTARY SCHOOL CALENDAR

August 26	Open House 3-7 p.m.
September 1	First Day of School
September 7	No School- Holiday
September 9	School Picture Day
September 17	Grandparents Day (lunch)
September 18	3rd Friday in September Count
October 5	No School - Professional Development Day
October 16	Parent/Teacher Conferences 4-7 p.m.
October 20	Picture Retake Day
October 23	Parent/Teacher Conferences 4-7 p.m.
November 2	No School - Professional Development Day
TBD	Veterans Day Program
November 23-27	No School - Fall Break
December 4	End of Trimester 1
December 11	Report Card Distribution
December 22	SES Winter Concert
December 23-January 1	No School - Winter Break
January 18	No School - Professional Development Day
January 28	Parent/Teacher Conferences 4-7 p.m.
February 4	Parent/Teacher Conferences 4-7 p.m.
February 11	SES Family Math and Reading Day
February 12	No School - Professional Development Day
February 16	No School - Holiday
March 5	End of Trimester 2
March 12	Date with Dudes (lunch)
March 11	Report Card Distribution
March 22-March 26	No School - Spring Break
May 6	Ladies' Luncheon (lunch)
May 28	Last Day of School
May 28	Report Card Distribution

Trimester Grading Periods

Trimester	Dates	Report Cards Distributed
1	September 1, 2026 - December 4, 2026	December 11, 2026
2	December 8, 2026 - March 5, 2027	March 12, 2027
3	March 8, 2027 - May 28, 2027	May 28, 2027

Parent Teacher Conferences

Event	Date	Time
Back to School Open House	August 26, 2026	3:00-7:00 PM
Trimester 1 Conferences	October 16 & October 23, 2024	4:00-7:00 PM
Trimester 2 Conferences	January 28 & February 4, 2025	4:00-7:00 PM

For the 2026-27 academic year, teachers will be communicating with families frequently via Skyward email messages, ParentSquare, phone calls, or through scheduled appointments. We encourage families to contact teachers with concerns immediately and whenever the need arises as opposed to waiting for a scheduled date for formal conferences. However, it is important to note that our teachers will be actively engaged with students during the school day, and unable to respond until a planning period, lunch, or after student dismissal. If you need a response in a timely manner, please contact the office.

Assessment Schedule

Type of Assessment	Time of Year	Academic Content	Grade Level
District Screening	Fall, Winter, Spring	Reading and Math	4K - 8th Grade
State Testing	Spring	Reading and Math	3rd - 11th Grade
State Testing	Spring	Science and/or Social Studies	4th, 8th and 10th Grades



Spooner Area School District

801 County Highway A • Spooner, WI 54801 • 715-635-2171 • www.spooner.k12.wi.us

STATEMENT OF NONDISCRIMINATION

SPOONER AREA SCHOOL DISTRICT PUBLIC NOTIFICATION OF NONDISCRIMINATION

It is the policy of the Spooner Area School District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, learning disability or handicap as required by S118.13, Wis. Stats.

This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, national origin), and Section 504 of the Rehabilitation Act of 1973 (handicap) and Americans with Disabilities Act (disability).

The Spooner Area School District recognizes that not all students wish to stay involved in formal education beyond high school and must, therefore, be prepared to enter the labor force as productive workers. Programs offered, but not limited to, are classes in agriculture, business education, family and consumer education, and industrial-technical education. All District career and technical education opportunities are offered to students on a nondiscriminatory basis.

The District shall provide appropriate educational services or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability. The District shall also provide reasonable accommodations for sincerely held religious beliefs with regard to examination and academic requirements.

The district encourages information resolution of the complaints under this policy. A formal complaint resolution procedure is available to address allegations of violations of the policy in the Spooner Area School District.

For more information review [Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity](#) and [Policy 2260.01 - Section 504/ADA Prohibition Against Discrimination Based on Disability](#) or visit Board of Education Policies on the district webpage.

Any questions concerning this policy should be directed to:

Mr. Tim Radke
radket@spooner.k12.wi.us
715-635-2171
Spooner Area School District
801 Cty Hwy A
Spooner, WI 54801

or

Ms. Katelyn Riewestahl
riewestahlk@spooner.k12.wi.us
715-635-2171
Spooner Area School District
801 Cty Hwy A
Spooner, WI 54801

Mr. Tim Radke
Spooner Area School District
Complaint Officer

Ms. Katelyn Riewestahl
Spooner Area School District
Complaint Officer

SPOONER ELEMENTARY SCHOOL ATTENDANCE POLICY

Attendance Procedures (See District Policy 5200)

In accordance with state law, all children between ages 6 and 18 must attend school full time until the end of the term, quarter, or semester in which they become 18 years of age, unless they have a legal excuse. Regular attendance and promptness are the essentials of good performance on any job. Absence from school is the greatest single cause of poor academic achievement in school.

Excused absences are granted for reasons of personal illness or medical examination, illness or death in the family, family emergencies, religious holidays, court appearances, family trips, special events of educational value, approved school activities and special circumstances that have prior approval from the school administration.

Absenteeism from school for reasons other than those cited, shall be regarded as unexcused. Tardies are also considered unexcused without a written note from a teacher/parent/guardian. Parents are required to provide written verification regarding all student absences. Notes should include the student's name, date, specific reason for absence and a parent/guardian signature. Absence notes should be turned in before school daily to the Spooner Elementary School Office.

All students must be in compliance with the attendance requirements of Spooner Elementary School, Washburn County, and the State of Wisconsin.

1. Written notification regarding student absenteeism will be sent home on the student's third unexcused absence or starting on his/her fifth excused absence. The purpose of these letters will be to communicate with you about your child's attendance and to stress the importance of attending school on a regular basis. Missing greater than half of the school's periods constitutes one full day's absence.
2. Students with attendance issues may be referred for a truancy citation at five (5) or more unexcused absences.
3. Additional excessive absences, unexcused or excused, may also result in a truancy citation.

Several factors go into making a truancy referral such as the student's classroom performance/grades, degree of family-school communication, and the student's school behavior / office referrals. A certified letter will be sent home and attempts to meet with the student and parent/guardian will be made prior to filing truancy. If the student's attendance rate does not improve a truancy citation will be filed.

Medical excuses, provided by a doctor, are considered legitimate excuses and will be exempt. The school must be provided with a doctor's note exempting these dates but will not exceed 30 days in advance. After the 30 days from the date of the note, an updated doctor's note will need to be provided by the family to the school. The Spooner Elementary School automated phone system will notify parents daily of student absences from school.

Tardies also hinder a students' learning experience. Time out of class reduces the amount of available instruction and student learning. Students who are tardy are required to provide written notification

regarding the reason. Unexcused tardies are not allowed. Teachers will be tracking student attendance and referring students with excessive unexcused tardies to the office.

Students with excessive excused absences or tardies will be referred to the attendance officer for review. The attendance officer may be in contact to help come up with solutions for the tardiness issue. Additionally, the administration will be reviewing student attendance reports on a weekly basis. Please keep in mind that students need to be in class in order to best learn.

See page 33 for the Washburn County Truancy Ordinance.

School Attendance Officer

In accordance with Wis. Statute 118.16, building principals are designated as attendance officers for the Spooner Area School District.

Student Pick Up/Drop Off/Late Arrivals

1. Parents/Families who bring their child to school each day need to say their goodbyes in the office area and let their child walk to the classroom. If, however, parents/families need to speak to the teacher, we can make arrangements for the teacher to meet with the parent/family member. Parents/families are always welcome to call to make an appointment to meet with their child's teacher.
2. All students leaving school for any reason during the school day and all students arriving late to school must check in/out with the office. There is a sign-out log in the office for persons to complete when picking up students during the school day.
3. If you are picking up or dropping off your children, please use the north (front) parking lot. Please use one of the parking spaces and do not park in the fire lane. Your assistance in this matter will help provide for an orderly and safe entrance and exit for our students.
4. Parents picking up their children after school must wait by the front doors of the building until their child is released for the day. Parents/families will not be permitted to go to classrooms or in the hallways. Please call the office **no later than 2:30 PM** if there are any changes in your child's transportation. This causes less disruption for the students and teachers. Please send a note with your child to the teacher informing him/her of your plans to pick up your child, and the teacher will then send the child to the lobby area after the 3:09 PM dismissal tone. If you have a last minute change in plans, please notify the office personnel, and a message will be sent to your child. Please do not ask for the teacher's voicemail, as messages may not be picked up before the end of the school day.
5. If there is a need to have your son/daughter ride a different bus on occasion, a note should be sent to school with your child and a call should be made to Badger Bus at 715-635-8811.

Inclement Weather / Snow Emergency

If the Superintendent of Schools finds it necessary to close our schools, families will be advised by the following radio stations or by Skylert.

WCSW-AM 940 - Shell Lake

WGMO-FM 95.3 - Shell Lake

WJMC-AM 1240 - Rice Lake

WJMC-FM 96.3 - Rice Lake

WAQE-FM 97.7 - Rice Lake

WHSM-AM 910 - Hayward

WRLS-FM 92.3 - Hayward

Early Release Time: 1:09 pm

School Hours 8:00 am - 3:09 pm

1. Hours are subject to adjustment to accommodate in-service, early release, etc
2. The time periods before and after school are used by the teachers to prepare their lessons. We ask that you do not have your child arrive any earlier than 7:40 am. If your child must arrive prior to 7:40 am they are required to remain in the vestibule. Students wanting breakfast will report to their rooms to drop off belongings and go to the food service line for breakfast.

Start of School: 8:00 am

Dismissal: 3:00 pm 4K/K, 3:02 pm Parent Pick-Up, 3:04 pm Mighty Engine Students, 3:09 pm Bus Dismissal

Students are considered tardy if they arrive in their classrooms after the bell rings at 8:00 am.

Building Hours 7:40 am - 3:40 pm

The elementary school office will be open to students from 7:40 am to 3:40 pm daily. Teachers are in the building before and after school as well as by appointment for student and/or parent conferences with instructional and/or guidance staff. Pre-conference contact should be made by students and/or parents to establish conference purpose, participants, time and place.

Absence Procedures

1. Excused/Unexcused Absences & Tardies
 - a. Contact the school office before 9:00 a.m. to report your child's absence. If the school office is not notified by a phone call, you must bring a written notification to the office to excuse the absence/tardy. This notification must be signed by a parent, guardian, or doctor.
2. Pre-arranged absences
 - a. Arrangements for this type of absence must be made in advance in the office and with the student's teachers.

BUSING/STUDENT TRANSPORTATION

Bus Use and Release Procedures

School buses load and unload in the south (back) parking lot of the elementary school. Students are required to ride their regular bus after school unless a note requesting other riding arrangements is provided by the parent/guardian.

It is best that after school plans be made at home with a note sent to the child's teacher; however, we realize that there are times when arrangements must be changed during the day. We request that you call the school (635-2174) **no later than 2:30** if you know of a change in plans so the message can get to your child in a timely manner. Students will not be allowed to use the school telephone to make last-minute after school plans, such as going home with a friend, etc. These arrangements should be made at home in advance.

Parents/guardians who are picking up students at the end of the day are expected to stay at the office or outside the front of the elementary building until united with respective student(s). Parents are prohibited from walking to classrooms at release time unless directed and escorted. Parent/visitor vehicle parking in the South parking lot and movement in/around buses during bus times (7:40 - 8:10 & 2:50 - 3:20) is strictly prohibited. This is to ensure the safety of all students and efficient movement of buses.

Transportation

(See School Board Policy 8600)

The District shall provide transportation for students residing within the District boundaries in accordance with provisions of State law and regulations and as set forth in Board of Education policy.

School transportation is an indispensable and integral part of the District's overall educational organization. It is an auxiliary service only in the sense that it helps make actual instruction available to all children regardless of where they live in the District and for children who are unable to walk to school.

Student Transportation and Bus Discipline

The safety and well-being of our students is a shared responsibility. Each building principal is responsible for the safety and discipline of students from the time they board the bus until they depart at their home of record or designated drop-off location, as outlined in Board policy. While students are in transit, this responsibility is delegated to the bus contractor and bus driver, unless a chaperone or other designated adult is present.

The bus contractor is responsible for ensuring that all vehicles and drivers comply with federal and state regulations, as well as Board-adopted policies. All transportation vehicles must be properly maintained and operated in accordance with Wisconsin Department of Transportation requirements. The District provides or contracts for student transportation services in alignment with state law. Responsibility for students before boarding the bus and after exiting at the end of a route rests with parents or guardians.

To support a safe and respectful environment, the following bus discipline procedures will be followed:

<u>OFFENSE</u>	<u>DISCIPLINARY RESPONSE</u>
1st Offense	Official warning issued / Principal conference with student. Disciplinary report will be shared with families.
2nd Offense	1-3 day suspension of riding privileges; phone call to families, copy of report sent to families.
3rd Offense	3-5 day suspension of riding privileges; phone call to families. Conference with family, student, Principal and driver may be required. Disciplinary report will be shared with families.
4th Offense	3-5 day suspension of riding privileges. Conference with family, student and Principal is required.
5th Offense	5+ day suspension of riding privileges. Conference with family, student and Principal is required. Riding privileges may be suspended for a greater period of time based on determination of School Administration & Spooner Bus Service.

A bus riding suspension **does not** eliminate a student's obligation to attend school. Parents/Guardians are responsible for a student's transportation to and from school during the riding suspension.

Each report/infraction will be reviewed on a case-by-case basis taking the following criteria into consideration:

- Prior history of bus discipline.
- Frequency of violations.
- Length of positive behavior between violations.
- Seriousness of reported violation(s).
- Others as determined by school administration.

School Administration reserves the right to implement other/additional consequences as/if deemed necessary due to the nature and severity of the violation.

We appreciate the partnership of our families in reinforcing safe and respectful behavior on school transportation. Consistent expectations between home and school help ensure that all students arrive safely and ready to learn.

STUDENT HEALTH AND SAFETY

Student Wellness: Nutrition and Physical Activity Guidelines

The District recognizes that proper nutrition and regular exercise are vital to the learning environment. Parents can support student health by implementing the following:

1. **Nutrition:** Prioritize snacks high in fiber, such as fruits, vegetables, and whole grains.
2. **Hydration:** Emphasize water and milk over sweetened beverages.
3. **Exercise:** Ensure students receive 60 minutes of daily physical activity and limit sedentary screen time.
4. **Portions:** Maintain food portions appropriate for the student's height and weight.
5. **Sleep:** Support a consistent 9–11 hour sleep schedule to prevent daytime fatigue.

Comprehensive details are available in **District Policy 8510**. Please contact the **District Nurse** for further assistance.

Hot Lunch Program / Breakfast Program

A student may bring his or her lunch from home or purchase lunch and/or milk or juice at school. Spooner Area School District has a Universal Free Breakfast program to allow all students to begin the day with a healthy breakfast.

The following lunch prices are established for the 2026-27 school year.

Breakfast	Free			
Lunch	K-5 \$3.25	Grades 9-12 \$3.60	Grades 6-8 \$3.50	Adult \$5.25
Ala Carte Milk	\$0.65 for all			

All students will be given morning breakfast and lunch options upon arrival. If students require breakfast, they will enter the building and head to the cafeteria where they will stay until the 8:00 AM bell rings. They are not allowed to eat breakfast and then go outside for recess if they finish prior to 8:00 AM. Once in the cafeteria, they will stay the entire designated time in the cafeteria. If students do not require breakfast, they may go directly to their designated playground until the 8:00 AM bell rings. Breakfast and recess end promptly at 8:00 AM. If a student arrives **after 8:00 AM**, they will miss the opportunity to have morning breakfast and recess.

Washburn County Mental Health & AODA Crisis Line
24 hour coverage 1-888-860-0373

Washburn County Health & Human Services
715-468-4747

Lakeland Family Resources
715-635-4669

Aurora/Access Counseling
715-635-4858

Soar Counseling
715-468-2841

Description of Services During the School Day

Students who become ill, receive a minor injury, or need medication are sent to the office by their teacher/supervisor. If necessary, another student or staff member accompanies them. The District Nurse will be contacted if unavailable in the building and office staff is unable to address the student's needs.

Wisconsin School Immunization Requirements

Per Wisconsin State Statute (Chapter 252), all students entering the district for the first time must provide proof of vaccination against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, hepatitis B, varicella, and meningococcal disease.

1. **Timeline:** Documentation must be received within **30 school days** of enrollment.
2. **Exemptions:** Parents may file a signed waiver for medical, religious, or personal conviction reasons.
3. **Reporting:** De-identified compliance data is shared annually with the Washburn County Health Department for monitoring purposes.
4. **Notification & Exclusion:** The school will issue compliance alerts on school days 15 and 25. Failure to satisfy these legal requirements may result in the student being excluded from school or childcare facilities.

Student Health: Illness, Injury, and Exclusion Policy

The school district prioritizes student wellness by adhering to the following health protocols:

1. **Recovery Timelines:** Students must remain home until they have been fever-free (without medication) and vomit-free for at least 24 hours. Diarrhea must also have subsided for 24-48 hours prior to return. Fever is a temperature of 100.4 or greater.
2. **Contagious Illness:** If any communicable disease is suspected, the student will be excluded

from school. Readmission requires either a physician's note/proof of treatment or adherence to the protocols within the **Communicable Disease Safety Plan**.

3. **Emergency Procedures:** Parents are responsible for transporting students who become ill or injured during the school day. It is vital that the school has accurate and up to date emergency contact information on file for each student.
4. **Communication:** Parents should notify the school of any significant health concerns to ensure proper educational accommodations can be made.

Reporting School-Related Injuries

To ensure student safety and proper care, students are responsible for reporting any significant injury that occurs during the following times:

- During the School Day: While attending regular classes or sessions.
- Extracurriculars & Sports: During any school-sponsored activities or interscholastic athletics.
- Supervised Travel: While traveling directly to or from school, or while commuting to school-sponsored events under the supervision of a staff member.

Medical Documentation

If an injury requires specific limitations (such as gym class waivers or mobility assistance), the parent or student must provide official documentation from a healthcare provider. This ensures our staff can accurately follow all necessary activity restrictions during the school day. If activity restrictions are in place by a medical provider, official documentation for *return to activity* must also be provided to the office.

Emergency Injury Response Protocol

Should a severe injury or accident occur, staff are authorized to administer first aid and CPR according to their level of training. The following procedures will be implemented:

1. **Administrative Notification:** The principal or a designated official will be notified immediately.
2. **EMS Activation:** Emergency Medical Services (EMS) will be activated if the principal or designee determines that the student's condition requires immediate professional medical intervention.
3. **Emergency Notification:** Parents or guardians will be contacted without delay.
4. **Continuous Care:** A staff member will maintain constant supervision of the student until appropriate medical personnel or a parent or legal guardian assumes responsibility.

Student Medication Guidelines

To ensure student safety, we ask that parents administer medications at home whenever possible. If your child must take medication during school hours, please follow these procedures:

- **Prescription Medications:** Requires a physician's signed order detailing the medication name, dosage, timing, and end date. Parents must also sign a "Administration of Prescription Medication Consent" form, available in the office or on our website. All prescription medications require a new provider signed form at the beginning of the new school year.

- **Over-the-Counter (OTC) Medications** require a completed "Administration of Over the Counter (OTC) Medication Consent" form signed by a parent. You may also be able to provide this consent electronically via **Skyward** at the start of the school year for indicated medications (ie Tylenol, Ibuprofen, and topical medications)
- **Safe Delivery: All prescription medications must be hand-delivered to the office or health staff by a parent or guardian. Please do not send any medications with your child.** Medications must arrive in their original pharmacy-labeled container, including the expiration date and any storage instructions.

Head Lice Management

Our goal is to manage head lice discreetly and effectively to keep students in the classroom. If a student is suspected of having head lice, they will be checked privately by the school nurse or a trained staff member.

If head lice are found:

- **Next Steps:** Parents will be notified. To minimize missed instruction, the student may stay in class for the rest of the day. The school nurse or designee will assist by treating the student with parent approved lice treatment and by combing out live lice.
- **Going Home:** While there is no medical requirement to leave school, parents may choose to pick their student up early if they wish.
- **Returning to School:** Students can return as soon as they provide proof of treatment (such as a parent note, treatment box top, or receipt). A follow-up inspection by school staff will be conducted upon return.
- **Attendance:** We aim for students to miss no more than one day of school. Please note that truancy laws apply to excessive absences.

Long-Term Resolution

If an infestation continues after two treatments, the school nurse will refer the family to the local Health Department for specialized education and support. A Health Department clearance letter will then be required for re-admittance. If the issue remains unresolved after two additional weeks, we will involve social services or community agencies to provide further assistance to the family.

School-Wide Prevention

Please notify the school if you find head lice at home. The district may check siblings or close contacts to prevent further spread, though full-classroom screenings are rarely necessary. Our school nurse continuously monitors environmental conditions and provides recommendations to minimize transmission.

Concussion Management Policy

In accordance with Wisconsin State Law 118.293 and District Policy 5340, the school takes a proactive approach to head injuries.

1. **Restriction of Activity:** Any student suspected of sustaining a concussion will be immediately

- removed from all physical activities, including PE, recreation, and interscholastic sports.
2. **Required Assessment:** Parents are responsible for seeking a medical evaluation from a licensed healthcare provider.
 3. **Clearance for Re-entry:** Students diagnosed with a concussion will only be permitted to return to physical activities once the school receives formal written documentation and clearance from their healthcare provider.
 4. **Return to Learn:** Teachers will be notified by the District Nurse if concussion is suspected to ensure classroom accommodations are implemented due to individual student's symptoms (ie. temporary breaks, decreased screen time, etc.). For accommodations required past 5 school days, provider documentation will be required.

Health and Hygiene Standards

The district recognizes that personal hygiene, nutrition, and adequate rest are essential to a student's physical and mental capacity to learn. To maintain a safe and focused classroom environment, the following protocols apply:

1. **Family Consultation:** If a student presents with significant health and hygiene concerns, staff will contact the family to discuss management strategies.
2. **Intervention:** When lack of hygiene impacts health, safety, or the classroom environment, the school will coordinate with the family to provide supportive education and access to community resources.

For questions regarding these Spooner Area School District policies, please contact the **District Nurse**.

Emergency Drills

1. All staff and students will participate annually in emergency drills.
2. Students are to move in an orderly manner to their assigned area during an intruder alert, fire or fire drill, or a tornado or tornado drill.
3. Students will remain silent during all emergency drills and follow any directions given by staff members and/or a PA system.
4. When students are evacuated from their classrooms, all teachers will bring their classroom emergency kit. Once in a safe location attendance will be taken.

GENERAL STUDENT PROCEDURES

Field Trips

Field trips are planned by the teacher and approved by the building principal. These trips are an integral part of the educational program and are supplemental to the teaching units. You will be notified through the school, in writing, of pertinent information about any trip that the class is anticipating. A signed permission form will be requested of the parent or guardian to enable the student to participate.

Personal Property

The Spooner Area School District is not responsible for the loss of any personal property. This includes items taken from student lockers or any other place provided for students. The person losing property should contact his/her own insurance or coverage.

School Property

We ask all children to respect school property, including school books. All children are entitled to use textbooks and workbooks which remain the property of the school. If something is damaged or broken as the result of an accident, the school will bear the cost of fixing or replacing it. If, however, the damage is the result of irresponsible behavior, the cost of replacing or fixing the damage becomes the child's responsibility.

School Pictures

Student school pictures will be taken in the fall of the school year. Parents should plan on 2-3 weeks for delivery. An order form will be sent home with students before the designated picture day.

Communication Devices/Phones

We discourage elementary students from bringing phones and/or other communication devices to school. Parents and families that need to convey a message to their student should do so through the office. If a student does bring a phone or communication device to school, it should remain powered down and in the student's backpack. Please note that the school does not assume any responsibility for lost, stolen, or damaged devices.

Computer Usage

Spooner Area School District (SASD) adopted a Computer and Internet Conditions, Rules and Acceptable Use Agreement that clearly delineates the regulations regarding technology usage at SES. Each student will be required to sign and return this document acknowledging your understanding of acceptable technology use prior to student use and password access for the current school year. Acceptable-use policy violations by students can result in restricted or complete loss of computer/internet access ranging from one school day to the remainder of the school year.

Phone Messaging Service for Parents

The Spooner Area School District utilizes a district-wide notification system called **Skylert**. Skylert allows the school district the ability to send instant communication via phone, SMS text message, and/or email to parents and/or students. Our goal is to utilize this effective and efficient communication system as part of our continuous effort of keeping students and parents informed and safe!

The Skylert notification system allows the school the ability to disseminate information to parents and students by way of three notification types: Emergency, General, and Attendance.

1. **Emergency** notifications will reference events such as school closings, safety related incidents, and other emergency notifications determined by district administrators. Emergency notifications will be sent between the hours of 6:00 AM and 9:00 PM, or as needed.
2. **General** notifications are for informational purposes only and will reference various district and campus events and information. General notifications will be sent between the hours of 6:30 PM and 9:00 PM.
3. **Attendance** (automated) calls are made each morning from Spooner Elementary.

As a parent/guardian, this notification system allows you the opportunity to identify your notification preferences and opt in/out of specific message types through your Skyward Family Access account.

After logging in to Family Access via our website's home page, www.spooner.k12.wi.us, click on Skylert from the list of options on the left side of the opening screen. Click on EDIT. This allows you to determine which notification(s) you would like to receive and by which method.

Please note that only the Primary Guardian will be able to add or edit the Primary, Work and/or Cellular Phone numbers as well as the Home Email Address. Non-primary guardians will be able to modify the additional phone numbers and/or email addresses.

Please make sure your e-mail address is in a valid format:

- Example of a valid format: greatstudent@century.net
- Example of invalid format: greatstudent@century.net (mom's email)

We will only use an Emergency message in a true emergency. If sent, the message will go to every phone number and email address.

If you have not signed up to use Family/Parent access or have forgotten your username/password, please contact your school building office. They will be able to email you your account setup and passwords.

FAMILY ACCESS™ Via The Web

From the convenience of home or work, Family Access allows parents/guardians access to their students' school information including attendance, class gradebooks, teacher email, meal accounts, school bills, and other important data. Family Access is easy to use and doesn't require extensive computer knowledge or experience, only an Internet connection. Parents wishing to sign up for Family Access need only contact the school office.

Visitors to School

Parents are welcome to visit the school. As a courtesy to our staff and students, parents must make arrangements ahead of time with the principal and teacher. For safety reasons, all visitors must sign in the office upon arrival and wear a visitor's badge for scheduled events or meetings. This policy is adhered to for the safety of all our students. For safety reasons, visitors (including parents) are not allowed on the playgrounds during normal school hours.

Volunteer Program

Spooner Elementary School is proud to have an extensive community volunteer program! If you are interested in becoming a consistent volunteer in a classroom, please contact your child's classroom teacher. Volunteer forms are also available in the school office. Other volunteers will be approved at the discretion of the building principal. All approved volunteers must complete a volunteer form and pass a background check before accompanying a class on a field trip.

Birthday Parties

We encourage having birthday parties on weekends. Please deliver invitations for the party by

telephone or by mail. This saves hurt feelings for those classmates not invited. Also, the school is not allowed to give out addresses or phone numbers for students.

Dress and Grooming

(See also Code of Conduct)

Students will be appropriately dressed at all times. Personal appearance should not disrupt the educational process, call undue attention to the individual, violate federal, state, or local health and obscenity laws, or affect the welfare and safety of the student or his/her classmates. Students are encouraged to talk with teachers or administrators if they feel their learning environment is disrupted by another student's attire. Specific dress rules include: Copyright, 2020 NEOLA of Wisconsin 26

1. Students will wear clothing that covers their stomachs, chests, backs, buttocks, and undergarments. Tops are not to be worn that are open back or totally off the shoulder, overly sheer so undergarments can be seen, or low cut so that cleavage is exposed. There should be no exposed midriff.
2. No clothing will be allowed that defames, degrades or is offensive to a gender, race, color, religious creed, sexual orientation, national origin, ancestry, age, a physical or mental impairment or culture. Nor shall any clothing display any suggestive or objectionable material. Clothing must not advocate unhealthy behavior, dangerous practice, or create a safety problem (includes no graphics/text containing sexual connotations, controlled substances, or violence). Inappropriate clothing will be at the determination of the Principal. If you have a questionable item, ask before you wear it.
3. Headwear including hats, hoods, du-rags, or bandanas are not to be worn in the school building, brought into the classroom, or carried around during the school day. Exceptions may be made on a case by case basis by an administrator for specific medical, religious, or safety situations. Headwear must remain in your assigned school locker throughout the school day. Bandanas may be worn as headbands only.
4. Wallet chains and accessories with spikes are not allowed.
5. Sleepwear such as pajamas and slippers are not allowed except on approved days.
6. Outerwear including jackets, coats, gloves, and blankets are not allowed in the classroom during instruction.
7. Students must wear shoes at all times while on school property unless otherwise instructed by a teacher or administrator.
8. The District Administrator may require the wear of Personal Protective Equipment on district property based on public health.

Since children will be outside during the winter months, hats, mittens, boots, snow pants, and warm coats are necessary. Street and tennis shoes are not acceptable footwear outside during the winter season. A pair of street or tennis shoes should be worn by the students inside the building; winter boots should not be worn inside the classroom. For this reason, many parents like to have their youngsters leave a pair of shoes at school during the winter months. Please write your child's name in jackets, boots, etc. This will help in the event an item is lost or mixed up with another student's. We end up with many hats, gloves, etc. in our lost and found boxes located throughout the building. Please have your child check these boxes occasionally for any items they may have misplaced.

Pet Policy

Please do not bring pets to school. Parents are reminded to avoid bringing pets to school, including at arrival and dismissal times. The active nature of a school environment could be unsettling to a pet and result in problematic behaviors on the part of children. This policy is for the safety and protection of every child. There are many children who are highly allergic to different types of animals, and we need to be sensitive to their individual situations.

Class Assignment Procedure

Student classroom assignment is a process that takes into account several factors to ensure optimal learning environments for all of our students by creating balanced student rosters. A team of teachers, along with the school counselor and principal, will meet and work to create balanced class lists for the following year in order to benefit all students. If you feel that there is a special circumstance that warrants additional consideration you may submit a letter detailing your thoughts to the building principal or guidance counselor, though there will not be a guarantee of preferential placement.

Parents and Families have the right to inquire about information regarding the professional qualifications of their child's teacher(s).

Physical Education Program

Tennis shoes are required for your child's safety on the days he/she has physical education class. For best results, please provide tennis shoes with laces or Velcro. Please, **no** shoes with heelys (shoes with wheels), tennis shoes with high insoles, or open back shoes. Children are prone to ankle injuries by rolling their foot to the side in these. Students **have not** had good luck keeping zipper or slip-on shoes on their feet. Thank you for helping your child move safely. If a child is to be held out of physical education class for more than three days, a note from a doctor is required.

Mighty Engines After School Program

The Mighty Engines program will run September through May. Information will be shared regarding Mighty Engines registration, start and end dates the first week of school.

The Rails Way & Positive Behavior Interventions & Supports (PBIS)

School Expectations

Spooner Elementary School has three basic expectations that all students must follow:

1. Be Respectful
2. Be Safe
3. Be Responsible

The Rails Way

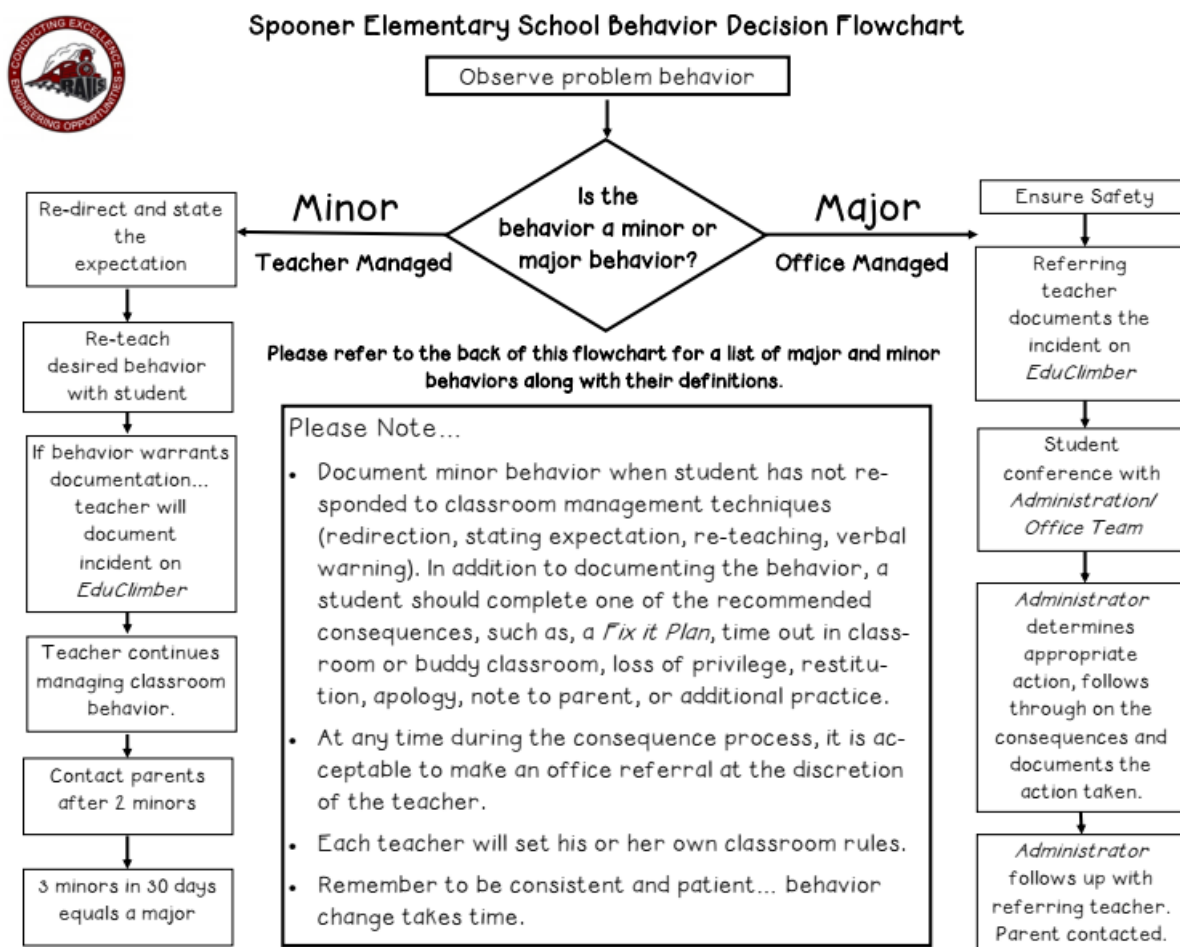
In order to better support students' emotional and academic needs, SES has implemented a comprehensive positive behavior and reinforcement program that emphasizes teaching, modeling, and

reinforcing desired positive behaviors. Spooner Elementary is committed to teaching students accepted and appropriate behaviors throughout all school settings. The guidelines for behavior are rooted in the school's three core expectations.

Minor/Major Behaviors

In the event that student misbehavior does occur, staff will work with the student and, when appropriate, family to help the student learn and practice appropriate behavior. In the event of a consequence or loss of privilege, staff will use the school behavior decision flowchart for guidance.

Please see the following page for our Behavior Decision Flowchart.



Anti-Harassment Policy

Due to the sensitivity surrounding complaints of harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) calendar days of the complaint being received).

If at any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under Policy 5517.01 - Bullying and not Harassment under this Policy, because the conduct at issue is not based on a student's Protected Characteristics, the investigator shall transfer the investigation to the appropriate building principal.

Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

Spoooner Elementary School is committed to an educational environment that is free of harassment of any form. The school will not tolerate any form of harassment and will take all necessary and appropriate action 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.

Harassment

Harassment means behavior toward a student or group of students based, in whole or in part on the traits of sex (including transgender 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 Characteristics which substantially interferes with the student's school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. Examples of conduct that may constitute harassment include:

- graffiti containing offensive language;
- name calling, jokes or rumors;
- threatening or intimidating conduct directed at another because of the other's protected characteristic (e.g., sex, race, learning disability);
- Notes or cartoons;
- Slurs, negative stereotypes, and hostile acts which are based upon another's protected characteristic;
- Written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- A physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual's protected characteristic; or
- Other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

Sexual Harassment

Sexual harassment deserves special mention. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education; or

- Submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or
- That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile or offensive educational environment.

Sexual harassment may include, but is not limited to:

- unwelcome verbal harassment or abuse;
- unwelcome pressure for sexual activity;
- unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of students by teachers, administrators or other school personnel to avoid physical harm to persons or property;
- unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status; or
- unwelcome behavior or words directed at an individual because of their sex or sexual orientation;

Sexual harassment examples include, but are not limited to:

- Repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
- Rating a person's sexuality or attractiveness;
- Staring or leering at various parts of another person's body;
- Spreading rumors about a person's sexuality;
- Letters, notes, telephone calls or materials of a sexual nature; and
- Displaying pictures, calendars, cartoons or other materials with sexual content;
- A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

It is also the policy of the School that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the school, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student. An inappropriate boundary invasion by a District employee or other adult member of the School District Community into a student's personal space and personal life is sexual harassment.

Harassment documentation forms will be used to record inappropriate behavior. Students wishing to file a complaint may submit a report to the elementary school office. Forms are available in the ES office or on the SASD website. Parents/guardians are encouraged to report any harassment and bullying to the Spooner Police Department outside of school.

Bullying Policy

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal, electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these.

Examples of bullying include:

- Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- "Cyberbullying" – the use of information and communication technologies such as email, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. If the investigation finds that aggressive behavior has occurred, it will result in prompt and appropriate discipline, co-curricular sanctions and/or disciplinary action up to and including suspension or expulsion. Individuals may also be referred to law enforcement officials.

Illegal Substances, Prescription Medication, and Non-Prescribed Drugs

Students have the right to be free of the influences or related problems associated with the use of alcohol, tobacco, non-prescribed drugs, chemicals or illegal substances. It is against school policy for anyone, students or staff, in school, on school grounds, or at school activities, to be under the influence of alcohol or other mood-altering drugs. Prescription medications are construed as exceptions to this policy, when used by the individual for whom they are prescribed, and in the manner prescribed. School rules, regulations, and state and federal laws pertaining to alcohol and other drugs will be vigorously enforced by school officials and law enforcement personnel. (Wis. Statute 118.257, Wis. Statute 125). The use or possession of alcohol, non-prescribed drugs, chemicals or illegal substances requires an automatic referral to the police department and notification of parents. Other action may include, but not be limited to: conference with student and parent, suspension, referral to school counselor, referral to social services and/or expulsion proceedings.

Weapons Policy

Weapons of any kind are prohibited on grounds at the Spooner Elementary School. For more information see District Policy 5772.

Non-Hostile Environment (Profanity, Behavior and Weapons)

- Students have the right to attend school without fear of physical threat and harm, or verbal abuse.
- Students have the responsibility to refrain from conduct that does not respect the rights, dignity, and safety of all individuals.
- Students have the responsibility to express their thoughts and feelings in a manner that does not offend, slander, or ridicule others.
- Inappropriate behavior, both physical and verbal, shall not be permitted in school or school-sponsored functions. Such behaviors include, but is not limited to:
 - Verbal abuse or harassment
 - Fighting or provoking
 - Possession or use of any article as a weapon to threaten or injure others
 - Possession or use of incendiary materials
 - Disruptions and intimidation caused by gang symbols on materials, jewelry or clothing
 - Gang posturing which provokes an altercation or involvement in gang fighting or exchanging blows (Wis. Statutes 948.61; 947.01)
- Students violating this section shall be subject to, but not limited to:
 - Restorative fix-it plan
 - Conference with the Principal
 - Lunch and/or after school detention
 - Conference between the student, parents/guardians, and the Principal
 - Suspension
 - Expulsion
 - Referral to law enforcement
 - Referral to social services
 - If a student is suspended or expelled from school, they are not allowed to attend any school function during the specified time

School and Governmental Agencies

If law enforcement needs to be involved, administration will follow Board Policy 5540.

Student Suspension/Expulsion

A student will be suspended for not more than three days by the principal only if the principal has reasonable cause to believe that a student is:

- Bullying.
- Drinking or under the influence of alcohol or smoking on the school campus or at any school-sponsored function.
- Illegally using drugs.
- Fighting.
- Defacing or destroying property.
- Theft.
- Using obscene or profane language, writing, or signs.
- Any general disturbance, disorderly conduct, or insubordination to persons in authority or persistent refusal to obey school rules.
- Gambling.
- In possession of a weapon.

Students are not to return to, or in any way interfere with, the school during the duration of the suspension. Students may not participate in or attend any school-sponsored activity during the time of the suspension.

Students will not be transported on any school buses during the school suspension. A parent meeting must occur in the event of a suspension.

The School Board may expel a pupil from school whenever it finds the student guilty of persistent refusal or neglect to obey the rules of School Board policy or any other rule made by the District Superintendent in which the School Board has concurred.

In determination by the School Board of the suspension of a student at a hearing on expulsion, the School Board shall consider the following in addition to other facts presented at the expulsion hearing:

- 1) If the student disrupts class work;
- 2) If the student causes substantial disorder;
- 3) If the student intrudes on the rights of others;
- 4) If the student is involved in damage to or destruction of property.

GUIDELINES FOR RESPONSIBLE USE OF INFORMATION TECHNOLOGY RESOURCES BY STUDENTS

Spooner Area School District provides students access to the district's information technology resources with the expectation of responsible use. These resources are provided for educational purposes and include, but are not limited to, access to the Internet, hardware, software and the underlying network infrastructure. This document presents the procedures and rules to support SASD Board of Education policies and Student Code of Conduct regarding students' responsible use of the Spooner Area School District's information technology resources.

SASD Student Procedures for Information Technology Use:

1. Unless a student's right to access has been limited or withdrawn as a disciplinary sanction, students will be permitted to access the Internet using District technology resources. Use of the Internet may be integrated within the academic curriculum. Such access by students is subject to various legal requirements, including the restriction of content that may be harmful to minors. The District will meet such legal requirements by, for example, using security controls and filters that are administered by the District and/or by service providers.
2. All SASD user accounts are owned by the SASD and therefore are not private. All messages and files created, sent, received or stored using SASD equipment, networks or communication systems are the property of the District. SASD retains the right to review, audit, intercept, access and disclose all messages created, received or sent over the electronic communication systems as necessary. The ADMINISTRATION may access any message for reasons including, but not limited to:
 - a. To find lost messages;

- b. To study the effectiveness of the communication system;
 - c. To comply with investigations into suspected criminal acts or violations of BOARD policies, including investigations into allegations of electronic bullying using DISTRICT resources;
 - d. To recover from systems failures and other emergencies;
 - e. To respond to public records requests, subject to the limitations imposed by state and federal law and BOARD policy regarding the disclosure of personally identifiable student information;
 - f. To comply with discovery proceedings or to be used as evidence in legal actions, subject to the limitations imposed by state and federal law and BOARD policy regarding the disclosure of personally identifiable student information;
 - g. As may otherwise be required and/or permitted by state or federal law.
3. Each year, prior to use, each student shall receive and discuss information from his/her teacher regarding:
- a. Internet safety and security, including:
 - i. The importance of understanding what materials are inappropriate to minors
 - ii. Safe use of electronic mail, chat rooms, web sites, web blogs, social network profiles and other direct forms of electronic communication and online for a including the importance of understanding that one should never provide personal information includes likeness, full name, address, phone number, credit card number, and Social Security number
 - iii. Procedures for reporting occurrences of computer-based bullying and/or harassment (See Board Policy 4510)
 - b. Responsible use of information technology, including:
 - i. Abiding by copyright laws
 - ii. Understanding that unethical and unlawful activities include unauthorized access to any data or communications equipment without the owner's permission, "hacking," or unauthorized disclosure, use, or dissemination of anyone's personal information
 - c. Measures the District has taken to restrict access to materials harmful to minors, including:
 - i. Implementing Internet filtering requiring adult supervision during student use of the Internet
4. An online presence includes, but is not limited to, web pages, web sites, social network profiles, posted comments, posted images or videos or other media, blogs and microblogs and participation in online fora. A public online presence is one which can be accessed by people who are not staff or students of the SASD. A public online presence created with District-provided resources or pursuant to the District's educational or business purposes must:
- a. Adhere to District policies and guidelines;
 - i. Maintain confidentiality
 - ii. Only use assigned login information unless instructed otherwise
 - iii. May not contain or link directly to inappropriate content
 - iv. Obtain all required permissions and clearances
 - v. Set privacy settings and access restriction appropriately to the content on your site
 - b. Adhere to the "user agreement" or "terms of service" for the hosting site;

- c. Indicate that the views expressed are those of the student and do not necessarily reflect the opinions/views of the Spooner Area School District;
- d. Not violate copyright or privacy laws;
- e. Be kept current and monitored on a regular basis.

Spooner Area School District Information Technology Rules:

1. Students should:
 - a. Adhere to the same standard of conduct expected and required in a classroom;
 - b. Follow rules for using resources, time limits and printing instructions;
 - c. Log off the system as soon as finished to provide others with the opportunity to access the system;
 - d. Report violations of these rules.
2. Students should not:
 - a. Lend their email logins and passwords to anyone else;
 - b. Create a computer virus and place it on the network;
 - c. Send a message that is inconsistent with the school's code of conduct, written or implied;
 - d. Send messages that are inappropriate, obscene, sexist, contain obscenities or contain inflammatory or abusive language (See Policy 5136, 7540.01 and 7540.03);
 - e. Send messages or use DISTRICT information technology resources to engage in bullying or harassing behavior (See Policy 5516, 5517, 5517.07 and 5136);
 - f. Send any message with someone else's name on it;
 - g. Read mail or files without the owner's permission;
 - h. Interfere with the ability of other users to make effective use of school district computing and network resources.



Spooner Area School District

801 County Highway A • Spooner, WI 54801 • 715-635-2171 • www.spooner.k12.wi.us

ANNUAL NOTICE OF SPECIAL EDUCATION REFERRAL AND EVALUATION PROCEDURES

Upon request, the Spooner Area School District is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the district receives a referral, the district will appoint an Individualized Education Program (IEP) team to determine if the child has a disability, and if the child needs special education services. The district locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in private (including religious) schools, elementary schools and secondary schools located in the school district.

A physician, nurse, psychologist, social worker, or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to refer the child, including a homeless child, to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made.

Others, including parents, who reasonably believe a child is a child with a disability may also refer the child, including a homeless child, to the school district in which the child resides. Referrals must be in writing and include the reason why the person believes the child is a child with a disability. A referral may be made by contacting Patrick Vavra, Director of Pupil Services, Spooner Area School District at 715-635-2171 ext. 4234

WASHBURN COUNTY ORDINANCE NO. 4-99

AN ORDINANCE PROHIBITING TRUANCY AND ESTABLISHING PENALTIES THEREFORE

The Board of Supervisors of the County of Washburn does ordain as follows:

SECTION I SHORT NAME

This ordinance may be called the "Truancy Ordinance."

SECTION II PURPOSE

The purpose of this ordinance is to provide a prompt response to unexcused school absences by issuance of a citation. It is not intended to replace other laws relating to chronic truancy.

SECTION III AUTHORITY AND DEFINITION

Wisconsin Statutes Sec. 118.163 defines "Truant" as a pupil who is absent from school without an acceptable excuse for part or all of any day on which school is held during a school semester. That statute also authorizes a county to enact an ordinance prohibiting a person under 18 years of age from being a truant.

SECTION IV PROHIBITION

It is unlawful for a pupil under the age of 18 of a public school in this county to be absent from school without an acceptable excuse for part or all of any day on which school is held during a school semester.

SECTION V PENALTIES AND OTHER REMEDIES

Upon finding that section IV above was violated, the court may order any of the following:

- (a) Suspension of the person's operating privilege for not less than 30 days nor more than one year. The court shall immediately take possession of any suspended license and forward it to the department of transportation together with a notice stating the reason for and the duration of the suspension.
- (b) An order for the person to attend school.
- (c) A forfeiture of not more than \$500 plus costs, subject to s. 938.37. All or part of the forfeiture plus costs may be assessed against the person, the parents or guardian of the person, or both.
- (d) Any other reasonable conditions consistent with this subsection, including a curfew, restrictions as to going to or remaining on specified premises and restrictions on associating with other children or adults.

SECTION VI ENFORCEMENT

This ordinance may be enforced by the use of procedures authorized by the Washburn County Citation Ordinance. Citations may be written by any law enforcement officer or by persons authorized to take minors into custody.