

TOMAHAWK ELEMENTARY SCHOOL

PARENT/STUDENT HANDBOOK

2026-2027



To learn more about Tomahawk Elementary School, or to contact staff, please explore our website.
www.tomahawk.k12.wi.us

Tomahawk Elementary School (715) 453-2126		
Principal	Sheri Woodall	ext. 104
Associate Principal	Bill Heintz	ext. 108
Dean of Students	Amanda Johnson	ext. 185
Administrative Assistant	Jamie Calhoun	ext. 100
Administrative Assistant	Amy Cordova	ext. 101
School Psychologist	Riley Curtis	ext. 146
Counselor	Denise Peissig	ext. 135
Counselor	Katie Wells	ext. 172
Director of Teaching & Learning	Mark Schommer	ext. 407
Director of Pupil Services	Adam Spiegel	ext. 405
District Administrator	Wendell Quesinberry	ext. 401

OFFICE HOURS

The Tomahawk Elementary School Office will be open from 7:15 am-4:00 pm each weekday.
 Summer office hours may vary.

TABLE OF CONTENTS

Foreword
Mission & Vision of the School District of Tomahawk
Elementary School Philosophy
School Board
Equal Education Opportunity/Anti-Harassment
Nondiscrimination on the Basis of Sex
Sexual Harassment
Staff-Student Boundary Violations
Bullying
Student Hazing
Section 504/ADA Complaint
Abuse and Neglect Reporting
School Day
Student Rights and Responsibilities
Student Well-Being
Injury and Illness

SECTION I - GENERAL INFORMATION

Enrolling in the School
Scheduling and Assignment
Early Dismissal from School
Immunizations
Student Accidents, Illness, Concussion & Sudden Cardiac Arrest
Nursing Services
Use of Prescribed Medications
Use of Nonprescribed Drug Products
CBD Products
Direct Contact Communicable Diseases
Students With Disabilities
Service Animals and Other Animals on School Property
Bilingual Students/English Learners
Student Records
Student Fees, Fines, and Charges
Student Valuables and Personal Items
Meal Service
Fire Drills, Tornado Drills, Lockdown Drills
Emergency Closings and Delays
Preparedness for Toxic and Asbestos Hazards
Visitors
Volunteers
Use of the Library/Media Center
Student Sales
Use of Student Telephone
Telephone - Calls From Parents
Use of Cell Phones or Personal Communication Devices
Staff-Student Communication Using Personal Communication Devices
Weapons
Video Surveillance
Safety and Security
Recess

SECTION II - ACADEMICS

[Nondiscrimination](#)

[Academic Standards](#)

[Field Trips](#)

[Promotion, Placement, and Retention](#)

[Student Technology Acceptable Use and Safety](#)

[Student Assessment](#)

[Grade Reporting](#)

[Sincerely Held Religious Beliefs](#)

SECTION III - STUDENT ACTIVITIES

[School Sponsored Clubs and Activities](#)

[School Sponsored Publications and Productions](#)

SECTION IV - STUDENT CONDUCT

[Attendance](#)

[Student Attendance at School Events](#)

[Student Behavior](#)

[Prohibited Use or Possession of Intoxicants, Drugs, or Paraphernalia](#)

[Use of Tobacco/Nicotine Prohibited](#)

[Student Code of Classroom Conduct/Removal From Class](#)

[Other Forms of Discipline](#)

[Suspension and Expulsion](#)

[Search and Seizure](#)

[Student Right of Expression](#)

[Student Dress and Appearance](#)

[Care of Property/Lost and Found](#)

[Student Due Process Rights](#)

SECTION V - TRANSPORTATION

[Bus Transportation to School](#)

[Bus Conduct](#)

[Cameras on School Buses](#)

[Penalties for Bus Infractions](#)

[Parent Drop-Off/Pick-up Location](#)

[Alternate Forms of Transportation](#)

APPENDICES

[2026-27 School District Calendar](#)

[Helpline Numbers/Resources](#)

[Parent Drop-Off/Pick-Up Location](#)

Welcome to Tomahawk Elementary School!

This handbook is designed to help parents and students understand the guidelines and procedures of Tomahawk Elementary School. Cooperation between home and school is essential for a successful school experience. Our goal is to develop skills in all academic areas, as well as fostering self-respect, responsibility, and respect for others.

We encourage you and your children to read through this handbook together to become familiar with our school and its policies. We look forward to working with you to provide the best possible education for your children. If you have any questions that are not answered here, please feel free to call the school.

Let's work together to make this a great year for the students of Tomahawk Elementary School!

Mission & Vision of the School District of Tomahawk

Vision:

Empowering all students to be socially responsible, life-long learners in an ever-changing world.

Mission:

The School District of Tomahawk will become the district of choice, known for its high levels of student achievement, the excellence of its programs, and its sound stewardship.

- Student understanding will be fostered through a rigorous, coordinated curriculum that embraces global perspectives and best instructional practices, including relevant applications of current technologies.
- Meaningful relationships among students, staff and community members will be the foundation for student successes.
- Coordinated efforts between the school and community will effectively meet the social, emotional and academic needs of the whole child and every child.

Elementary School Philosophy

At Tomahawk Elementary School, we believe that a strong foundation in responsibility, respect, and safety is essential for every student's growth and success. Our philosophy is rooted in these core values, fostering an environment where students, parents, and educators work together to create a nurturing and dynamic learning community.

Responsibility:

We encourage students to take ownership of their learning and actions. By promoting personal accountability, we help students develop the skills and mindset needed to make thoughtful decisions, set goals, and work diligently towards achieving them.

Respect:

Respect is the cornerstone of our school community. We teach our students to value themselves, others, and treating everyone with kindness and understanding. By cultivating a culture of empathy and consideration, we prepare our students to be compassionate citizens in a global society.

Safety:

We prioritize the safety and well-being of our students, creating a secure and supportive environment for learning. Our commitment to safety extends beyond physical security; we also emphasize social and psychological safety, ensuring that all students feel welcomed and included.

Parental/Guardian Involvement:

We recognize the vital role parents and guardians play in a child's education. We foster strong partnerships with families, encouraging open communication and active participation in school activities.

By working together, we ensure that students receive the support and guidance they need both at home and at school.

Continuous Improvement:

Our school is dedicated to continuous improvement in all areas. We strive to provide high-quality education through innovative teaching methods and a commitment to lifelong learning. We encourage students to be curious and open-minded, always seeking new knowledge and experiences.

Together, we aim to create a vibrant and inclusive community where every student can thrive and reach their full potential.

School Board

Ron Zimmerman, President
Dave Long, Vice President
Deb Velleux, Clerk
Steve Heinrich, Secretary
Lonny Calhoun
Shar Kirsch
Ann Swenty
Jen Black
Tricia Hoffman

Equal Education Opportunity/Anti-Harassment

It is the policy (*Board Policy 2260-Nondiscrimination and Access to Equal Educational Opportunity*) of the School District to provide an equal education opportunity for all students. The right of a 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 based on membership in a Protected Classification defined in Board Policy 2260 - Nondiscrimination and Access to Equal Educational or other protected characteristics as well as place of residence within School District boundaries, or social or economic background.

Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services. Parents who have questions should contact the Director of Pupil Services at (715) 453-2126 ext. 405.

It is also the policy (*Board Policy 5517-Student Anti-Harassment*) of the School District to maintain an educational environment that is free from all forms of harassment. This commitment applies to all School 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 School District can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the School District.

The School District 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.

Any person who believes that the Tomahawk Elementary School or any staff person has discriminated against them in violation of these policies may file a complaint. A formal complaint can be made in writing to a School District Compliance Officer listed below:

Adam Spiegel, Director of Pupil Services
School District of Tomahawk
(715) 453-2126
spiegela@myhatchets.org

Jeffery Johnson, District Office
School District of Tomahawk
(715) 453-5555
johnsonj@myhatchets.org

The complaint procedure is described in *Board Policy 2260-Nondiscrimination and Access to Equal Educational Opportunity* and *Policy 5517-Student Anti-Harassment*. The policies are available on the School District's website.

Due to the sensitivity surrounding complaints of harassment, time lines 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 promptly. (What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence.).

If at any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under *Board Policy 5517.01 - Bullying*, and not harassment under *Board Policy 5517-Student Anti-Harassment*, 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 School District threaten or retaliate against anyone who raises or files a complaint.

Our school is committed to an educational environment that is free of harassment of any form. Our 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 means behavior toward a student or group of students based, in whole or in part on the membership in a Protected Classification defined in Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity which substantially interferes with the student's school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment also includes "hate speech" directed against a student-the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s).

Examples of conduct that may constitute harassment include:

- A. graffiti containing offensive language;
- B. name calling, jokes, or rumors;
- C. threatening or intimidating conduct directed at another because of the other's protected characteristic (e.g., sex, race, learning disability);
- D. notes or cartoons;
- E. slurs, negative stereotypes, and hostile acts which are based upon another's protected characteristic;
- F. 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;
- G. a physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual's protected characteristic; or
- H. other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

Nondiscrimination on the Basis of Sex

The Board of the School District of Tomahawk does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The School District's Title IX Coordinator is:

Jeffery Johnson, Title IX Coordinator
1048 E King Road
Tomahawk, WI 54487
(715) 453-5555
johnsonj@myhatchets.org

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator, the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in *Board Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities*. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the School District will respond.

It is a violation of this policy for anyone to knowingly making false statements or knowingly submitting false information during the sex discrimination complaint process, including intentionally making a false report of sexual harassment, or submitting a false formal complaint. The School District will not tolerate such conduct, which is a violation of the Student Code of Conduct.

Neither the Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or *Board Policy 2266-Nondiscrimination on the Basis of Sex in Education Programs or Activities*, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, is a serious violation of *Board Policy 2266-Nondiscrimination on the Basis of Sex in Education Programs or Activities* that can result in the imposition of disciplinary sanctions, consequences, and/or other appropriate remedies.

All students, parents, and their representatives are advised to review Board Policy 2266-Nondiscrimination on the Basis of Sex in Education Programs or Activities for more information and details regarding the School District's commitment to nondiscrimination on the basis of sex.

Sexual Harassment

Sexual harassment is prohibited in our school and at school-sponsored activities in accordance with *Board Policy 5517-Student Anti-Harassment*. 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:

- A. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education; or
- B. submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or
- C. 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:

- A. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity;
- C. threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls and obscene gestures;
- E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals;
- F. 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;
- G. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- H. 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;
- I. unwelcome behavior or words directed at an individual because of gender;

Examples are:

- 1. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
- 2. rating a person's sexuality or attractiveness;
- 3. staring or leering at various parts of another person's body;
- 4. spreading rumors about a person's sexuality;
- 5. letters, notes, telephone calls or materials of a sexual nature;
- 6. displaying pictures, calendars, cartoons or other materials with sexual content;

It is also the policy of the School District 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 violation by a School District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment.

If you wish to report harassment, please contact the School District's Title IX Coordinator listed below:

Jeffery Johnson, Title IX Coordinator
 1048 E King Road
 Tomahawk, WI 54487
 (715) 453-5555
johnsonj@myhatchets.org

Any person may report sexual discrimination, including sexual harassment, to the School District's Title IX Coordinator listed above, regardless of whether the person is the alleged victim of the reported conduct. The report may be made in person, by mail, by telephone, or by email. The report may be made at any time, including during non-business hours.

A copy of the *Board Policy 2266 - Nondiscrimination of the Basis of Sex in Education Programs or Activities*, including the reporting, investigation, and resolution procedures, is available in the school office and on the School District's website. *Board Policy 5517 – Student Anti-Harassment*, as well as *Board Policy 2266*, both contain the complaint procedures and steps for investigating complaints under these policies.

Any person who is unsure about how to submit a complaint of discrimination, harassment, or sexual harassment is encouraged to immediately contact one of the listed Compliance Officers, the Title IX Coordinator, an administrator, or any trusted member of the staff for assistance in filing a complaint.

Retaliation against a person who files a complaint is prohibited by Board policy and Federal law. Any allegation of retaliation should be filed immediately with assurance that it will be taken seriously and fully investigated by the School District.

Staff-Student Boundary Violations

The School District is committed to maintaining safe, professional, and appropriate physical and behavioral boundaries between students and school employees, volunteers, or other adult members of the school community that occur during or outside of school hours.

- **Prohibited Behavior:** Professional boundary violations include any inappropriate physical contact, grooming behaviors, or interactions that breach the professional staff-student relationship.
- **Reporting:** Any student who experiences or witnesses an inappropriate boundary invasion, or unapproved communication by a school employee or volunteer, must report it immediately to a building administrator.
- **Mandatory Parental Notification:** If there is reasonable cause to suspect that a student has been the victim or target of staff sexual misconduct, physical abuse, or an inappropriate boundary violation by a school employee or volunteer, the District will provide immediate and prompt formal notification to the student's parent or legal guardian.

Bullying

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:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name-calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "Cyberbullying" – the use of information and communication technologies such as e-mail, 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.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying.

Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, the student should report it and allow the administration to determine the appropriate course of action. (*Board Policy 5517.01-Bullying*)

It is the responsibility of all students to assist in the reduction or elimination of bullying. Students should follow a three-tier approach to bullying:

- If you are doing it – stop.
- If you are having it done to you – report it to guidance and/or administration.
- If you know about it happening to someone else, take action by reporting it to guidance and/or administration.

Student Hazing

Hazing activities of any type are inconsistent with the educational process and may in some circumstances be a violation of State law. The Board prohibits all such activities at any time in school facilities, on school property, and at any School District-sponsored activity or event.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Principal or to the District Administrator.

Students who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties. Disciplinary action for students may include, but is not limited to, suspension and/or expulsion. (*Policy 5516-Student Hazing*)

Section 504/ADA Complaint

Any person who believes that the Tomahawk Elementary School or any staff person has discriminated against them in violation of the *Board Policy 2260.01-Section 504/ADA Prohibition Against Discrimination Based on Disability* may file a complaint. A formal complaint can be made in writing to a District Compliance Officer listed below:

Adam Spiegel, Title IX Coordinator
1048 E King Road
Tomahawk, WI 54487
(715) 453-5555

The complaint procedure is described in AG 2260.01A and AG 2260.01B are available on the School District's website.

Abuse and Neglect Reporting

All school staff are required by Wisconsin State Statute to report child abuse and neglect.

A person who is required to report shall immediately inform the Department of Social Services, the City Police Department or County Sheriff's Department of the facts and circumstances contributing to a suspicion of child abuse or neglect or a belief that abuse or neglect will occur.

Reporting your suspicions of child abuse or neglect to a school administrator or other staff member does not absolve the individual from the responsibility of reporting to the local Department of Social Services or to law enforcement.

- Lincoln County Department of Social Services
 - 1-800-666-3119 or 715-536-6200
- Oneida County Department of Social Services
 - 715-362-5695
- Tomahawk Police Department
 - 715-453-2121
- Lincoln County Sheriff
 - 715-536-6272
- Oneida County Sheriff
 - 715-369-6212

Abuse can be broken down into four different areas:

Physical Abuse

"Abuse" means any physical injury inflicted on a child by other than accidental means. Physical injury includes, but is not limited to lacerations, fractured bones, burns, internal injuries, severe or frequent bruising, or great bodily harm.

Sexual Abuse

Sexual Abuse includes sexual contact or intercourse, sexual exploitation of a child, permitting, allowing, or encouraging a child to commit prostitution, forced viewing or listening of sexual activity, exposing genitals or pubic area, or the sexual assault of a student by staff.

Emotional Abuse

Emotional damage (i.e., harm to a child's psychological or intellectual functioning) for which the child's parent, guardian, or legal custodian has neglected, refused or been unable for reasons other than poverty to obtain the necessary steps to relieve the symptoms.

Neglect

Failure, refusal or inability on the part of a parent, guardian, legal custodian or other person exercising temporary or permanent control over a child, for reasons other than poverty to provide necessary care, food, clothing, medical or dental care, or shelter so as to seriously endanger the physical health of a child.

School Day

The academic year calendar can be found on the District website and in the [Appendices section](#). The school day for TES students begins at **8:00am and concludes at 3:15pm**. Special schedules may be utilized for early release, late start, or special events.

Student Rights and Responsibilities

The rules and procedures of Tomahawk Elementary School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures will comply with the requirements of State and Federal law.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, U.S. mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish their educational goals.

No student shall be required, as a part of the school program or the School District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the minor's parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning: political affiliations or beliefs of the student or the student's parents; mental or psychological problems of the student or their family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or the student's parents; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program). (*Board Policy 2416-Student Privacy and Parental Access to Information*)

Students must arrive at school on time, prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the elementary school office.

Student Well-Being

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, tornado, and emergency intruder drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, the student must notify a staff person immediately.

All students must have emergency medical information completed, signed by a parent or guardian, and filed in the school office. Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

Injury and Illness

All injuries must be reported to a teacher or to the office staff. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes injured or ill during the school day should request permission from the teacher to go to the office. The office staff will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission. (*Board Policy 5340-Student Accidents/Illness/Concussion/Sudden Cardiac Arrest*)

SECTION I - GENERAL INFORMATION

Enrolling in the School

Wisconsin students generally enroll in the School District in which they live. However, the School District will release a resident student who is accepted as a student in another School District under that District's open enrollment program.

Students who are new to Tomahawk Elementary School are required to enroll with their parents or legal guardian unless the student is eighteen (18) years old. When enrolling, the parents will need to bring:

- A. a birth certificate or similar document;
- B. custody papers from a court (if appropriate);
- C. proof of residency; and
- D. proof of immunizations and/or an appropriate waiver.

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to complete the enrollment process.

Students enrolling from another school will have their courses and grades evaluated by the school counseling department. The office staff will assist parents in obtaining the official records from the previous school.

During the enrollment process, a parent (or adult student) may present information to the School District certifying that the parent (or adult student), their child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice. In such cases the School District shall use the address designated by the Department of Justice to serve as the student's address for enrollment purposes. The School District shall place a copy of any certification provided by the parent in the enrollment files.

Students experiencing homelessness who meet the Federal definition of homeless may enroll and will be under the direction of the Homeless Liaison with regard to enrollment procedures. (*Board Policy 5111.01 – Homeless Students*)

Students who meet the Federal definition of children and youth in foster care may enroll and will be under the direction of the Local Point of Contact with regard to enrollment procedures. (*Board Policy 5111.03 – Children and Youth in Foster Care*)

Scheduling and Assignment

The Principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the Principal.

Early Dismissal From School

No student will be allowed to leave school prior to dismissal time without a verbal or written request signed by the parent/guardian or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a permission note signed by the custodial parent(s) or guardian. (*Policy 5200-Attendance and Policy 5230-Release of Students to Authorized Persons*)

Immunizations

Each student must have the immunizations required by the Wisconsin Department of Health Services or must have an authorized waiver. If a student does not have the necessary vaccinations or waivers, the student may be excluded from school as permitted by law. This is for the safety of all students and staff. Any questions about immunizations or waivers should be directed to the Principal. (*Board Policy 5320 - Immunization*)

Student Accidents/Illness/Concussion/Sudden Cardiac Arrest

The School District believes that school personnel have certain responsibilities in case of accidents, illness, concussions, or sudden cardiac arrest that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports. (*Board Policy 5340-Student Accidents/Illness/Concussion & Sudden Cardiac Arrest*)

Nursing Services

The School District of Tomahawk provides nursing services. The nurse will be available every day from 7:45a.m. until approximately 3:15pm.

If a student is injured or becomes ill during the school day, every attempt will be made for that student to be seen by the school district nurse. There are times that this is not possible and the office staff or the

child's teacher will make contact with the parent or the emergency contact to pick up the student at school due to an injury or illness.

Students must be sent home if they have a temperature greater than 100.4 degrees, have diarrhea, vomiting, or other symptoms that indicate an illness.

Use of Prescribed Medications

In circumstances where a student must take prescribed medication during the School day, the following guidelines of *Board Policy 5330-Administration of Medication/Emergency Care* are to be observed.

- A. Parents should, with their physician's advice, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form must be filed with the elementary school office before the student will be allowed to begin taking any medication during school hours. The forms are available in the school office.
 - All medications to be administered during school hours must be registered with the nurse's office.
 - Medication that is brought to the nurse's office will be properly secured.
 - Medication may be conveyed to school directly by the parent.
 - For each prescribed medication, the container shall have a pharmacist's label with the following information:
 - student's name;
 - practitioner's name;
 - date;
 - pharmacy name and telephone;
 - name of medication;
 - prescribed dosage and frequency; and
 - special handling and storage directions.
 - Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about their person, except for school-approved emergency medications for allergies and/or reactions.
 - Any unused medication unclaimed by the parent will be destroyed by School personnel when a prescription is no longer to be administered or at the end of a school year.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release. The school nurse may instruct office personnel to dispense medications.

Students requiring medications who must leave the school for field trips or other school functions will have their medications given to the teacher/school staff member in charge of the event. It is the teacher's responsibility to notify the nurse, so that day's dose can be prepared to take along.

Teachers who have students taking medications in school will get written notification from the nurse. All information on the precautions, side effects and reasons for taking the medication will be provided.

Use of Nonprescribed Drug Products

Possession, administration, and use of nonprescription drug products shall be in accordance with *Board Policy 5330-Administration of Medication/Emergency Care*.

- Staff and volunteers will not be permitted to dispense nonprescribed drug products to any student without written parental consent.

The Nonprescription Drug Product Request and Authorization Form must be filed with the school nurse before the student will be allowed to begin taking any medication during school hours.

For each nonprescription drug product, the container shall be the original manufacturer's package and the package must list in a legible format the ingredients and recommended therapeutic dose.

The parents request to administer a nonprescription drug product shall contain the following information:

- A. student's name;
- B. date;
- C. name of medication;
- D. dosage and frequency;
- E. special handling and storage directions;
- F. authorization for trained and authorized school staff to administer the medication; and
- G. health care practitioner's note authorizing administering medication in a dosage that varies from the label's recommended dosage, if applicable.

Further, only those nonprescription drugs that are provided by the parent or guardian in the original manufacturers' package which lists the ingredients and dosage in a legible format may be administered.

Parents may authorize the school to administer a nonprescribed drug product using a form which is available at the school office. A physician does not have to authorize such medication, but all of the other conditions described above under Use of Prescribed Medications will also apply to nonprescribed medications. The student may be authorized on the request form by their parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

CBD Products

In accordance with *Board Policy 5330-Administration of Medication/Emergency Care*, students and parents are reminded of the following regulation regarding CBD product use, possession, and distribution on School District property or at school activities:

Lawful, Hemp-derived CBD products may be stored at school in a specific location, in its original packaging and allowed for self-administered use under the supervision of school staff and subject to appropriate physician's certificate and parent/guardian documentation.

Direct Contact Communicable Diseases

In the case of direct contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have their status reviewed by a panel of resource people to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion. (*Board Policy 8453-Direct Contact Communicable Diseases*)

Direct contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the Wisconsin Department of Health Services.

As required by Federal and State law, parents may be required to have their child's blood checked for HIV and HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Students With Disabilities

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability (*Board Policy 2260.01-Section 504/ADA Prohibition Against Discrimination Based on Disability*). This protection applies not just to the student, but to all individuals who have access to the School District's programs and facilities.

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is generally required. More importantly, the school encourages parents to be active participants. To inquire about Special Education programs and services, a parent should contact the Director of Pupil Services at (715) 453-2126 ext. 405. (*Board Policy 2460-Programs for Students with Disabilities*)

The School District is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

Service Animals and Other Animals on School Property

Students, parents, and other members of the public may be accompanied at school by a service animal in accordance with Federal and State law and *Board Policy 8390-Animals on District Property*. Other animals permitted in schools and elsewhere on School District property shall be limited to those necessary to support specific curriculum-related projects and activities as approved by the principal.

- An emotional support animal is not granted the same access to school buildings and classrooms, as service animals. The School District is not required to grant students' requests that they be permitted to bring an emotional support animal to classes or on school grounds for any purpose.
- Therapy dogs which meet the certification and documentation requirements in *Board Policy 8390-Animals on District Property* may be allowed limited access to the schools to perform their educational purpose as determined by the District Administrator.

Bilingual Students/English Learners

The School District recognizes that there may be students enrolled whose primary language is not English. The School District provides appropriate identification and transition services for bilingual students and English Learners (ELs). The purpose of these services is to develop English language skills that will enable the students to function successfully and complete the School District's required curriculum. (*Board Policy 2260.02-Services for Bilingual Students/English Learners*)

To inquire about programs and services for bilingual students and/or English Learners, a parent should contact Mark Schommer, Director of Teaching and Learning at (715) 453-5551 ext. 407.

Student Records

The origination and maintenance of appropriate student records are essential to the effective operation of the School District and meeting the educational interests of students. The rights and responsibilities of students, parents and the School District with respect to student records are governed by State and Federal law (*Board Policy 8330-Student Records*). Many student records are kept by teachers, counselors, and administrative staff. There are two (2) basic kinds of student records - directory data and confidential records.

Directory data can be given to any person or organization when requested, unless the parents of the student object in writing to the disclosure as required under school policy and State and Federal law. Directory data is specified in *Board Policy 8330-Student Records* and includes a student's name, address, telephone number, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation, name of school most recently previously attended, and degrees and awards received. Directory data also includes a student ID number, user ID, or other unique personal identifier used by the student when accessing or communicating in a School District's electronic systems, if, standing alone, it

cannot be used to access student education records, (i.e. a pin number, password, or other factor is also needed).

If parents and eligible students do not submit such written notification to the School District, directory data may be utilized by the District Administrator in District-wide publications, on the cable television educational access channel, or on the School District's website. The directory data used will be properly verified and approved by the District Administrator.

Student records are generally considered confidential under State and Federal law and may not be released to third parties unless the student's parent(s) consent in writing. However, there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent's written consent. If you have questions about the confidentiality of student records and/or the release of student records to third-parties, consult the *Board's Policy 8330 - Student Records*.

Parents and students are reminded of: 1) their rights to inspect, review and obtain copies of students records; 2) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading; 3) their rights to consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent; 4) the categories of student record information which have been designated as directory data and their right to deny the release of such information; and 5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the School District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the student's parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or their parents;
- B. mental or psychological problems of the student or their family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or their parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the Director of Pupil Services to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Family Policy Compliance Office in the U.S. Department of Education administers both Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA). Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpcu

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:
FERPA@ED.Gov; and
PPRA@ED.Gov.

Student Fees, Fines and Charges

Students using school property and equipment can be fined for excessive wear and abuse. Fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property (*Board Policy 6152-Student Fees, Fines, and Charges*).

Students must pay fees within the deadlines established. All cases of indicated financial assistance should be directed to school administration. The fine will be used to pay for the damage, not to make a profit.

Although fees and fines must be paid in full, we understand that in certain, limited circumstances, full and immediate payment of this fee may place a financial burden on families. In lieu of these circumstances, a payment plan can be put in place for your child. Be aware of fee payment deadlines. Ask the elementary school office for more information.

Student Valuables and Personal Items

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

Meal Service

The school participates in the National School Lunch Program and makes lunches available to students for a fee. (*Board Policy 8500-Food Services*) The school lunch program is the responsibility of Taher Food Services. Lunch accounts are managed by Taher and additional information regarding the program and account balances can be found on Skyward Family Access.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. (*Board Policy 8531-Free and Reduced-Price Meals*) Extra applications can be obtained in the School office.

The following nondiscrimination statement applies to all programs administered by the School District that are funded in whole or in part by the U.S. Department of Agriculture (USDA):

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies this institution is prohibited from discriminating based on race, color, national origin, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the responsible State or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights,

This institution is an equal opportunity provider.

Fire Drills, Tornado Drills, Lockdown Drills

The school has a comprehensive School Safety Plan (*Board Policy 8420-School Safety*) that includes specifications for fire drills, tornado drills, and lockdown drills.

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers, who are responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State.

Lock down drills in which the students are restricted to the interior of the school building and the building secured may occur during the school year.

Emergency Closings and Delays

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will use the following notification process:

Information will be communicated electronically through Skylert email and/or automated phone call. The use of District social media and website alerts will be used when appropriate. Information will be communicated on local TV stations and WJJQ as permitted. Parents and students are responsible for knowing about emergency closings and delays. (*Board Policy 8220-School Day/School Closure*)

Preparedness for Toxic and Asbestos Hazards

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Toxic Hazard Policy and asbestos management plan will be made available for inspection at the School District office upon request. (*Board Policy 8431-Preparedness for Toxic Hazards and Policy 8431.01-Asbestos Management*)

Visitors

Visitors to the School

Visitors, particularly parents, are welcome at the School. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to register and obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal and/or law enforcement.

All visitors must report to the office through entrance #8. Use the "doorbell" to announce your arrival. Upon arrival you must state your business to an office employee, sign in, show proof of identity (if necessary), and receive a visitor's badge before you enter the educational portion of the building. Student-visitors will not be allowed. Please do not go to the classrooms without signing in and informing office staff of your intentions. If you must drop off something for your child, office staff will make arrangements to deliver or have your student pick up the item in the office. For the safety of all children, parents who are picking up their children at the end of the school day will wait for their child(ren) at the sidewalk entrance of the Elementary School. All students will be delivered to their parents by a school employee. **If you must go to a classroom you need to wear a visitor's badge and follow the above procedure.**

If a parent wishes to confer with a member of the staff, they should call for an appointment prior to coming to the school, in order to prevent any loss of instructional time. Visitors access to classrooms and

instructional activities are subject to reasonable restrictions and limits. Please consult with the elementary school office regarding these procedures. Students may not bring visitors to school. (*Board Policy 7440-Facility Security and Policy 9150-School Visitors*)

Visitors to the School for Special Events

If you are coming to the school for events such as the Veteran's Day Program, Red White and Blue Day, Holiday Programs or other celebrations that you will be attending in the field house or auditorium only, you will enter the building through Door #6. You will not need a visitor's badge if you enter and stay in this area only. Remember, if you plan to go into the educational portion of the building you must stop and get a visitors badge and follow the above procedures.

Visitor to Track-and-Field Events

Please park in the back parking lot by the track and football field. If you enter through the school you will need to follow the visitor sign in procedure stated above.

In accordance with 120.13(35), Wis. Stats., the District Administrator has the authority to establish conditions for entering or remaining in a School District building, prohibit the entry of any person to a school of this School District, or to require a visitor to leave when there is reason to believe the presence of such person would be or is detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, administrators are authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Volunteers

Throughout the school year, many parents and community members volunteer their time and expertise to help in such areas as the classroom, media center, parent- teacher organization, etc. We greatly appreciate the hundreds of hours these people donate to our school. It is only with the support and involvement of parents and our community that we can achieve an excellent school program. Volunteers are required to fill out a volunteer application and be approved prior to volunteering at the elementary school.

Use of Library Media Center

The purpose of the Library Media Center is to support the elementary school curriculum with a wide variety of materials including books, audio-visual materials, and audio-visual equipment are located there. To encourage reading for pleasure, as well as for curricular classes, the LMC has a wide range of books both fiction and nonfiction.

All classes in grades 4K - 5 are scheduled to visit the library every week for library classes. During this time, students listen to stories, receive library lessons, and check out books.

Requests for reconsideration of school library materials shall be processed in accordance with *Board Policy 2522-Library Media Centers*.

Student Sales

No student is permitted to sell any item or service in school without the approval of the school. Violation of this rule may lead to disciplinary action.

Use of Office Student Telephone

Due to student cell phone use policies during the school day, students may use the telephone located in the elementary school office with permission. Classroom phones may not be used by students.

Telephone - Calls From Parents

The office is a busy place, so we kindly ask that requests for messages to be delivered to students only be made when absolutely necessary. **Please make all arrangements for bus transportation or rides with parents prior to the start of the school day whenever possible.**

Use of Cell Phones or Personal Communication Devices

Policy 5136 – Personal Communication Devices

TES students are required to keep all non-school issued electronic and personal communication devices in their backpack/bag at all times during the school day. **Electronic and personal communication devices may not be used during the school day. Students must store all electronic devices in their backpacks upon entering the building at 7:45 and may not use them until exiting the building at the conclusion of their day.** The school district will not be responsible for loss, damage, or theft of any electronic device brought to school. Field trips are included within the regular school day guidelines, but may be altered by guidelines established and approved by school staff and the administration.

PCDs, or any device with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes in the District or in use for District purposes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See *Board Policy 5517.01 – Bullying*. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon membership in a Protected Classification defined in Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school and/or during school related activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's main office until it is retrieved by the parent or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or

other school rules. Any search will be conducted in accordance with *Board Policy 5771-Search and Seizure*. If multiple offenses occur, a student may lose their privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property. (*Board Policy 5136-Personal Communication Devices*)

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.

Staff-Student Communication Using Personal Communication Devices

The School District is committed to maintaining professional and safe boundaries between students and school employees, volunteers, or other adult members of the school community that occur during or outside of school hours. In accordance with state law, all electronic communications between students and district staff or approved volunteers must occur exclusively through transparent, district-monitored educational tools (such as official district email or platforms that archive communication logs and remain accessible to parents and administrators).

Private, unmonitored communication between staff members and individual students on personal social media platforms or unapproved messaging applications is strictly prohibited. All digital communications regarding school-related matters constitute official student or public records and are subject to state retention laws. Any student who experiences or witnesses unapproved communication by a school employee or volunteer must report it immediately to a building administrator.

Weapons

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. (*Board Policy 5772- Weapons*)

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, chemical agents, ammunition, and explosives.

The District Administrator is authorized to establish instructional programs on weapons and reporting and dealing with violations of this policy.

The District Administrator will refer any student who violates this policy to the student's parents or guardians and may also make a referral to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers.
- B. items pre-approved by a principal, as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms and live ammunition will never be approved);
- C. theatrical props used in appropriate settings; and
- D. a Lockback knife having a blade no longer than three (3) inches in length, a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the student's class work.

Any student who has reason to believe that a person has or will violate this policy shall report to the District Administrator or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

Video Surveillance

The Board has authorized the use of video surveillance and electronic monitoring equipment at various school sites throughout the school. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action. (*Board Policy 7440.01-Video Surveillance and Electronic Monitoring*)

Safety and Security

The safety of our students requires the following precautions that are conducted in accordance with *Board Policy 7440-Facility Security* and the School Safety Plan:

- All visitors must enter through the designated visitor entrance and report to the School office when they arrive at School.
- All visitors are given and required to wear a visitor pass while they are in the building.
- All visitors are expected to sign out prior to departing the building.
- The staff is expected to question people in the building whom they do not recognize and who are not wearing a visitor pass, and to question people who are "hanging around" the building before/after hours.
- Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- All outside doors, except the main entrance, are locked during the School day.
- Portions of the building that will not be needed after the regular school days are closed off.
- Students are expected to carry identification cards with them at all times in school or on school property.
- All School District employees are to wear photo-identification badges while on School District property.

Reporting of unlawful possession drugs, weapons and other safety threats

The safety and well-being of all students and staff is the number one priority of all individuals involved with the School District of Tomahawk and Tomahawk Elementary School. School Safety is the responsibility of everyone. Students must feel comfortable to report the witnessing of possession of illegal items or the rumor of threats to the safety of others. **If you See Something, Say Something.** Students

take the following steps to report illegal activity:

- Discuss the situation privately with a staff member.
- Report the activity to the Guidance Department, Administration, or School Resource Officer (law enforcement)
- Discuss the situation with a parent/guardian and have the parent/guardian contact school administration or guidance.
- Call anonymous hotlines: Crime Stoppers (715-536-3726) or Speak up (1-866-SPEAK-UP)

If students unknowingly or unwillingly come into possession of an illegal item they should immediately report and turn over the item to administration. Doing so will not result in punitive consequences if the student was not involved or responsible for the illegal activity.

Recess

Students in grades 4K-5 have a 30-minute supervised recess.

Please see that your child is dressed appropriately, as almost all recesses are held outside year-round, unless the wind-chill factor/actual temperature is extremely low or it is raining. During the very cold winter months the outdoor temperature is monitored by office personnel. When the actual wind chill temperature is extremely low, all outside recess periods will be canceled and students will remain indoors.

It is important to point out that it is healthy for students to get fresh air outside during recess, even when they are recovering from an illness.

SECTION II - ACADEMICS

Nondiscrimination

All courses, including Career and Technical Education courses, are available without discrimination based on race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including gender status, change of sex or gender identity), or physical, mental, emotional, or learning disability, any other characteristic protected by law in any of student programs, activities, and employment ("Protected Classes").

Academic Standards

The state of Wisconsin develops academic standards, and modifies these standards fairly regularly. We align our curriculum to these standards and identify the specific context in which the standards are taught. The standards provide the fundamental structure to our curriculum; the curriculum is further developed using district-determined goals and objectives. Teachers assess students' progress toward meeting the standards through classroom assessment, district assessments, and state assessments.

Field Trips

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent. (*Board Policy 2340-District Sponsored Trips*)

Attendance rules, the Student Code of Conduct, and the Search and Seizure policy apply to all field trips.

Promotion, Placement, and Retention

Board Policy 5410 – Promotion, Placement, and Retention and related guidelines provide the framework for promotion, placement, and retention decisions.

Promotion to the next grade or level is based on the following criteria:

A. Student Score on State Assessment

- a. Student receives a score of basic or above on three or more of the five subtests (reading, language arts, mathematics, science, social studies) that comprise the state assessment.

B. Student's Academic Performance

- a. Student obtains a passing grade or above in each of the four core areas (language arts, mathematics, science, social studies) for three out of the four quarters.

OR

C. Teacher Recommendations

- a. If a student fails to meet the criteria as stated above, securing a consensus recommendation from the grade level advancement committee for promotion will be required. The grade level advancement committee will consist of the core teachers, counselor, and principal. Teacher recommendations shall attest to the student's knowledge and skill level and shall be in writing. Teacher recommendations shall be based solely on student academic performance.

OR

D. Other Academic Criteria

Refer to *Board Policy 5410* for more detailed information.

Student Technology Acceptable Use and Safety

Students are encouraged to use the school's technology resources for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Unauthorized or inappropriate use, including any violation of the School District's policies and administrative guidelines, may result in cancellation of the privilege, disciplinary action consistent with the School's rules, and civil or criminal liability. Smooth operation of the School's network relies upon users adhering to the School District's policies and administrative guidelines. Prior to accessing the Internet at School, students are required to confirm their agreement to abide by the terms and conditions of the Student Technology Acceptable Use and Safety Agreement each year.

Violation of the Student Technology Acceptable Use and Safety Agreement may result in disciplinary consequences up to and including expulsion from the School District, civil liability and/or referral to law enforcement.

The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

Expectations for Responsible Artificial Intelligence (AI) Use

Students are strictly prohibited from inputting Personally Identifiable Information (PII), confidential student or staff data, or any non-public school records into any AI tool or service that has not been explicitly approved and contracted with by the District.

Students are expected to adhere to principles of transparency, proper citation, and responsible use of AI in all academic and school-related activities. Students must disclose the use and extent of AI assistance on any submitted work as required by staff.

Students are prohibited from using technology and/or AI to bully, harass, threaten, impersonate, create, or distribute deceptive or harmful content, including deepfake or synthetic media that falsely depicts another person. AI may not be used for academic dishonesty, privacy violations, or any conduct that materially disrupts the educational environment. Violations of this policy will result in disciplinary action consistent with Policy 5500 - Student Codes of Conduct and other applicable Board policies.

Use of School District technology resources to engage in “cyberbullying” is prohibited. "Cyberbullying" involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, which is intended to harm others."

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students or school staff;
4. posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct. (*Board Policy 7540.03-Student Technology Acceptable Use and Safety*)

Students shall not access social media for personal use from the School District's network but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Student Assessment

To measure student progress, students will be tested in accordance with State standards and School District policy. (*Board Policy 2623-Student Assessment*)

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign course grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the school counseling staff.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. The assessment program will not violate the rights of consent and privacy of a student participating in any form of evaluation.

Grade Reporting

We make every effort to inform the parents of student's academic, behavioral, and social progress at Tomahawk Elementary School. Parents may view their child's most current grades and sign-up for email alerts regarding grades, at any time through the district's Family Access portal located in the parents/parent links section of the www.tomahawk.k12.wi.us web page. Quarterly progress/grading reports are utilized to monitor and communicate student learning progress.

Additional reports may be sent by teachers at their discretion. We encourage parents to maintain contact with their child's/children's teachers by means of telephone, e-mail, or written correspondence. Contact the office for your user name and password for Family Access.

Sincerely Held Religious Beliefs

Our curriculum is chosen for its place in the education of the District's students, not for its conformity to religious principles. It is expected that students will receive unbiased instruction in the schools, so they may privately accept or reject the knowledge thus gained, in accordance with their own religious tenets if any.

If after careful personal review of the program's lessons and/or materials, a student, or parent of a minor student, indicates to the school that either the content or activities conflict with the student's or parent's religious beliefs or value system, the school will honor a written request for the parent's child to be excused from particular class periods for specified reasons.

The student will be provided with alternate learning activities during the times of such adult student or parent requested absence. (*Board Policy 2270 – Religion in the Curriculum and Board Policy 2240 – Controversial Issues in the Classroom*)

SECTION III - STUDENT ACTIVITIES

School Sponsored Clubs and Activities

Students have the opportunity to broaden their learning through curricular-related activities. The school has many student groups that are approved by the board. Tomahawk Elementary students may participate in a variety of extracurricular activities which include: Student Council, Yearbook or Safety Patrol.

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. (*Board Policy 2430-District Sponsored Clubs and Activities*)

All District-sponsored club communications, including flyers or posters to be displayed on school property, shall be limited to the club's name, meeting date, time, and location, and subject to administrative approval.

Students also have the opportunity to participate in intramural programs. Elementary students may participate in a wide variety of intramural activities which include boys' and girls' basketball, flag football, softball, swim club, hockey, volleyball, wrestling, etc. These programs are not offered by the school but from outside organizations. Please watch your child's Monday folder, check the Tomahawk Leader or listen to WJJQ for update information.

School-Sponsored Publications and Productions

The Board sponsors student publications and productions as a means by which students learn, under adult direction/supervision, the rights and responsibilities inherent when engaging in the public expression of ideas and information in our democratic society. (*Board Policy 5730-Equal Access for Nondistrict-Sponsored Clubs and Activities*)

SECTION IV - STUDENT CONDUCT

Attendance

Families play a crucial role in ensuring their children attend school every day. Frequent absences are a leading cause of discouragement and failure in school. Students who miss class miss important material, lose the chance to ask and listen to questions, and miss the opportunity to complete work with their teacher's guidance. This often leads to students falling behind, becoming discouraged, and potentially failing.

We urge that no student be absent unless absolutely necessary. Regular school attendance is not only required by law but is also vital for success. Research shows that regular attendance is a key factor in school success. Missing just two days each month means missing 10% of the school year.

The School District requires all students to attend school regularly in accordance with the laws of Wisconsin and *Board Policy 5200-Attendance*. Being at school every day is key for your child to stay engaged, successful and on track to graduate. Our primary concern is the impact on your student's academic achievement. Absences can be a sign that a student is losing interest in school, struggling with school work, or dealing with personal issues. Absenteeism is one of the signs that a student may drop out of high school. The longer students are away from school, peers and teachers, the more difficult it is for them to feel like they belong to the school community. We are also encouraging good habits and life skills for student's futures in the workplace.

Make school attendance a priority and do the following:

- Talk about the importance of showing up to school every day, make that the expectation.
- Help your child maintain daily routines, such as finishing homework, turning off electronic devices, and getting a good night's sleep.
- When possible, try not to schedule dental and medical appointments during the school day.
- Don't let your child stay home unless truly sick. Complaints of headaches, fatigue, or stomach aches may be signs of anxiety which can subside one at school.
- Help your student stay engaged. Find out if your child feels engaged in their classes and feels comfortable with other students. Talk to teachers if you notice sudden changes in behavior.
- Stay on top of academic progress and seek help from teachers if necessary. Make sure teachers know how to contact you.
- Know your child's social contacts and interactions on social media.
- Encourage meaningful after school activities, including sports and clubs.
- Contact us. Our staff, including your child's teachers, school counselor, and principal are here to help you and your child.

Compulsory Student Attendance

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school is in session. All students must attend until the end of the term, quarter or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception outlined in *Board Policy 5200-Attendance*. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Attendance Procedures

All excused absences require that a parent/guardian call the school office at 715-453-2126 between the hours of 7:00 and 8:30 AM reporting the child's absence and the reason for the absence.

If a child is absent from school and we have not received a call by 10:20 AM, an attempt will be made to contact the parent at home or on their cell phone to verify the absence. This is done as a safety precaution for the child.

A parent may request homework after their child is gone for two days. All homework requests must be made by 9:30 AM and picked up after 2:00 PM.

If a parent/guardian has not called the school, upon returning to school the student is to bring a written note including the following information: the child's name, date, reason for absence, and parent/guardian signature. Without a note or phone call, the absence will be unexcused.

Students may not be absent more than ten (10) days per school year.

Excused Absences

A student shall be excused from school for the following reasons:

Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program. If the absence exceeds the number of parent excused days available, the inability of the student to attend school due to a physical or mental condition must be certified in writing by a licensed physician, dentist, chiropractor, optometrist or psychologist or Christian Science practitioner living and residing in Wisconsin, who is listed in the Christian Science Journal. The time period for which the certification is valid may not exceed thirty [30] days.

Obtaining Religious Instruction

Students may wish to obtain religious instruction outside the school during the required school period. The time period or periods of absence shall be determined by school administration. Such absences must be at least 60 minutes but not more than 180 minutes per week. Requests for absence under this paragraph shall be denied if the student fails to attend religious instruction after requesting to be absent from regular school. The supervisor of such religious instruction shall report monthly, to the principal of the school regularly attended, the names of the students who attended such weekly religious instruction. See *Board Policy 5223-Absences for Religious Instruction* for further details.

Permission of Parent or Guardian

The student may be excused by their parent or guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

1. professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside the school day
2. to attend the funeral
3. legal proceedings that require the student's presence
4. college visits
5. job fairs
6. vacations

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the student's teacher(s) to make necessary arrangements.

Religious Holiday

The student wishes to observe a religious holiday consistent with the student's creed or belief.

Suspension or Expulsion

The student has been suspended or expelled.

Virtual Access

The student is unable to access virtual instruction programming due to a temporary disruption in the student's access to necessary technological systems (i.e. internet outage, computer failure, software malfunction, etc.) as communicated by the student's parent.

A student may be excused from school, as determined by the School Attendance Officer, for the following reasons:

- A. Quarantine
Quarantine of the student's home by a public health officer.
- B. Illness of an Immediate Family Member
The illness of an immediate family member.
- C. Emergency
An emergency that requires the student to be absent because of family responsibilities or other appropriate reasons.
- D. Work at Home Due to Absence of Parents
To work at home due to the absence of the student's parents. Absences under this section shall not exceed five (5) days nor be granted to any student younger than sixteen (16) years of age.
- E. Severe Weather Conditions
In the parent's reasonable judgment, weather conditions are a danger to the health and welfare of safety of the student.

Tuancy

"Tuancy" means any absence of part or all of one or more days from school during which the school attendance officer, principal, or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent. Wisconsin Statute 118.16(c).

"Habitual truant" means a pupil who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester. Wisconsin Statute 118.16(a).

When a student is truant, the School Attendance Officer shall ensure that all applicable provisions of the District's Truancy Plan are carried out. Citations may be issued by the Tomahawk Police Department to students who are truant from school.

Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The Principal will determine on a case-by-case basis the appropriate methods to deal with unexcused absences.

It is the student's responsibility to clear up any discrepancies in attendance. It is the responsibility of the parent/guardian to provide reasons for student absences and the school's responsibility to determine if the absence is excused or unexcused.

Administrative action to address unexcused absences shall be in accord with due process as defined in the Student Code of Conduct, and other applicable Board Policies.

Late Arrival and Early Dismissal

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the School District.

The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As an agent for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by written (including email) and/or personal (phone or face-to-face) request of the student's parent, who shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the Building Principal.

No student who has a medical disability which may be incapacitating may be released without a person to accompany the student.

No student shall be released to anyone who is not authorized such custody by the parents.

Habitual Truancy

A student is considered a habitual truant if he or she is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

When a student initially becomes a habitual truant, the School Attendance Officer shall ensure that all applicable provisions of the School District's Truancy Plan are carried out.

Students Leaving School During the School Day

In order for a student to leave the building during the school day, a parent/guardian must first contact the school office prior to a student leaving their assigned location. Students are to sign-out in the school office prior to leaving school for any reason other than a school sponsored activity. ***Calls during the school day to arrange for leaving must be made from the elementary school office phone with permission.**

No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the Principal and with the knowledge and approval of the student's parents.

No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the Principal.

Release of Students to Authorized Persons

If only one (1) parent is permitted to make educational decisions or to approve absences of the student by Court order, the responsible parent shall provide the school with a copy of the Court order. Absent such notice, the school will presume that the student may be released into the care of either parent.

No student who has a medical disability which may be incapacitating may be released without a person to accompany the student.

No student shall be released to anyone who is not authorized by a parent with authority to do so.

Make-Up Course Work and Examinations

A student whose absence from school was excused or unexcused shall be permitted to make-up course work and examinations missed during the absence when they return to school. It is the student's responsibility to contact their teachers to determine what coursework and examinations must be made up. Teachers shall have the discretion to assign substitute coursework and examination. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the

length of the absence, unless extended based upon extenuating circumstances.

Unexcused Absences

Credit in a course or subject shall not be denied solely because of a student's unexcused absence from school.

A student whose absence from school was unexcused shall be permitted to make-up course work and quarterly, semester or grading period examinations missed during the absence if the student is at risk of receiving no credit in a course or subject if the work is not made up.

Subject to the immediately preceding two paragraphs, credit may, but is not required to be given for the completion of make-up work. Further, credit for make-up work may be given only after the student has satisfied consequences imposed for unexcused absences. The extent to which make-up credit is given shall be determined on a case-by-case basis by the Principal and the respective teachers.

If make-up work is allowed, it is the student's responsibility to contact their teachers to determine what coursework and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the Principal based upon extenuating circumstances.

Tardiness

Students who are not in their assigned location class when morning meeting begins are considered tardy. All students who are tardy to school must report to the school office to sign in. When a teacher detains a student after class, s/he shall issue a late pass for the student's next class. Individual teachers will enforce disciplinary procedures for tardies. Repeated tardiness will result in referral to the office and further disciplinary action.

Student Attendance at School Events

The school encourages students to attend as many school events held after school as possible, as long as such attendance does not interfere with the student's school work and home activities. Enthusiastic spectators help to build School spirit and encourage those students who are participating in the event. *(Board Policy 5855-Student Attendance at School Events)*

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event.

- The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.
- The school will continue to provide adequate supervision for all students who are participants in a school-sponsored activity.

Student Behavior

A major component of the educational program is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors

Each student shall be expected to:

- abide by Federal, State, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, sex, sexual orientation, race, or ethnic background;

- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family and in the school.

Lunchroom Expectations:

- Be courteous at all times.
- No running.
- No cutting in line.
- No throwing food.
- **All normal school rules are in effect during lunch.**
- Talking and visiting within the above limitations is permitted and acceptable. However, we encourage students to refrain from loud and boisterous conduct, which would be disrupting normal business proceedings in nearby classrooms.
- Students are expected to use good table manners and clean up after themselves when finished.
- Trays should be cleared as soon as you are finished eating.
- Participate in table washing rotation.

Playground Recess

Please see that your child is dressed appropriately, as almost all recesses are held outside year-round, unless the wind-chill factor/actual temperature is extremely low or it is raining. During the very cold winter months, the outdoor temperature is monitored by office personnel. When the actual wind chill temperature is extremely low, all outside recess periods will be canceled and students will remain indoors.

Playground Rules

- Common sense and good judgment should be used by students and teachers.
- Students will show respect to the playground supervisors, other students, and neighbors.
- There will be no name calling, teasing or inappropriate language and students will keep their hands to themselves at all times.
- Students will refrain from physical contact games; there will be no kicking, pushing or tackling.
- Students who demonstrate unsportsman-like conduct during team games will be asked to sit out from the game. If this continues, the student may be prohibited from playing team games for a period of time.
- There will be no throwing of snowballs, rocks or any other inappropriate objects during recess.
- Food and drink will not be allowed on the playground.
- Students will stay in their assigned designated play areas at all times and away from neighbors' fences.
- Parents are encouraged **not** to send toys to school with their children, as the school provides recess toys for their use. The school is not responsible for broken or stolen toys.
- Scooters and skateboards are prohibited on school grounds. Rollerblades/skates or other related items will need to be removed prior to entering the building and are not allowed to be used on the playground.
- Jump ropes are to be used on the blacktop only.
- Only foam covered or plastic bats and rubber balls may be used in designated areas.

Neighbors

It's important that we honor the rights of our neighbors. Property adjoining the school grounds, like all residential property, is private; therefore, littering and trespassing are illegal. Student's respect for private property rights reflects upon the Tomahawk Elementary School and its students. Please don't be associated with any behavior that might make neighborhood residents disappointed with us.

Trading Cards

Pokémon or other trading cards are not allowed in the Elementary School complex; thus no trading of these cards will be allowed. If such cards are brought within the school, they will be confiscated and returned only upon parent request.

Prohibited Use or Possession of Intoxicants, Drugs, or Paraphernalia

The administration and staff recognize that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, our school strives to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

- all dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- all derivatives of hemp, including Delta-8-THC, Delta-9-THC, Delta-10-THC, Delta-11-THC, THC-O, and all other forms that cause psychosis; in all forms of delivery (i.e. inhalation, ingestion, injection, etc.) except those permitted by the school in accordance with *Board Policy 5330*;
- all chemicals which release toxic vapors;
- all alcoholic beverages;
- any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- "look-alikes;"
- essential oils and oil like products that may be mistaken for a drug;
- anabolic steroids;
- misuse of over-the-counter drugs or medications;
- any other illegal substances so designated and prohibited by law.

The use, possession, concealment, or distribution of any drug, drug look-alike, and any drug-paraphernalia at any time on school property or at any school-related event is prohibited.

Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school's drug abuse guidelines. (*Board Policy 5530-Student Use or Possession Of Intoxicants, Drugs, or Paraphernalia*)

Use of Tobacco/Nicotine Prohibited

The Board is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco and nicotine use for both users and non-users, particularly in connection with second hand smoke, are well-established. In addition, students less than eighteen (18) years of age are generally prohibited by law from purchasing or possessing cigarettes and other tobacco products.

It shall be a violation of School District policy for any student of the School District to possess, use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content, at any time on school property or at off-campus, school-sponsored events. Specifically, in policy the term "tobacco product" means any product containing, made, or derived from tobacco or that contains nicotine, whether synthetic or natural, that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including but not limited to, cigarettes; electronic smoking devices; cigars; little cigars; cheroots; stogies; periques; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; pouches, snuff; snuff flour; cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco, and other kinds and forms of tobacco. (*Board Policy 5512-Use of Tobacco and Nicotine by Students*)

The use of other products containing nicotine, such as nicotine patches and nicotine gum is also prohibited except when a student provides documentation from a licensed medical practitioner that the student's use of non-tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with *Board Policy 5330-Administration of*

Students who fail to abide by the policy will be subject to the following consequences:

- The first violation by a student of the no tobacco use policy results in a one to a three-day suspension and referral to legal authorities.
- The second violation results in a two to a five-day suspension and referral to legal authorities.
- The third violation results in a two to a five-day suspension and referral to legal authorities.
- The fourth violation may result in a suspension and referral to the school board for expulsion.

Student Code of Classroom Conduct

The school is committed to maintaining an orderly and safe academic atmosphere. Teachers are expected to create a positive learning environment and to maintain proper order in the classroom. Students are expected to behave in the classroom in a manner that allows teachers to effectively carry out their lessons and allows students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the school and their classroom teachers.

Such rules of behavior include a prohibition on knowingly making false statements or knowingly submitting false information during a sex discrimination complaint process, including intentionally making a false report of sexual harassment or submitting a false formal complaint. Providing false information is a violation of the Student Code of Conduct.

To ensure adherence to these expectations and principles, the Board has adopted a Code of Classroom Conduct, which applies to all students. (*Board Policy 5500-Student Code of Classroom Conduct*)

Grounds for Removal of a Student from Class

Disturbances that interrupt the learning process cannot be permitted by any teacher. A teacher may temporarily remove a student from the teacher's class if the student violates the Code of Classroom Conduct. Additionally, the student may be removed from the class for a longer period of time at the discretion of the Principal. A student removed from class may also be placed in an alternative education setting.

Removal of a student from class for violating the Code of Classroom Conduct or placement of the student in an alternative educational setting does not prohibit the school from further disciplining the student for the conduct that caused removal or placement including, but not limited to, suspending or expelling the student.

It is neither possible nor necessary to specify every type of improper or inappropriate behavior for which a teacher may remove a student from class. Provided below, however, are examples of reasons a student may be removed from class. A teacher may remove a student from class for conduct or behavior that:

- A. would result in suspension or expulsion under the Board's policies and procedures;
- B. violates the behavioral rules and expectations of the school;
- C. is dangerous, disruptive or unruly. Such behavior includes, but is not limited to, the following:
 1. possession or use of a weapon or look-alike or other item that might cause bodily harm to persons in the classroom;
 2. being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy;
 3. behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment;
 4. arguing, taunting, baiting, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations;
 5. disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations;

6. pushing, striking, or other inappropriate physical contact with a student or staff member;
 7. interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means;
 8. using dress or appearance in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder;
 9. restricting another person's freedom to properly utilize classroom facilities or equipment;
 10. repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions;
 11. throwing objects in the classroom;
 12. repeated disruptions or violations of classroom rules, or excessive or disruptive talking;
 13. behavior that causes the teacher or other students fear of physical or psychological harm;
 14. willful damage to or theft of school property or the property of others; or
 15. repeated use of profanity.
- D. interferes with the ability of the teacher to teach effectively. Such conduct includes, but is not limited to, the following:
1. repeated reporting to class without bringing necessary materials to participate in class activities; or
 2. possession of personal property by school rules or otherwise disruptive to the teaching and learning of others.
- E. shows disrespect or defiance of the teacher, exhibited in words, gestures or other behavior; or
- F. is inconsistent with class decorum and the ability of others to learn. Such behavior includes, but is not limited to, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

Communication of Unacceptable Behavior

One or more of the following procedures may be used to gather additional information, to determine a disciplinary response and to inform all concerned individuals of disciplinary action taken.

These procedures could include:

1. Phone call or email to parent
2. Letter to parent
3. Conferences involving any or all of the following: teacher, administrator, student, parent, and/or counselor
4. Referral to Human Services
5. Referral to Law enforcement

Other Forms of Discipline

It is important to remember that the school's rules apply at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the building administration's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

It is important that our elementary students learn the proper conduct that is expected of them. Improper conduct on the part of an individual will detract from another's opportunity and right to take advantage of the time spent in school.

Teachers deal with routine behavior problems and will be contacting parents when the need arises. Should the problem be of a serious nature (fighting, insubordination, swearing, etc.) the office will be involved. We believe our school's purpose is teaching and learning. For learning to occur, order and discipline must exist. Thus, proper conduct is expected of all students. Discipline is a process that strengthens, molds, and corrects students through a program of teaching and a system of essential rules.

When necessary and appropriate, it involves just consequences. The purpose of all consequences is to make an impact on the child to change their behavior.

All children need structure and boundaries. This is accomplished by way of rules and consistency. Discipline is essential to constructive teaching as well as to a positive school climate. Disruptive behavior will not be permitted. Students who continually disrupt instruction will be removed from the classroom. Our discipline program focuses on making students aware that they choose their behavior, and as a result, choose the consequences of their behavior.

Informal Discipline

Informal discipline takes place within the school. Examples include:

- Conference between the student and teacher, student and counselor, or student and administration;
- Change of seating or location;
- Detention and/or other corrective discipline;
- Notification of parent/guardian by phone and/or letter;
- Parent conference with a teacher, principal, or other administrator;
- In-school restriction

Suspension and Expulsion

Board Policy 5610-Suspension and Expulsion authorizes the use of suspension and/or expulsion as follows:

A. Suspension

1. Duration and Grounds for Suspension

The Principal or a person designated by the Principal may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days or ten (10) consecutive school days if the student is eligible for special education services under Chapter 115, Wis. Stats., if the suspension is reasonably justified and based upon any of the following misconduct:

- a. Noncompliance with school or Board rules;
- b. Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- c. Conduct by the student while at school or while under the supervision of a school authority that endangers the property, health or safety of others;
- d. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of others at school or under the supervision of a school authority;
- e. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of any employee or Board member of the School District in which the student is enrolled.
- f. Under paragraphs c, d, and e above, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The District Administrator, or any Principal or teacher designated by the District Administrator, shall suspend a student if the student possessed a firearm while at school or while under the supervision of a school authority.

The suspension period applies to “school days.” Thus, a suspension period does not include weekend days or vacation days.

2. Suspension Procedure

Prior to being suspended, on the day of the alleged infraction or as soon thereafter as is practicable, the student will be advised orally or in writing of the reason for the proposed suspension and given an opportunity to explain their conduct.

The Principal, within their discretion, may also inform the student's parents or guardian of the reason for the proposed suspension prior to suspending the student.

3. Notice of Suspension

The parent or guardian of a suspended minor student shall be given prompt written notice of the suspension and the reason for the suspension by mail and by sending a copy of the notice home with the student. Oral notice may also be given to the student's parent or guardian; however, it will be confirmed in writing.

4. Sending a Student Home on the day of the Suspension

Generally, the student should remain in school on the day of the suspension until school is dismissed for the day. Except as provided below, if the situation requires that the student be removed from the premises before school is dismissed, the Principal shall attempt to contact the student's parent or guardian to request that the parent/guardian pick up the student. If the parent/guardian is unable to pick up the student, the student should remain under the school's supervision until school is dismissed, or in the event law enforcement is involved, under law enforcement supervision.

5. Opportunity to Complete School Work

A suspended student shall not be denied the opportunity to complete coursework or take any assessments missed during the suspension period. Procedures and timelines will be at the discretion of the teacher.

6. Reference to the Suspension in the Student's Record

The student's suspension from school shall be entered in the student's record as required by the rules adopted by the Board concerning the content of student records.

The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator or designee, who shall be someone other than a Principal, administrator or teacher in the suspended student's school, to discuss removing reference to the suspension from the student's records. The decision made by the District Administrator or designee is final.

Reference to the suspension in the student's school record shall be removed if the administrator finds that: the student was suspended unfairly or unjustly; the suspension was inappropriate, given the nature of the alleged offense; or the student suffered undue consequences or penalties as a result of the suspension.

The administrator shall make a finding within fifteen (15) days of the conference.

B. Expulsion

1. Grounds for Expulsion

The Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and it finds that the student:

- Repeatedly refused or neglected to obey the rules established by the School District;
- Knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- Engaged in conduct while at school or while under the supervision of a school authority that endangered the property, health or safety of others;
- Engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or Board member of the School District in which the student is enrolled; or
- Was at least sixteen (16) years old and had repeatedly engaged in conduct while

at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion.

Under this section, conduct that endangers a person or property includes threatening the health or safety of a person or threatening to damage property.

2. Expulsion for Bringing a Firearm to School

The Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

3. Expulsion Hearing

Prior to expelling a student, the Board shall provide the student with a hearing. Prior written notice of the expulsion hearing must be sent separately both to the student and their parent(s) or guardian(s) if the student is a minor; otherwise just to the student. The notice will comply with the requirements of State law.

The student, or the student's parent if the student is a minor, has the right to request a closed hearing or the Board may choose to close the hearing. The student and, if the student is a minor, the student's parent or guardian may be represented at the hearing by counsel.

4. Expulsion Order

The Board shall reduce its decision to writing in the form of a written order. If expulsion is ordered, the order must state the length of time that the student is to be expelled. The order should also state specific findings of fact and conclusions of law in support of the decision.

5. Student Records

The student's expulsion from school shall be entered in the student's record as required by the rules adopted by the Board concerning the content of student records.

Discipline of Students With Disabilities

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

Search and Seizure

Search of a student and their possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board, if there is a reasonable suspicion that the student is in violation of law or school rules. (*Board Policy 5771-Search and Seizure*) A search may also be conducted to protect the safety of others or as otherwise permitted by law.

Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The School District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official.

All computers located in classrooms, labs, and offices of the School District are the School District's property and are to be used by students, where appropriate, for educational purposes. The School District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the School District's computer system, network, and electronic mail. Students should have no expectation that any information contained on such systems

is confidential or private.

Review of such information may be done by the School District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the School District retains the right to access information in spite of a password. A student's refusal to permit such access may be grounds for disciplinary action.

No strip searches will be conducted by any employee of the School District, but may be conducted by law enforcement officials, if deemed necessary.

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever a staff member or chaperone has individualized reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the student refuses to take the test, the Principal will inform the student that refusal to participate implies admission of guilt leading to disciplinary action consistent with this handbook.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. (*Board Policy 5771-Search and Seizure*)

Student Right of Expression

Our school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
 - 1. is obscene to minors, libelous, indecent, or vulgar;
 - 2. advertises any product or service not permitted to minors by law;
 - 3. intends to be insulting or harassing;
 - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event;
or
 - 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class, or during passing between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the appropriate staff member twenty-four (24) hours prior to display.

Distribution or display by any student of prohibited nonschool-sponsored material or in violation of the school's approval process will be halted, and the student(s) involved will be subject to disciplinary action.

Student Dress and Appearance

Students' standard of dress and appearance should be a positive reflection of themselves and compatible with an effective learning environment. Dress and appearance should promote respect, responsibility, safety and honesty. The school recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference and that students do possess certain rights, including the right to engage in expressive speech. The school will not interfere with the right of students

and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools. *(Board Policy 5511-Dress and Appearance)*

The school has established appropriate dress and appearance guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes.

Accordingly, the school prohibits student dress or appearance practices that:

- A. present a hazard to the health or safety of the student or to others in the school, including by way of communicating threats of harm or depictions of harmful conduct directed at others, including depictions that are reasonably likely to or are intended to incite violence against or hatred towards others;
- B. interfere with school work, create disorder, or cause or is likely to cause a material and substantial disruption to the educational program,
- C. promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities;
- D. violate the District's anti-harassment policies by depicting images or messages that represent or promote discrimination or harassment on the basis of one or more protected classifications;
- E. depict or promote obscenity, pornography, or otherwise depict or describe sexual activity;
- F. cause excessive wear or damage to school property;
- G. prevent the student from achieving their own educational objectives because of blocked vision or restricted movement.

The following examples are prohibited:

- 1. Wearing hats, bandanas, hoods or similar headwear between the hours of 7:45am and 3:15pm on normal school days.
- 2. Wallet chains or chains which hang from clothing.
- 3. Wearing coats or jackets unless approved due to uncomfortable temperature within the building.
- 4. Students without footwear.
- 5. Wearing unapproved face covering or paint that conceals identity.
- 6. Carrying backpacks, shoulder bags, gym bags or purses during the school day.

Students will be asked to change their dress or appearance if it is disruptive or of an unhealthy/unsafe nature. Students who refuse to change their appearance or dress should be sent to the office. A second or repeated violation of this policy may result in disciplinary action.

Care of Property/Lost and Found

Students are responsible for the care of their own personal property. The school will not be responsible for the loss of personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

The Board authorizes the imposition of fines for the loss, damage, or destruction of District-owned, borrowed or leased equipment, computing devices, school records, apparatus, musical instruments, library materials, textbooks, and for damage to District buildings or facilities. Therefore, if a student damages or losses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Code of Conduct, and may be referred to law enforcement. *(Board Policy 5513-Care of District Property)*

All lost articles are put on the lost and found table outside the elementary school office where items will be kept throughout the year. At the end of each quarter, students will be notified to check the table for claiming items. All articles not claimed after a week will be given away to charity. If you lose something, first check in the lost and found. All valuable, smaller articles will be kept in the office.

Student Due Process Rights

The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines:

A. Students subject to suspension:

The suspended student, and if a minor, the parent of the suspended minor student shall be given prompt notice of the suspension and the reason for the suspension. The student or the student's parents may within five (5) school days following the beginning of the suspension, have a conference with an Administrator. This conference will serve as the opportunity for the student to respond to the charges against the student. If the District Administrator finds that the student was suspended unfairly or unjustly or that the student suffered undue consequences as the result of suspension, the student's record shall be expunged. *(Board Policy 5610-Suspension and Expulsion)*

B. Students subject to expulsion:

Prior to expelling a student, the Board must hold a hearing. A student and his/her parent must be given written notice of the intention to expel and the reasons therefore, at least five (5) days prior to the date of the hearing. The hearing is the opportunity for the student and their parent to appear with a representative or legal counsel before the Board to answer the charges. The Board will keep written minutes of the hearing. The hearing will be closed. The student and/or their parent may appeal the expulsion consistent with 120.13, Wis. Stats. *(Board Policy 5610-Suspension and Expulsion)*

SECTION V - TRANSPORTATION

Bus Transportation

To/From School

Bus transportation is provided for all eligible students. The bus schedule and route is available by contacting the Tomahawk Bus Company at (715) 453-3000.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Tomahawk Bus Company.

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the Tomahawk Bus Company stating the reason for the request and the duration of the change, and the bus company approves *(Board Policy 8600-Transportation)*.

Field Trips

Students participating in an approved field trip must have a "parent/guardian" permission form on file in the office prior to participation in this activity. All students participating in field trips must ride the bus to and from the activity.

Bus Conduct

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

Previous to loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone;
- stay off the road at all times while walking to and waiting for the bus;
- line up single file off the roadway to enter;
- wait until the bus is completely stopped before moving forward to enter;
- refrain from crossing a highway until the bus driver signals it is safe;
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

During the trip

Each student shall:

- remain seated while the bus is in motion;
- keep head, hands, arms, and legs inside the bus at all times;
- not litter in the bus or throw anything from the bus;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other bus riders;
- not eat, play games or play cards, etc.;
- not tamper with the bus or any of its equipment.

Leaving the bus

Each student shall:

- remain seated until the bus has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless the driver has proper authorization from Tomahawk Bus Company.

Cameras On School Buses

The Board has authorized the installation of video and audio surveillance equipment and District buses for the purpose of enhancing student safety and wellbeing.

If a student is reported to have misbehaved on a bus and their actions were recorded on the bus camera, the recording will be submitted to the Principal and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with State and Federal law. (*Board Policy 8600-Transportation*)

Penalties for Bus Infractions

A student who engages in misconduct on a bus shall be subject to discipline and may be deprived of the privilege of riding on the bus. The following are examples of actions that may be taken:

1. Minor discipline cases will be handled by the driver, and may involve Bus Company personnel. The driver will make every effort to correct the problem, (talking to student, warning student, seat assignment change, etc.). All incidents reported by the driver will be documented and entered into the student's file.
2. If misbehavior continues, the bus company representative will become involved. The building principal and/or a Bus Company representative will meet with the student. A Bus Behavior Slip will be sent home for the parent to sign. Behavior slips must be signed by the parent and returned to the bus driver on the next school day.

3. Further misbehavior from the student will result in additional bus behavior slips issued; which may result in at least one day of suspension off of the bus. Parents will be notified prior to the bus suspension.
4. A third behavior slip may result in a 3-5 day bus suspension. A parent meeting may be requested before the student may continue to ride the bus.
5. Further and continued bus behavior slips may result in a referral to the School Board; and may result in a loss of transportation privileges.
6. Major infractions of bus rules (fighting, insubordination to the bus driver, etc.) may result in the above steps being eliminated and the student will automatically receive a written behavior slip and at least one day bus suspension.
7. This is merely a guide; each situation will be individually evaluated.

Parent Drop-Off/Pick-Up Location

Arrival/Drop-off

We ask that parents and buses drop off students at the following doors ([map](#)) at 7:45 a.m. and that the students report to their classrooms:

- Door 10-Grade levels 4K, 5K, and 1st
- Door 9-Grade level 2nd
- Door 8-Grade levels 3rd, 4th, and 5th

Dismissal

Bus students are released and escorted to their bus by their classroom teachers in the following order:

- Door 10 - Grades 4K & 5K @ 3:04 p.m.
- Door 10 - Grade 1 @ 3:06 p.m.
- Door 9 - Grade 2 @ 3:11 p.m.
- Door 8 - Grades 3-5 @ 3:13 p.m.
- Door 8 - Grades 4 & 5 @ 3:15 p.m.

Students being picked up are released from their respective doors at the grade level times above.

Students who leave the building during school hours for appointments or due to illness will use door #8 after they sign out in the Elementary School Office.

Parents/guardians or any other adult who has business at the school may enter through door #8 and must sign in at the Elementary School Office. ([Visitor Procedures](#))

Alternate Forms of Transportation

Bicycles are not to be used by anyone except the owner of the bicycle. Students who ride bicycles to school are not permitted to ride on the school sidewalk or playground. Bicycles must be parked in the appropriate designated area outside the elementary entrance. Elementary students are not allowed to park their bikes in Middle School & High School bike racks. Students are not to ride, handle or play with any bicycle other than their own. Students are encouraged to lock their bicycles. The school will not be responsible for damaged or stolen bicycles. Bicycles are not to be used during the school day. Use of skateboards or roller blades is not allowed in school or on school grounds during the school day.

Students who walk or ride their bicycle to school are not to arrive on school grounds prior to 7:45 a.m. **Bike riding students will be excused after all buses have left the Elementary school grounds.** We strongly encourage students to wear a helmet when riding their bicycle.

2026-27 School District Calendar

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			

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

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					

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		

August

31st Web and Link Crew - 6th & 9th Grade only

SEPTEMBER

1st First day of School for all students

7th Labor Day (NO STUDENTS/STAFF)

18th Staff In-service day (NO STUDENTS)

25th TES In-service NO SCHOOL Grades 4K-5

OCTOBER

9th High School Grading Period 1 ends

29th End of Quarter 1 Grading Period

30th Staff In-service day (NO STUDENTS)

NOVEMBER

2nd NO SCHOOL STUDENTS/STAFF

9th - 20th Virtual Parent/Teacher Conferences

12th In-Person Parent/Teacher Conferences 4 - 7 pm

13th TES In-service NO SCHOOL Grades 4K-5

20th High School Grading Period 2 ends

23rd-27th Thanksgiving Break (NO STUDENTS/STAFF)

DECEMBER

23rd-31st Winter Break (NO STUDENTS/STAFF)

JANUARY

1st Winter Break (NO STUDENTS/STAFF)

4th TES In-Service NO SCHOOL Grades 4K-5

15th Semester 1 ends

18th Staff In - service day (NO STUDENTS)

FEBRUARY

1st TES In-Service NO SCHOOL Grades 4K-5

12th NO SCHOOL STUDENTS/STAFF

15th NO SCHOOL STUDENTS/STAFF

26th High School Grading Period 4 ends

MARCH

1st - 12th Virtual Parent/Teacher Conferences

11th In-Person Parent/Teacher Conferences 4 - 7 pm

19th End of Quarter 3 Grading Period

22nd-26th Spring Break (NO STUDENTS/STAFF)

29th Staff In-service day (NO STUDENTS)

APRIL

16th High School Grading Period 5 Ends

30th Teacher In-service (NO STUDENTS)

MAY

28th High School Graduation 7:00 p.m.

31st Memorial Day (NO STUDENTS/STAFF)

JUNE

2nd Last day students - Release at 1:00 p.m.

3rd & 4th Teacher In-service (NO STUDENTS)

169 Total Student Contact Days

189 Total Teacher Work 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						

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						

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			

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	

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					

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			

CALENDAR KEY

	End of THS 6 Week Grading Period
	End of 9 Week Grading Period
	TES In-Service - No school Grades 4K-5
	Teacher In-service-All Day
	No School Students & Staff
	First and Last Days
	Web & Link Crew
	P.M. P/T Conf.
	Virtual P/T Conf.
	High School Graduation

START OF SCHOOL

STAFF FULL IN-SERVICE DAYS:

	August 17 - 20 New Teacher Orientation
	August 24 - 31

School Make-up dates (If necessary):

March 29, April 30, June 3 & 4

Updated: 3/10/2026

2 Professional Teacher work days

scheduled with Building Principal

4 Professional work days dedicated to professional development.

THS & TMS School Start & End Times 8:00 - 3:20

TES Start & End Times 8:00 - 3:15

Helpline Numbers for School & Community Resources

Organization	Contact	Number
School Counselor	Denise Peissig Katie Wells	715-453-2126 ext. 135 715-453-2126 ext. 172
School District Psychologist	Riley Curtis	715-453-2126 ext. 146
North Central Health Care - Tomahawk		715-453-5381
Family Resource Center		715-453-9969
Sacred Heart – St. Mary’s Hospital Psychological Associates		715-369-7969
Runaway and Family Treatment (RAFT) *Office is in Wausau*		715-848-7238
Lincoln County Social Services		1-800-666-3119
Oneida County Social Services		715-362-5695
Tomahawk Police Department		715-453-2121
National Child Abuse Hotline		1-800-4-A-Child
National Suicide Prevention Lifeline		1-800-2783-8255

Parent Drop-Off/Pick-Up Location

