

# Deer Creek Intermediate School

## Home of the Chargers

“This is Who We Are”

### 2017-2018 Student & Parent Handbook

Deer Creek Intermediate School  
3680 South Kinnickinnic Avenue  
St. Francis, WI 53235  
(414) 482-8400



<http://www.stfrancisschools.org/schools/deercreek/>

## Principals Message & Welcome

Dear Parents:

I am very excited for the beginning on a new school year and the many opportunities each new year provides. The staff and I look forward to continuing to partner with you in your child's educational journey. It is our goal at Deer Creek to ensure that students are challenged beyond their current levels of performance, so they can excel academically and personally.

This handbook is designed to serve as a resource in helping families understand Deer Creek Intermediate School's opportunities and expectations. Also, included are those policies and procedures developed to establish a safe learning environment where students are able to flourish and experience success. We ask that you share this handbook with your students so that they understand what is expected and where help can be found. Please refer to this handbook throughout the year as you encounter questions and seek pertinent information.

Our hope is that you utilize the many resources available here at Deer Creek Intermediate School in making the most of your student's educational experience. We look forward to collaborating with you, your children, the staff, and the community to ensure that Deer Creek is a place where all students learn the value of working hard, being consistent, and taking academic risks.

In partnership with you,

*Anna M. Young*

Principal, and the Deer Creek Intermediate School Team

**ST. FRANCIS SCHOOL DISTRICT**  
**District Belief Statement**

In the St. Francis School District, students are our #1 priority.

We believe:

- Education is an innovative, evolving, process based on student needs and measured by a year's progress in a year's time.
- Support and intervention are provided in a physically and emotionally safe learning environment.
- A student's education integrates academics, arts, activities and athletics.
- Learning is a shared responsibility among the student, family, staff and community

**District Mission Statement**

The mission of the St. Francis School District is to prepare students to be literate and responsible world citizens.

The St. Francis School District mission targets seven outcomes for student learning:

1. Proficiency in academic knowledge and skills;
2. Proficiency in complex thinking;
3. Proficiency in applications of information technology;
4. Global perspective;
5. Social competence;
6. Ethical disposition;
7. Self-confidence.

It is imperative that our students understand that thinking and acting positively outside of themselves makes the world in which they live enhanced.



# Deer Creek Intermediate School

## HOMEWORK STATEMENT

### Our staff believes that...

- Students play a significant role in their academic success and should expect homework on a regular basis.
- Parents are an integral component in the student-teacher-parent communication process ensuring that students focus on homework daily. “Homework” shall refer to those assignments to be prepared outside of school by the student or independently while in attendance at school.
- Homework should be a properly planned part of the curriculum to extend or reinforce the learning experience.
- Homework will help students learn by providing practice in the mastery of skills, in conducting research, and an opportunity for remediation.
- The number, frequency, and degree of difficulty of homework assignments will be based on the ability and needs of the student.

### Students and their parents should expect that a certain amount of time each night will be spent on homework.

Minimum = 30 minutes

Maximum = 75 minutes

### \*\*GRADE LEVEL TEAMS WILL PROVIDE PARENTS INFORMATION ON WHAT HOMEWORK WILL LOOK LIKE FOR STUDENTS IN EACH GRADE AND EACH CLASSROOM\*\*

### Students will...

- demonstrate personal excellence by completing all assigned work within the stated deadlines
- study and prepare for future assessments
- use their Student Planner to record necessary information
- advocate for themselves by being mindful of their own grades
- strive to act in an ethical and proper manner
- share goals and respond appropriately with both teachers and parents

### Teachers will...

- expect excellence from each student
- post instructional goals/learning targets daily in the classroom
- provide clear direction and purpose with all homework
- utilize homework as a formative assessment that guides future instruction and learning activities
- provide timely, effective, and descriptive feedback in a variety of ways
- participate in Professional Development and Professional Learning Community (PLC) activities sharing common and new instructional practices

### Parents will...

- expect excellence from their child(ren)
- take time daily to discuss goals and/or connected homework
- encourage their child to be an independent learner completing all assignments with integrity
- support the teacher with homework and all course expectations
- provide an environment conducive to learning, studying, and goal attainment
- monitor student progress by utilizing Power School
- attend monthly Parent Advisory Council (PAC) meetings where homework/assessments may be a topic

### Teachers will post in Power School...

- |   |                            |
|---|----------------------------|
| • Daily assignments                         | = 3 days after due date    |
| • Quizzes, Tests, and Presentations         | = 1 week after due date    |
| • Research Papers/Essays/Long-Term Projects | = 2-3 weeks after due date |

# "THIS IS WHO WE ARE"

## PBIS - Positive Behavior Interventions & Supports

"This Is Who We Are" refers to our way of doing things at Deer Creek Intermediate School. It is our desire to see all of our students succeed academically, socially, and behaviorally. ALL MEANS ALL. We want our kids to grow their character as well as their minds. Our focus is on the WHOLE student.

PBIS is a systems approach to preventing and responding to classroom and school discipline problems. Over a year ago, a group of dedicated staff members and students put together the pieces of the PBIS program and continue to meet to refine it. The primary goal of PBIS is to reduce behavioral problems using a positive approach in order to create and maintain safe learning environments where teachers can teach and students can learn. The purpose of implementing PBIS is to...

- Foster a positive culture and learning environment at Deer Creek
- Use data to make proactive choices in our practices;
- Celebrate with our students when good things are happening;
- Get students to reflect on their learning and set goals for improvement;
- Have a mutual understanding of expectations by students, by teachers, by parents, and by the community.

Deer Creek Students will:

- Be a FRIEND
- Be a LEARNER
- Be a LEADER

**THIS IS WHO WE ARE**



## Important Telephone Numbers

<b>Principal - Ms. Anna M. Young</b>	<b>(414) 482-8410</b>
<b>School Psychologist-Mrs. Amanda Mack</b>	<b>(414) 482-8403</b>
<b>Guidance Counselor-Ms. Christine Ruz</b>	<b>(414) 482-8407</b>
<b>Main Office – Mrs. Krista Seefeld, Secretary</b>	<b>(414) 482-8401</b>
<b>School Resource Officer - Officer Duane Mazur</b>	<b>(414) 747-3697</b>

\*To contact a teacher directly, call the main office and then enter the teacher's voice mail number. If you do not know the teacher's voice mail, wait for the telephone prompt that will indicate how to proceed.

## Academics

### Deer Creek Grading Scale

A+ 99-100

A 96-98

A- 93-95

B+ 91-92

B 88-90

B- 85-87

C+ 83-84

C 80-82

C- 77-79

D+ 75-76

D 72-74

D- 70-71

F 69-0

### Academic Achievement Policy

*Students reach their full academic potential at Deer Creek Intermediate School by proficiently completing all course work.*

- Students and their parents share the responsibility of working with school staff to ensure all course work is completed. Parents are able to regularly check Power School for missing work and grades.
- Teachers will notify students who are missing course work on a timely basis.
- In addition to using the school-wide computer program to record grades, teachers may develop a method of recording all course work (e.g. student planner, assignment notebook, three-ring binder of assignments, etc.) so students can retrieve information regarding missing course work. It is the responsibility of the student to know how to retrieve missing work in each class.
- All students will keep a daily record of assignments/homework for each class in their school-issued planner.
- Students are expected to be actively engaged in all class learning activities (e.g. no sleeping in class, text messaging, letter writing, off-task behavior, using a cell phone for non-educational purposes, etc.).
- Teachers will provide students with eight grade reports a year, including progress reports, quarter grades, and semester grades.
- Parents should attend the Fall Back to School/ Meet the Teacher Night (This year, it is on Tuesday August 29 from 5:30-7:30pm) to familiarize themselves with the teachers and the expectations of the classes. Moreover, parents are expected to read take home materials to keep track of important information and to attend parent-teacher conferences.
- Students will be able to hand in late course work for the quarter for credit determined by the teacher. If a student hands in poor quality work or work that does not meet the criteria of the assignment, the teacher may require the student to re-submit the assignment until it meets basic standards.

### *Academic Misconduct/Dishonesty/Cheating*

Deer Creek Intermediate School expects each student to be honest in academic performance and maintain academic integrity. Students are encouraged to consult with staff to develop the following: correct procedures for citing sources of information, words and ideas; ways to properly credit collaborative work with project team or study group members; and strategies for planning and preparing for exams, papers, projects and presentations. Failure to do so may result in discipline.

Cheating includes:

- Using unauthorized materials such as notes, textbooks, graphic calculators or computer programs without teacher's authorization.
- Any talking or communication during a test or quiz other than that authorized by the teacher.
- Collaborating with others on assignments without the teacher's consent. This includes copying other student's homework, quiz or test answers as well as providing answers for others to copy.
- Submitting material that is not yours as a part of your course performance. This includes submitting the work from another student from a previous school year.
- Submitting formal work originally produced for a different class without prior teacher approval.

### *Late Work Policy*

It is the Academic Policy that all coursework must be completed; however, it is also the philosophy of Deer Creek Intermediate School that all coursework should be submitted in a timely fashion. All teachers will have the expectation that students will meet work due dates set by the individual teachers. Each teacher may have an individual late work policy.

### *MAP Testing*

Students will take MAP testing three times each year. MAP Testing or "Measures of Academic Progress" is a computer based assessment designed to help students and teachers determine achievement levels in the areas of math and literacy. The MAP assessment is given 3 times per year and student growth targets are projected. The collected data drives instruction for our students and teachers.

### *Report Cards and Progress Reports*

The school year is divided into two semesters and four quarters. Once each quarter, students will receive a progress report. Students will also receive quarter and semester grade reports. All students should receive eight grade reports over the course of the school year. All of these are sent home during the year. Semester grades are the only grades which count toward a student's grade point average and which will appear on student transcripts. Specific questions about grades should be directed to the student's teacher or counselor.

### *School Supply Lists*

Grade level school supply lists are available at registration, on the school website, and from each student's teacher.

## Attendance

### *Attendance Guidelines*

*The St. Francis Board of Education, in recognition of the statutory requirements for school attendance (WI Statutes 118.15 and 118.16) and the overwhelming public interest in an educated society, believes that school attendance should take precedence over non-school activities.*

The Board of Education requires all students enrolled in the schools of this District to attend school regularly in accordance with the laws of the State. Regular attendance is a responsibility that should be shared by parents, students and the school. The “School Attendance Officer” (Superintendent or designee) of each school shall determine daily which students enrolled in the school are absent from school and whether that absence is excused, unexcused, or truant.

School Board policy requires that a parent call the Attendance Office on the day of the absence. An answering machine is available 24 hours per day. Parent notes are required as well. All physician statements shall be submitted to the Attendance Office and maintained in the student’s school record. A child may not be excused for more than five days in a semester under current Wisconsin State Statutes. Once absences are deemed excessive, a meeting may be held with administration to come up with an attendance plan. Additionally, students and parent may be cited with a municipal ticket for truancy if absences are excessive.

### *Excused Absences Will Include the Following:*

- 1. Illness (mental or physical). An excuse from the physician or dentist should be brought in whenever possible. If excessive absences occur, medical verification may be required.**
- 2. Appointments with medical specialists. Such appointments should be made, whenever possible, when school is not in session. An excuse from the medical specialist should be brought in to the attendance office. It is highly recommended that students bring in a “doctor’s excuse” anytime a visit with a medical professional occurs. These absences are coded differently in the attendance system.**
- 3. Family emergency or crisis.**
- 4. Funeral leave.**
- 5. Planned vacations.**
- 6. Attendance at special events of educational value as approved by the building principal.**
- 7. Required legal appearance. Student should supply verification of the court appearance.**
- 8. Designated religious holidays or religious instruction**
- 9. Approved school district-sponsored activities.**
- 10. Drivers license examinations**
- 11. Inclement weather when District schools are not officially closed.**
- 12. Home suspensions**
- 13. Other reasons deemed appropriate by the building administrator.**

Important Note: All other absences will be regarded as unexcused. All student absences are subject to review by the building principal, whose decision will be final. If a student is absent part or all of ten school days over the course of a semester, that student will require medical verification of all future absences. A conference with the parent, student, counselor, and administration will take place to develop a plan to improve the student’s attendance.



**Unexcused Absences** - Absences that exceed the number of days permitted by State Statutes, despite parent approval, are unexcused absences and will be pursued as truancy. An exception to this rule is a documented major medical excuse. Here are some examples of unexcused absences:

1. Concerts
2. Working
3. Job Hunting
4. Babysitting
5. Car trouble
6. Missed the bus
7. Oversleeping (This is a truancy)
8. Running late
9. Homework

**Truancy** - Truancy is defined as any absence for a portion of a school day or absence for one or more days from school during which the Attendance Office has not been notified. Tardiness that is not excused shall be considered truancy, and the student will be subject to disciplinary procedure up to and including, municipal citation.

**Non-Resident Students and Habitual Truancy** - As per state statute 118.51, the St Francis School District may prohibit a non-resident student from attending Deer Creek Intermediate School if the student is found to be a habitual truant.

**City Ordinance on Truancy** - The City of St Francis hereby prohibits any student within its jurisdiction from being a habitual truant. The City of St Francis Police Department is authorized to issue a citation to any such student found within its jurisdiction who is determined to be habitually truant. Any citation issued shall be returnable in the Municipal Court of the City of St Francis. The citation shall state on its face that there is a "mandatory court appearance" and no forfeiture amount is to be written on the citation.

### Attendance Procedures

**Reporting an Absence** - Whenever a student is going to be absent from school, the parent must inform the school by calling prior to 8:00 a.m. each day the student is going to be absent. Call the attendance office at (414) 482-8401. This is a 24-hour phone line, therefore a message may be left at anytime, day or night. If a live attendant is not available, please leave a detailed voice mail message indicating that your child will be absent. All attendance messages are listened to promptly in the morning of each school day.

**Returning to School** - If the parent did not inform the school, he/she must write a note stating the reason for the absence and the date(s) of the absence. The student must bring the note to the attendance office by 7:50 a.m. on the day of the return. If these procedures are not followed, the student may be considered truant.

**Early Dismissals** - Students who must leave school for a pre-approved reason must bring a written parent note to the office, prior to 8:00 a.m. If approved, an early dismissal pass will be issued to the student. Upon return to the school, the student must sign back in at the office and be issued an admittance pass for the class(es) missed. A student should never leave the building without permission, and if this occurs, a parent contact will be attempted. Students who leave school without proper permission may be considered truant.

**Tardiness** - Students who are late to class may cause a disruption to their learning and the learning of others and this is not acceptable. School starts at 7:50am. Students arriving after 7:50am can enter the cafeteria until 7:55am. After 7:55am all students must report to the main door, where they will receive a tardy slip to class. Chronic tardiness is the equivalent of truancy. Every effort to build a routine of regular timely attendance to school benefits our students, our culture, and learning.

**Illness** – A student who has a rash, sore throat, runny nose, fever, or cough should be kept home as these symptoms may be the first sign of contagious diseases. Please report contagious diseases to the Milwaukee County Public Health Division and our Attendance Office. School district personnel are responsible for reporting communicable disease to the County Health Department. Students who are suspected of having a communicable disease specified by the Department of Health and Social Services or the Milwaukee County Public Health Division may be sent home by any teacher or principal. A parent will be notified as soon as practical of any student who is suspected of having a communicable disease.

If a student becomes ill or is injured at school, the school will try to notify parent(s) by telephone. If this fails, the school will call the alternate contact for assistance in transporting the child. In severe cases where the situation requires immediate medical attention, 9-1-1 will be called.

**Pre-Arranged Absence** - Families should carefully evaluate the desirability of removing students from school for vacation. As per Section 118.15 WI. State Statutes, students are permitted five (5) excused absences per semester. The family must notify the attendance secretary one week in advance and arrange with the teachers to obtain work that will be missed during the absence. A form is required and is available in the attendance office.

**Physical Education** – Students are graded for their participation in all Physical Education classes, therefore, students must be actively engaged in Physical Education classes. A student who is unable to participate in a physical education class on a particular day due to an illness or injury must bring a written excuse from a parent or doctor. This excuse must be presented to the physical education instructor on the day of the absence or the day immediately following the absence. Students who choose not to participate or suit up for physical education classes will need to meet with their instructor to determine when to make up any missed days. Students may fail the class for chronic non-participation.

**Making-up Missed Work after an Absence** - A student must make up course work missed during an absence. Students will be given the opportunity to make up work missed due to excused absences. Individual consideration may be given to those students whose parents provide advance notice for unexcused absences due to family trips, etc.

Parents requesting homework for excused absences may do so by contacting the School Secretary. It shall be the student's responsibility to turn in all completed work to their teachers on the day that they return to school. Upon returning to school, the student will have a maximum of 5 school days to make up any quizzes or tests missed during the time of absence/suspension. Students either absent or suspended will be given full credit for all homework, quizzes and tests, provided that the timelines contained in this administrative procedure are met.

**Homework Requests** - For any excused absence that extends for three or more school days, a parent may request homework through the office. The parent should contact the secretary at (414) 482-8401 and ask that a Homework Request be processed. This request will be circulated to all the student's teachers and can be picked up after 2:00 p.m. twenty-four (24) hours after the request has been made. For absences that are less than three days, parents or students should contact the individual teachers for homework.

Often, teachers will have homework posted in Power School.

**Inclement Weather** – Inclement weather sometimes causes school to be canceled for the day. This is especially true in the winter with snow and ice storms. Students are advised to listen to local radio and TV stations for early announcements regarding the closing of schools. The announcements will be made periodically starting at about 6:00 a.m. over the following local radio/TV stations:

WTMJ 620 AM

WISN Channel 12

WTMJ Channel 4

WDJT Channel 58

WITI Channel 6

## Main Office and School Services

### Free/Reduced Lunch Waivers

If you feel you may qualify for free/reduced lunch, forms to apply for waivers are available throughout the school year in the main office. If you are approved for free lunch, your school fees are automatically waived. If you are approved for reduced lunch, then your school fees are reduced by fifty percent.

### Health Room/Emergency Care

Deer Creek Intermediate School has a registered nurse who works in the building during the afternoon Monday through Thursday. The office staff also provides limited health care (i.e. ice and bandages) and administers medications. If a suspicious rash or infection appears, students should stay home and seek medical care. Any student too ill to attend class will be sent home. Generally speaking, if a student is vomiting or running a fever, a parent will be contacted to pick up their child at school. Additionally, school personnel cannot, under any circumstances, provide aspirin or other medicine to students unless a completed parent/guardian consent form is on file in the office. Prescription drugs can only be administered with written doctor's permission. (Refer to Board Policy 5330)

### Immunizations

Wisconsin State Law requires all students in Grades K-12 to be immunized for communicable diseases as follows:

4 DPT/DTaP/DT/Td	2 MMR (measles, mumps rubella)	2 Varicella (chickenpox)
1 Tdap	3 Doses of Hepatitis B vaccine	4 Polio

The school must have the following information on file for each student:

- Immunization records indicating the month and year that the student received vaccine required by State Law
- If a student's religious beliefs, health or personal conviction preclude immunization, a statement must be kept on file in the school office, signed by the legal guardian in the presence of a St. Francis School District official

Law requires records of immunization history. Immunizations are available at no cost at the St. Francis Health Department (414-481-2300).

### Library - Library Media Center (LMC)

The library is a quiet study, and reading area. Students are expected to maintain a quiet atmosphere for the benefit of everyone. Students are expected to keep their work area neat so everyone will have a clean place to work. This includes throwing away any papers and pushing in their chairs at the end of the hour.

### Lost and Found

Please write student's name on all articles of value, **especially eye glasses, calculators, cell phones, iPods, MP3 players, lap tops, and other expensive electronic items**, if chosen to bring to school. Items can be identified and claimed in the main office. The school will not assure security of any item in a locker or in the school building so please leave articles with a high level of monetary or sentimental value at home.

### Lunchroom Expectations & the Lunch Program

While in the lunch room, students are expected to sit at tables and keep their areas clean. Each student is responsible for keeping their table, chair, and the floor around them CLEAN. If a table becomes a problem, students will be split up and assigned to another table. There are plenty of garbage cans located throughout the cafeteria. Students are also expected to return their lunch trays to the dishwashing area. Students are expected to show respect to the lunchroom supervisors and staff.

Students will avoid running, table-hopping, loud noises, clapping, pounding, fighting, throwing or attempting to throw food, or anything else that is disruptive. If a student needs to leave the cafeteria early, he/she must have a pass signed by a teacher or present their planner to the supervisor for a pass.

Regular hot lunches will be served during all lunch hours scheduled during the lunch periods. Students may pay for lunches on a monthly or yearly basis. Students are not allowed to bring in fast food or have food delivered for lunch. (This is due to Federal Lunch Program requirements). During lunch, all transactions (payment for food items) must be made at the cash registers.

### Medication Policy

Medication should be administered to students by their parents at home whenever possible. The student may transport medications to school and deliver them to the School Nurse, Principal, or Designee. Parents shall notify the School Nurse, Principal, or Designee each time medication is sent to school.

1. Parent completion of Medication Administration: Consent Form and
2. Additional written authorization for school use by School Nurse, Principal, or designee on the Medication Administration: Students Receiving Medication Form.

The student may not transport home unused medication. At the end of the school year or when medications are discontinued, parents are notified to pick them up at school. When a medication refill is required, the School Nurse, Principal, or designee will give a reminder to parents or students. Parents will send a new supply or provide written termination of medication consent.

**LABELING:** All medications must have the following information clearly printed on the container:

- Name of medication
- Amount to be given
- Time to be given

Prescription medications must have this additional information on the prescription container:

- Physicians' name
- Pharmacy label

Medications must be provided in the manufacturer's container or the original prescription container. Baggies, envelopes, or other non-original containers are not allowed for the transportation and storage of any medication. Medication must be provided in the proper dosage. School staff will not alter (cut or break) pills.

Proper forms for use of **any prescription or non-prescription medications** must be filled out by a parent and/or physician **BEFORE** the medication can be taken or brought to school. Forms are available in the main office. **No prescription or non-prescription medication can be stored in a student's locker or on a student's person** without proper documentation on file in the office.

### Messages to Students

Many times each day, the school receives calls requesting to have a message delivered to a student. Because of the volume of calls, it is the school's policy to give only urgent messages called in by a parent. Students will be paged during passing times to the main office to receive the message. In true emergencies, school personnel will do everything possible to assist a family. We respectfully ask parents to not text message or call their children during the school day as this can be highly disruptive in a classroom and violates the district cell phone policy.

### On-line Resources

There are many online resources available to students which can be accessed from any computer with internet connectivity. Simply go to the Deer Creek Web Page (<http://www.stfrancisschools.org/schools/deercreek/>) and click on the link for the service you are seeking. User names and passwords are required for some subscription databases. Library Media Center staff will provide you with this information on request.

### *Parent Portal*

Through the school district's student information system, Power School, parents are able to see information in real time including grades, attendance, schedule, standardized testing results, school fees, and immunizations. "Parent Portal" provides a direct communication between the school and parents. If a parent does not have access to Parent Portal, please come to the main office to obtain information and the pass code. The parent must provide photo identification in order to secure this pass code. You must have internet access to use this program. Many public libraries have computers with internet access.

### *Parent-Teacher Conferences*

Parent-Teacher Conferences are held twice per year in November and March. Additional conferences can be scheduled at the request of parents or teachers at any time throughout the year. We believe it is essential that parents attend all conferences. We also believe parent involvement to be the most predictable factor in a child's academic success.

### *Police Liaison Officer*

The St. Francis School District and the St. Francis Police Department have worked cooperatively over the past decade. Through this program, a police officer is assigned during the school day to work at St. Francis. Two goals of the program are: (1) to develop a close coordination between the school and police and (2) to improve the image of the police and police officers in the eyes of the students. In practice, the program has established some objectives toward which the officer works each year, including:

- To develop a close police/student relationship.
- To be an advisor to school staff and youth about the law and law enforcement.
- To help school staff members develop a better understanding of juvenile laws.
- To work with the school and students to reduce vandalism, theft, disorderly conduct, and the number of school incidents that require law enforcement.
- To act as a supportive service and work closely with the staff as a referral and resource agent.
- To be available to parents, students, and staff for conferences when they deal with police concerns.
- To be available for group or classroom presentations on subjects involving law enforcement.
- To provide an opportunity for a law enforcement officer to better understand the actions and problems of youth in this community.

### *Teacher Voice Mails, E-Mail Addresses, and Messages to Teachers*

A list of teacher and staff member voice mail and email addresses are updated regularly and are included with some parent newsletters. You can also find these listed on the school's website. Generally, teachers have limited access to a telephone during the day. The preferred method of communication with a teacher is through an e-mail. Teachers are expected to respond to email messages and phone calls within 24 hours.

### *Website – School & District Site*

The school website can be accessed by going through the St. Francis School District site at <http://www.stfrancisschools.org/>. At this site, you will be able to view information about Deer Creek Intermediate School. It can also be directly accessed by going to <http://www.stfrancisschools.org/schools/deercreek/>.

## School-Wide Policies, Interventions & Initiatives

### Accidents and Injuries

Avoid injuries, but if you are injured, be sure to report the injury to the teacher in charge or to the main office immediately. Report any injury, no matter how small. It is important that you do this. Coverage of medical bills must be handled through the family health insurance.

### After School Procedures

In an effort to provide for a safe and secure school environment after our school day is complete, we ask that our students please vacate the building immediately upon dismissal, unless they are working directly with a teacher, involved in an athletic activity, or participating in other school sponsored events.

### NON NEGOTIABLES

#### Aggressive Behavior Toward Other Students

Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, gestures, comments, threats, or actions that cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the district, on school property and off school property, or while traveling to or from school and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function. Any student who believes he/she has been or is the victim of aggressive behavior should immediately report the situation to a building administrator. All complaints will be promptly investigated and if the investigation finds an instance of aggressive behavior has occurred, it will result in prompt and remedial action. Retaliation and making intentionally false reports about aggressive behavior is similarly prohibited and may result in disciplinary action. This policy includes cyber-bullying and other uses of technology that promote a hostile school environment for students and staff. (Board Policy 5517.01)

#### Alcohol & Drugs

**NO** student may consume, be under the influence of, manufacture, deliver, sell or have in his/her possession any chemical substance while on school property, at any school-sponsored event or under the control of a school authority, including traveling to and from school, whether travel is by school bus or other method.

**NO** student may manufacture, deliver, sell or have in his/her possession, any item defined by Wisconsin law as drug paraphernalia. This prohibition applies to the same locations as described in the paragraph above.

Violation of this policy will result in **NO LESS THAN** the following disciplinary action:

- 1<sup>st</sup> Offense**
  - \* Five day suspension
  - \* Police School Liaison Officer Involvement
  - \* Conference with student/parent prior to re-admission to School
- 2<sup>nd</sup> Offense**
  - \* Five day suspension
  - \* Police School Liaison Officer Involvement
  - \* Referral to BOE for expulsion in accordance w/Policy 7434

(Board Policy 5530 and Administrative Guidelines)

#### Anti-Harassment Policy

Deer Creek Intermediate School is intended to be a safe environment for all students and staff. Harassment will not be tolerated and offenders will face serious consequences. Please be aware that harassment and intimidation includes bullying, name calling, physical or mental abuse, racial insults, ethnic slurs, religious slurs, unwelcome sexual advances, or discriminating remarks.

Harassment can also include text messaging, and inappropriate messages on social network sites, such as Facebook, Twitter, and MySpace. Students who receive threatening, harassing, offensive messages through

electronic media should not respond to the messages. Instead, students should record or print the messages and report them to their assistant principal or Police Liaison Officer.

When it is reported that a person reasonably finds that a student's or adult's speech or conduct creates a hostile environment, that subject or adult will be informed and expected to cease immediately. Students who knowingly and/or repeatedly harass others are subject to disciplinary action, which may include out-of-school suspension and referral to the Police Liaison Officer.

Any student who believes that he/she has been the subject of harassment should report the matter to a teacher, counselor, assistant principal, or the police liaison officer. All reports shall be investigated in a timely manner.

It is the policy of the St. Francis School District that the School Board recognizes the long-term physical, psychological and emotional harm that can be suffered by victims of sexual assault, sexual exploitation, and related crimes. The School Board wishes to acknowledge all Wisconsin State laws which prohibit sexual assault, sexual exploitation and related conduct and to ensure that any such crimes are reported. Alleged victims are encouraged to report alleged incidents to the school principal. Employees of the School District are required to report abused or neglected children whether or not the incident occurred on school premises or while the child was under the control of school authorities. (Board Policy 3362 and 4362.)

Violators will be subject to disciplinary action, up to and including expulsion. It is the policy of the St. Francis School District, Wisconsin, to provide a learning environment free from all forms of discrimination including incidents of sexual harassment, bullying, cyber-bullying, or intimidation. Anyone violating this policy, whether a student, teacher, or School Board member, is subject to disciplinary action. (Board Policy 4362, 5517 and 5517.01)

#### **Behavior Referrals to the Office & Student Code of Conduct**

*All students in the St. Francis School District are expected to follow all the regulations established in Board Policy.*

The District 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 such 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 Board, the administration, and their classroom teachers.

To ensure adherence to these expectations and principles, the Board of Education has adopted this Student Code of Classroom Conduct, which applies to all students. The Code of Classroom Conduct was developed in consultation with a committee of School District residents consisting of parents, students, members of the Board, school administrators, teachers, pupil services professionals, and other residents of the District appointed to the committee by the Board. The Code of Classroom Conduct will be reviewed periodically by the Board.

#### **Student Conduct**

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District. (Board Policy 5500)

Based on the infraction, students who violate the classroom and school policies face the following types of disciplinary action(s):

- Conference with an administrator
- Conference with a school counselor Owed Time\* – ½ hour, 1 hour, lunch, Extended Day
- Suspension – In-School and Out-of-School
- Expulsion – taken before the Board of Education for a hearing

#### *Grounds for Removal of a Student From a Class*

Generally, standards for student conduct throughout the schools of the District should be the same. However, each school is expected to specify particular rules and procedures suited to the specific needs of the school.

Disturbances that interrupt the learning process cannot be permitted by any teacher. Removal may serve many purposes. Removing a student from class may eliminate disruption and give the student time to consider his/her actions. Addressing inappropriate behavior by removing a student from class may also avoid imposing more substantial disciplinary measures such as suspension or expulsion.

A teacher may temporarily remove a student from 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 within the discretion of the building principal.

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

Provided below 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 in the Student Handbook;
- C. is dangerous, disruptive or unruly. Such behavior includes, but is not limited to the following:
  1. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment.
  2. Arguing, taunting, baiting, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations.
  3. Pushing, striking, or other inappropriate physical contact with a student or staff member.
  4. 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.
  5. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder.
  6. Restricting another person's freedom to properly utilize classroom facilities or equipment.
  7. Repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions.
  8. Throwing objects in the classroom.
  9. Repeated disruptions or violations of classroom rules, or excessive or disruptive talking.
  10. Behavior that causes the teacher or other students fear of physical or psychological harm.
  11. Willful damage to or theft of school property or the property of others.
  12. 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. Repeatedly reporting to class without bringing necessary materials to participate in class activities.
  2. Possession of personal property prohibited 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;
- 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.

#### *Procedure For Student Removal From Class*

When a student is removed from class, the teacher shall send or escort the student to the principal (or his/her designee) and inform the principal of the reason for the student's removal from class. The teacher shall provide the principal with a written explanation of the reasons for removal of the student within twenty-four (24) hours of the student's removal from class. The principal should give the student an opportunity to briefly explain the situation. The principal shall then determine the appropriate educational placement for the student.

#### *Student Placement*

The principal shall place the student, who has been removed from a class by a teacher, in one (1) of the following alternative educational settings:

- A. an alternative education program approved by the Board under State law;
- B. another instructional setting, time-out, in-school suspension or out-of-school suspension; or
- C. the class from which the student was removed if, after weighing the interests of the student, the other students in the class, and the teacher, the principal determines that readmission to the class is the best or only alternative.

When making the placement decision, the principal should consider all relevant factors including, but not limited to, the following:

- A. the reason the student was removed from class;
- B. the severity of the offense;
- C. the type of placement options available;
- D. the estimated length of the placement;
- E. the student's individual needs and interests;
- F. the student's previous behavior in class (repeat offenders); and
- G. the relationship of the placement to other disciplinary actions, such as suspension or expulsion.

The principal may consult with other school personnel and the student's parents as deemed necessary when making or evaluating the placement decision. All placement decisions shall be made consistent with Board policies and procedures. (Board Policy 5500a)

Other infractions of district or school rules, which include but are not limited to the following, will result in a referral to the administration for disciplinary action:

- Possession or use of tobacco products in or on school grounds
- Fighting/assault or use of violence
- Insubordination/disrespect towards adults
- Being sent out of a class by a substitute teacher
- Harassment, whether verbal, physical, sexual, or electronic
- Possession of pornography, pornographic materials, obscene or graphic sexual photos or images, and/or obscene or offensive words or language
- Theft from any area in the school including the gym lockers and the cafeteria

- inappropriate use electronic devices – including cell phones, iPods, iPads, CD players, cameras etc.
- Possession/use of laser pens/pointers
- Refusal to comply with school personnel regarding a confiscation of electronic items including cell phones
- Tampering with school equipment including computers, fire extinguishers, and other safety and health equipment
- Cheating
- Chronic tardiness and truancy for all or part of any school day
- Public displays of affection
- Inappropriate clothing or being out of the dress code
- Safety violations
- Lunch Room misconduct will not be tolerated, such as throwing food, leaving food and debris on tables, or any conduct that interferes with the normal operating procedures of the cafeteria or lunch periods.
- Students are not allowed to use skateboards or rollerblades in school or on school grounds unless during a physical education class.

Students are required to follow all school policies, procedures, practices, which are based on St. Francis School District Board of Education policies and Wisconsin State Statutes. These guides are distributed in August and are available in the main office.

#### *Suspensions from School*

It is the policy of the St. Francis School District that a student may be suspended for non-compliance with rules or a student may be expelled for repeated refusal or neglect to obey school rules. A student may also be suspended or expelled for conduct while at school or while under the supervision of school authorities which endangers property, health, or safety of others or for knowingly conveying, or causing the conveyance of 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. (Board Policy 5610)

Suspended students and their parents shall be given prompt notice of the suspension and the reasons for the suspension. A conference with the principal may be requested within five days. A hearing must be held by the Board of Education before a student can be expelled. The student and their parents must be given five days notice of the hearing. The hearing is an opportunity for the student to answer the charges. (Board Policy 5611)

When a student is suspended from school for violating school and district policy, the student is not allow to participate in any co-curricular or extra-curricular activity or school-sponsored function (such as a dance) until the student returns to school. If the student is an athlete, he/she cannot practice nor compete until the student returns to school after the suspension. Finally, students will not be given any type of refund for the activity while suspended.

#### *Backpacks, Gym Bags, and Duffle Bags... Cinch Bags/Sling Bags and Purses*

During the school day, students are not allowed to carry backpacks or gym or duffle bags and excessively large purses. Students must leave these items in their lockers. Staff and administration will confiscate these items if students use them during the school day. These items will be returned at the end of the day.

#### *Bullying*

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse.

The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business.

Bullying is deliberate or intentional behavior using word or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of bullying behavior need not be based on any of the legally protected characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyber-bullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing. (Board Policy 5517.01)

#### *Bus Conduct Expectations*

The following rules and regulations will apply to any student who rides the shuttle bus to and from Deer Creek Intermediate School. Failure to adhere to the following rules may result in school consequences or removal from the bus.

- All riders must remain seated when the bus is in motion.
- All riders shall keep head, hands, and arms inside the bus while the bus is in motion.
- Bus is to be left clean at the end of each route.
- The riders and their parents will be liable for any damage to the bus other than ordinary wear and tear.
- All riders are prohibited from using obscene or profane language or gestures and harassing, bullying, threatening, or intimidating behavior.
- All books, packages, coats, and other objects shall be kept out of the aisle at all times.
- No animals of any kind are allowed on the bus at any time.
- In case of an emergency, students shall remain on the bus unless otherwise directed to evacuate.
- Bus drivers are responsible for controlling the bus riders. Their directions must be obeyed promptly at all times.
- Bus drivers and school officials reserve the right to assign seats on the bus when this is deemed advisable. While on the bus, students are in the driver's charge and must obey that driver.
- Bus departure time will take place at 3:00 p.m. Any student not on the bus at that time will be responsible for their own transportation.

#### *Student Directory Data*

Notice is hereby given that the St. Francis School District, pursuant to the Family Education Rights and Privacy Act and State Statute 118.125(1)(b) and (2)(j) has designated the following as Directory Data which may be released without prior consent:

- Pupil's name
- Address
- Telephone number
- Date and place of Birth
- Grade

- Major fields of study
- Participation in officially recognized school activities and sports
- Weights and heights of members of school athletic teams
- Dates of attendance
- Degrees and awards received
- Most recent education institution attended by student

The District may disseminate directory data in oral, written, or electronic form. Any parent, legal guardian, guardian ad litem of non-eligible students or eligible student, may request this information be withheld upon written notification to the Board stating their desire that all or any part of the directory data not be disclosed without the parent, guardian, or eligible student's consent. Such notification must be given to the Board within 14 days of the start of school each fall. Any previous notice on file with the St. Francis School District to withhold the disclosing of directory data will be void at that time. (Board Policy 8330)

### *Dress Code*

It is the policy of the St. Francis School District that students will appear at school clothed and groomed in an appropriate manner, which is dictated by principles of good personal hygiene, modesty, and personal dignity. While it is recognized that the choice of attire and grooming are matters of expression and are subject to fashion and current fads, good grooming is stressed at all times.

Any article of clothing or manner of expression (such as hairstyle or make-up) which is determined by the building administration to materially and substantially interfere with the educational process is prohibited, including, but not limited to those expressions which are obscene, profane, pornographic, representative of a clear and present danger of illegal behavior, disparaging or demeaning to others such as racial, religious, sexist or ethnic epithets, or advocating pain, death, suicide or use of drugs or alcohol, or that runs contrary to the district/building mission or vision. Failure to adhere to administrative requests concerning the dress code may result in school consequences up to and including suspension from school. (Board Policy 5511)

Deer Creek Intermediate School is a working/learning environment for both students and staff. Our school requires attire for men and women that is appropriate for learning and teaching. Our school has high academic and behavior expectations for students. We ask students to dress comfortably for school, but also show some discretion and modesty.

The following statements address the school's dress code (This list is not all inclusive):

1. All headwear including hats, ball caps, knit caps, do rags, berets, bandanas, and hoodies must be kept off of the student's head during the school day.
2. Any items advertising or alluding to alcohol, tobacco, drugs, weapons, or are sexual or discriminatory in nature, have profanity, or that advocate pain, death, or suicide are not acceptable.
3. Shirts that are sheer (see-thru), overly revealing in front, back, or sides or low-cut including but not limited to strapless tops, or low cut tops that expose excessive cleavage are not acceptable.
4. Shorts or skirts should be modest in length. School personnel will use their discretion to consider if clothing doesn't meet these criteria.
5. Coats, jackets, gloves, and sunglasses are not permitted in classrooms, the cafeteria, study halls, the LMC, or in hallways during the school day.
6. Any jewelry that is intended to be threatening or dangerous as determined by the staff. This includes spikes and studs in clothing and large link chains. Chains, spiked bracelets/collars and other items that can be used a weapon are prohibited.
7. For safety reasons, closed-toed shoes are recommended. Sandals, including flip-flops are discouraged, but

allowed. Sandals are not allowed in lab classes or physical education. Physical education classes require athletic shoes that can be securely laced. Students enrolled in Industrial Technology, Art, and Science classes should check with their teachers about appropriate footwear during laboratory time.

8. For safety reasons, students who have facial piercings will be asked to take these earrings, etc., out during physical education.

Students not conforming to these rules will be required to change into clothes provided by school, turn inappropriate clothing inside out, or have other clothing brought to school. Additional consequences will be issued if students continue to dress inappropriately.

### **Non-District Provided Wireless Communication and Electronic Devices**

Please review the following updated section of this St. Francis School District policy. The goal of the updated policy is to increase student engagement in the educational mission and vision of the building and district. Usage of Personal Communication Devices (PCD's) is a privilege that, when used in conjunction with high quality teaching practices, can produce increased outcomes and a more satisfying educational experience. While we understand the changing world of technology, we have continuously worked to increase opportunities for students to access quality technological resources through district sponsored devices throughout the school day.

Students **may use personal communication devices (PCDs) before and after school**, as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, and during after school activities (e.g., extra-curricular activities) or at school-related functions. **Use of PCDs, except those approved by a teacher or administrator for instructional purposes (e.g., taking notes, writing papers), at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.** The use of a PCD to engage in non-education-related communications is expressly prohibited. **(SFSD Policy 5136 Excerpt)**

#### **What does this mean for students?**

- Personal communication devices include laptop computers, portable digital assistants (PDAs), cell phones, iPods/MP3 players, wireless devices, digital cameras, e-readers, storage devices, or other electronics that may be carried on a person.
- PCDs may be used before 7:50AM and after 3:00 PM during school days.
- PCD's may be used outside of the school day during school-sponsored activities.
- PCDs may not be used during passing times, lunch or study halls.
- Students with unique circumstances may request a variance to this policy by filing a written request to meet with building administration.

#### **What does this mean for parents?**

- Deer Creek Intermediate School recognizes the need to occasionally communicate messages to your student during the school day. Please contact the main office at 414-482-8401.
- Requests for students to contact parents will be allowed via usage of the Deer Creek office phone.
- Parents with unique circumstances may request a variance to this policy by filing a written request to meet with building administration.

## Deer Creek Administrative Guidelines for Policy 5136

1st offense: The PCD is confiscated, turned into the Deer Creek Intermediate School office and may be retrieved at the end of the school day. The incident will be logged into PowerSchool under log entries. Refusal to follow this expectation may result in further consequences.

2nd offense: The PCD is confiscated, turned into the Deer Creek Intermediate School office and may only be retrieved by a parent or guardian. The incident will be logged into PowerSchool under log entries. Refusal to follow this expectation may result in further consequences.

3rd (or more) offense: The PCD is confiscated, turned into the Deer Creek Intermediate School office and the student will receive a consequence ranging from detention to suspension, based upon the number of previous offenses. The PCD may only be retrieved by a parent or guardian after consequences are served.

Continued refusal to comply with policy 5136 may result in loss of privileges to possess a PCD on school grounds as determined by administration.

**NOTE** --- *The District is not liable for loss, theft, damage, or misuse of any electronic device including while on, to or from District property, connected to District systems, or while attending school-sponsored activities. Additionally, the District does not allow students access to our network with their own devices. Students must have their own data plan and access to the Internet through their phone carrier.*

### Emergency Forms

Each student should have a current form on file each year. If this is not completed at registration, students can pick up a form in the main office. This form is very important as it is the one used in the event your child is ill or requires medical attention. Any changes to the emergency forms should be reported to the main office..

### Expulsion

Students can be expelled (by the School Board) for:

- Repeated refusal or neglect to obey school rules. Repeated can mean more than 2 disciplinary referrals.
- 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. Bomb threats
- Engaged in conduct while at school or while under the supervision of a school authority which endangered the property, health or safety of others.

Or

- While not in school or while not under the supervision of a school authority engaged in conduct which endangered the property, health or safety of others at school. Fighting or hurting another student. Use of possession of alcohol or other drugs including selling, buying, or holding, storing in a locker or car.
- Endangered the property, health or safety of any employee or school board member of the school district in which the pupil is enrolled.
- A pupil who is at least 16 years old if the school board finds that the pupil 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.

### Extra Help

All teachers are available to students for extra help. This will be available during the regular school day when teachers do not have specific class responsibilities, and after school until 3:30 p.m. Students should ask their teacher about his/her best times for extra help. Assistance of this type is often the difference between a passing or failing grade. Assistance from fellow students on a per class basis is available.

### Family Education Rights/Privacy Act of 1974

The Family Educational Rights and Privacy Act of 1974, as amended, requires that you be advised of your rights concerning your educational records. You have the right to inspect and review all your records that meet the Act's definition of "Education Records". Request for review of records should be made to your school counselor.

### Field Trips

The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips should:

- A. supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;
- B. arouse new interests among students;
- C. help students relate school experiences to the reality of the world outside of school;
- D. bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience;
- E. afford students the opportunity to study real things and real processes in their actual environment
- F. For purposes of this policy, a field trip shall be defined as any planned journey by one or more students away from District premises, which is under the supervision of a professional staff member and an integral part of a course of study. Students may be charged fees for District-sponsored trips but no student shall be denied participation for financial inability, nor shall nonparticipation be penalized academically. Field trips have an educational and enrichment value. When a trip is planned, parents will be informed as to costs and arrangements. Costs are borne by the students involved. School rules and discipline regulations regarding behavior and bus safety apply to any trip under school sponsorship. (Board Policy 2340)

### Protection from Theft

Unfortunately, thefts do occur occasionally. Students can minimize the risk by adhering to the following procedures:

1. Don't leave books, purses, back packs, or other items unattended.
2. Don't share a locker with anyone.
3. Don't bring expensive items such as jewelry, coats, electronic equipment to school and leave them unattended.
4. Be vigilant! If a student sees someone take something, they should report it to administration or to the police liaison officer. They should remember that the thief may take their possessions next.
5. Make sure their locker (including their gym locker) is always locked securely.
6. Do not bring large amounts of cash to school.

### *Public Displays of Affection*

Demonstration of affection is not acceptable in school. Consequences for excessive displays of affection may include a warning, referral to counselor, referral to the Principal, and a parent contact.

### *School Safety - Threats*

Deer Creek Intermediate School is committed to the safety of all its students and staff. Any threats to the safety of its students and staff will be thoroughly investigated and necessary action taken. Students are the eyes and ears of the school. We request that students always inform a teacher, administrator, or the police liaison officer of any potentially dangerous situation.

All threats to building safety will be taken seriously and may involve the police. Any individual reporting a potentially dangerous situation will have his/her confidentiality protected if that is requested. Please help us work together to keep St. Francis a safe school. Additionally, parents and other community members play a significant role in the safety and security of the building and the occupants. We are all collectively responsible and therefore, we ask parents and other adults to please contact the school's administration or the police department if you hear or see anything that seems suspicious in nature.

### *Search and Seizure*

It is the policy of the St. Francis School District that the school principal and other administrators may conduct a search of a student if they believe that the student has drugs, weapons, alcohol or other materials in violation of school rules or state law. The search may include inspection of clothing, purses, wallets, knapsacks, and other personal property including an automobile or other vehicle parked on school grounds. The search may also include an inspection of school property including school lockers, desks, and other areas in which items may be kept. The Board authorizes the use of specially trained dogs to detect the presence of drugs and other harmful devices. It should be noted that cell phones are considered by administration to fall under the other "personal property" category of this policy. Therefore, cell phones may be searched if there is reasonable suspicion that they have been used to violate school policies, rules, and applicable state laws. (Board Policy 5771).

### *Sexual Harassment*

Students or staff who believe they have experienced or observed sexual harassment should report to the principal. The principal will investigate all reports of alleged sexual harassment and will make a concerted effort to halt this behavior. She/he will call attention to this policy by reporting instances of illegal abuse to law enforcement and by taking disciplinary action against violators of this policy up to and including suspension and/or recommendation for expulsion.

### *Signs, Flyers and Posters in the Halls*

Any signs, flyers, and posters must be approved by the administration before being put up in the hallways. Any sign, flyer, or poster put up without permission will be removed. Students placing signs, flyers, or posters in the halls without permission may face school consequences. Some signs require district approval before posting them, therefore, it is best to seek administrative approval first.



### Smoking

Board Policy 5530 of the St. Francis School District, Wisconsin states that no student shall smoke or use smokeless tobacco, or have in his/her possession any type of tobacco while he or she is on school premises, in a vehicle on school grounds, or in a vehicle operated by or under the auspices of the St. Francis School District; this includes but is not limited to, school buses, vans or any other official transportation operated by the school district. Any violation of this policy for use or possession of tobacco products will result in the following actions:

- 1st Offense
- \* One day suspension
  - \* Police School Liaison Officer involvement
  - \* Conference with student/parent prior to re-admission to school
- 2nd Offense
- \* \* Three day suspension
  - \* Police School Liaison Officer Involvement
  - \* Conference with student/parent prior to re-admission to school
- 3rd Offense -
- \* \* Five day suspension
  - \* Police School Liaison Officer Involvement
  - \* Recommendation for expulsion in accordance w/Policy 7434

### Students in the Building after 3:00 p.m.

Students who stay in the building after 3:15 p.m. must be supervised by a staff member or they must wait in the front entrance area of the school. Students not involved with a specified school activity or appointment with a staff member may be asked to exit the building immediately. Students should plan accordingly. If a student remains in the building past 3:15 p.m., they must be involved in a designated school activity (sports, music, play or musical practice), with a designated teacher (doing make-up work, taking a test, or working with a tutor) or serving detentions. Students found in the building unsupervised may face disciplinary consequences up to an including suspension from school and/or a municipal citation for trespassing.

### Substitute Teachers – Student Expectations

Students are expected to be on their best behavior when a substitute teacher is teaching a class.

### Surveillance Cameras

In an effort to create a safe and secure learning environment, Deer Creek Intermediate School maintains multiple surveillance cameras both inside and out of our school facility. Camera recordings are reviewed by school officials for discipline and safety purposes, and may be provided to police or used in school disciplinary proceedings.

### Surveys, Analysis, or Evaluations

Board Policy 2416 states that no students shall be required to participate in any survey, analysis, or evaluation associated with a school program or curriculum in which the primary purpose is to reveal information about political or religious affiliations, mental problems, sexual behaviors or attitudes, illegal behavior, relationships with legally-recognized privileged officials, or their income status. (Board Policy 2416)

### Tornado & Severe Weather Drills

A tornado is a violent weather storm. The school plan for action in case of a tornado will be put into effect by means of the PA system. Students are expected to follow the directions of any staff member during severe weather threatening the school.

### Visitors

Former students or students from other schools who are visiting must obtain prior permission, at least one day in advance, from the principal. Visitors' passes will be issued to parents of Deer Creek Intermediate School students if they come to the school during the school day. Proper photo identification is needed.

### Weapons

It is the policy of the St. Francis School District, Wisconsin that no one shall possess or use a dangerous weapon on school property, school buses, or at any school-related event. A dangerous weapon is defined as a firearm (whether loaded or unloaded); B-B or pellet gun; explosive device; nunchaku or other martial arts instruments; metal knuckles; knife; chain; club; container of tear gas or a similar substance used to cause bodily discomfort; a look-alike weapon such as a toy which could be reasonably mistaken for an actual dangerous weapon and other objects which are intended to and capable of being used to inflict bodily harm.

Any person violating this policy shall be referred to law enforcement officials for possible prosecution for violation of Wisconsin Statutes, St. Francis City Ordinances or Federal laws relating to possession or use of firearms or other dangerous weapons.

In addition to prosecution, no one shall possess or use dangerous weapons or possess or use belts, combs, pencils, files, compasses, pepper spray, aerosol sprays, scissors, laser pointers, or other objects for the purpose of threatening or harming other persons on school property or at school-related activities. Students violating this policy on possession of weapons may be subject to disciplinary action, suspension and/or recommendation for possible expulsion.

Any student who brings a firearm to any setting under the control and supervision of the school district may be expelled for a period of not less than one calendar year. In the case of possession with intent to threaten or cause bodily harm to others or to cause property damage, law enforcement officials will be notified, the parent/guardian will be notified, and recommendation for expulsion review will be considered. Non-students violating this policy will be reported to the police. (Board Policy 5772)

#### **Disclaimer:**

This handbook contains policies, practices, and procedures but is not intended to be all-inclusive and is not intended to supersede or conflict with the Board of Education policies, State of Wisconsin statutes, federal laws and regulations, or revised school rules and procedures. Additional rules and procedures, or revisions of existing school rules and revisions, will be announced to students as they become effective throughout the school year. These additions or revisions are considered part of this handbook and the expectations for Deer Creek Intermediate School students. Any questions regarding school rules and procedures may be addressed to Principal or Assistant Principal.

## ***St. Francis Schools...***

**Superintendent - Mr. Blake Peuse**

**School Board Members:**

<b>President -</b>	<b>Mr. Bob Boknevitiz</b>
<b>Vice President -</b>	<b>Mrs. Amanda Bednarski</b>
<b>Treasurer -</b>	<b>Mr. Russell Iwanski</b>
<b>Clerk -</b>	<b>Mr. Chris Finch</b>
<b>Member (appointed) -</b>	<b>Mrs. Susan Shafer</b>

**Business Manager - Mr. Jonathan Mitchell**

**Director of Curriculum & Instruction - Ms. Laurie Pogorzelski**

<b>Principals:</b>	<b>Willow Glen Elementary</b>	<b>Ms. Laurie Pogorzelski</b>
	<b>Deer Creek Intermediate School</b>	<b>Ms. Anna M. Young</b>
	<b>St. Francis High School</b>	<b>Mrs. Casey Blachowiak</b>
		<b>A.P/ A.D. Mr. Mike Lewandowski</b>

UPDATED