

Family Handbook



Luck Elementary School
2023-2024

Welcome to another school year! Please take the time to read over this handbook and review it with your child.

Please note these protocols established in 2020 will remain in effect for the upcoming school year.

- If you would like to schedule a meeting with a teacher, it must be planned ahead. No unscheduled meetings will occur during the school day.
- Parent volunteering in the classroom will not be allowed
- Lunch in the cafeteria is not available to guests. Therefore parents will not be able to eat with their children during the school day.
- For safety and security of all students, there will be no entering the building for student pickups and drop off. Parents will need to drop off and pick up their children outside of the building.

Attendance is critical to your child's academic success. Unless your child is ill, please do all that you can do to make sure that your child attends every day. If for any reason your child becomes reluctant to come to school, please communicate and we will work together to solve any problems.

Whether it is assigned or not, reading is something that your child could do at home on a daily basis. We strongly encourage any type of reading, including being read to, as the academic benefits are too many to mention. If you are interested in practicing math at home or reading with your child, your child's teacher will be glad to support you with ideas and resources.

As always, I am very much looking forward to this year. Please don't hesitate to reach out with any questions or concerns at any time.

Here's to a great year,

Jason Harelson
Luck 4K-12 Principal

General Elementary School Information

Communication:

The elementary office is open every school day from 7:30-4:00.

Teachers have phones in their classrooms with voice mail. Parents are encouraged to leave a voicemail message with the teacher so the teacher can return the call. Teachers and the office can also be reached via e-mail. Email addresses are teacher first name last initial @lucksd.k12.wi.us.

Principal email is jasonh@lucksd.k12.wi.us.

Assistant Principal email is joshb@lucksd.k12.wi.us

Luck school district does have a website with school calendars and information; www.lucksd.k12.wi.us

Health and Safety:

Mandated reporting:

All district employees are mandated reporters for any reasonable suspicion that a student has been physically abused, emotionally abused, or neglected. Staff must immediately file a report with the Polk County social service agency. The agency will then investigate and follow up on such reports. The school cooperates fully with all investigations.

Access to school facilities:

The district takes every possible precaution to ensure that our schools are safe for students, staff, and visitors. Visitors, substitute teachers, contractors, and vendors (this includes all parents) must enter through the high school office and register. They will then get an identification badge. A photo ID may be requested.

- All visitors and parents must sign in
- Temporary identification will be issued
- Parents picking up students at the elementary school must follow the same procedure.
- Elementary parents need to check out their child in the main office
- Parents SHOULD NOT go down to the classroom or to the elementary school to pick up a child
- The office staff will call the child down to the office for parent pick up

Health Care Plans:

Chronic health problems such as asthma, allergies, diabetes may necessitate the development of a care plan to address student needs in the school setting. The Polk County school nurse serves as our health liaison and will set up plans if necessary.

Health services:

First aid will be provided for sudden illness or accidental injury occurring during school hours. These services do not provide the type of medical care that parents would normally expect from a family doctor. Parents will be notified when it is the opinion of the school office that an injury or illness requires further attention. Parents WILL BE contacted if a child is running a temperature. The child will need to be picked up from school. Students must be FEVER FREE for 24 hours before returning to school. If your child is ill and is staying home from school, please call the school office so the teacher can be notified of your child's absence.

Head lice:

It is the practice of the district to send any students home from school that show evidence of lice or nits and require them to be nit free before returning to school.

Life threatening allergies:

The district has procedures for addressing the needs of students who have life threatening allergies including food allergies, bee stings, and latex allergies.

Medication:

All prescription medication must be checked in at the Elementary School office. School personnel shall only dispense those medications necessary to maintain the child in school or that must be taken during school hours. School personnel shall not dispense any prescription medication to students without written authorization from a licensed prescriber nor dispense non prescription medication without written authorization from a parent.

Safety:

Luck School is committed to ensuring that each child attends a school in a safe, secure environment. The district continually reviews safety procedures. If parents observe, or their child reports anything suspicious, in or around the school, parents should inform the principal.

TITLE IX

The School District of Luck designates the Title IX officer: Joshua Bazey
810 S 7th Street
Luck, WI 54853
joshb@lucksd.k12.wi.us
715-472-2151

The School District of Luck does not discriminate on the basis of sex in the education program or activity that it operates, and that the school district is required by Title IX and Part 106 of Title 34 of the Code of Federal Regulations not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to student admissions (as applicable) and employment, and inquiries about the application of Title IX and Part 106 to the school district may be referred to the school district's Title IX Coordinator, to the Assistant Secretary at the U.S. Department of Education, or both. Grievance procedures are available upon request.

Student and Parent Particulars:

Attendance/Call-in procedure:

When a child is absent or will be tardy, the parent should call the school office within two hours of the start of the school day. Students should bring a note from their parent or guardian upon their return to school.

Absences – Pre-Arranged:

Upon written request from a parent, the principal may approve pre-arranged absences. Approval will be granted when the situation is of benefit to the student.

- Teachers are NOT required to give homework in advance of a student vacation
- Teachers may provide some work, but reading every day and keeping a journal is requested
- Upon your child's return, they will be given an appropriate amount of time as determined by the teacher in order to complete necessary assignments and assessment.

Birthdays:

Birthday parties are NOT held at school because they take away from instructional time; however, your child's special day is important. Your child's name will be read over the loudspeaker during morning announcements. Please notify the teacher in advance before sending a treat. Individually wrapped treats are easiest to distribute in the classroom. Please do not bring in cakes, sheet cakes, candies or drinks. Please check with the teacher regarding the number of students in the classroom.

Cafeteria visits:

The cafeteria is closed to non-students and staff during the school day, therefore parents, friends, and relatives are not allowed to eat during school hours.

Cell phones:

Cell phones may be brought to school but must remain in the student's backpack or locker during regular school hours. The phone must be turned off during this period of time as well.

Discipline/Behavior:

We expect all students to embrace PBIS (Positive Behavior Intervention System) which we have now been implementing for a number of years here at Luck Schools. Parents are notified of any incident that results in a referral to the office and results in disciplinary action. For an explanation of rules and consequences, please look to that section in this handbook.

Field trips:

Field trips are a part of a child's educational experience at Luck School. Parent attendance on field trips will be based on the supervision needs for the individual trip. Due to insurance and supervisory reasons, neither siblings nor children from outside the classroom are permitted to attend field trips. Your child's teacher will provide you with further information throughout the year regarding the field trips and guidelines for each trip. Field trips are a privilege; student participation is not guaranteed.

Schoolwork Policy

Students will receive instruction and facilitated activities for each subject to prepare students to complete individual assignments. Schoolwork is to be taken seriously. Schoolwork is a way of showing the classroom teacher students' understanding of the subject matter being taught. When students do not complete assignments, it is very difficult for teachers to ascertain whether students have a good understanding of the lesson.

There is schoolwork every day. If a student does not complete the schoolwork during the time given in class, it then becomes homework.

Reading at home (by your child or to your child) is expected every day.

Hot Lunch Program:

Luck School offers a daily hot breakfast and hot lunch program. Menus are sent home monthly. Payment is made through a lunch account debit system. Each child is assigned a number for their account.

Students have the option of purchasing a lunch or bringing a lunch from home. Milk may be purchased for students who choose to bring a lunch from home. Applications for free and reduced lunch are available through the school office. Lunch money payments can be made online or by sending money to school

Money brought to school:

Any money brought to school should be brought in an envelope with the child's name, teacher name and the purpose of the money written on the envelope. Checks should be made out to Luck School unless otherwise indicated.

Personal Belongings-Lost and found:

Students occasionally misplace things. All articles of clothing and school supplies should be marked with the students' name. Students are expected to check the "Lost and Found" periodically for missing items. Students should not bring valuables to school. The school is NOT responsible for lost or stolen personal items.

Promotion/Retention:

Promotion is the action that advances a student from one grade to the next on the basis of demonstrated academic achievement.

Retention is the action that provides the student the opportunity to gain or reinforce learning based on an adopted course of study and objectives by being reassigned to the same grade level. The principal has the authority to promote or retain students. Parents are officially notified during the school year when there are concerns regarding the educational process of their child and that a conference needs to be scheduled. At this conference the teacher will inform the parents the reason why their child is being considered for retention and discuss ways to help the child. High expectations from parents encourage academic success. Encouraging students to attend school, complete assignments, and take responsibility to learn will, in most cases, ensure success. The final decision will not be made until the end of the school year. The decision to retain students is never easy and many factors are taken into consideration. Among these are:

- Attendance
- Social maturity
- Report card grades/progress
- Grade level expectations
- Work habits/daily achievement

Reporting student progress:

Report cards: Report cards are issued two times a year (end of semesters) in grades K-5, and progress reports will be handed out at the end of quarter 1 and quarter 3. Luck Elementary uses narrative grading based on standards and benchmarks.

Parent /Teacher conferences are held two times each year. Parent participation in the conferences is expected as you will gain valuable information about your child at school.

Success steps for parents:

It is important to develop a positive home learning climate to help children succeed. Parent can accomplish this by:

- Encouraging and expecting high performance from their children for school work, household duties and other responsibilities.
- Showing interest in what their children do each day in the classroom by asking specific questions.
- Providing proper conditions for home study, including definite study time in a quiet, non-distracting place.
- Limiting the amount of time spent watching the television, using the computer or gaming devices.

Supplies:

Luck School District will be providing your child with all appropriate school materials. This includes all supplies needed in the classroom and a school-issued Chromebook. This excludes backpacks and clothing for outdoor activities/recess.

Textbooks:

Each student will be given textbooks. Students are responsible for the books and must pay for them if they are stolen or lost.

Toys:

Toys, electronic equipment, pagers, trading cards and memorabilia, pets and any other items that may cause a distraction or disruption to the classroom or school environment should not be brought to school unless it has been requested by a teacher as part of a classroom activity. Anything brought without teacher request shall be confiscated. Parents may pick up the item(s) up in the office.

Video Taping:

Due to student safety and copyright considerations parents and students must refrain from posting video images from any school performance or activity on the internet.

Visitors:

If you would like to schedule a meeting with a teacher, it must be planned ahead. No unscheduled meetings will occur during the school day. Teachers will be available by email, phone, video conference and in person for meetings.

Volunteering

Parent volunteering in the classroom will not be allowed=

Support programs and services:

Positive Behavior Intervention Systems:

PBIS is a proactive approach to establishing positive behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success. The focus of PBIS is to be proactive by teaching expected behaviors and social skills, and applying data-based decision making to discipline, and social emotional learning at our school. PBIS promotes family and community involvement at all levels of implementation.

Response to Intervention(RtI):

Changes in the Federal and state laws have directed schools to focus more on helping all children learn by addressing problems earlier within the general education setting. These new laws emphasize the importance of providing high-quality scientifically-based, data driven instruction and interventions, and holding schools accountable for the adequate yearly progress of students. This new process of providing interventions to students who are at risk for academic or behavioral problems is called Response to Intervention (RtI).

RtI is a framework that:

- Is a positive proactive approach to educating each and every child
- Provides high-quality, research based instruction and intervention based on individual student need
- Uses assessment data to monitor student progress frequently in order to make decisions about how and what to teach children who are not making sufficient progress academically, social-emotionally, or behaviorally

Educators and staff are able to give students help promptly within the general education setting as soon as a problem is identified through assessment and data analysis. If a student is not benefitting from an

intervention or improving at a sufficient rate, staff can modify the intervention according to what the assessments show is needed.

Special Education services:

Luck School provides a continuum of special education programs to meet the needs of students with identified disabilities between the ages of 3-21. Services available in the district include smaller classes for specialized instruction, resource services, speech and language services, occupational therapy, and physical therapy. The district also employs school guidance counselors and a psychologist to complete evaluations, provide teacher consultation, and provide direct service to students. Parents will always be contacted for consent before any services are initiated or there is a recommendation for evaluation. When a student is determined eligible for special education, and Individualized Education Plan (IEP) is written by the IEP team. The team includes parents, regular education classroom teacher, administrator, special education teacher, speech pathologist, guidance counselor, and any other person directly involved with the student. Continued special education eligibility is reassessed at least once every three years.

Title 1 Services:

Luck Title I District Parent and Family Engagement Policy

The School District of Luck will engage parents and families in regular, two-way and meaningful communication addressing student achievement and ensuring that parents and family members:

- Play an integral role in assisting their child's education, and
- Are encouraged to be actively involved in their child's education, and
- Are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

In alignment with Section 16(a)(2) of the Every Student Succeeds Act (ESSA), the School District of Luck agrees to:

- Engage parents and families in the joint planning and development of the district's Title I plan through representation on the district ESSA team.
- Engage parents and families in an Annual Local Review of the Title I Program and use the results of the Annual Review to address any identified barriers to parental participation; to meet the needs of families to help their children learn, and to identify successful parent and family engagement strategies.
- Engage parents and families in developing, implementing, and reviewing School-Parent Compacts.
- Engage parents and families in planning and developing effective parent and family engagement activities through representation on the Schoolwide Committee.
- Build capacity for school, parent and family engagement by:
 - Providing parents and family members with information on state standards, assessments, requirement of Title I, monitoring their child's progress, and working with educators
 - Providing materials, resources, and training to help parents and families that provides information to improve academic achievement,
 - Implementing a two-way communication system with parents and families that provides information in clear and understandable terms,

- Collaborating with business leaders and community organizations to offer opportunities for family and school engagement, and
- Coordinating parent and family engagement activities with other federal, state, and local programs including preschool and other after school programs.

This District Parent and Family Engagement Policy has been developed jointly with, and agreed upon by, parents and family members as evidenced by meeting minutes.

This policy was adopted by the School District of Luck on May 20th, 2020. The district will distribute this policy to all Luck Elementary parents.

Behavior Expectations at Luck Elementary

Be Respectful

Participate appropriately in classroom activities

Work cooperatively with peers and adults

Organize and care for materials and belongings

Be Responsible

Use work time productively and complete work on time

Produce quality work

Demonstrate independence in and out of the classroom

Be Safe

Demonstrate self-control

Listen and follow directions

Follow school rules

Expectations	All Settings & Community	Hallways	Cafeteria	Outside	Bathroom & Locker rooms	Transportation/ Arrival & Dismissal	Common areas
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<p>Be Respectful</p>	<p>Respect personal space and property</p> <p>Speak respectfully</p> <p>Positive fan behavior</p> <p>Show good sportsmanship</p>	<p>Walk</p> <p>Keep hands to self</p> <p>Quiet Voice</p> <p>Speak respectfully</p> <p>Close lockers quietly</p>	<p>Inside Voices</p> <p>Good Manners</p> <p>Keep hands to own food</p>	<p>Respect property</p> <p>Wait your turn</p> <p>Use equipment properly</p>	<p>Give Privacy</p> <p>Wait your turn</p> <p>“if you can’t say anything nice, don’t say anything at all”</p>	<p>Obey supervisors/bus drivers</p> <p>Keep hands and feet to self</p> <p>Use quiet voices</p> <p>Speak respectfully</p> <p>Demonstrate good manners</p>	<p>Personal space</p>
<p>Be Responsible</p>	<p>Be prepared</p> <p>Keep area clean</p> <p>Use equipment appropriately</p> <p>Awareness of personal space</p>	<p>Use time wisely</p> <p>Get to class on time</p> <p>Awareness of personal space</p>	<p>Clean own area</p> <p>Take only what you need</p>	<p>Line up when bell rings</p> <p>Return equipment</p> <p>Lock property</p> <p>Throw away trash</p>	<p>Flush</p> <p>Turn off Faucet</p> <p>Place litter in garbage</p>	<p>Follow traffic laws</p> <p>Be on time</p> <p>Be prepared</p> <p>Wait at designated area</p> <p>Use appropriate entrance and exit</p>	<p>Return to class in a timely manner</p>

Be Safe	Be observant of your environment	Hands and feet to self	Single file line	Stay on school grounds	Wash hands	Stay in seat	Take turns at lockers
		Walk on right side	Hand sanitizer	Cross on crosswalks	Open door Cautiously	Cross on crosswalk	Walk at all times
		Use stairs as intended	Use proper exits	Follow speed limits			
			Walk at all times	Be aware of surroundings			

Infractions and Consequences

BULLYING

Bullying is when one person repeatedly uses power in a willful manner with the intent of hurting another person. Repeated exposure over time to negative actions-verbal or physical aggression, social attention or intimidation of others is considered bullying.

	4K, K, 1, 2	3, 4, 5	6, 7, 8	9, 10, 11, 12
First Referral	<ul style="list-style-type: none"> -0-5 days of modified recess or other office consequence -Reteaching/reflection -Contact home -School counselor contact 		<ul style="list-style-type: none"> -Lunch detention or other office consequence -Reteaching/reflection -Contact home -School counselor contact 	
Second Referral	<ul style="list-style-type: none"> -0-5 days of modified recess or other office consequence -Reteaching/reflection -School counselor contact -Parent conference 		<ul style="list-style-type: none"> -½ day ISS or other office consequence -Reteaching/reflection -Contact home -School counselor contact 	
Third	<ul style="list-style-type: none"> -0-5 days of modified recess or 		<ul style="list-style-type: none"> -Full day ISS or other office 	

Referral	other office consequence -Reteaching/reflection -School counselor contact -Problem Solving Team referral w/student attendance	consequence -Reteaching/reflection -Contact home -School counselor contact
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DANGEROUS PHYSICAL BEHAVIOR

Dangerous physical behaviors are those that could result in injury to self, another student or staff member.

	4K, K, 1, 2	3, 4, 5	6, 7, 8	9, 10, 11, 12
First Referral	-0-5 days of modified recess or other office consequence -Reteaching/reflection -Removal of student from setting -Parent contact		-Detention or other office consequence -Reteaching/reflection -Removal of student from setting	
Second Referral	-0-5 days of modified recess or other office consequence -Reteaching/reflection -Removal of student from setting -Parent contact		-½ day ISS or other office consequence -Reteaching/reflection -Removal of student from setting -Parent contact	
Third Referral	-0-5 days of modified recess or other office consequence -Reteaching/reflection -Removal of student from setting -Parent conference		-Full day ISS or other office consequence -Reteaching/reflection -Removal of student from setting -Parent meeting	

- When a student displays dangerous physical aggression toward classmates or any physical aggression toward staff, the child will be removed from the classroom (or other setting) and will be sent home immediately
 - Repeated offenses will result in a meeting with school personnel and parents/guardians
 - The meeting may result in any one of the following
 - A formal behavior plan
 - A modified school day
 - Discussion of outside resources that may be appropriate/helpful
 - A possible referral to special education
 - If student has an IEP, a possible meeting to review/revise the current plan
 - Note that these meetings are collaborative meetings between school and home that are designed to find appropriate and helpful solutions for students who are having difficulty finding success in the classroom

FIGHTING

Fighting is aggressive, hostile, physical contact between students. Students who retaliate to defend themselves will receive consequences as well.

	4K, K, 1, 2	3, 4, 5	6, 7, 8	9, 10, 11, 12
First Referral	<ul style="list-style-type: none"> -0-5 days of modified recess or other office consequence -Reteaching/reflection -Parent contact 		<ul style="list-style-type: none"> -1-3 days OSS or other office consequence -Reteaching/reflection -Parent contact 	
Second Referral	<ul style="list-style-type: none"> -0-3 days of ISS -Reteaching/reflection -Parent conference 		<ul style="list-style-type: none"> -3-5 days OSS or other office consequence -School Resource Officer contact -Reteaching/reflection -Parent conference 	
Third Referral	<ul style="list-style-type: none"> -0-3 days of OSS -Reteaching/reflection -School counselor contact -Parent conference to return to school 		<ul style="list-style-type: none"> -3-5 days OSS or other office consequence -School Resource Officer contact -Reteaching/reflection -School counselor contact -Parent conference to return to school with return to school contract 	

GROSS DISOBEDIENCE AND MISCONDUCT

This section represents the most serious infractions typically resulting in the consideration of expulsion.

	4K, K, 1, 2	3, 4, 5	6, 7, 8	9, 10, 11, 12
First Referral	-1-3 days OSS or other office consequence -Reteaching/reflection -Parent conference		-1-3 days OSS or other office consequence -Reteaching/reflection -Parent conference	
Second Referral	-2-5 Days OSS or other office consequence -Reteaching/reflection -Parent conference -SRO referral -Expulsion considered		-2-5 days OSS or other office consequence -Reteaching/reflection -SRO referral -Parent conference -Expulsion considered	
Third Referral				

- When a student displays gross disobedience to the point where learning stops in the classroom, the student will be removed from the classroom, or the classroom will be removed if the student refuses to leave the classroom
 - Once removed from the classroom, the student will be allowed time to calm down
 - A guidance counselor, administrator, or another staff member will lead the student in reflecting on the situation
 - The student will rejoin the classroom
 - If another incident occurs that day, a call will be made home for the student to be picked up
 - Repeated offenses will result in a meeting with school personnel and parents/guardians
 - The meeting may result in any one of the following
 - A formal behavior plan
 - A modified school day
 - Discussion of outside resources that may be appropriate/helpful
 - A possible referral to special education
 - If student has an IEP, a possible meeting to review/revise the current plan
 - Note that these meetings are collaborative meetings between school and home that are designed to find appropriate and helpful solutions for students who are having difficulty finding success in the classroom

PROHIBITED SUBSTANCES

Use, possession, or distribution of illegal drugs, including but not limited to marijuana, LSD, Cocaine, barbiturates, ecstasy, and other mind altering drugs. Other prohibited substances include prescription and over-the-counter medications, look -alike drugs, tobacco, alcohol or any other items that can endanger the health and safety of other students are prohibited on school property. Any violations will be referred to the local police and/or Polk County Sheriff's Department.

*Distribution would result in recommendation to the board.

	4K, K, 1, 2	3, 4, 5	6, 7, 8	9, 10, 11, 12

First Referral	-0-5 days OSS or other office consequence -Reteaching/reflection -Parent contact -Police referral	-0-5 days OSS or other office consequence -Reteaching/reflection -Parent contact -Police referral
Second Referral	-0-5 days OSS or other office consequence -Reteaching/reflection -Parent conference -Police referral	-0-5 days OSS or other office consequence -Reteaching/reflection -Parent conference -Police referral
Third Referral		-0-5 days OSS or other office consequence -Reteaching/reflection -Parent conference -Police referral

HARASSMENT

Harassment means an unwelcome advance(s) of a verbal or physical nature that interferes with students' school performance, creates a hostile, intimidating or offensive environment for the students. Harassment is typically an act repeated over time. Examples of prohibited conduct include name-calling, using racially embedded words, derogatory slurs, sexual or wearing or possessing items depicting or implying hatred or prejudice. Allegations of harassment will be investigated and consequences may follow as a result of an investigation.

	4K, K, 1, 2	3, 4, 5	6, 7, 8	9, 10, 11, 12
First Referral	-0-5 days of modified recess or other office consequence -School counselor contact -Reteaching/reflection -Parent contact		-Detention or other office consequence -Reteaching/reflection -School counselor contact -Parent contact	
Second Referral	-0-5 days of modified recess or other office consequence -Reteaching/reflection -School counselor contact -Parent conference		-½ to 1 day ISS or other office consequence -Reteaching/reflection -School counselor contact -Parent conference	
Third Referral	-0-5 days of modified recess or other office consequence -Reteaching/reflection -School counselor contact -SRO contact		-1-3 days OSS or other office consequence -Reteaching/reflection -School counselor contact -Parent conference	

	-Parent conference	
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INAPPROPRIATE BEHAVIOR

Inappropriate behavior that constitutes an office referral is any action, behavior, or activity that does not conform to normal expectations in the school setting or infringes upon the rights of a member of the community.

	4K, K, 1, 2	3, 4, 5	6, 7, 8	9, 10, 11, 12
First Referral	<ul style="list-style-type: none"> -0-3 days of modified recess or other office consequence -Reteaching/reflection -Parent contact 		<ul style="list-style-type: none"> -Detention or other office consequence -Reteaching/reflection -Parent contact 	
Second Referral	<ul style="list-style-type: none"> -0-5 days of modified recess or other office consequence -Reteaching/reflection -School counselor contact -Parent contact 		<ul style="list-style-type: none"> -½-1 day ISS or other office consequence -Reteaching/reflection -School counselor contact -Parent contact 	
Third Referral	<ul style="list-style-type: none"> -3-5 days of modified recess or other office consequence -Reteaching/reflection -School counselor contact -Parent conference 		<ul style="list-style-type: none"> -0-3 days OSS or other office consequence -Reteaching/reflection -School counselor contact -Parent conference 	

MISUSE OF TECHNOLOGY

All students 4K-12 are issued district-owned technology devices, have devices available for use throughout the school day, and there are devices present all throughout the school itself. Additionally, students may bring technology devices with them to school. Misuse of these devices could include using the technology in a way that is deemed inappropriate, in a way that could harm others, could result in damage to the equipment, during a time when technology is to be put away, or other circumstances deemed inappropriate by the school staff and/or administration. **The school district reserves the right to confiscate personal devices on school grounds. Failure to comply with confiscation will result in disciplinary action in the category of Insubordination/Disrespect.**

	4K, K, 1, 2	3, 4, 5	6, 7, 8	9, 10, 11, 12
First Referral	<ul style="list-style-type: none"> -0-2 days of modified recess or other office consequence -Possible loss of technology 		<ul style="list-style-type: none"> -Detention or other office consequence -Possible loss of technology 	

	<ul style="list-style-type: none"> privileges for the remainder of the day -Possible confiscation of personal device for the remainder of the day -Reteaching/reflection -Parent contact 	<ul style="list-style-type: none"> privileges for the remainder of the day/or period -Possible confiscation of personal device for the remainder of the day -Reteaching/reflection -Parent contact
Second Referral	<ul style="list-style-type: none"> -0-3 days of modified recess or other office consequence -Possible loss of technology privileges for the remainder of the day -Possible confiscation of personal device for the remainder of the day -Reteaching/reflection -Parent contact 	<ul style="list-style-type: none"> -½-1 day ISS or other office consequence -Reteaching/reflection -Possible loss of technology privileges for the remainder of the day -Possible confiscation of personal device for the remainder of the day -School counselor contact -Parent contact
Third Referral	<ul style="list-style-type: none"> -0-5 days of modified recess or other office consequence -Possible indefinite loss of school-owned device privileges --Possible confiscation of personal device for the remainder of the day with the option of parent retrieval -Potential permanent loss of right to bring personal device -Reteaching/reflection -Parent conference -School counselor contact 	<ul style="list-style-type: none"> -0-3 days OSS or other office consequence -Possible indefinite loss of school-owned device privileges -Possible confiscation of personal device for the remainder of the day with the option of parent retrieval -Potential permanent loss of right to bring personal device -Reteaching/reflection -School counselor contact -Parent conference

INSUBORDINATION/DISRESPECT

Insubordination is the failure/refusal to respond to or carry out a reasonable request by authorized school personnel. (e.g. swearing at a staff member) Disrespect is to call any member of the school or district staff derogatory names, dishonor, or abuse verbally or in writing, disregard for authority, and uncooperative behavior.

	4K, K, 1, 2	3, 4, 5	6, 7, 8	9, 10, 11, 12
First Referral	<ul style="list-style-type: none"> -0-2 days of modified recess or other office consequence -Reteaching/reflection 		<ul style="list-style-type: none"> -Detention or other office consequence -Reteaching/reflection 	

	-Parent contact	-Parent contact
Second Referral	-0-3 days of modified recess or other office consequence -Reteaching/reflection -Parent contact -School counselor contact	-½-1 day ISS or other office consequence -Reteaching/reflection -School counselor contact -Parent contact
Third Referral	-0-5 days of modified recess or other office consequence -Reteaching/reflection -Parent conference -School counselor contact	-0-3 days OSS or other office consequence -Reteaching/reflection -School counselor contact -Parent conference

FORGERY/PLAGIARISM (Academic Dishonesty)

Theft is the act of taking or acquiring property of others or school property without consent or permission.

	4K, K, 1, 2	3, 4, 5	6, 7, 8	9, 10, 11, 12
First Referral	-0-2 days of modified recess or other office consequence -Reteaching/Reflection -Redo work -Parent contact		-Detention or other office consequence -Reteaching/Reflection - Redo work	
Second Referral	-0-2 days of modified recess or other office consequence -Reteaching/Reflection -Redo work -Parent conference -Guidance referral		-ISS or other office consequence -Reteaching/Reflection -Redo work -Parent contact	
Third Referral	-0-2 days of modified recess or other office consequence -Reteaching/Reflection -Redo work -Parent conference -School counselor referral		-OSS or other office consequence -Reteaching/Reflection -Redo work -Parent contact	

THREATENING BEHAVIOR

Threatening behavior is the act of physical, verbal, written, communication or gestures which jeopardize the well being, health, or safety of any person.

	4K, K, 1, 2	3, 4, 5	6, 7, 8	9, 10, 11, 12
First Referral	<ul style="list-style-type: none"> -0-3 days of modified recess or other office consequence -Reteaching/Reflection -Parent contact 		<ul style="list-style-type: none"> -Detention or other office consequence -Reteaching/Reflection -Parent contact 	
Second Referral	<ul style="list-style-type: none"> -0-3 days of ISS or other office consequence -Reteaching/Reflection -School counselor contact -SRO contact -Parent conference 		<ul style="list-style-type: none"> -0-3 days of ISS or other office consequence -Reteaching/Reflection -School counselor contact -SRO contact -Parent contact 	
Third Referral	<ul style="list-style-type: none"> -0-5 days of OSS or other office consequence -Reteaching/Reflection -School counselor contact -SRO contact -Parent conference 		<ul style="list-style-type: none"> -0-5 days of OSS or other office consequence -Reteaching/Reflection -School counselor contact -SRO contact -Parent conference 	

VANDALISM/PROPERTY DAMAGE

Vandalism is the defacing or destruction of a student's property or any item of school property, which includes any building, parking lot, bus or vehicles parked on school grounds and all classrooms.

	4K, K, 1, 2	3, 4, 5	6, 7, 8	9, 10, 11, 12
First Referral	<ul style="list-style-type: none"> -0-3 days of modified recess or other office consequence -Restitution -Reteaching/Reflection -Parent contact 		<ul style="list-style-type: none"> -Detention or other office consequence -Restitution -Reteaching/Reflection -Parent contact 	
Second Referral	<ul style="list-style-type: none"> -0-3 days of ISS or other office consequence -Restitution -Reteaching/Reflection -School counselor contact -SRO contact -Parent conference 		<ul style="list-style-type: none"> -0-3 days of ISS or other office consequence -Restitution -Reteaching/Reflection -School counselor contact -SRO contact -Parent contact 	
Third Referral	<ul style="list-style-type: none"> -0-5 days of OSS or other office consequence -Restitution 		<ul style="list-style-type: none"> -0-5 days of OSS or other office consequence -Restitution 	

	-Reteaching/Reflection -School counselor contact -SRO contact -Parent conference	-Reteaching/Reflection -School counselor contact -SRO contact -Parent conference
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WEAPONS

(1) POSSESSION, USE, CONTROL OR TRANSFER OF ANY GUN, RIFLE, SHOTGUN, WEAPON AS DEFINED BY Section 921 of title 18, United States Code, firearm as defined in Section 1.1 of the firearms Owners Identification Act , or use of a weapon as defined in Section 24 of the Criminal Code, or

(2)any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, or billy clubs, or

(3)"look -alikes" of any weapon defined in this section. Such as baseball bats, pipes, bottles, locks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm.

POSSESSION OF A LOOK-ALIKE WEAPON (TOY, PLASTIC) WITH NO INTENT TO CAUSE INJURY

	4K, K, 1, 2	3, 4, 5	6, 7, 8	9, 10, 11, 12
First Referral	-Parent contact (parent picks up look-alike) -Reteaching/Reflection -Possible office consequence		-Parent contact (parent picks up look-alike) -Reteaching/Reflection -Possible office consequence	
Second Referral	-Parent contact (parent picks up look-alike) -Reteaching/Reflection -O-3 days modified recess or other office consequence		-Parent contact (parent picks up look-alike) -Reteaching/Reflection -Detention or other office consequence	
Third Referral				

POSSESSION OF A KNIFE OR OTHER WEAPON WITHOUT INTENT TO DO HARM, INJURY OR THREATEN

	4K, K, 1, 2	3, 4, 5	6, 7, 8	9, 10, 11, 12
First Referral	-Parent contact (parent picks up weapon) -Reteaching/Reflection -Possible office consequence		-Parent contact (parent picks up weapon) -Reteaching/Reflection -Possible office consequence	
Second Referral	-Parent contact (parent picks up weapon) -Reteaching/Reflection -Modified recess or other office		-Parent contact (parent picks up weapon) -Reteaching/Reflection -Detention or other office	
Third Referral				

	consequence	consequence
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POSSESSION OF A KNIFE, GUN, OTHER WEAPON OR ANY OBJECT USED AS A WEAPON TO THREATEN OR DO BODILY HARM

	4K, K, 1, 2	3, 4, 5	6, 7, 8	9, 10, 11, 12
First Referral	-10 days OSS -Parent contact -SRO contact -Expulsion considered			
Second Referral				
Third Referral				

DRESS CODE VIOLATION

Student wears clothing that does not fit within the dress code guidelines defined by school board policy.

	4K, K, 1, 2	3, 4, 5	6, 7, 8	9, 10, 11, 12
First Referral	-Required to change clothing -Reteaching/Reflection -Parent contact		-Required to change clothing -Reteaching/Reflection	
Second Referral	-0-5 days of modified recess or other office consequence -Required to change clothing -Parent contact		-Detention or other office consequence -Required to change clothing -Reteaching/Reflection -Parent contact	
Third Referral			-ISS or other office consequence -Required to change clothing -Reteaching/Reflection -Parent contact	

INAPPROPRIATE DISPLAY OF AFFECTION

Student engages in inappropriate verbal and/or physical gestures/contact, of a sexual nature to another student/adult.

	4K, K, 1, 2	3, 4, 5	6, 7, 8	9, 10, 11, 12
First Referral	-Reteach/Reflection -Parent contact		-Reteach/Reflection -Parent contact	-Detention or other office consequence -Reteach/Reflection -Parent contact

			-School counselor contact
Second Referral	-0-2 days of modified recess or other office consequence -Reteach/Reflection -Parent contact -School counselor contact	-Detention or other office consequence -Reteach/Reflection -Parent contact -School counselor contact	-ISS or other office consequence -Reteach/Reflection -Parent conference -School counselor contact
Third Referral		-ISS or other office consequence -Reteach/Reflection -Parent conference -School counselor contact	-OSS or other office consequence -Reteach/Reflection -Parent conference -School counselor contact

TARDY

Student is late to class or late for the start of the school day. Infractions will accumulate in a trimester and reset when a trimester changes.

	4K, K, 1, 2	3, 4, 5	6, 7, 8	9, 10, 11, 12
First Referral	-Possible classroom consequences -Parent contact		-3 tardies in a trimester will result in detention -Parent contact	
Second Referral	-Possible classroom consequences -Parent conference		-4-8 tardies in a trimester will result in individuals detentions per infraction	
Third Referral			-9-11 tardies will result in ½ day ISS per infraction -12 tardies and beyond will result in 1 day ISS per infraction	

TRUANCY

When a student is absent from any or all of a school day without an acceptable excuse. Truancies for partial days or periods will accumulate to full days of unexcused absences. For the purpose of school consequences, referrals will reset every trimester. For the purposes of unexcused absences toward citations, truancies will accumulate throughout the year.

	4K, K, 1, 2	3, 4, 5	6, 7, 8	9, 10, 11, 12
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First Referral	-Reteaching/Reflection -Parent contact -Possible office consequence	-0-5 days of modified recess or other office consequence -Reteaching/Reflection -Parent contact	-Detention or other office consequence -Reteaching/Reflection -Parent contact
Second Referral	-Reteaching/Reflection -School counselor contact -Parent contact -Possible office consequence	-0-5 days of ISS or other office consequence -SRO contact -Reteaching/Reflection -Parent contact	-½ day ISS or other office consequence -Reteaching/Reflection -SRO contact -Parent contact -Restitution if applicable
Third Referral	-Reteaching/Reflection -School counselor contact -Parent conference -Possible office consequence	-0-5 days of ISS or other office consequence -SRO contact -Reteaching/Reflection -Parent conference	- Full day ISS or other office consequence -Reteaching/Reflection -SRO contact -Parent conference -Restitution if applicable

THEFT

	4K, K, 1, 2	3, 4, 5	6, 7, 8	9, 10, 11, 12
First Referral	-Reteaching/Reflection -Parent contact -Possible office consequence and restitution if applicable	-0-5 days of modified recess or other office consequence -Reteaching/Reflection -Parent contact -Restitution if applicable	-Detention or other office consequence -Reteaching/Reflection -SRO contact -Parent contact -Restitution if applicable	
Second Referral	-Reteaching/Reflection -School counselor	-0-5 days of ISS or other office consequence -SRO contact	-ISS or other office consequence -Reteaching/Reflection -SRO contact -Parent contact	

	<ul style="list-style-type: none"> contact -Parent contact -Possible office consequence and restitution if applicable 	<ul style="list-style-type: none"> -Reteaching/Reflection -Parent contact -Restitution if applicable 	<ul style="list-style-type: none"> -Restitution if applicable
Third Referral	<ul style="list-style-type: none"> -Reteaching/Reflection -School counselor contact -Parent conference -Possible office consequence and restitution if applicable 	<ul style="list-style-type: none"> -0-5 days of OSS or other office consequence -SRO contact -Reteaching/Reflection -Parent conference -Restitution if applicable 	<ul style="list-style-type: none"> -OSS or other office consequence -Reteaching/Reflection -SRO contact -Parent conference -Restitution if applicable

**School District of Luck
Luck, Wisconsin 54853**

Policy No: 5517.01

Date Enacted: 11/26/18

Revised: 12/20/22

[Link to Anti-Bullying / Anti-Harassment Policy](#)