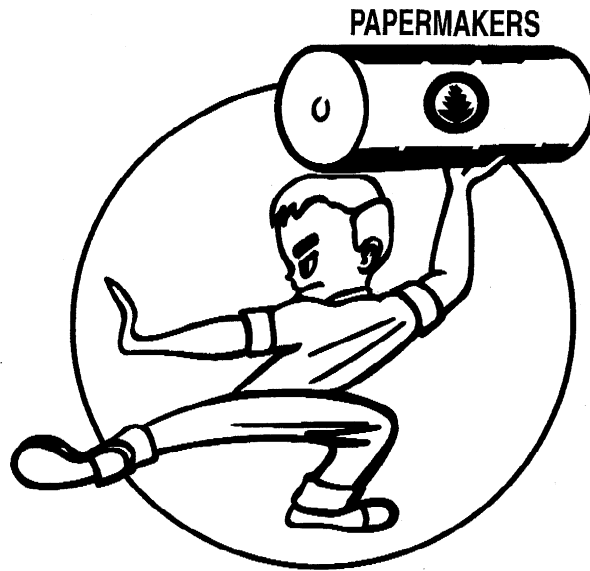


# Nekoosa High School



## Student & Parent Handbook

### 2011-2012

# **Nondiscrimination Policy**

**The Nekoosa Public School District does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex or handicap.**

**Board of Education Approved May 2006** (Rev. 08-20-07) (Rev. 05-05-08) (5-12-09)  
(5-11-10)

**Nekoosa High School  
500 Cedar Street  
Nekoosa, Wisconsin 54457  
886-8060**

## **Welcome Learners,**

We are dedicated to working with you to make your high school experience meaningful and memorable. Our primary goals are: striving for academic excellence, caring for fellow students, providing opportunities to expand and develop individual talents and providing a safe, comfortable learning environment. We also embrace the notion that a positive learning community can only be developed and grow through interaction among students, parents, staff and community. We hold high expectations for you! We will demand your very best and challenge you to become a responsible and respectful contributing member of our school community. In turn, we will hold ourselves accountable to give you our very best to make Nekoosa High School the best learning environment possible.

We encourage you to make the most out of your high school experience. Be proud of your talents as you develop them. Give us the opportunity to really get to know you. Give yourself the opportunity to experience high school in its fullest sense by participating in as many courses and co-curricular activities as possible. Have fun, be yourself, get to know others and continue to develop your dream as to where life will take you.

Sincerely,

Michael G. Kumm, Principal  
Robert Ness, Activities Director

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## Section 1: General Information

### Nekoosa School District Mission Statement

Develop students who excel academically, act responsibly, display good character and citizenship, and reason and solve problems rationally.



### Nekoosa High School Mission Statement

The mission of NHS is simple: Empowering students to succeed in a global community.

To achieve this mission we believe:

All students...

- ...can learn
- ...have unique skills and talents
- ...can contribute to a positive school environment

Success happens by...

- ...setting goals and maintaining high expectations
- ...promoting optimism
- ...elevating our level of communication

Enhancing community through...

- ...sharing commitment
- ...cooperative education
- ...continuous school improvement

### Age of Majority

All students, regardless of age, will be held accountable to all rules, regulations and expectations of the school. Any student living at home, regardless of age, will be considered accountable to his/her parents and treated accordingly. In unusual family circumstances, school authorities may make special arrangements with individual students.

### Lockers/Combinations

School lockers are the property of the Nekoosa School District and are provided for student convenience. They are to be used to contain

clothing and school-related materials. Students are expected to respect school property and maintain their lockers appropriately. **Be sure to keep both your physical education locker and your hall locker locked at all times.** Students should not give their locker combination to anyone or share a locker with another student. Locker combinations are changed on a yearly basis for the protection of students. All locker information can be obtained in the guidance office. The administration reserves the right to examine the content of student lockers upon reasonable suspicion that they contain items which are illegal and/or pose a danger to health, welfare, and/or safety.

*Board of Education Policy No. 5771*

### Nondiscrimination Policy

The Nekoosa School District shall comply with all federal and state laws and regulations prohibiting discrimination. Specifically, it is the policy of the Nekoosa School District Board of Education that no person on the basis of race, color, religion, national origin, ancestry, age, sex, marital status or handicap sexual orientation, political affiliation, arrest or conviction record shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in employment or in any education program, vocational educational offering or activity.

This policy shall be disseminated through the school district newsletter, or local newspaper(s), as well as in communications distributed to students and employees. Job application forms shall also note the school does not discriminate in employment.

Discrimination complaints shall be processed in accordance with established procedures. Any complaint regarding the interpretation or application of the District's Student Nondiscrimination Policy shall be processed in accordance with Board Policy.

### **Nondiscrimination Policy cont'd ...**

Any student, parent, or resident of the District complaining of discrimination on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, religion, arrest or conviction record, sexual orientation or physical, mental, emotional or learning disability in school programs or activities shall report the complaint in writing to the Director of Special Services.

### **Notice of Equal Educational Opportunities Policy**

The Nekoosa School District is committed to providing equal educational opportunities for all students in the District. Therefore, it is the policy of the District that no person, on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, may be denied participation in, be denied the benefits of or be discriminated against in any curricular, extra-curricular, student services, recreational or other program or activity.

The District encourages informal resolution of complaints under this policy. However, a formal complaint procedure is available to address allegations of violations of the District's equal educational opportunities policy.

Any questions concerning this policy or complaints regarding the interpretation or application of this policy should be directed to:

Steve Fasching, Discrimination Coordinator  
Nekoosa Public Schools  
600 S. Section Street, Nekoosa, WI 54457

### **School Closing**

Decisions on school delays or closing will be made by 6:30 a.m. Local radio and television stations will make announcements regarding any delayed school openings or school closings. In addition students and parents will be notified through the District's use of Alert Now, an automated electronic messaging system. Any one of the following options could be announced:

- School will be closed for the day

- School will have a delayed start
- School will be dismissed early

The final decision for closing school rests with the Superintendent. If school is dismissed early or called off due to inclement weather, all co-curricular activities and practices will be cancelled.

### **Visitor Passes**

- All visitors (including but not limited to parents, graduated students, vendors, etc.) must sign in at the main school office and obtain a visitor pass before passing through the school.
- Visiting students, not currently enrolled at NHS, must receive permission from the administration two school days in advance of the scheduled visit. The administration reserves the right to deny requests.

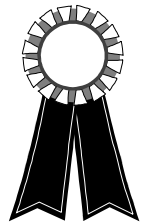
## **Section 2: Academic Information**

### **After School Building Access**

Students staying at NHS after the end of the regular school day are asked to do so with respect. These students will have restricted access and will be asked to leave if their behavior becomes inappropriate for the educational setting.

### **Class Load Requirements**

A student's minimum class load is 6.0 credits per year or the equivalent of six classes in addition to one academic resource. An option does exist for students to enroll in seven classes with no academic resource.



### **Class Schedule Changes/Withdrawals**

Class schedule changes will be made in the guidance office following the course change procedures.

- Changes before semester begins: students need permission from parent(s) and guidance counselor.
- Changes after semester begins within three days: students need permission from

### **Class Schedule Changes/Withdrawals cont'd...**

parent(s), guidance counselor, administration, and teacher(s).

- Changes after semester begins after three days: students need permission from parent(s), guidance counselor, and teacher(s) and student will receive an “F” in the dropped class.



### **College Visitations**

Students are encouraged to visit the college(s) in which they have a sincere interest. Planning for the visit and contacting the college is the responsibility of the student and his/her parents. The students are required to pre-arrange the absence at least 24 hours in advance and obtain clearance from a guidance counselor.

### **Graduation Requirements & Participation**

Students have the primary responsibility for insuring that they are meeting all graduation requirements. Specific information regarding courses and credits required is published annually in the Nekoosa High School Career Planning & Course Description Guide. Any questions should be brought to the guidance office (886-8082).

To participate in the commencement program, seniors must meet the following requirements:

- Cleared from all school obligations in the form of fines, fees, detentions, and return of all school property.
- Completed all of the academic requirements set forth by the Nekoosa Board of Education and State of Wisconsin.
- Participated in graduation rehearsal.

### **Honor Roll**

Honor roll shall be determined by compiling a scholastic average based on all subjects, which carry credit toward graduation. A student must carry a minimum of six (6) subjects to be considered. GPA requirements:

- 4.0 Highest Honors
- 3.75 - 3.99 High Honors

- 3.5 – 3.74 Honors

The honor roll is computed based on 1<sup>st</sup> Quarter, 1<sup>st</sup> Semester, 3<sup>rd</sup> Quarter, and 2<sup>nd</sup> Semester grades.

### **Incomplete Grades**

An incomplete grade is given at report card time when the requirements for a specific course have not been met. Incompletes must be made up within two weeks; if not, they become failing grades. Under special circumstances, the Principal or Principal Designee may extend the two-week provision.

### **Library Media Center (LMC)**

The LMC (Library Media Center) is available for quiet study, research and leisure reading. Computers are available for educational use. Students are required to come prepared to work the entire hour and to be respectful of the learning environment and all property in the LMC. Students are responsible for the care and return of all materials checked out, and must reconcile any overdue materials and fines before checking out any other materials.



The LMC Guidelines are posted in the LMC and will be enforced. Inappropriate use of the LMC and technology may result in disciplinary action.

### **LMC Hours:**

Monday - Thursday 7:30 – 3:15  
Friday 7:30 – 3:00



### **National Honor Society**

Students who meet the following cumulative grade point criteria are eligible for consideration for membership in the National Honor Society:

- Juniors 3.75 (based on four semester grading periods)
- Seniors 3.75 (based on six semester grading periods)

Those students who meet the above criteria will receive an application for submission to a selection committee. Selection will be based upon scholarship, character, leadership and service.

### **Report Cards and Progress Reports**

Following the end of each grading period, report cards will be issued to each student or parent. The last report card of the school year will be mailed. Deficiency reports may be sent electronically or mailed home periodically as necessary. We encourage parents to attend Parent/Teacher conferences and monitor their student's progress via Power School.

### **Repeating Courses**

Students who fail a required course must retake the course until they receive a passing grade. The Credit Recovery Program, and Summer School may be an option to retake the course via nontraditional methods.

### **Technology Use Policy**

The Nekoosa School District will provide access to technology as a means to foster a learning environment that makes teaching and learning as powerful as possible. It is the intent of the District to make technology and Internet access available to all students and staff and to ensure appropriate use of this resource.

### **Student Technology Use**

On the Internet, it is difficult to control all materials. Some users may discover educationally unsuitable information. The District believes that educationally appropriate information and interaction strongly outweigh the possibility that users may obtain materials that are not consistent with the educational goals of the Nekoosa School District.

Users are responsible for following all district policies, state statutes, and federal laws including copyright restrictions. Inappropriate use of technology may result in disciplinary action.

### **Technology Use Guidelines for Students**

1. All use of technology must be in support of education and research and consistent with the purposes of the Nekoosa School District.

2. Transmission or pirating of any materials in violation of any state or national regulation is prohibited. This includes, but is not limited to, copyrighted, harassing, threatening or obscene material.
3. Technology may not be used for personal agenda or profit.
4. Students do not have permission to visit sites commonly known as "chat rooms."
5. Students will be held accountable for lost data or damaged equipment.
6. Students will not give out personal information over the Internet including name, address, picture, phone number, etc.
7. Technology accounts are to be used only by the owner of the account for the authorized purpose. Passwords are not to be shared.
8. Users will not make deliberate attempts to disrupt network performance. Hardware, software, files, or operating systems shall not be destroyed, modified, or abused.
9. Student e-mail and communications are not private and may be monitored at any time.
10. Inappropriate use of the technology may result in disciplinary action.

*Board of Education Policy No. 7540*

### **Withdrawal from School Procedures**

A parent/guardian or student, if age of majority, shall complete the withdrawal form provided by the school prior to the withdrawal of the student.

- The student must then return all books, materials, etc. belonging to the school and have each of the scheduled teachers initial the withdrawal form.
- The withdrawal form is returned to the main office and any fees owed to the district are collected at that time.
- The building administrator will insure that all withdrawals are in compliance with school attendance, state statutes and regulations.
- All students withdrawing from school shall be informed of their right to be readmitted to school upon request.

### Military Recruiter Access to Student Info

The federal “No Child Left Behind Act of 2001” education legislation includes a provision that requires local school districts receiving federal assistance under the Act to provide, on request by military recruiters or an institution of higher education, access to secondary students’ names, addresses and telephone listings. If you do not want the school to release your student’s information to military recruiters and/or institutions of higher education, please notify the guidance office in writing.

## Section 3: Attendance Information

### Absence Types



#### Excused Absence

All excused absences must be explained in writing by the parent/guardian in advance or at the time the student returns to school. A direct phone call from the parent/guardian specifically explaining the reason to the Main Office on the morning of an unplanned absence is also acceptable. The school administration reserves the right to make the final decision in all attendance situations.

Presently, the only **acceptable excuses for absences** in this district are:

- a. **illness, hospitalization, medical care.** A doctor’s excuse is necessary when a pupil is absent for more than three consecutive days or ten total days in a year.
- b. **medical,** eye, dental, or legal appointments. A note from the respective appointment may be required by Administration.
- c. **death or serious illness** in the immediate family.
- d. **approved school activity** during class time.
- e. absence resulting from parents request for their child(ren) to participate in a **family vacation**, with the request submitted and approved in advance.

- f. Absence resulting from confidential problems or **family emergency situations**, with the request submitted and approved in advance whenever possible.
- g. **senior college visitations** must be arranged in advance with the guidance department.
- h. **senior picture appointment** with the request submitted and approved in advance.
- i. **scheduled job interview** with the request submitted and approved in advance.

All other absences are unexcused or subject to administrative discretion (for example: shopping for prom and haircuts are considered unexcused absences).

A parent conference or medical documentation shall be required if a student is absent from school for more than ten (10) days during a school year. Wisconsin State Statute 118.15(3)(c) states that a child may not be excused by their parent/guardian for more than ten (10) days in a school year.

#### Tardiness

Students are required to be in their classes at the start of each scheduled class period. If they are not, they are considered tardy. Students who arrive to school after the start of the day must report to the Main Office before attending class.

Consequences:

- Tardies one through three, students will receive a warning.
- Tardies four and five, students will receive a detention.
- Tardies six and more, students will receive two detentions and/or possible suspension from school, and loss of special pass privileges
- Administration reserves the right to determine when a tardy becomes an unexcused absence.

## Unexcused Absence

If no excuse has been received in the Main Office by either note or phone on the day of the absence, an unexcused absence will be recorded and a phone call will be made to the parent/guardian, if possible. A call record will be maintained in the Main Office. Unexcused absences will remain unexcused unless the Main Office receives a parent note or phone call within two school days of the unexcused absence.

By State Statute, students with five or more unexcused absences (all or part of a day) will be deemed to be "habitual truants," and their attendance record will be forwarded to the Nekoosa Police Department for prosecution. Both students and parents may be cited.

In the classroom setting, if a student is unexcused during a class hour, that student will receive zeros for that day. That means no opportunity to make up the missed work, a zero for any test or quiz, and an "F" recorded if a daily written or oral report was due, etc. The only exception to this would be a major unit test at the end of a grading period or a semester exam. The law states that these must be allowed to be made up.

Students with unexcused absences may be subject to further disciplinary action.

*Board of Education Policy No. 5200  
Wisconsin Statutes 118.15*

## Truancy

Truancy is defined as being absent from school without an acceptable excuse or leaving the school campus without a properly written pass from the office. The Nekoosa High School Main Office will not accept excuses from parents *after* the student has already left the campus. The student will be considered truant.

Possible Consequence(s): Conference with student, loss of special pass privileges, detention, in school suspension (ISS), out of school suspension (OSS), police notification.

## Attendance Procedures

### Co-Curricular Participation and Attendance

Students who fail to comply with the intentions of the NHS Co-Curricular Activities Code or fail to obtain proper signatures will not be allowed to participate in co-curricular activities.

Furthermore, students must be in attendance the entire day of school in order to be present at/or participating in co-curricular activity(s) that same night. Students must also be present for the entire day of school following an event to be eligible for the next event. In the case of an excused absence, other than illness, an administrator may make an exception. (See Co-Curricular Activities Code.)

### Homework Requests

Homework requests may be made if the student plans to be absent from school for more than one day. Please call the Main Office (886-8060) by 8:00 a.m., so that homework is available to be picked up after 3:00 p.m. Homework requests made after 8:00 a.m. will be available for pick up the next school day.



### Leaving/Returning During the School Day

Students leaving during the school day must sign out through the Main Office. Students leaving school must have parental permission or the designated name on the students emergency notification form to do so. Students returning to school other than at the beginning of the day must report to the Main Office upon arrival. NHS has a closed campus.

### Make-up Work

After any excused absence, it is the student's responsibility to meet with individual teachers to obtain make-up work. The amount of time allowed for make-up work is equal to twice the number of days missed. Example: If a student misses two days due to illness, that student has four days to complete the make-up work as provided by the teachers. For extended absences such as hospitalization, etc., more flexible

### **Make Up Work cont'd ...**

amounts of time will be provided for the student as necessary.

### **Medical Excuse from Physical Education**



A medical excuse from the student's physician may result in exemption from physical education classes. For short-term medical excuses, students may be provided alternative activities.

### **Preplanned Absence**

Preplanned absence forms may be obtained in the Main Office. Prior to obtaining this form, the Main Office must receive a written and signed explanation from the parent/guardian specifying the reason and dates of the absence. Once a student is issued a preplanned absence form, they must have teachers sign and indicate what assignments are due when. Students must also sign this form indicating that they are aware of what assignments are due when.

The main purpose of a preplanned absence form is to provide an avenue of communication between teachers, students, and their parents. Students and parents are strongly encouraged to closely look at teacher comments when determining if a preplanned absence is in the best interest of the student's education.

### **School Related Absence**

Students who may miss class due to participation in a school activity, fieldtrip, etc. are responsible for completing daily assignments on time and making up any missed work.

## **Section 4: Safety Information**

### **Alcohol & Other Drugs Policy**

It should be understood by parents/guardians and students that school officials shall vigorously enforce all school rules and regulations and state and federal laws shall be followed. No student shall sell, give, possess drugs or drug

paraphernalia, distribute, use or be under the influence of alcohol or other drugs, while on school property, including buses, or at school-sponsored activities, or while representing the school in any activity.

Students who distribute, buy, sell, or offer to sell alcohol, a controlled substance or a non-controlled substance expressly or implied or represented to be a controlled substance, while in school, in the building, on the campus or district property, on the school bus, while under the supervision of a school authority, or while representing the school in any activity, will be referred to the Board of Education for an expulsion hearing.

Prescription medication shall be construed as an exception to this policy when used by the individual for whom it was prescribed and in the manner and amount prescribed.

Violation of this policy will result in the following disciplinary actions:

- The student shall be suspended from school for one to five days.
- The student may be referred to local law enforcement authorities.
- The principal may make a recommendation for expulsion to the Superintendent of Schools.

*Board of Education Policy No. 5530  
Wisconsin Statutes 118.125, 118.126, 118.24(2)(f), 118.257,  
120.13(1), 125.02(8m), 125.037, 125.09(2)*

### **Emergency Procedures**

Fire, tornado, and lockdown drills will be conducted periodically. The classroom instructors will explain drill procedures implemented by the administration to students. It is essential that when any of these drills are given everyone obey orders promptly by following teacher directions and meeting in the area designated by the teacher as quickly as possible. Silence is crucial throughout the drills. In the case of fire drills, students are to evacuate in an orderly fashion and move to the designated areas at least 100 feet from the building and remain there until



**Emergency Procedures cont'd ...**  
they are allowed back in the building.

### **Harassment Policy**

It is the policy of the School Board to maintain a school environment that is free from all forms of harassment and to insist that each student is treated with dignity, respect, and courtesy. Student harassment means behavior toward students based, in whole or in part, on sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap which substantially interferes with a student's school performance or creates an intimidating, hostile or offensive school environment, including name calling, negative stereotyping, or hostile acts.

Any behavior toward any student by another student, employee or volunteer, which constitutes unwelcome sexual advances or requests for sexual favors; the display of derogatory posters, cartoons, drawings, or clothing; uninvited letters, telephone calls, looks, gestures, touching, teasing, jokes, remarks, or questions of a sexual nature; or other verbal or physical conduct of a sexual nature will be considered to be sexual harassment.

The School Board recognizes that students, employees, and volunteers of both sexes work and communicate with each other. Although there is no absolute definition of conduct which constitutes sexual or other harassment in every case, students, employees, and volunteers are asked to conduct themselves reasonably in accordance with the guidelines set forth above.

All students share rights under state and federal laws to be protected from such harassment and are encouraged to report incidents which may violate this policy according to the procedures attached to this policy. Retaliation in any form against any student for complaints or participation in any investigation of alleged harassment is prohibited.

LEGAL REF.:

Section 118.13 PI 9	Wisconsin Statutes Wisconsin Administrative Code
Title IX	Education Amendments of 1972
Title VI Section 504	Civil Rights Act of 1964 Rehabilitation Act of 1973 Americans with Disabilities Act of 1990 Individuals with Disabilities Education Act Amendments of 1997
CROSS REF:	
<i>411.1 State Statute</i>	
<i>411.1 Rule</i>	<i>Sexual Harassment Regulation</i>
<i>411.1 Exhibit</i>	<i>Sexual Harassment Complaint Form</i>

### **Illness and Injury**

Please be sure that any injuries occurring in class or supervised location are reported to the teacher in charge and to the office. Whenever students are ill and in need of assistance, they must report to the office. Assistance will be given and, if necessary, the parent/guardian will be contacted. Students are not to leave school without permission and signing out from the office.

Report all student related injuries or accidents that occur during the school day or during a school-sponsored activity to the teacher or coach in charge and to the Main Office.

Parents may purchase a secondary insurance plan. It will help to pay medical costs, but only after the family's primary health plan has been billed. If the family has no health insurance policy, then this company becomes the primary carrier. There are coverage limitations within the plan, and the Nekoosa School District is not responsible for any billings, beyond these limitations. Insurance coverage is for personal injury only. Damage to glasses, clothing, watches, etc., is not covered.

### **Prescription Medication**

All prescription medication that must be taken at school must be clearly labeled in the original prescribed bottle. Written authorization for the medication and the dosage must be on file from the doctor and the parent. Parents can request that

### **Prescription Medication cont'd ...**

medication be stored and given out in the Main Office at an appropriate time. Students are not to keep medication in their lockers or in their personal possession without administrative approval.

*State Statutes 118.125, 118.29, 121.02 (1) (g) 146.81 – 146.83*

*Board of Education Policy No. 5530*

### **School Safety**

- No person shall possess, use, or store a weapon on school property, on school buses, or at any school-related event. (This prohibition does not apply to law enforcement officers during their official duties or military personnel who are armed in the line or duty.)
- The Principal may allow weapons in the building for purposes of educational presentations or for use as tools (i.e., shop knives, pocketknives used by custodians). This approval must be in writing and granted prior to the weapon being brought to school. The weapon shall be maintained in the possession of the principal or designee except during the actual demonstration or presentation. Students who have been given permission to bring weapons for educational presentations will not transport weapons on school buses.
- A weapon is any object that, by its design and/or use, can cause bodily injury or property damage. This includes, but is not limited to, guns including BB and pellet firing guns, firearm silencers, knives, razors, karate sticks, metal knuckles, chains, pepper spray and similar items or destructive devices such as explosives or fire bombs. A weapon is also identified as any facsimile firearm such as a toy, starter pistol, or other object that can be perceived as an actual firearm.
- Any student who violates this policy shall be referred to law enforcement officials and shall be subject to school disciplinary action, including suspensions and/or expulsion, in accordance with state and federal laws and Board policies. A student who possesses a

firearm while at school or under the supervision of a school authority shall be expelled from school, except as otherwise specifically provided by the Board. Students with exceptional educational needs who possess a firearm at school or under the supervision of a school authority may be removed from school and placed in an alternative educational setting as authorized by the Individuals with Disabilities Education Act and state regulations.

*Wisconsin Statute 941.235 Section 120.13(1)*

*Board Of Education Policy 5772 & 8410*

*Administrative Rule: Penalties for Violating the Board's Weapons on School Premises Policy*

### **Search and Seizures**

The school retains the right to search students, their possessions or their lockers upon reasonable suspicion that they contain items which are illegal, and/or pose a danger to health, welfare, and/or safety to students or staff. Discovery of such items will result in school disciplinary action and/or referral to the appropriate authorities.

### **Tobacco Use/Possession Board Policy**

Use and possession of tobacco products are in conflict with the school district's promotion of good health and safety habits in students. Students are not allowed to use or possess tobacco products in school, on school grounds, or at any school function. Violation of this policy will result in the following disciplinary action:

- Parent notification
- Suspension from school
- PSLO notified

*Board of Education Policy No. 5512 & 7434*

## **Section 5: Student Responsibilities**

### **Attire**

All students are expected to dress and groom themselves in clothes that are appropriate for school activities. Shoes must be worn in and around the school at all times. Hats or coats are not to be worn when inside the



### Attire cont'd ...

building from the start of the school day to the end of the day. Hats and coats must be kept in the student's locker. The school reserves the right to send students home if their appearance does not reflect good taste, cleanliness, or is disruptive to the educational process.

Below are attire guidelines:

- Shirts and tops must overlap pants, shorts or skirts when the person is standing.
- Clothing with slogans advertising alcohol or tobacco, promoting drug use, containing suggestive sexual references, vulgarity, racism, disrespect and/or bigotry toward any group, inappropriate gestures, gang symbols or violence are not to be worn in school.
- All undergarments must be covered and not visible.
- The length of skirts/shorts must be at least mid thigh (between inseam and knee) when sitting or standing.
- Shirts must have two straps at least two inches in width. Shirts with spaghetti straps, tank tops, and mesh tops worn alone are not appropriate for school.
- Cleavage must be covered.
- Students should wear appropriate fitting clothing.

*Wisconsin Statute 120.13*

*Board of Education Policy No. 5511*

### Backpacks

Backpacks and other similar devices used to carry books are not allowed in classrooms, library, or academic resources during the regular school day. Purses are also not allowed in classrooms. Please leave these items in your locker.



### Cell Phone/Electronic

#### Communication/Playback Guidelines

The use of cell phones and other electronic communication/playback devices is prohibited for students while in classrooms or other instructional areas. If students choose to bring their cell phone, MP3 player, etc. to school, these devices should

remain turned off during all class periods.

Violation of this policy will result in confiscation of the item.

\*As School Administration continually tries to stay abreast with technology, this policy remains under review.

*Wisconsin Statute 118.258*

*Board of Education Policy No. 5518*

### Student Breakfast and Lunch Expectations



Since it is a privilege for students to be able to spend their meal times in different areas inside and outside of the building, we ask that the following expectations be upheld.

- Purchase food before school or only during your lunch period.
- Eat food in the commons or outside the building, not in the halls.
- Leave the tables, floor and school grounds in a clean condition for others.
- Please place all litter in proper receptacles and respect our neighbors' property.
- The downstairs hallway is not a hangout during lunch.
- Wherever students decide to spend their time during breakfast or lunch (as long as it's in one of the designated areas), they need to be following all student rules.
- Students may use the old gym when it is open if they are wearing the appropriate athletic shoes. No bare feet, sandals, or other non-athletic footwear will be allowed in the gym during lunch time, even if you're just looking to sit down.
- Students may decide to eat their meals outside as well as in the commons. If you choose to eat your lunch outside, or decide to hangout after eating your lunch outside, you must stay out of the parking lot and clean up after yourself.
- Lunch students are to only use the bathrooms located on the first floor across from Room 100.

## Student Breakfast and Lunch Expectations cont'd ...

- Being late to lunch may result in discipline actions (4 min. passing).

NHS has a breakfast program in place that will begin at 7:15 am and be available until the start of the school day. You will be issued a BREAKFAST/LUNCH card that will be your responsibility to present each time you eat. There are NO exceptions to this rule. Replacement cards will be issued at a cost of \$5.00 each.

A food service money drop box is located in the Main Office at the High School. Each time a payment is made to your account an envelope must be used.

### Passes

Students are to have a pass in their possession at any time they are in the halls during classes. One person's name on a pass and the time is to be noted. Failure to comply may result in Detention(s) and loss of pass privileges.



### School Property

You are responsible for the care of any school owned equipment, which has been assigned to you. If this equipment is lost or damaged, a fine will be assessed. This includes such items as books, tools, instruments, athletic equipment, etc.

## Section 6: Student Behavior Expectations

### Academic Resource Expectations

1. Students in academic resource are there to work on their homework and/or study.
2. Students should come to academic resource prepared to work/study.
3. If students need to go to another teacher's room from academic resource, they are to

have a pass signed by the teacher before they go, signifying that it is okay for that student to come see them during their academic resource. The only exception to this is if the teacher has prep during the student's academic resource. Then the academic resource teacher may send the student to see the teacher, however, the student is then required to come back to academic resource before the end of the hour with their pass signed by the teacher.

4. Students should not be listening to music, sleeping, or talking with other students during academic resource without permission. If a student wants to talk with another student, they must get permission from the academic resource teacher; there may be a two-minute limit to their conversation. If a student needs to work together with another academic resource student, they should have their pass signed by their teachers ahead of time.
5. Only one academic resource student will be sent on a pass at a time (ex: locker, office, bathroom)  
There is a 5-minute limit on such passes.
6. No wearing jackets or hoods up during academic resource.
7. No purses, cell phones, portable music devices, or cards allowed during academic resource.
8. Students are responsible for leaving their tables and chairs clean after an academic resource.

### Behavior Regulations Belief Statement:

We believe, and research has shown, that students learn best in an orderly environment that is both emotionally and physically safe. In order to provide that for students, a system needs to be in place that supports order. We want all of our students to have the opportunity to be successful in school and all of our students have the right to expect the best learning environment possible. No

### **Behavior Regulations Belief Stmt. cont'd...**

student has the right to distract from or to interfere with the education of another student. In the interests of student health, safety and welfare, NHS will utilize the resources of local law enforcement, public health, and social services when appropriate. We also believe that mutuality of respect is the basic expectation for all students. If students use respect as a guideline, and their behavior does not hurt nor interfere with the rights of others, they will be in compliance with the behavior expectations of the school. The administration maintains the right to exercise discretion in issuing disciplinary consequences as circumstances indicate. Students may be held responsible for misconduct related to the rules identified even though not specifically stated in this handbook.

### **Disciplinary Actions:**

#### **Detention**

Detention is the most basic consequence assigned for minor behavior problems or trancies. There are times when student behavior interferes with the education of themselves or others and a detention is warranted. Detention is assigned by, and served with, a classroom teacher after school.

*Board of Education Policy No. 5600*

#### **In-School Suspension (ISS)**

Students will be assigned in-school suspension on the current or following school day whenever possible. Students are expected to be quiet, to be studying, and to follow the directives of the in-school suspension supervisor. Students do receive full credit for the work they do while serving in-school suspension and may work on tests etc. while serving suspension. Work, tests, and etc. are due in accordance with the regular classroom timelines.

*Board of Education Policy No. 5600*

#### **Out-of-School Suspension (OSS)**

Out-of-school suspension will be used with discretion and in all situations where the health or safety of others has been jeopardized. All out-of-

school suspensions should be considered very serious. Students who have been suspended out-of-school have committed a major breach of acceptable school behavior. Due process does allow parents to appeal out-of-school suspensions to the Nekoosa High School Principal. Parents are expected to pick up their students as soon as possible when they have been suspended. Students will be able to turn in work and tests for full credit while suspended. Students are not to be on school property at any time during their out-of-school suspension.

*Board of Education Policy No. 5610*

#### **Expulsion**

Principals may initiate a pre-expulsion conference when, in their opinion, the student's presence would be detrimental to the best interests of the school or students, or would adversely affect the safety and order of the school environment. The administrative team, including the Principal, the Director of Pupil Services, and the Superintendent, will determine the necessity for an expulsion hearing before the Board of Education.

The Board of Education may expel a student when:

1. The pupil is guilty of repeated refusal or neglect to obey the rules, OR
2. The pupil 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, OR
3. The pupil 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
4. The pupil, while not at 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 or under the supervision of a school authority, OR
5. The pupil endangered the property, health or safety of any employee or school board member of the school district in which the pupil is enrolled, OR



### **Expulsion cont'd ...**

6. The pupil, who is at least 16 years old, repeatedly engaged in conduct, while at school or while under the supervision of a school authority that disrupted the ability of school authorities, to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct does not constitute grounds for expulsion under other existing law, and the school board is satisfied that the interest of the school demands the pupil's expulsion, OR
7. The pupil, while at school or while under the supervision of a school authority, possessed a firearm or other weapon.

Furthermore, the Board of Education must also be satisfied that the interest of the school district demands the pupil's expulsion.

*Board of Education Policy No. 5610*

### **Alcohol**

The use, distribution or possession of alcohol on school property, on any school bus, or as part of any school activity is prohibited.

Possible Consequence(s):

Parent contact, loss of special pass privileges, OSS, police notification, pursuance of expulsion.

*Board of Education Policy No. 5530*

### **Bomb Threats and Fire Alarms**

No student should knowingly convey, or cause to be conveyed, any threat or false information concerning an attempt, or alleged attempt, to destroy any school property by means of explosives. The act of initiating a fire alarm or initiating a report warning of a fire or other catastrophe without just cause

Possible Consequence(s):

Parent contact, loss of special pass privileges, OSS, police notification, and pursuance of Expulsion.

### **Bus Regulations:**

Please refer to: *Board of Education Policy No. 8600, Administrative Rule: Bus Rider Rules & Penalties for Misbehavior*

### **Cheating and Plagiarism**

Cheating is fraudulently obtaining or providing information to/from another person. Plagiarism involves any incident where a student tries to get credit for the work of another person.

Possible Consequence(s):

Parent contact, loss of credit, and removal from class, loss of special pass privileges, ISS, OSS, pursuance of expulsion.

### **Display of Affection**

To avoid any problems in the area of students being overly affectionate with one another during the regular school day, any public display of inappropriate affection by students of NHS will be dealt with in the following manner. For clarification, being overly affectionate with one another includes kissing, groping, and inappropriate touching as examples.

Possible Consequence(s):

Parent contact, detention, loss of special pass privileges, ISS, OSS

### **Failure to Sign Out of School**

Any student requiring an early dismissal or who must leave the building for any reason during the school day must sign out in the Main Office prior to leaving the building.

Possible Consequence(s):

Parent contact, detention, loss of special pass privileges, ISS, OSS.

### **Forgery**

Written or spoken misrepresentation of the truth (i.e. forged passes, parent signatures, false phone calls, misinformation to school personnel, etc.)

Possible Consequence(s):

Parent contact, detention, loss of special pass privileges, ISS, OSS

### **Horseplay**

Examples include but are not limited to: tripping, shoving, misuse of other student's books, etc.

Possible Consequence(s):

Parent contact, detention, loss of special pass

### **Horseplay cont'd ...**

privileges, loss of special pass privileges, ISS, OSS, police notification.

### **Illegal Drugs**

Being under the influence, using, distributing or possessing illegal drugs, drug paraphernalia or alcohol on school property, on school busses, or as part of any school activity is prohibited.

Distributing a prescription drug is prohibited.

Possession of a prescription drug without a current physician's prescription is also prohibited. Use of legal products e.g. glue, paint, and aerosols as an inhalant is prohibited. Sanctions up to and including expulsion and referral for prosecution will be imposed on violators.

Possible Consequence(s):

Parent contact, loss of special pass privileges, OSS, police notification, and pursuance of expulsion.

*Board of Education Policy No. 5530*

### **Insubordination**

Failure to cooperate with reasonable instructions and requests given by persons in authority is prohibited. Examples of these could be request for name, request for student ID, instructions to go to or accompany staff to the office, instructions to stop what they are doing, and so forth.

Possible Consequence(s):

Parent contact, detention, loss of special pass privileges, ISS, OSS, police notification, pursuance of expulsion.

### **Intimidation**

The act of verbally, in writing (including pictures), through electronic media or by gesture, threatening the well-being, health, or safety of any student/staff on school property, or enroot to or from school in school provided transportation, or at a school-sponsored event is prohibited.

Possible Consequence(s):

Parent contact, loss of computer privileges, detention, loss of special pass privileges, ISS, OSS, pursuance of expulsion and police notification.

### **Misuse/Abuse of School Technology**

Includes hacking, attempted hacking, intentionally accessing or attempted accessing of pornographic information, abuse or misuse of computers, printers, scanners, digital cameras, etc which cause repair or replacement, or excessive printing



Possible Consequence(s):

Parent contact, detention, loss of special pass privileges, ISS, OSS, police notification, pursuance of expulsion.

### **Parking Lot Regulations**

Use of the school parking lot is a privilege and is provided



for your convenience. Students may park in the school lot if they agree to follow the rules and if they purchase a parking permit. The rules established for the parking lot are to promote safety for all who use the lot. The school is not responsible for damage to vehicles parked in the lot or for lost or stolen items left in the car. Students are expected to follow directives of the campus monitor. To not follow directives would be insubordination.

1. Students must purchase a parking permit. (Replacement permits will be issued at a cost of \$ 5 per permit)
2. Students are not to reenter their cars or the parking lot during the school day without written permission from the Main Office.
3. Students are to park in designated parking spaces only. Fire lanes are not to be blocked at any time.
4. Students are expected to drive with care in the parking lot and to drive slowly to avoid accidents.
5. Cars should be locked. We recommend that valuable items be left at home.
6. Students are expected to follow directional guidelines in the parking lot.

Possible Consequence(s):

Parent notification, confiscation/revocation of parking permit, detention, loss of special pass privileges, and police notification, ISS, OSS.

### **Physical Altercation**

Any physical altercation to a student/staff on school property, at school events or going to or from school, or under school authority, is prohibited.

Possible Consequence(s):

Parent contact, loss of special pass privileges, ISS, OSS, police notification, pursuance of expulsion.

### **Possession and/or Assault with a Weapon**

Students are prohibited from possessing articles that are dangerous, illegal, or a nuisance at school, on school grounds, or at a school-sponsored activity. Weapons are defined as guns, knives, razors, karate sticks, metal knuckles, or any object, which by the manner it is used is capable of bodily harm. Toys, which resemble weapons, are included on this list.

If a weapon or look alike is inadvertently brought to school, it should be turned in to a building administrator. Threatening or attacking another person with a weapon on school grounds or at a school activity is prohibited.

Possible Consequence(s):

Confiscation of the weapon, parent notification, loss of special pass privileges, OSS, police notification and pursuance of expulsion.

*Board of Education Policy Nos. 5772 & 8410*

*Administrative Rule: Penalties for Violating the Board's Weapons on School Premises Policy*

### **Profanity**

Use of profane or obscene language is prohibited, including written notes or published material.

Possible Consequence(s):

Parent contact, detention, loss of special pass privileges, ISS, OSS, police notification.

### **Repeated or Serious Classroom Disruption**

Student removed from class for classroom disruption.

Possible Consequence(s):

- 1<sup>st</sup> Offense – Detention
- 2<sup>nd</sup> Offense – Two detentions, parent contact, and loss of special pass privileges

- 3<sup>rd</sup> Offense - Student may be temporarily removed from class for up to five school days, parent contact
- 4<sup>th</sup> Offense – Student may be temporarily removed from class for up to ten school days, parent Contact
- 5<sup>th</sup> Offense - Student may be permanently removed from class with an “F”.

### **Robbery or Extortion**

The act of extorting things of value from a person in the school, under pressure, using either implied or expressed threats is prohibited.

Possible Consequence(s):

Parent contact, loss of special pass privileges, OSS, police notification, pursuance of expulsion.

### **Sexual Harassment**

Any deliberate repeated or unwanted verbal or physical sexual contact, sexually explicit derogatory statement, or sexually discriminatory remarks which are offensive to the recipient and/or which interferes with the recipient's academic performance is prohibited.

Possible Consequence(s):

Parent contact, detention, loss of special pass privileges, ISS, OSS, police or social service notification, pursuance of expulsion.

*Board of Education Policy No. 5517*

### **Skipping Detention**

Students who miss a detention without providing the Main Office with an appropriate reason before the scheduled detention will be unexcused.

Students will not be excused from serving detentions because of after school work schedules or extra-curricular activities.

Possible Consequence(s):

Parent contact, detention, loss of special pass privileges, ISS, OSS.

### **Student Activism**

Students may express opinions and ideas, take stands and support policies publicly, privately, orally and in writing. Students



**Student Activism cont'd ...**

may be given this opportunity for expression through established school media. Such expression should not interfere with the educational program or present a safety or health hazard. The students may not use obscenity, slanderous or libelous statements, disruptive tactics, or advocate violation of the law or school regulations. They may, however, advocate change of law or school regulations and pursue their advocacy by due process.

*Board of Education Policy No. No. 5720*

**Theft**

Theft is defined as an act of intentionally using, transferring, concealing or retaining possession of movable property of another without their consent and with the intent to deprive the owner of property. This includes finding lost property and not making a reasonable effort to locate the owner.

Possible Consequence(s):

Parent contact, restitution, loss of special pass privileges,ISS, OSS, police notification, pursuance of expulsion.

**Vandalism**

Deliberate damage to another student, staff or school district’s property is prohibited.

Possible Consequence(s):

Parent contact, restitution, detention, loss of special pass privileges, ISS, OSS, police notification, pursuance of expulsion.

**Verbal Assault/Derogatory Comments**

To insult, call derogatory names, use obscenity toward, dishonor, make gestures, or in any other manner abuse verbally or in writing, any member of the student body or staff.

Possible Consequence(s):

Parent contact, detention, loss of special pass privileges, ISS, OSS, pursuance of expulsion, and police notification.

**Verbal Threats**

Verbal threats of harm directed towards another person will be taken seriously and will not be

tolerated. This includes any threat to physically harm or kill another person.

Possible Consequence(s):

Parent contact, loss of special pass privileges, OSS, police/social services notification, and pursuance of expulsion.

**Section 7: Student Services/Activities**

**Athletics**

**Boys**

- Baseball
- Basketball
- Cross Country
- Golf

- Track
- Football
- Wrestling



**Girls**

- Basketball
- Cross Country
- Softball

- Track
- Volleyball



**Co-Curricular Activities Code**

information can be found in the Main Office, as well as physical cards, alternate year cards, and emergency forms. The appropriate forms must be filled out completely and returned to the Main Office before your child will be eligible to participate in any sport.

**Busing**

The District shall provide transportation for students residing within the District boundaries under the provision of Wisconsin laws and regulations and as set forth in the transportation policy. All students have the responsibility for exercising safe practices and courteous conduct at all times when coming to, or waiting for, and while on, or leaving the bus. All students have the responsibility for following correct procedures relating to field trips and/or extra-curricular activities. Students will ride assigned buses only. Requests for exceptions shall be made to the administration in writing. Students will board and disembark at designated stops only, unless written

### **Busing cont'd ...**

permission is granted by the administration for deviation in a student's assigned stop. Parents will assume responsibility for the student when such a request is made and granted.

Students will stay off the street when waiting for the bus. Hands and head must be kept inside the bus at all times. Loud talking, radios/tape players, food and drink are not permitted on the bus.

Absolute quiet is necessary at railroad crossings.

*Wisconsin Statutes 118.15, 118.16, 118.162, 118.165, 121.51-121.55*

*Board of Education Policy No. 8600*

*Administrative Rule: Bus Rider Rules & Penalties for Misbehavior*

### **Co-Curricular Activities and Non-Athletic Organizations**

These activities may be offered based on student participation.

All fines and obligations must be reconciled prior to participating in co-curricular activities.



Examples of Co-Curricular Activities include but are not limited to: Class Officers, Extreme Club, Mock Trial, Musical, Madrigal Dinner, Yearbook, National Honor Society, Student Council

### **Counseling Services**

NHS offers guidance services. The door is open to all students, parents and staff. The purpose of the guidance program is to be of assistance to students, families, and teachers and to assist in making the educational process as effective as possible.

### **Dances**

All school dances are open to NHS students. If you would like to bring a guest that is not a NHS student, you will need to obtain administrator approval at least two days prior to the dance, via the Nekoosa High School Guest Request form.



During dances students may not leave and then

return. Once a student exits the building, his or her dance privileges are over for the evening. Guests that are middle school aged or adults over the age of 20 are not allowed at NHS dances. Students must be in attendance the full day of and immediately prior to any school dance.

### **Parking**

There is a \$45 fee per year for students to park a motor vehicle in the NHS parking lot between 7:40 a.m. and 2:46 p.m. on days students are in attendance. All vehicles must be registered in the office and have a NHS parking pass. Vehicles without a valid parking pass may be towed at the owner's expense.

### **Work Permits**

Work permits may be obtained at NHS in the guidance office.

Students are reminded they need the following items:

- A note from the employer verifying employment and the schedule of hours to be worked each week including the name,
- address and telephone number of the employer.
- A note from parents/guardians granting permission for their child to work.
- A birth certificate or baptismal record.
- Social security number.
- Five Dollars.

## **Section 8: Nekoosa Public Schools Student Code of Conduct**

### **STATEMENT OF PRINCIPLE**

The District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe class environment, conducive to teaching and to the learning processes. Every member of the school community is expected to cooperate in this central mission. Staff, including administrators and teachers, must use their training, experience and authority to create schools and classes where effective learning is possible.

## STATEMENT OF PRINCIPLE cont'd ...

Students are expected to come to school, and to every class, ready and willing to learn. Parents should be aware of their children's activities, performance and behavior in school, and are asked to cooperate and consult with the school to prevent or address problems.

The District has a legal duty to make its schools as free as possible of the dangers of violence, weapons, drugs, and other behavior harmful to the educational environment. This duty is enforced through the District's policy on suspension and expulsion, as spelled out in each individual school's policies that provides procedures by which students may be removed from the school community either temporarily, or in the case of certain expulsions, permanently.

But equally important, the District owes its students, as a group, the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and disruption, particularly by those relatively few students who, for whatever reason, are unwilling, unready or unable to avail themselves of the opportunity for an education. Such behavior, while not necessarily so serious or pervasive to warrant suspension or expulsion, can be nearly as destructive to the educational environment. Such behavior may warrant that the student be removed temporarily from the class or activity ("*short term removal*" or "*temporary removal*"). Such removal serves the multiple purposes of eliminating (or minimizing) the disruption, of reinforcing the District's strong commitment to an appropriate educational environment, and of allowing a "*cooling off*" period, for disciplinary or other reasons, short of suspension or expulsion.

In other circumstances, the student's conduct, or the best interests of the student and the other members of the class, may warrant longer term removal from the class ("*long term removal*"). Long term removal may, but need not always, be for disciplinary purposes.

## 1. GROUNDS FOR DISCIPLINARY REMOVAL FROM CLASS

A student may be removed from class for conduct or behavior which (a) violates the District's policies regarding suspension or expulsion; (b) violates the behavioral rules and expectations set forth in the Student/Parent Handbook; (c) is disruptive, dangerous or unruly; (d) which **Grounds for disciplinary removal from class cont...**

otherwise interferes with the ability of the teacher to teach effectively; or (e) which is incompatible with effective teaching and learning in the class.

Removal is a serious measure, and should not be imposed in an arbitrary, casual or inconsistent manner. Behavioral expectations are always more constructive, and more likely to be followed, where their terms are communicated as clearly as possible to students and staff. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every inappropriate circumstance, that would justify removal under this Code. A teacher's primary responsibility is to maintain an appropriate educational environment for the class as a whole. Therefore, notwithstanding the provisions of this Code, in every circumstance the teacher should exercise his or her best judgment in deciding whether it is appropriate to remove a student temporarily from class.

In ordinary circumstances and in practical terms, a teacher's decision to remove a student temporarily from class will stand. However, there may be circumstances when the building administrator may, exercising his or her discretion, overrule the teacher's decision to remove the student, and return the student to class.

### a) Behavior that violates the District's policies on suspension and expulsion

The District Policies regarding suspension and expulsion are set forth in sections 2461 and 5610

**Behavior that violates the District’s policies on suspension and expulsion cont’d ...**

of the Nekoosa School District Board Policy Manual. It should be noted that decisions regarding suspension and expulsions are made by building administrators. Thus, a teacher’s decision to remove a student from class for behavior that violates the District’s policies regarding suspension and expulsion may, but does not necessarily, mean that the student will also be suspended or expelled.

**b) Behavior that violates the behavioral rules and expectations in the Student/Parent Handbook**

The Student/Parent Handbook contains behavioral expectations for the individual schools in the District. These rules and expectations are generally explained and discussed with the students near the beginning of each school year. Such discussions should include an explanation of this Code, and the District’s policy regarding removal.

**c) Behavior which is disruptive, dangerous or unruly**

Notwithstanding any inconsistent or contrary provisions in the District’s policies regarding suspension and expulsion, or in the Student/Parent Handbook, for the purposes of this Code the following behavior, by way of example and without limitation, may be determined to be disruptive, dangerous or unruly so as to warrant removal from class:

Inappropriate physical contact intended or likely to hurt, distract or annoy others, such as hitting, biting, pushing, shoving, poking, pinching or grabbing.

Inappropriate verbal conduct intended or likely to upset, distract or annoy others, such as name calling, teasing or baiting.

Behavior that may constitute sexual or other harassment.

Repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (e.g. lecture by teacher, response by other student, presentation by visitor) or during quiet (study) time.

Throwing any object, particularly one likely to cause harm or damage, such as books, pencils, scissors, etc.

**Behavior which is disruptive, dangerous or unruly cont...**

Inciting other students to act inappropriately or to disobey the teacher or school or class rules, including without limitation inciting others to walk out.

Destroying the property of the school or another student.

Loud, obnoxious or outrageous behavior.

**(d) Behavior which interferes with the ability of the teacher to teach effectively**

Students are required to cooperate with the teacher by listening attentively, obeying all instructions promptly and responding appropriately when called upon. A student’s noncompliance may, in turn, distract others either by setting a bad example or by diverting the class from the lesson to the student’s inappropriate behavior. By way of example and without limitation, a student may be removed for behavior which constitutes:

Open defiance of the teacher, manifest in words, gestures or other overt behavior.

Open disrespect of the teacher, manifest in words, gestures, or other overt behavior.

Other behavior likely or intended to sabotage or undermine the instruction.

**(e) Behavior which is inconsistent with class decorum and the ability of others to learn**

In addition, there may be grounds for removal for behavior which, though not necessarily violative of the provisions of (a) through (d) [above], is inconsistent with basic classroom decorum. Such behavior may, in the determination of the teacher, warrant removal because of its interference with the ability of others to learn effectively. Such behavior may include, without limitation, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

**2. OTHER, NON-DISCIPLINARY REASONS FOR REMOVAL OF A STUDENT FROM CLASS**

In some cases, a teacher may believe that a student should be removed from the class for the good of the student and in the best interests of the class as a whole. Such reasons may, but need not be disciplinary in nature, and include, for purposes of illustration and without limitation, irreconcilable personality differences or issues between the student and other students, or in rare circumstances, between the student and the teacher.

**3. REMOVING A STUDENT FROM CLASS**

Any student may be temporarily removed from class under this Code by a teacher of that class. For the purpose of this Code, “*student*” means any student enrolled in the District, exchange student, or student visitor to the District’s schools.

Any student may be removed on a long-term basis from a class based upon the request of a teacher as upheld and implemented in the discretion of the building administrator.

For the purposes of this code, a “*class*” is any class, meeting or activity which students attend, or in which they participate while in school under the

control or direction of the District. This definition of “*class*” includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, counseling groups, assemblies, academic resources, lunch, or recess. “*Class*” also includes regularly scheduled District-sponsored extracurricular activities, either during or outside of school hours. Such activities include, by example and without limitation, District sponsored field trips, after-school clubs, and sporting activities.

A “*teacher*” is any certified instructor, counselor, **Removing a student from class cont...** nurse or administrator in the employ of the District.

A “*teacher of that class*” means the regularly assigned teacher of the class, or any teacher assigned to teach, monitor, assist in or oversee the class. This definition includes, without limitation, any assigned substitute teacher, proctor, monitor, or group leader. Where there is more than one teacher in a class, any teacher may remove a student from that class, upon informing the other teacher(s) of his/her intent to do so. It is advisable, though not absolutely required, that all teachers of a class assent to the removal of the student.

A “*building administrator*” means a principal of a school, or other individual duly designated by the building administrator or District Administrator.

**4. PROCEDURES TO BE FOLLOWED IN TEMPORARILY REMOVING A STUDENT FROM CLASS**

Except where the behavior is extreme, a teacher should generally warn a student that continued misbehavior may lead to temporary removal from class. When the teacher determines that removal is appropriate, the teacher should take one of the following courses of action:

**PROCEDURES TO BE FOLLOWED  
IN TEMPORARILY REMOVING A  
STUDENT FROM CLASS cont'd ...**

- a) instruct the student to go to the Main Office for the period of removal. In such case, the teacher should send a note with the student.
- b) obtain coverage for the class and escort the student to the Main Office.
- c) seek assistance from the Main Office or other available staff. When assistance arrives, the teacher or the other adult should accompany the student to the Main Office.

When the student arrives at the Main Office, the building administrator should give the student an opportunity to briefly explain the situation. If the building administrator is not available immediately upon the student's arrival, the student should be taken to the removal area, and the administrator should speak to the student as soon as practicable thereafter. For the purposes of short-term removal, it is not necessary to obtain witnesses or to otherwise verify the student's or teacher's accounts of the situation.

Within twenty four (24) hours or one business day of the removal, whichever is longer, the teacher shall submit to the building administrator a short and concise written explanation of the basis for the removal. Such information may be submitted on a form provided by the building administrator.

As soon as practicable, but in any event within twenty four (24) hours of the removal, the building administrator shall inform the student's parents that the student was removed from class. Such notice may be by telephone. The parents of the student shall be sent written notice of the removal postmarked within two business days of the removal. Such written notice shall specify the class from which the student was removed, the duration of the removal, and the basis for the removal as stated by the teacher. The building

administrator shall keep written logs or records regarding unsuccessful attempts to contact the parents in accordance with this provision.

**4. PLACEMENT OF STUDENTS DURING  
SHORT TERM REMOVAL  
FROM CLASS**

Prior to the initiation of the 1999-2000 school year, each building administrator shall designate a room or other suitable place where students shall remain during any period of removal from the classroom (the "*short-term removal area*").

Students who are removed by their teachers must immediately and directly go, or be taken, to the Main Office. For the duration of the removal, the student shall stay in the short-term removal **Placement of students during short term removal from class cont...**

area. In the discretion of the building administrator, the student may instead be sent to another appropriate class, program or educational setting, provided the student is supervised in such alternative setting. The building administrator should also take steps to ensure that the students are supervised while in the short-term removal area. In general, students should be required to do work of an academic nature while in the short-term removal area. Such work should ordinarily be related to the work in the class from which the student was removed, or may be related to the student's misconduct (e.g. writing an apology or account of the situation). In no event should students' time in the removal area be recreation or other free time.

**6. LENGTH OF A SHORT TERM  
REMOVAL**

Removal is a serious matter, and should not be taken lightly by the teacher or the student. In most cases, a student shall remain in the short term removal area for at least the duration of the class or activity from which she/he was removed. Prior

## **LENGTH OF A SHORT TERM REMOVAL cont'd ...**

to allowing the student to resume his/her normal schedule, the building administrator shall speak to the student to determine whether the student is, or appears to be, ready and able to return to class without a recurrence of the behavior for which the student was removed. In the event it is not deemed appropriate to return the student to regular classes, the building administrator shall either retain the student in short term removal, or, where necessary, appropriate and practicable, shall take steps to have the student sent home.

## **7. PROCEDURES FOR LONG-TERM REMOVAL**

Long-term removal is an extremely serious step, which should not be undertaken hastily or for less than compelling reasons. Such a step could have profound consequences for the affected student and his or her class, as well as any new class or teacher to which the student may then be assigned.

For these reasons, long-term removal should not ordinarily be considered or implemented except after a thorough consultation, including a thorough consideration of alternatives between the teacher(s) and the building administrator. For the same reasons, long term removal should not ordinarily be considered on the basis of a single incident. Unlike short term removal, the ultimate decision regarding long-term removal rests with the building administrator.

Long-term removal is an administrative decision not subject to a formal right of appeal. However, the parents of the student, and/or the student, shall have the right to meet with the building administrator. Where possible, such meeting shall take place within three (3) business days of the request for a meeting. At the meeting, the building administrator shall inform the parents and/or student as fully as possible regarding the basis for the removal, the alternatives considered, and the basis for any decision. However, nothing in this Code shall prevent the building administrator from implementing a removal to

another class, placement or setting prior to any meeting, and notwithstanding the objection of the parent(s) or student.

## **8. IMPLEMENTATION OF CODE FOR STUDENTS IDENTIFIED AS DISABLED UNDER THE INDIVIDUALS WITH DISABILITY EDUCATION ACT (IDEA) OR SECTION 504**

Some different rules and considerations apply for students identified as requiring special education services under the IDEA or Section 504. In particular, placement for such students is a decision of the student's Individual Education Plan (IEP) team, subject to stringent procedural safeguards, and cannot be made unilaterally by teachers or the administration. In addition, most students covered by the IDEA should have a behavior plan, which will address (a) whether and to what extent the student should be expected to **Implementation of code for students identified as disabled under the Individuals with Disability Education ACT (IDEA) or Section 504 cont...**

conform to the behavioral requirements applicable to non-disabled students; and (b) alternative consequences or procedures for addressing behavioral issues. It is highly advisable that all IEP teams address these issues, and this Code, at least annually, setting forth the consensus of the IEP team regarding behavioral expectations and consequences.

Notwithstanding these issues, students identified as requiring special education services under the IDEA or Section 504 may, in general, be temporarily removed from class under the same terms and conditions as non-disabled students.

**9. HOW WILL THIS CODE BE  
COMMUNICATED TO PARENTS  
AND STUDENTS**

This Code shall be provided to, and discussed with, students of the District early each school year.

(Rev. 08-20-07)

(Rev. 05-05-08)

(Rev. 5-12-09)

## **Bus Rider Rules and Penalties for Misbehavior**

Parents/Guardians and students must realize that the school bus is an extension of the classroom. The bus driver, as the teacher in the classroom, has the responsibility for the safety and welfare of the students while under his/her care. All school policies including weapons, tobacco and other drug use, are enforced on school transportation.

Parents/Guardians and students must also realize that school bus transportation is a privilege, not a right. Misbehavior of any kind, therefore, cannot be tolerated. Students who misbehave can be denied the privilege of riding the bus.

All bus rules and regulations apply to any trip under school sponsorship.

### **A. Student conduct rules**

- 1. Expectation for behavior prior to boarding school transportation.**
  - A. If there is no sidewalk or path, walk on the side of the road facing traffic to get to the bus stop.
  - B. Be at designated school bus stops at least 5 minutes before designated time.
  - C. Stay off the road while waiting for the bus.
  - D. Line up in an orderly, single-file manner, wait until the bus comes to a complete stop before attempting to board and do not rush to get on the bus.
  - E. While waiting for transportation students are expected to behave in an appropriate manner.
  - F. Use the handrail and watch their step when boarding the bus.
  
- 2. Expectations for behavior while riding school transportation.**
  - A. Keep hands and head inside the bus at all times.
  - B. Refrain from loud talking, excessive noise, and be quiet at railroad crossings.
  - C. Remain in seat while the bus is in motion.
  - D. Treat bus equipment respectfully – vandalism will not be tolerated.
  - E. Respect the bus driver's authority and respect the individual rights of others on the bus.
  - F. Respect the rights of others – no bullying, threats, fighting, or profanity.
  - G. Keep books, packages, coats and all articles out of the aisles.
  - H. In case of a road emergency, remain on the bus unless directed to do otherwise by the bus driver.
  - I. Do not throw items out the windows – dispose of trash in garbage receptacles.
  - J. Communication device use will be restricted on school transportation.
  - K. Items of distraction and/or (loud games, pets, etc.) that could cause harm are not permitted on school transportation.
  - L. Do not leave books, lunches or other articles on the bus.
  
- 3. Expectations for behavior after leaving the bus.**
  - A. Cross the road at least 10 feet in front of the bus only after checking to be sure no traffic is approaching and/or after receiving a signal from the driver.
  - B. Never walk behind the rear of the bus.

- C. Do not get too close to the bus. If students can touch the bus after unloading, they are too close and are in potential danger.
- D. Help look after the safety and comfort of small students.
- E. After exiting the bus and bus area, students are expected to behave in an appropriate manner.

**4. Consequences for misbehavior**

- A. Any student who violates a rule listed above shall be referred for disciplinary action.
- B. Students referred for disciplinary action shall be disciplined as follows.

**Middle school and high school students – Grades 6-12**

First Referral – The conduct rule shall be reviewed with and explained to the student.

Second Referral – The student shall be assigned one or two detentions.

Third Referral – The student’s bus riding privileges may be suspended for one day.

Fourth Referral – The student’s bus riding privileges may be suspended for three days.

Fifth Referral – The student’s bus riding privileges may be suspended for five days.

Sixth Referral – The student loses bus riding privileges for the remainder of the school year.

At any point in this process, if bus misconduct is serious enough to warrant it, a more severe step in this process will be taken in order to ensure the safety and welfare of all students riding that particular bus.

Parents/guardians of students whose bus riding privileges are suspended shall be notified in advance of the suspension.

**Guidelines for Early Graduation**

**Procedures**

If the applicant meets the policy requirements, the following items need to be turned into the high school principal no later than the end of the students sixth semester:

1. A copy of the students transcripts
2. A request letter for early graduation stating:
  - a. Post high school academic and career goals
  - b. How will early graduation help the student reach their post high school academic and career goals
  - c. Statements and signature(s) of endorsement from students parent(s) or legal guardian(s)

This matter will also first be thoroughly reviewed by the student and their counselor.

A conference will be held involving the student, the parents or legal guardians, the counselor, and the high principal.

After a complete evaluation of the request and its merits, the principal will forward his recommendation to the district superintendent for final approval.

**Commencement**

The student may participate in the graduation ceremonies with his/her designated class.

**Penalties for Violating the Board’s Weapons on School Premises Policy**

A. Students

If a student violates the Board’s weapons on school premises policy:

1. The student shall be suspended from school in accordance with the Board policy and state law.
2. Law enforcement officials shall be contacted immediately.
3. The student’s parent(s)/guardian(s) shall be notified immediately.
4. The student shall be recommended for expulsion from school. If a firearm is involved, the student shall be expelled for one year except as otherwise determined by the Board on a case-by-case basis.

B. Staff

If a staff member violates the Board’s weapons on school premises policy:

1. The Board may seek legal counsel as to how it may discipline the staff member.
2. Law enforcement officials shall be contacted immediately.

C. Other Persons

If someone other than a student or staff member violates the Board’s weapons on school premises policy:

1. Law enforcement officials shall be contacted immediately.

LEGAL REF.: Sections 120.13 (1) Wisconsin Statutes  
941.235  
948.60  
948.605  
948.61

Gun-Free Schools Act of 1994  
Individuals with Disabilities Education Act

CROSS REF.: 833-Rule, Penalties for Violating the Board’s  
Weapons on School Premises Policy

APPROVED: August 8, 1995

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