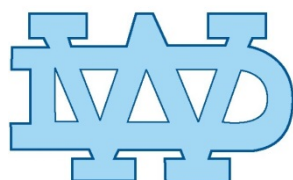


**WISCONSIN DELLS HIGH SCHOOL**  
GRADES 9-12  
STUDENT/PARENT HANDBOOK  
2021-2022



Connect - Inspire - Achieve  
Everyone, Every Day

# We are WD

## Our Mission

Connect × Inspire × Achieve  
Everyone. Every day.

## Our Vision

Cultivating academic excellence today for a stronger community tomorrow.

## Our Beliefs

We set high academic standards and expect each student to reach his/her full potential.

We are committed to the whole child: healthy, safe, engaged, supported, and challenged.

We embrace our diversity, integrate equitable practices, and believe all students will be successful regardless of race, income, gender, sexual identity and learning differences.

We partner with families and community to develop informed and responsible citizens.

We collaborate to support individuals and families.

We deliver a consistent and rigorous curriculum in every classroom.

We value adult learning as a key to student learning.

We pursue innovative ideas, evidence-based practices, and modern technologies.

We seek to provide physical environments that facilitate high levels of learning  
and serve the needs of our community.

**We live our mission and strive for our  
vision.  
This is WD.**

**Welcome to the Wisconsin Dells High School. All the members of the staff are pleased to have you as a student and will do our best to help make your experience here as productive and successful as you wish to make it.**

Mr. Hugh Gaston, Principal 608-253-1461, ext 1007

Mrs. Allison Hoch, Associate Principal 608-253-1461, ext 1102

Mrs. Meghan Leaf and Mrs. Cummings, School Counselors 608-253-1461, ext 1008

TBD, School Secretary 608-253-1461, ext 1001

Mr. Terry Slack, District Administrator 608-254-7769, ext 6026

#### 2021-2022 School Board of Education Members

Anderson, Kathy  
Backhaus, Erik  
Gavinski, Jennifer  
McClyman, Bob  
McClyman, Jim  
VanDinter, Joseph  
Weaver, Jesse

## Grades 9-12 Wisconsin Dells High School Faculty

Name	Position	Email	Extension
<u>ADMINISTRATION</u>			
Gaston, Hugh	Principal	<a href="mailto:hgaston@sdwd.k12.wi.us">hgaston@sdwd.k12.wi.us</a>	1007
Hoch, Allison	Associate Principal	<a href="mailto:ahoch@sdwd.k12.wi.us">ahoch@sdwd.k12.wi.us</a>	1102
Jacobe, Nick	Technology	<a href="mailto:njacobe@sdwd.k12.wi.us">njacobe@sdwd.k12.wi.us</a>	2112
<u>FACULTY</u>			
Baker, Scott	Social Studies	<a href="mailto:sbaker@sdwd.k12.wi.us">sbaker@sdwd.k12.wi.us</a>	1127
Bebber, Mary	Special Education	<a href="mailto:mbebber@sdwd.k12.wi.us">mbebber@sdwd.k12.wi.us</a>	1121
Behn, Emily	Math	<a href="mailto:ebehn@sdwd.k12.wi.us">ebehn@sdwd.k12.wi.us</a>	1119
Belter, John	Math	<a href="mailto:jbelter@sdwd.k12.wi.us">jbelter@sdwd.k12.wi.us</a>	1124
Braun, Todd	Math	<a href="mailto:traun@sdwd.k12.wi.us">traun@sdwd.k12.wi.us</a>	1125
Bringe, Kaitlyn	Language Arts	<a href="mailto:kbringe@sdwd.k12.wi.us">kbringe@sdwd.k12.wi.us</a>	1130
Buss, Jenna	Math	<a href="mailto:jbuss@sdwd.k12.wi.us">jbuss@sdwd.k12.wi.us</a>	1118
Buss, Robert	Physical Ed	<a href="mailto:bbuss@sdwd.k12.wi.us">bbuss@sdwd.k12.wi.us</a>	1161
Campbell, Sarah	Business Ed	<a href="mailto:sacampbell@sdwd.k12.wi.us">sacampbell@sdwd.k12.wi.us</a>	1152
Cummings, Kim	School Counselor (A-K)	<a href="mailto:kicummings@sdwd.k12.wi.us">kicummings@sdwd.k12.wi.us</a>	1010
Dominic Kuhn	Tech Education	<a href="mailto:dkuhn@sdwd.k12.wi.us">dkuhn@sdwd.k12.wi.us</a>	1114
Franz, Chenoa	Language Arts	<a href="mailto:cfranz@sdwd.k12.wi.us">cfranz@sdwd.k12.wi.us</a>	1132
Graewin, Tiffany	Math	<a href="mailto:tgraewin@sdwd.k12.wi.us">tgraewin@sdwd.k12.wi.us</a>	1126
Hartley, Lisa	Language Arts	<a href="mailto:lhartley@sdwd.k12.wi.us">lhartley@sdwd.k12.wi.us</a>	1129
Hinz, Ann	Special Education	<a href="mailto:ahinz@sdwd.k12.wi.us">ahinz@sdwd.k12.wi.us</a>	1120
Holberg, Adam	Business Ed	<a href="mailto:aholberg@sdwd.k12.wi.us">aholberg@sdwd.k12.wi.us</a>	1145
Isaacson, Chris	Special Ed	<a href="mailto:cissacson@sdwd.k12.wi.us">cissacson@sdwd.k12.wi.us</a>	1131
James, Katie	Choir	<a href="mailto:kjames@sdwd.k12.wi.us">kjames@sdwd.k12.wi.us</a>	1167
Janke, Mike	Health	<a href="mailto:mjanke@sdwd.k12.wi.us">mjanke@sdwd.k12.wi.us</a>	1005
Janke, Tami	Science	<a href="mailto:tjanke@sdwd.k12.wi.us">tjanke@sdwd.k12.wi.us</a>	1150
Jisa, David	Language Arts	<a href="mailto:djisa@sdwd.k12.wi.us">djisa@sdwd.k12.wi.us</a>	1133
Leaf, Meghan	School Counselor (L-Z)	<a href="mailto:mleaf@sdwd.k12.wi.us">mleaf@sdwd.k12.wi.us</a>	1009
Michalsky, Erin	FCE	<a href="mailto:emichals@sdwd.k12.wi.us">emichals@sdwd.k12.wi.us</a>	1139
Michalsky, Mike	Language Arts	<a href="mailto:mmichals@sdwd.k12.wi.us">mmichals@sdwd.k12.wi.us</a>	1134
Mleziva, Aaron	Social Studies	<a href="mailto:amleziva@sdwd.k12.wi.us">amleziva@sdwd.k12.wi.us</a>	1135
Neilsen, Seth	Social Studies	<a href="mailto:sneilsen@sdwd.k12.wi.us">sneilsen@sdwd.k12.wi.us</a>	1136
Nolden, Nathaniel	Agri Science	<a href="mailto:nnolden@sdwd.k12.wi.us">nnolden@sdwd.k12.wi.us</a>	1137
Paris, William	Social Studies	<a href="mailto:wparis@sdwd.k12.wi.us">wparis@sdwd.k12.wi.us</a>	1128
Parlow, Lori	Psychologist	<a href="mailto:lparlow@sdwd.k12.wi.us">lparlow@sdwd.k12.wi.us</a>	1012
Paukner, Chris	Science	<a href="mailto:cpaukner@sdwd.k12.wi.us">cpaukner@sdwd.k12.wi.us</a>	1147
Roble, Matt	Band	<a href="mailto:mroble@sdwd.k12.wi.us">mroble@sdwd.k12.wi.us</a>	1165
Rohling, Brad	Physical Ed	<a href="mailto:brohling@sdwd.k12.wi.us">brohling@sdwd.k12.wi.us</a>	1160
Rosholt, Erik	Art	<a href="mailto:erosholt@sdwd.k12.wi.us">erosholt@sdwd.k12.wi.us</a>	1140
Schultz, Allison	Spanish	<a href="mailto:aschultz@sdwd.k12.wi.us">aschultz@sdwd.k12.wi.us</a>	1123
Schmitz, Michelle	Science	<a href="mailto:mschmitz@sdwd.k12.wi.us">mschmitz@sdwd.k12.wi.us</a>	1149

Stetzer, Doug	Tech Ed	<a href="mailto:dstetzer@sdwd.k12.wi.us">dstetzer@sdwd.k12.wi.us</a>	1111
Skipchak, Michelle	PE/Health	<a href="mailto:mskipchak@sdwd.k12.wi.us">mskipchak@sdwd.k12.wi.us</a>	1162
Strutz, Sue	FACS	<a href="mailto:sstrutz@sdwd.k12.wi.us">sstrutz@sdwd.k12.wi.us</a>	1144
Torres, Ismael	Special Education	<a href="mailto:itorres@sdwd.k12.wi.us">itorres@sdwd.k12.wi.us</a>	1139
Ward, Taylor	Science	<a href="mailto:ttaus@sdwd.k12.wi.us">ttaus@sdwd.k12.wi.us</a>	1148
Wojan, Brian	Spanish	<a href="mailto:bwojan@sdwd@k12.wi.us">bwojan@sdwd@k12.wi.us</a>	1122

LMC			
Kucharski, Linda	LMC Paraprofessional	<a href="mailto:lkuchars@sdwd.k12.wi.us">lkuchars@sdwd.k12.wi.us</a>	1016

SECRETARIES

Donskey, Lisa	Main Office	<a href="mailto:ldonskey@sdwd.k12.wi.us">ldonskey@sdwd.k12.wi.us</a>	1001
Pinault, Lynn	Counseling	<a href="mailto:lpinault@sdwd.k12.wi.us">lpinault@sdwd.k12.wi.us</a>	1008
Hale, Jennifer	Attendance/Disc	<a href="mailto:jhale@sdwd.k12.wi.us">jhale@sdwd.k12.wi.us</a>	1002
Slack, Trina	Activities	<a href="mailto:trslack@sdwd.k12.wi.us">trslack@sdwd.k12.wi.us</a>	1777

SPECIAL SERVICES

Torkelson, Eric	School Resource Officer	<a href="mailto:etorkelson@sdwd.k12.wi.us">etorkelson@sdwd.k12.wi.us</a>	1020
McAlpin, Julia	School District Nurse	<a href="mailto:jmcalpin@sdwd.k12.wi.us">jmcalpin@sdwd.k12.wi.us</a>	6200

FOOD SERVICES

Heller, Greg	Food Services Director	<a href="mailto:gheller@sdwd.k12.wi.us">gheller@sdwd.k12.wi.us</a>	1032
--------------	------------------------	--	------

## SOCIAL SERVICES AND OTHER EMERGENCY NUMBERS

	Adams	Columbia	Juneau	Marquette	Sauk	Ho-Chunk
Human Services	339-4505	742-9227	847-2400	297-3124	355-4200	355-1240
24 hr Crisis Line	339-3304	742-4166	847-6161	none	800-533-5692	none
Health Dept.	339-4505	742-9227	847-9373	297-3124	355-3290	355-1240
Sheriff	339-3304	742-4166	847-5649	297-2115	356-4895	none

### Crisis Lines and Other Services

Community Action [for food and housing]:.....	254-8353
Rape Crisis Line:.....	1-608-251-7273
Suicide Prevention [National]:.....	1-800-273-8255
Runaway Support:	
Briarpatch Crisis:.....	1-800-798-1126
Lutheran Social Services Runaway Project:.....	1-800-924-7238
Ho-Chunk Child and Family Services [for 17-23 yr olds].....	1-888-560-4616
Indian Child and Welfare of Domestic Violence .....	356-3471
Alcoholics' Anonymous [for those having alcohol problems].....	1-608-222-8989
ALANON [for those affected by another's alcohol use].....	1-608-241-6644
ALATEEN [for teens affected by another's alcohol use] .....	1-608-241-6644
Counseling Agencies:	
Pauquette Center (Portage).....	742-5518
Goodman's Behavioral Health Clinic (Reedsburg).....	1-608-768-4545
Aspen Family Counseling (Portage).....	742-5020
Pathway Clinic (Baraboo). .....	356-9887
Safe Place for Newborns.....	1-877-440-2229
St. Clare Center (Baraboo) .....	356-1533
Northland Community Service (Adams) .....	339-4144
Bridges for Youth (Adams).....	339-9309
Catholic Social Services.....	1-800-236-4673
Lutheran Social Services.....	742-4244
Domestic Violence Hope House	1-608-356-7500
Pregnancy Counseling Catholic Charities	1-608-833-4800
	1-800-584-6790
	1-888-485-7385

\*Additional Phone Numbers and contacts are available in the School Counseling Office.

## TABLE OF CONTENTS

Foreword	10
Equal Education Opportunity/Anti-Harassment	10
Sexual Harassment	12
Bullying	13
Section 504/ADA Complaint	13
School Day	15
Student Rights and Responsibilities	15
Student Well-Being	16
Injury and Illness	16
Homebound Instruction	16
Whom Shall I Contact?	17
<b>Section I - General Information</b>	<b>19</b>
Enrolling in the School	19
Scheduling and Assignment	19
Early Dismissal	20
Transfer Out of the District	20
Open Enrollment	20
Withdrawal from School	20
Immunizations	20
Student Accidents/Illnesses/Concussion	20
Emergency Medical Authorization	21
Emergency Nursing Services	21
Use of Prescribed Medications	21
Asthma Inhalers and Epi-Pens	22
High School Over the Counter Medications	22
Head Lice	23
Control of Casual-Contact Communicable Diseases	24
Direct Contact Communicable Diseases	24
Individuals with Disabilities and Limited English Proficiency	24
Student Records	25
Armed Forces Recruiting	28
Student Fees, Fines and Charges	29
Student Fund-Raising	29
Student Valuables	30
Human Growth and Development	30
Meal Service	30
Safety Drills	31
Emergency Closings and Delays	31
Preparedness for Toxic and Asbestos Hazards	31
Visitors	32
Use of the Library	32

Use of School Equipment and Facilities	32
Lost and Found	32
Student Sales	32
Use of Telephones	32
Weapons	33
Advertising Outside Activities	33
Audio and Video Surveillance	34
Safety and Security	34
Student Intellectual Property Rights	34
<b>Section II – Academics</b>	<b>35</b>
Course Offerings	35
Academic and Career Planning	
Field Trips	35
Grades	35
Grade Point Average/Laude System	36
Promotion, Placement, Retention	40
Graduation Requirements	40
Mid-Year Graduation	41
Youth Options Program	41
Recognition of Student Achievement	41
Homework	42
Student Network and Internet Acceptable Use and Safety	43
Student Assessment	44
<b>Section III - Student Activities</b>	<b>46</b>
School-Sponsored Clubs and Activities	46
High School Co-curricular Code	47
Non school-Sponsored Clubs and Activities	62
School-Sponsored Publications and Productions	62
Athletics	63
Student Employment	63
<b>Section IV - Student Conduct</b>	<b>64</b>
Attendance	64
Compulsory Student Attendance	64
Submitting Excuse for Absence	64
Excused Absences	64
Parent Excused Absences	66
Excessive Absences	66
Truant Absences	66
Habitual Truancy	67
Attendance at Dances	68



Attendance Requirements for Participation in Commencement	69
Students Leaving During the School Day	69
Make-Up Course Work and Examinations	69
Tardiness-Start on Time Program	69
Student Attendance at School Events	70
<b>Student Behavior</b>	<b>70</b>
Common Area Expectations	71
LMC Rules/Hours	71
Dress and Grooming	72
Care of Property	74
<b>Student Conduct</b>	<b>76</b>
Prohibited Behaviors/Actions	77
Dance Code	79
Drug Abuse Prevention	79
Use of Tobacco/Nicotine Prohibited	80
Possession/Use of Wireless Communication Devices (WCDs)	81
Student Code of Classroom Conduct-Removal From Class	83
Other Forms of Discipline	86
Suspension and Expulsion	88
Search and Seizure	93
Student Rights of Expression	94
Student Suggestions and Complaints	95
<b>Section V – Transportation</b>	<b>96</b>
Bus Transportation to School	96
Bus Conduct	96
Class I Regulations	96
Class II Regulations	98
Videotapes on School Buses	99
Penalties for Infractions	99
Self-Transportation to School	101

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

specific issue, contact your school principal. All Board of Education approved policies are available on the school website at [www.sdwd.k12.wi.us](http://www.sdwd.k12.wi.us)

## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your principal or associate principal, who you will find listed in the Staff Directory section of the handbook. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. If any of the policies or administrative guidelines referenced herein is revised after June 30, 2014 the language in the most current policy or administrative guideline prevails. The current policies and guidelines are available on the District's website.

## **EQUAL EDUCATION OPPORTUNITY/ANTI-HARASSMENT**

It is the policy (Policy 2260) of the District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, including transgender status, change of sex or gender identity, disability, age (except as authorized by law), military status, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional, or learning disability or other protected characteristics as well as place of residence within District boundaries, or social or economic background.

Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services. Parents who have questions should contact Pupil Services Director at Wisconsin Dells Middle School, 520 Race Street, Wisconsin Dells, WI.

It is also the policy (Policy 5517) of the District to maintain an educational environment that is free from all forms of harassment. This commitment applies to all District operations, programs, and activities. All

students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

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

Compliance Officers from Policy 2260

Hugh Gaston	Dawn Sine
WDHS Principal	Pupil Services Director
608-253-1461 ext 1007	608-253-2467 ext 2106
<a href="mailto:hgaston@sdwd.k12.wi.us">hgaston@sdwd.k12.wi.us</a>	<a href="mailto:dsine@sdwd.k12.wi.us">dsine@sdwd.k12.wi.us</a>
WDHS	Wisconsin Dells Middle School
1501 Brew Farm Road	520 Race Street
Wisconsin Dells, WI 53965	Wisconsin Dells, WI 53965
Fax 608-254-6288	Fax 608-254-6397

The complaint procedure is described in Board Policy 2260 and on Form 2260F2. The policy and form are available in the school office.

The complaint will be investigated and a written acknowledgement given to the complainant within forty-five (45) days of receipt of a written complaint and a determination of the complaint within ninety (90) days, unless the parties agree to an extension, or unless the complaint is within the procedures of Chapter 115 of the Wisconsin Statutes governing exceptional educational needs. Education Department General Administrative Regulations, commonly called EDGAR complaints, shall be referred directly to the State Superintendent. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

Wisconsin Dells High School is committed to an educational environment that is free of harassment of any form. The school will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the school district community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Harassment means behavior toward a student or group of students based, in whole or in part, on their sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or any other characteristic protected under State, Federal or local law, which substantially interferes with the

student's school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. Examples of conduct that may constitute harassment include:

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

### **SEXUAL HARASSMENT**

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

- A. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education; or
- B. Submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or
- C. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile or offensive educational environment.

Sexual harassment may include, but is not limited to:

- A. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity;

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

Sexual harassment examples include, but are not limited to the following:

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

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

If you wish to report harassment, please contact one of the Complaint Coordinators listed above.

A copy of Board's Anti-Harassment Policy 5517, including the reporting, investigation, and resolution procedures, is available in the school office and on the District's web page.

## **BULLYING**

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

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

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. If the investigation finds that aggressive behavior has occurred, it will result in prompt and appropriate discipline, co-curricular sanctions and/or disciplinary action up to and including suspension or expulsion. Individuals may also be referred to law enforcement officials. (Board Policy 5517.01)

## **SECTION 504/ADA COMPLAINT**

Any person who believes that the Wisconsin Dells High School or any staff person has discriminated against them in violation of the District's Section 504/ADA policy may file a complaint. A formal complaint can be made in writing to a School Compliance Officer listed below

Dawn Sine  
Pupil Services Director  
Wisconsin Dells Middle School  
520 Race Street  
Wisconsin Dells, WI 53965  
608-253-2467 ext 2106

Fax 608-254-6397  
dsine@sdwd.k12.wi.us

The complaint procedure is described in Administrative Guideline 2260.01A and 2260.01B and are available in the School office and on the District's web page.

### **SCHOOL DAY**

Classes begin at 7:55am and conclude at 3:30pm. The school doors open at 7:15am.

Students who arrive to school before 7:35am are required to stay in the commons. At 7:35am students will then be permitted to enter the rest of the building. If a teacher or coach requires a student's presence before 7:35am, he/she will meet the student, accompany him/her to the location, and remain with the student until 7:35am.

Students who remain in the building after 3:45pm need to be under the direct supervision of a teacher or coach.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

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

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

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

Adult students (age eighteen (18) or older) are expected to follow all school rules.

## **STUDENT WELL-BEING**

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

All students must have an emergency medical information completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

## **INJURY AND ILLNESS**

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

A student who becomes injured or ill during the school day should request permission from the teacher to go to the office. The office staff will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission. (Board Policy 5340)

## **HOMEBOUND INSTRUCTION**

The District may arrange for individual instruction to students of legal school age who are not able to attend classes because of a serious medical disability.

Parents should contact the principal regarding procedures for such instruction. (Board Policy 2412)



## WHOM SHALL I CONTACT?

We encourage you to contact us whenever you have a concern. If after making the initial contact you feel you need more clarification, contact the next person listed. If you care to pursue your question/concern further, make the third, and if necessary, the fourth contact.

Wisconsin Dells High School 608-253-1461  
 Activities Office 608-253-1461, ext 1777  
 Bus Garage 608-253-1038  
 Central Office 608-254-7769

<u>QUESTION/CONCERN</u>	<u>1st CONTACT</u>	<u>2nd CONTACT</u>	<u>3rd CONTACT</u>	<u>4th CONTACT</u>
Concern with a student's academic progress in a particular class	Teacher of the class	Student's Counselor	Principal	
Current grades	Parent Skyward account	Student's teachers	Student's counselor	
Regarding student's class schedule	Student's Counselor	Principal		
Best course of study during HS	Student's Counselor	Principal		
Grade a student received in a course	Teacher of the class	Student's Counselor	Principal	
Standardized test results	Student's Counselor	Principal	District Test Coordinator	
Selection of colleges, college scholarships, or post-secondary plans?	Student's Counselor	Principal		
Directions to various athletic events	District Website	Activities Office	Activities Director	Principal or Coach
Concerns over personality changes, perceived problems	Student's Counselor	Associate Principal		
Student's extra-curricular activities	Coach/Advisory of the Activity	Student's Counselor	Activities Director	Principal or Associate Principal
School calendar	District Website	District Admin Assistant	Principal	Superintendent
Sanctions placed on student because of discipline in a particular class	Teacher of the class	Associate Principal	Principal	Superintendent

Discipline situation not related to a particular class	Associate Principal	Principal	Superintendent	
Bus Route	Bus Garage	Superintendent		
Other bussing issues	Bus Garage	Superintendent		
Fees, fines, tuition	WDHS Office	Principal	Superintendent	
Athletic program or particular sport	Coach of the sport/Activity	Activities Director	Principal	Superintendent
Alcohol/drug use or abuse	Student's Counselor	Associate Principal	Police School Resource Officer	

## SECTION I - GENERAL INFORMATION

### ENROLLING IN THE SCHOOL

Students generally enroll in the district in which they live. However, the Board will release a resident student who is accepted as a student in another school district under that district's open enrollment program.

Students that are new to the Wisconsin Dells School District are required to enroll with their parents or legal guardian **unless eighteen (18)**. When enrolling, the parents will need to bring the following:

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

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

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

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

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

Adult students (eighteen (18) years of age or older) may enroll themselves, but if residing with their parents, are encouraged to include them in the process. Adult students do carry the responsibilities of both the student and parent and are expected to follow all School rules.

### SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the counseling office. The only reasons a schedule will be changed are as follows: school error was made on the schedule, a student fails a prerequisite course and is not eligible for the class, if graduation is in jeopardy, or in case of extenuating circumstances including health, injury, or misplacement, change can be considered with a parent conference. It is important to note that some courses may be denied because of

limited space or the need to complete prerequisites courses. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

### **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without a phone call from the parent, written request signed by the parent or a person whose signature is on file in the school office, or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) or guardian or a person listed in the student's profile as an emergency contact without a permission note signed by the custodial parent(s) or guardian. (Board Policies 5200 and 5230)

### **TRANSFER OUT OF THE DISTRICT**

If a student plans to transfer to another school, the parent must notify the Principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. Parents are encouraged to contact the high school office for specific details.

### **OPEN ENROLLMENT**

The School District will participate in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and the relevant policies and rules of the District, all as amended from time-to-time. (Board Policies 5113 and 5113.01)

### **WITHDRAWAL FROM SCHOOL**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents and completion of any required forms.

### **IMMUNIZATIONS**

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

### **STUDENT ACCIDENTS/ILLNESS/CONCUSSION**

The School District believes that school personnel have certain responsibilities in case of accidents, illness, or concussions that occur in school. Said responsibilities extend to the

administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports. (Board Policy 5340)

### **EMERGENCY MEDICAL AUTHORIZATION**

The Board has established Policy 5341 that requires every student to have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The school has made the Emergency Medical Authorization Form available to every parent at the time of enrollment. A student's failure to return the completed form to school may jeopardize the student's participation in school activities.

### **EMERGENCY NURSING SERVICES**

To provide for the protection of the students, the District shall make available emergency nursing services during the regular school day and during all school sponsored student activities. (Board Policy 5310.01)

### **USE OF PRESCRIBED MEDICATIONS**

In those circumstances where a student must take medication during the School day, the following guidelines of Board Policy 5330 are to be observed.

- A. Parents should, with their physician's advice, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Consent Form must be filed with the principal's office before the student will be allowed to begin taking any medication during school hours. The forms are available in the School office.

Medication must be conveyed to school directly by the parent except self-administered medications- See below

For each prescribed medication, the container shall have a pharmacist's label with the following information:

- 1. student's name;
- 2. practitioner's name;

3. date;
4. pharmacy name and telephone;
5. name of medication;
6. prescribed dosage and frequency;
7. special handling and storage directions.

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

Any unused medication unclaimed by the parent will be destroyed by School personnel when a prescription is no longer to be administered or at the end of a school year.

A log for each medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and may be disciplined in accordance with the drug-use provision of the Code.

### **ASTHMA INHALERS AND AUTO INJECTED EPINEPHRINE**

Students, with appropriate written permission from the physician and parent, may possess and use a method dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. (Board Policy 5330)

Students, who suffer from severe allergic reactions may, possess and use an epinephrine auto-injector when the student is required to carry the epinephrine auto-injector to prevent the onset of an allergic reaction, and the appropriate written permission from the medical practitioner and completed Parent Consent form have been submitted to the Principal.

Inhalers and Epinephrine can be administered by school officials only in accordance with conditions confirmed by the Principal, consistent with the approved plan adopted by the Board and updated annually.

### **HIGH SCHOOL OVER THE COUNTER MEDICATIONS**

Possession, administration, and use of nonprescription drug products shall be in accordance with Board Policy 5330.

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

The Nonprescription Drug Product Request and Authorization Form 5330 Fla 5330 F1b must be filed with the school nurse before the student will be allowed to begin taking any medication during school hours.

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

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

- A. student's name;
- B. date;
- C. name of medication;
- D. dosage and frequency; and
- E. special handling and storage directions.

Parents may authorize the school to administer a nonprescribed drug product using a form which is available at the school office. A physician does not have to authorize such medication. The parent may also authorize on the form that their child

may self-administer the medication.

keep the medication in his/her possession.

If a student is found using or possessing a nonprescribed drug product without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

## **HEAD LICE**

If a child in the District is found to have lice, the child's parent will be contacted to have the child treated and to pick him/her up at the end of the school day. After treatment and upon returning to school, the child will be examined by the school health staff or principal. The District practices a policy of "no live lice" as a criteria for return to school. (Board Policy 8451)

## **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. In accordance with Board Policy 8450, a teacher, nurse, or Principal may send home a student who is suspected of having a communicable disease and will notify the parent of such action and the reason(s) it was taken. School officials may be required to notify local health officials if they suspect a student has a covered communicable disease. School officials will comply with notification requirements of the Department of Health and Family Services in addition to notifying the student's parent.

Examples of such diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Wisconsin Department of Health and Human Services.

Any student's removal from school will only be for the contagious period as specified in the school's administrative guidelines.

## **DIRECT CONTACT COMMUNICABLE DISEASES**

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

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

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

## **INDIVIDUALS WITH DISABILITIES AND LIMITED ENGLISH PROFICIENCY**

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



A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is generally required. More important, the school encourages parents to be active participants. To inquire about Special Education programs and services, a parent should contact the Pupil Services Director at 608-253-2467 (Board Policy 2460).

Services are also available to students with Limited English Proficiency (Board Policy 2260.02). To inquire about programs and services, a parent should contact the Pupil Services Director at 608-253-2467.

## **STUDENT RECORDS**

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

Directory information can be given to any person or organization for non-commercial or non-business purposes when requested, unless the parents of the student object in writing to the disclosure as required under school policy and State and Federal law. Directory information generally includes those student records which identify a student's name, address, telephone number, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation, photographs, name of school most recently previously attended and degrees and awards received. Directory information also includes a student ID number, user ID, or other unique personal identifier used by the student when accessing or communicating in a district's electronic systems, if, standing alone, it cannot be used to access student education records, (i.e. a pin number, password, or other factor is also needed).

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

Directory information is defined as the following: student personally identifiable information includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information

that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

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

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

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

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

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

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

The District Administrator will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the District Administrator is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpc](http://www.ed.gov/offices/OM/fpc)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

## **ARMED FORCES RECRUITING**

The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. “Armed forces” means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent of a student submits a signed, written request (Form 8330 F13) to the Board that indicates that the student or the parent does not want the student’s directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student’s directory information. The Board shall ensure that students and parents are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding right to refuse disclosure to any or all “directory information” including in the armed forces of the United States and the service academies of the armed forces of the United States (Board Policy 8330).

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

## **STUDENT FEES, FINES, AND CHARGES**

Fees will be charged for the following noncurricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property (Board Policy 6152). The school and staff do not make a profit.

All Athletics have an annual user fee for each sport played

\$35.00 - Full Fee

\$24.50 - IF a student has a reduced lunch fee

\$17.50 - IF a student has a free lunch fee

Clubs with Fees:

Art Club - \$10.00 annual fee

FBLA - Future Business Leaders of America - \$10.00 1x fee

FFA - \$15.00 annual fee

Interact Club - \$5.00 annual fee

Key Club - \$15.00 annual fee

Skills USA - \$15.00 annual fee

Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

Students who fail to pay fines, fees, or charges will be denied participation in the Homecoming Dance, Prom, and graduation ceremonies (Board Policy 5460).

## **STUDENT FUND-RAISING**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines (Board Policy 5830). The following general rules will apply to all fundraisers.

Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.

A student will not be allowed to participate in a fund-raising activity for a group in which s/he is not a member without the approval of the student's teacher or counselor.

No student may participate in fundraising activities off school property without proper supervision by approved staff or other adults.

House-to-house canvassing by any student is not allowed for any fundraising activity.

Students under the age of nine (9) must be accompanied by a parent or person sixteen (16) years of age or older.

Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for .....", will be monitored by a staff member in order to prevent a student from overextending himself/herself to the point of potential harm.

No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.

Please see policy 5830 Student Fund-Raising for further guidelines.

### **STUDENT VALUABLES**

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

### **HUMAN GROWTH AND DEVELOPMENT**

Any parent who wishes to review instructional materials or observe classroom instruction should contact the Principal to make the appropriate arrangements. Parents have the right to review any instructional materials related to the human growth and development curriculum and may also observe instruction in classes dealing with such subject matter (Board Policy 2414). Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

### **MEAL SERVICE**

The school participates in the National School Lunch Program and makes lunches available to students for a fee (Board Policy 8500). Ala carte items are available. Students may also bring

their own lunch to school to be eaten in the school's cafeteria. Applications for the school's Free and Reduced-Priced Meal program are distributed to all students (Board Policy 8531). Extra applications can be obtained in the school office. A la carte items are available, but are not covered by students receiving free or reduced fee lunch. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without being accompanied by a parent or guardian or driving himself/herself to an appointment that falls under the excused absence reasons.

### **SAFETY DRILLS**

The school complies with all Department of Justice safety laws and will conduct evacuation and tornado drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers, who are responsible for safe, prompt, and orderly evacuation of the building. The school has a comprehensive School Safety Plan (Board Policy 8420) that includes specifications for fire drills, tornado drills, and lockdown drills.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm system for tornadoes is different from the alarm system for fires. The tornado alarm consists of instructions from administration via the PA system, and the fire alarm consists of a continuous long, loud tone.

Lock-down drills in which the students are restricted to the interior of the school building and the building secured may occur during the school year. The protocol for a school lock-down is no alarm but voice command via administration over PA system.

### **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations:

WNNO-AM (900)  
WNNO-FM (106.9)  
WISC-TV

Parents and students are responsible for knowing about emergency closings and delays. (Board Policy 8220)

### **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

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

## **VISITORS**

In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to prevent any loss of instructional time.

Visitors' access to classrooms and instructional activities are subject to reasonable restrictions and limits. Please consult with the Principal regarding these restrictions.

Students may not bring visitors to school. (Board Policies 7440 and 9150)

## **USE OF THE LIBRARY**

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. To check out books or any other materials, contact the librarian.

To avoid late fees, all materials checked out of the library must be returned to the high school LMC by the last Monday of the school year.

## **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

## **LOST AND FOUND**

The lost and found area is in the high school office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

## **STUDENT SALES**

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

## **USE OF SCHOOL TELEPHONES**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.



Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave School.

## **WEAPONS**

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law without the permission of the District Administrator.

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

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

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

Policy exceptions include:

- A. weapons under the control of law enforcement personnel;
- B. items pre-approved by a principal and/or the District Administrator as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms, except those protected at all times by a cable or trigger lock, and live ammunition will never be approved; and
- C. theatrical props used in appropriate settings.

## **ADVERTISING OUTSIDE ACTIVITIES**

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of twenty-four (24) hours' notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

The school has a central bulletin board located in the main hallway near the high school office which may be used for posting notices after receiving permission from the Principal.

### **AUDIO AND VIDEO SURVEILLANCE**

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

### **SAFETY AND SECURITY**

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

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. The staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.

As many unneeded outside doors as possible are locked during the school day.

Portions of the building that will not be needed after the regular school days are closed off.

All District employees are to carry photo-identification badges while in District schools and offices or on District property.

### **STUDENT INTELLECTUAL PROPERTY RIGHTS**

Students who develop ideas, concepts, or materials which may carry with them intellectual property characteristics may pursue protection of those rights on their own. No District staff may take steps to claim intellectual property rights relative to any work product created by student(s), except as expressly approved by the District Administrator and agreed to by participating students prior to the commencement of any projects. The District does not determine the protectable nature of any particular work. (Board Policy 5870)

## **SECTION II - ACADEMICS**

### **COURSE OFFERINGS**

For a current list of courses offered at WDHS, please visit the school district website, [www.sdwd.k12.wi.us](http://www.sdwd.k12.wi.us). The Career Planning Guide and Course Description Book is linked under the Student Services tab on the High School page.

### **ACADEMIC AND CAREER PLANNING**

Academic and career planning services, including individualized support and access to software tools and staff assistance, is provided to students in grades 6 to 12. The mission of academic and career planning is to provide a comprehensive plan, which will be developed and maintained by a student, that includes the student's academic, career, personal, and social goals and the means by which the student will achieve those goals both before and after high school graduation. (Board Policy 2411)

### **FIELD TRIPS**

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

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

### **GRADES**

The Teachers have a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The School uses the following grading system:

4.00	96 to 100	= A = Excellent achievement
3.75	93 to 95	= A-
3.50	91 to 92	= B+
3.00	87 to 90	= B = Good achievement
2.75	85 to 86	= B-

2.50	83 to 84	= C+
2.00	79 to 82	= C = Satisfactory achievement
1.75	77 to 78	= C-
1.50	75 to 76	= D+
1.00	72 to 74	= D = Minimum-Acceptable achievement
0.75	70 to 71	= D-
0.00	69 and below	= F = Failure

I = Incomplete

P = Acceptable achievement

### **Grade Point Average/Laude System**

The Board of Education acknowledges the usefulness of a system of computing grade point averages and class ranking for high school students, both to inform students of their relative academic placement among their peers and to provide students, prospective employers, and institutions of higher learning with a predictive device so that each student is more likely to be placed in an environment conducive to success.

The Board authorizes a system of class ranking, by cumulative grade point average (CGPA), for students in grades 9-12. To calculate a grade point average (G.P.A.), assign a point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of C would be  $.5 \times 2=1$ . Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the G.P.A. This can be done by grading period, semester, year, or for a series of school years.

The Board authorizes the use of the Laude honor point system beginning with the class of 2016.

The Laude System acknowledges student achievement through a combination of student Cumulative Grade Point Average (CGPA) at the end of seven (7) semesters and the number of honor class points completed in their high school career. Their CGPA and honor points make up their overall Laude score, which places them into one of the possible Laude distinctions: Summa Cum Laude, Magna Cum Laude, and Cum Laude.

For the Class of 2017, students who earn Summa Cum Laude must have a Laude score of 31 or higher; students who earn Magna Cum Laude must have a Laude score of 24-30.99; and students who earn Cum Laude must have a Laude score of 15-23.99.

For the Class of 2018 and beyond students who earn Summa Cum Laude must have a Laude score of 33 or higher; students who earn Magna Cum Laude must have a Laude score of 27-32.99; and students who earn Cum Laude must have a Laude score of 16-26.99.

***The following information will become an administrative guideline for policy 5430***

Classes with pass/fail grades, alternative or home school will be shown on the official high school transcript as credit earned or not earned, but will not be used in the CGPA Calculation. Credits earned from study abroad will be shown on the official transcript. The Laude Review Committee will evaluate courses taken to determine which would qualify as advanced courses. Grades earned while abroad will be used in the CGPA.

Classes transferred into WDHS from other comparable schools, or from a comparable foreign school by students with permanent resident status, will be allowed full credit for educational progress. Credit will be based upon equivalency of requirements. The District reserves the right to evaluate transfer courses prior to granting credit and/or the right to administer tests where necessary.

For the purpose of recognizing students at graduation Laude scores will be calculated at the end of a student's seventh semester. Students who have achieved a minimum Cumulative Grade Point Average of 3.2 and achieved a minimum of sixteen (16) Laude points will be recognized as follows:

Seniors who have earned the Summa Cum Laude distinction will be awarded gold honor chords; seniors who have earned the Magna Cum Laude distinction will be awarded silver honor chords; and seniors who have earned Cum Laude will be awarded white honor chords.

Please Note: A final eighth (8<sup>th</sup>) semester cumulative grade point average is configured at the end of the school year. If a student has earned Laude Distinction after the 8<sup>th</sup> semester cumulative grade point average is figured, the student will be notified and the new Laude distinction will be noted on their final transcript, along with receiving a certificate of recognition.

Advanced Standing and Department Designated Honor Courses = 0.5 honor point for each credit completed and passed and only apply if they have been taken at WDHS. A complete listing of Laude Honor Courses can be found in the most current High School Course Description Booklet located in the high school counseling office or online at the high school counseling website.

Transfer students will receive honor points toward the Laude System, for Advanced Placement Courses and Project Lead the Way Courses passed and completed at their previous school.

Due to the varying nature of how honors classes are designated in other schools, transfer students will only be granted honor points for completing and passing Advanced Placement and Project Lead the Way Courses. Transfer students will not be granted honor points for other honors classes. Advanced Placement (AP) and Project Lead the Way (PLTW) courses = 1 honor point for each credit completed and passed.

This chart will be reviewed every two (2) years and revisions will be made when the District determines that such revisions are needed. If revisions are made to this chart and or administrative guideline, any revisions would go into effect with the next incoming freshmen class.

Wisconsin Dells High School Laude Chart

CGPA →		4.0	3.9	3.8	3.7	3.6	3.5	3.4	3.3	3.2
	20	80	78	76	74	72	70	68	66	64
	19.5	78	76.05	74.1	72.15	70.2	68.25	66.3	64.35	62.4
	19	76	74.1	72.2	70.3	68.4	66.5	64.6	62.7	60.8
	18.5	74	72.15	70.3	68.45	66.6	64.75	62.9	61.05	59.2
	18	72	70.2	68.4	66.6	64.8	63	61.2	59.4	57.6
H	17.5	70	68.25	66.5	64.75	63	61.25	59.5	57.75	56
O	17	68	66.3	64.6	62.9	61.2	59.5	57.8	56.1	54.4
N	16.5	66	64.35	62.7	61.05	59.4	57.75	56.1	54.45	52.8
O	16	64	62.4	60.8	59.2	57.6	56	54.4	52.8	51.2
R	15.5	62	60.45	58.9	57.35	55.8	54.25	52.7	51.15	49.6
S	15	60	58.5	57	55.5	54	52.5	51	49.5	48
	14.5	58	56.55	55.1	53.65	52.2	50.75	49.3	47.85	46.4
	14	56	54.6	53.2	51.8	50.4	49	47.6	46.2	44.8
	13.5	54	52.65	51.3	49.95	48.6	47.25	45.9	44.55	43.2
P	13	52	50.7	49.4	48.1	46.8	45.5	44.2	42.9	41.6
O	12.5	50	48.75	47.5	46.25	45	43.75	42.5	41.25	40
I	12	48	46.8	45.6	44.4	43.2	42	40.8	39.6	38.4
N	11.5	46	44.85	43.7	42.55	41.4	40.25	39.1	37.95	36.8
T	11	44	42.9	41.8	40.7	39.6	38.5	37.4	36.3	35.2
S ↓	10.5	42	40.95	39.9	38.85	37.8	36.75	35.7	34.65	33.6
	10	40	39	38	37	36	35	34	33	32
	9.5	38	37.05	36.1	35.15	34.2	33.25	32.3	31.35	30.4
	9	36	35.1	34.2	33.3	32.4	31.5	30.6	29.7	28.8
	8.5	34	33.15	32.3	31.45	30.6	29.75	28.9	28.05	27.2
	8	32	31.2	30.4	29.6	28.8	28	27.2	26.4	25.6
	7.5	30	29.25	28.5	27.75	27	26.25	25.5	24.75	24
	7	28	27.3	26.6	25.9	25.2	24.5	23.8	23.1	22.4
	6.5	26	25.35	24.7	24.05	23.4	22.75	22.1	21.45	20.8
	6	24	23.4	22.8	22.2	21.6	21	20.4	19.8	19.2
	5.5	22	21.45	20.9	20.35	19.8	19.25	18.7	18.15	17.6
	5	20	19.5	19	18.5	18	17.5	17	16.5	16
	4.5	18	17.55	17.1	16.65	16.2	15.75	15.3	14.85	14.4
	4	16	15.6	15.2	14.8	14.4	14	13.6	13.2	12.8
	3.5	14	13.65	13.3	12.95	12.6	12.25	11.9	11.55	11.2
	3	12	11.7	11.4	11.1	10.8	10.5	10.2	9.9	9.6
	2.5	10	9.75	9.5	9.25	9	8.75	8.5	8.25	8
	2	8	7.8	7.6	7.4	7.2	7	6.8	6.6	6.4
	1.5	6	5.85	5.7	5.55	5.4	5.25	5.1	4.95	4.8
	1	4	3.9	3.8	3.7	3.6	3.5	3.4	3.3	3.2

## **Grading Periods**

Students shall receive a report card at the end of each semester, indicating their transcript grades for each course of study for that grading period.

Students' current and historical grades are available via Skyward. Parents and students are assigned Skyward logins in order to review grades at any times.

## **PROMOTION, PLACEMENT, AND RETENTION**

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

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing appropriate tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (I.E.P.). It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Counseling Office and a school counselor will be pleased to answer any questions.

## **GRADUATION REQUIREMENTS**

### **Diploma**

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work and earn the total number of required credits.

Specific course requirements are as follows:

A total of 26.0 credits will be required for graduation. This includes the following:

English (includes Eng 9, Eng 10, Writing, Literature)	4.0
Social Studies (includes US History, World History, and Civics)	3.0
Mathematics	3.0
Science	3.0
Physical Education	1.5
Health	0.5
Personal Finance	0.5
Electives	10.5



The school may grant a high school diploma to a student who has not satisfied the requirements under this policy if the student was enrolled in an alternative education program and the school determines that the student has demonstrated a level of proficiency in the subjects required under this policy.

Graduation must be earned by passing all mandated subjects and earning the total units required for the specific diploma sought.

Depending upon the disability profile, students in special education shall either receive (a diploma) (a certificate of completion) if certified they have properly completed the requirements of their IEP, or received the recommendation of the IEP team, as related to completion of credit requirements through regular, special or alternative education. They may participate in all graduation activities.

A student may be denied participation in graduation activities for disciplinary reasons and for nonpayment of fees. (Board Policy 5460)

### **MID-YEAR GRADUATION**

Any student planning to graduate mid-year must make his/her intentions known, in writing, to the High School Counseling Office by May 1 of his/her junior year. Having chosen to graduate at mid-year, it shall be understood that this includes severing not only academic tie but also co-curricular and extra-curricular activities. The student may, however, participate in the graduation ceremonies of their class. An early graduation form is available in the school counseling office, and it is to be completed and turned in to the student's counselor by May 1<sup>st</sup> of the student's junior year.

### **YOUTH OPTIONS PROGRAM**

Any student in 11th or 12th grade may enroll in the Youth Options Program providing s/he meets the requirements established by law and by the District and subject to the approval of the Board of Education on an annual basis. Any interested student should contact the counseling office to obtain the necessary information.

### **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the principal's and activities' offices.

#### **Honor Roll**

Wisconsin Dells High School gives recognition to students for high scholastic achievement at the close of each term throughout the school year. There will be an honor roll for each term. Classes graded on a Pass/Fail system, such as Drivers Education, Nova Net courses, Co-op, volunteer and assistant programs, or classes taken outside of WDHS, such as Youth Options, correspondence, or home school classes, will not be counted when determining the honor roll.

“A” Honor Roll: 3.75 – 4.0 grade point average  
“B” Honor Roll: 3.0 – 3.749 grade point average

### **Athletic Awards**

Requirements for athletic awards are developed by each head coach with the approval of the Activities Director. These requirements will be reviewed with interested students by the appropriate coach.

### **Diploma Deferral**

Social graduation is an opportunity for students with individual education programs (“IEPs”) to participate in high school graduation ceremonies without obtaining an official diploma. Students with IEPs who have completed all academic requirements for high school graduation, but who have not yet completed their transition-related IEP goals may be eligible for social graduation.

### **Special Awards**

Character Award- Monetary scholarship award given to a graduating senior. Students cannot apply for this award. High school staff votes on the senior who best represents the WD Way. Winner is announced at the Senior Scholarship Night.

Spade Award-The Class of 1919 initiated the Spade Award to annually recognize the junior student with the highest GPA. In 2005 the Spade Award received a financial contribution from Mr. Fred Reineking, long time WDHS principal. Due to his generous gift, \$500.00 now annually accompanies the Spade Award.

## **HOMEWORK**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the standardized tests and graduation.

AP Summer School Homework. Staff members may assign homework during the summer. All AP summer school homework assignments require the prior approval of the principal. The student's parents are to be notified in writing of all AP summer school homework assignments approved by the Principal. (Board Policy 233)

## STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Below is a summary of School District of Wisconsin Dells Technology Acceptable Use Policy. The entire policy is located on the Districts website (Section 7540.03). **I understand my access is to be used for educational purposes only.** The following is a list of expectations for technology use; however, it is not inclusive of all policies.

- The District may provide users with network / email accounts and District loaned hardware for the purpose of District related activities. Availability and use may be restricted based on Board policies or technology needs.
- Do not log in through another person's account or try to access any files to which you are not the owner or have express permission from the owner to access. The District retains sole right of possession and/or ownership of District equipment and resources, including, but not limited to District computers, network and other technologies such as materials, software, and programs owned by and/or installed on District computers, network, and other equipment.
- Under no circumstances are you to give your logon information to another person.
- Do not load unauthorized software on any computer. Do not use any equipment or software to bypass, destruct, modify or abuse network access or network resources.
- The District recognizes that collaboration is essential to education and may provide users with access to tools that allow communication, collaboration, sharing and messaging. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline, to follow the terms of agreement of each website or service and to comply with Board policies. Posts, chats, sharing and messaging may be monitored. Users shall be careful not to share personally-identifying information online.
- The use of video conferencing software such as Google Meet may be used under the supervision of a classroom teacher/administrator. It's expected that you will be in a location suitable for conferencing and appropriately dressed as if you were in a classroom environment. You should not join a Google Meet unless an adult is present, if no adult is present you must disconnect from the session.
- Personal computers are not permitted to connect to the district network unless permission is granted by the I.T. Department. You may connect to Guest Wi-Fi after agreeing to the terms of use.
- Do not attempt to access material that is obscene (pornography), or supports violence towards people, or promotes illegal acts.

- If users see a message, comment, image, or anything else online that makes them concerned for their personal safety, they shall immediately bring it to the attention of an administrator or other appropriate staff member.
- The discovery of misuse of the District's computers, network, internet or other technologies and/or violations of this Policy, whether such discovery is intentional or accidental, will result in application of this Policy; and for illegal activities, referral of the person responsible for the misuse or violation to the appropriate law enforcement authorities for investigation and possible prosecution. Disciplinary actions may include but are not limited to the following:

Suspension of network, technology and/or computer privileges; and/or  
 Notification to parents;  
 Detention or suspension from school and/or school-related activities; and/or  
 legal action and/or possible prosecution

To enhance the educational experience and provide access to 21<sup>st</sup> century technology skills, the Districts creates and maintains a G Suite for Education account for all registered students. This will allow students to access G Suite Core services offered by Google in accordance with their privacy policy and agreement with Federal, State, and Local governments. More information about Google "G Suite for Education" may be found at <https://support.google.com/a/answer/139019?hl=en>

By Accessing the District Network / Resources I acknowledge my agreement to these guidelines and policies and will ask the District Administrator / Building Administrator / Director of Technology for clarification if needed at any time.

(See Board Policy 7440.03)

## **STUDENT ASSESSMENT**

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

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

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

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

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

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

College entrance testing information can be obtained from the Counseling Office.

## **SECTION III - STUDENT ACTIVITIES**

### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Students have the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

The school has many student groups that are approved by the Board of Education. Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. Authorized groups include:

Activities:

- Music
- Drama
- Musical
- Concert Band
- Jazz Band
- Marching Band
- Pep Band
- Symphony Band
- Choir
- Show Choir

Clubs:

- Art Club
- Academic Decathlon
- FBLA-Future Business Leaders of America
- FCCLA-Future Career Community Leaders of America
- FFA
- Forensics
- Interact Club
- Journalism Club
- Key Club
- SADD
- Science Olympiad
- Spanish Club
- Student Council
- Skills USA
- Yearbook Club

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. (Board Policy 2430)

**SCHOOL DISTRICT OF WISCONSIN DELLS**  
**2021-22 High School Co-Curricular Code of Conduct**

**I. STATEMENT OF PHILOSOPHY**

Co-Curricular activities are an integral and valuable part of a student's educational experience, and the School District of Wisconsin Dells is committed to sponsoring a wide variety of such activities. While difficult to measure, the educational value of co-curricular participation is extensive. Students not only develop physical, mental and social skills but also develop positive values and attitudes that they will take with them into their adult life. Such activities teach students the importance of hard work and the personal pride in accomplishments. The goal of co-curricular activities at Wisconsin Dells is to provide an opportunity for young men and women who are talented and/or motivated a chance to compete with other students in similar activities. Co-curricular activities at Wisconsin Dells High School are defined as those activities in which students appear, perform, and/or compete as representatives of Wisconsin Dells High School. Participation in these activities is a privilege, and therefore there is a higher standard for behavior for those students who choose to participate. This code applies to all school sponsored activities that are not part of a curriculum. All students who participate in school-sponsored activities are required to abide by this code.

All organized activities in life, be they work, play or school-related, place expectations upon participants. This code details these expectations as they pertain to all co-curricular participation in the School District of Wisconsin Dells. The purpose of this code is to define minimum academic standards and establish rules, regulations, and consequences for the use, possession, or distribution of tobacco products, alcohol, non-prescribed steroids, and controlled substances, as well as willful, persistent or disruptive behavior, including but not limited to criminal behavior, contrary to the philosophy of the School District of Wisconsin Dells.

The primary enforcement and responsibility of this Code rests not only with the students, as they should be self-disciplined, but also with their parents and/or guardians.

A student is required to follow the Code of Conduct on a year-round (12 months) basis. This code is written so as to be applicable to all students participating in co-curricular activities in grades 9- 12.

- Students and Parents/Guardians are encouraged to attend one athletic department meeting in addition to attending a rules meeting for each athletic sport team they are participating in prior to the beginning of each season to review the co-curricular code and specific program rules and expectations. At these meetings is the opportunity to ask any questions that they may have regarding the interpretation of it.

**II. GENERAL RULES**

A. A copy of this co-curricular code, including an acknowledgement of receiving and abiding by the school athletic code and WIAA Rules of Eligibility, as well as the Concussion Form, signed by both the student and a parent/guardian, must be on file prior to any participation, including practices.

B. Any student, in grades 9-12, participating in school sponsored sports must present a completed WIAA physical card or alternate year card before participation in any sport, including practices.

C. A commitment to this code will become effective when the student and parent/guardian sign the code and **it remains in effect for one calendar year**. D. Violation penalties/consequences

that have not been served will carry over from season to season and/or school year to school year and will be cumulative throughout a student's career.

E. Students are forgiven past violations upon entering 9<sup>th</sup> grade. An 8th grade student will be considered a 9th grade student at the conclusion of the last day of school of his/her 8th grade year.

F. Coaches/advisors will review this policy with students at the beginning of each co-curricular season.

G. Wisconsin Dells High School is a member of the WIAA and is bound by all rules established by this organization.

H. In addition to the provisions of this Code, all co-curricular participants are expected to follow rules and regulations as established by their coach or advisor. These rules will be distributed to every participant. Copies of these rules and regulations must be filed by the coach or advisor with the Activities coordinator and approved by the Activities coordinator prior to the start of the season or activity. **Coaches have complete authority to administer consequences for minor violations or for violation of team rules.** However, no individual team rules shall have consequences greater than those spelled out in this Code for major or minor violations.

I. Managers of sports teams shall abide by all terms and conditions of this Co-Curricular Code of Conduct.

### III. MISCELLANEOUS POLICIES

#### A. TRANSPORTATION

(1) Pursuant to district policy 8640, all students are expected to ride in the appropriate vehicle for the trip to and from each co-curricular activity. A special request must be made to the coach by the parent/guardian, in writing to allow an exception. (2) A student may only be transported home from an event with his/her parent/guardian.

B. **CURFEW.** The School District of Wisconsin Dells' curfew will be enforced in accordance with the local community regulations or at the discretion of the coach/advisor.

#### C. EQUIPMENT/FEES

(1) All students must have their equipment turned in, and/or fines paid from all previous activities, before they are eligible to participate in the next co-curricular activity. (2) Any student who quits during an athletic season must do so by communicating first to the head coach and then with the Activities coordinator. All equipment must be turned in immediately. Failure to turn in equipment within one (1) week, will be responsible for payment of fines equal to the value of all items missing.

D. **VIDEO RECORDING DEVICES.** The use of video recording devices in District locker rooms and restrooms is prohibited.

#### E. PARTICIPATION IN MULTIPLE ATHLETIC TEAMS DURING SAME SPORT

**SEASON.** Students are only allowed to participate in one WIAA athletic sports program during a sport season. A sport season is defined as Fall, Winter and Spring.



F. **ACTIVITIES LETTER.** Students participating in an Activity recognized by the School District of Wisconsin Dells may be eligible to earn an “Activities Letter” provided the following occur:

- (1) The advisor of the activity requests that the group be recognized for lettering purposes. This shall be done no later than September 30 of each year;
- (2) A signed Co-Curricular Code by the student and parent/guardians is on file with the Activities Office;
- (3) All terms and conditions of the Co-Curricular Code are met by the student. This includes attendance policies, academic eligibility, and conduct.

This provision will exclude any group that is sanctioned by the WIAA as a sport. This letter is strictly for activities who are not WIAA sanctioned.

Upon completion of the activity, the advisor will present the Activities Office with a list of students who qualified to receive the Activities Letter. The Activities Office will then get the letters to the advisor who will distribute accordingly.

#### IV. **ELIGIBILITY GUIDELINES**

A. **ACADEMIC ELIGIBILITY:** All Academic grade checks during the 2021-22 school year will use the semester grade at the time of the deemed grade check.

(1) **PROBATIONARY GRADE CHECK:** Probationary grade checks to determine academic eligibility will occur on the next school day following the end of the midterm date.

***\*Eligibility grade checks to determine athletic eligibility may be changed at the discretion of the building principal.***

- (a) Students on Academic Probation will have the opportunity to raise their failing grades by means of an academic grade check, earning back eligibility on a weekly basis.
- (b) Student grade check, for those on Academic Probation, will be on Monday, or the first scheduled school day of the week.
- (c) If students are passing at the designated weekly check they will be eligible to compete.
- (d) If students are failing any class at a designated grade check they are ineligible until the next Monday or first scheduled school day of the week grade check.
- (e) Students who show up on the Mid Term F List will remain on Academic Probation for the remainder of the term and will be required to follow through with the weekly grade checks until the end of the term.
- (f) Students will be responsible to obtain the grade check form from the activities office every Monday, and students are responsible to take the form to each teacher for a grade check and signature.
- (g) The completed grade check form must be returned to the Activities office by the end of the day on Monday.
- (h) Students will be deemed eligible or ineligible for the entire week on the first day of school in a given week. If failing at a grade check, eligibility cannot be regained until the following week.
- (i) A student who has been given a grade of “I” (Incomplete) at any designated grade check will remain ineligible until the work has been made up and the grade is confirmed to no longer be incomplete. The communication will come directly from the teacher to the Activities Office. Once the grade has been verified and approved by the teacher to the Activities Office, the Activities Office will notify the student and coach of the eligibility status of the student-athlete.

(2) TERM/SEMESTER GRADE CHECK: Term grade checks to determine athletic eligibility will occur immediately at the end of a term.

***\*Eligibility grade checks to determine athletic eligibility may be changed at the discretion of the building principal.***

(a) A student who is failing any course at a term grading check, will be considered as ineligible to compete or perform in any co-curricular activity or event. A student is considered to be failing if he/she has a grade of “F” at the term grade check. Students will lose and/or gain eligibility at these times. Per High School policy, teachers are expected to notify parents/guardians of any failing grades.

(b) A student who has been given a grade of “I” (Incomplete) at any designated grade check will remain ineligible until the work has been made up and the grade is confirmed to no longer be incomplete. The communication will come directly from the teacher to the Activities Office. Once the grade has been verified and approved by the teacher to the Activities Office, the Activities Office will notify the student and coach of the eligibility status of the student-athlete.

(c) The student becomes ineligible immediately upon notification from the Activities coordinator. The Activities coordinator will notify the Head Coach and the Head Coach will notify the student when the grade becomes official.

(d) Any student deemed as ineligible to compete or perform will not be allowed to dress for competition until they are deemed eligible. However, they will remain as part of the team and will be expected to practice with the team. Travel to away events for ineligible students is at the discretion of the Activities coordinator. It is understood that if a student is academically ineligible, they will not be allowed to travel to away events when dismissal from school occurs.

(e) Students academically ineligible at the end of the 4<sup>th</sup> term may regain eligibility by successfully completing a summer school offering. Credits earned during the summer must match the number of credits failed during the semester/term. Students who attend and successfully complete summer school may be eligible to participate in fall sports.

(f) After 15 scheduled school days, it is the student’s responsibility to obtain a Grade Verification form from the Activities coordinator. The student must then take the form to his/her teacher’s and have them fill in their current grade and sign the form for each course they are enrolled in and the form must be returned to the Activities Office. A student who is academically ineligible may regain eligibility on the 16<sup>th</sup> scheduled school day by completing the Grade Verification Form and filing it with the Activities coordinator.

**B. ONLINE ACADEMIC ELIGIBILITY**. Students who are enrolled in any form of online classes through the School District of Wisconsin Dells that is graded on a pass/fail basis, will have academic progress checks by being evaluated on the course completion percentage of the class. The grade checks for online classes will coincide with all mid-term and term grade checks. In order to maintain athletic eligibility, a student complete the following:

**OnLine Semester 1 Course**

Mid-Term 1 = 25% completion of each online course

Term 1 = 50% completion of each online course

Mid-Term 2 = 75% completion of each online course

Term 2 = 100% completion of each online course

### **OnLine Semester 2 Course**

Mid-Term 3 = 25% completion of each online course

Term 3 = 50% completion of each online course

Mid-Term 4 = 75% completion of each online course

Term 4 = 100% completion of each online course

\*All other online courses which are graded on a traditional A - F scale will be conducted at the same time as regularly scheduled midterm and term athletic eligibility grade checks.

### **V. SCHOOL ATTENDANCE/ATHLETIC ATTENDANCE STRIKES**

A. If a student has an unexcused absence at any time during any school day, he/she is not eligible to practice, perform, or compete.

B. A student who is absent for any part of the day due to medical or other types of scheduled appointments must provide a note from the office where the student had the appointment in order to practice, perform or compete on that same day. **If no medical note is provided to verify the appointment, this shall be counted as an athletic attendance strike.**

C. For the purpose of the co-curricular code of conduct and the enforcement thereof, tardy/athletic attendance strike shall be defined as any incident when a student is late to school and/or late to any class period. Examples (including, but not limited to) of a scenario in one quarter are given below:

-Comes late to school, has no appointment and parent excuses = 1 Tardy/Athletic Attendance Strike

-Gets back from lunch and shows up late to 6th hour = 1 Tardy/Athletic Attendance Strike

-Not feeling well but shows up for 4th hour, still is eligible to practice = 1 Tardy/Athletic Attendance Strike

-Has a doctor's appointment and shows up 3rd hour with a doctor's note= EXCUSED -Left late on a snowy day and shows up 15 minutes late = 1 Tardy/Athletic Attendance Strike, now on this day that student-athlete would be ineligible to compete/perform due to exceeding 3 tardies/athletic attendance strikes in one quarter.

D. Any tardy that is recorded will be counted as an athletic attendance strike.

E. Students will be allowed 3 athletic attendance strikes per quarter without penalty. Beginning with the 4th athletic attendance strike and every subsequent athletic attendance strike thereafter, the student is not eligible to practice, perform or compete on that same day.

F. Athletic attendance strikes will start over at the beginning of each quarter.

G. The high school activities office will work with the attendance secretary each day for updated information on attendance and will be in charge of monitoring the same and notifying the coaches. Coaches will do their best to update and inform athletes as it relates to athletic attendance strikes on a daily basis as it relates to attendance.

H. The Activities coordinator and/or building principal will handle situations not covered here on a case-by-case basis.

### **VI. ATTENDANCE PROBATION DUE TO - 10/15 DAY ATTENDANCE REPORT.**

A. The school requires all students to attend school regularly in accordance with the laws of Wisconsin. The school's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a wellplanned instructional

activity under the guidance of a competent teacher are vital to this purpose.

**B. Compulsory Student Attendance.**

1. As stated in Wisconsin State Statute 118.15, all children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school is in session. All students must attend until the end of the term, quarter or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception outlined in the District's Administrative Guidelines. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays expected, during the full period and hours that kindergarten is in session until the end of the school term.
2. Attendance is also defined as participation in the various forms of distance learning including videoconference, satellite, Internet or other electronic information and telecommunications technologies. Discuss these alternatives with your counselor since the approval of the coursework may be required prior to enrollment in a distance learning program.
3. A student who misses more than half a class period is considered absent for that period.

**C. Submitting Excuse for Absence.**

1. As stated in Wisconsin State Statute 118.15, a child may not be excused for more than ten days in a school year.
2. A parent of a student who is absent shall provide a written, dated, signed or verbal statement indicating the reason for and the time period of the absence. This statement must be submitted prior to the absence if the absence is foreseeable. If the absence is not foreseeable, the statement must be provided prior to the student's readmission to school. The statement shall be submitted to the school office and filed in the student's school record. The District reserves the right to verify statements and investigate absences from school.

**D. Excused Absences.** The following absence reasons are not counted as part of a student's state allocated ten days per school year:

1. *Physical or Mental Condition.* Any child who is excused by the school board or school board designee because the child is temporarily not in proper physical or mental condition to attend a school program but who can be expected to return to a school program upon termination or abatement of the illness or condition. The school attendance officer may request the parent or guardian of the child to obtain a written statement from a licensed physician, dentist, chiropractor, optometrist, psychologist, physician assistant, or nurse practitioner, or certified advanced practice nurse prescriber or Christian Science practitioner living and residing in this state, who is listed in the Christian Science Journal, as sufficient proof of the physical or mental condition of the child. An excuse under this paragraph shall be in writing and shall state the time period for which it is valid, not to exceed 30 days.

**\*Notes for medical excused absences will be accepted up to 2 weeks following the date of the absence. Any note submitted after a 2 week period will not be accepted and the absence will not be medically excused.**

2. *Obtaining Religious Instruction.* Students may wish to obtain religious instruction outside the school during the required school period. The time period or periods of absence shall be determined by the Principal. Such absences must be at least 60 minutes but not more than 180 minutes per week. Requests for absence under this paragraph shall be denied if the student fails

to attend religious instruction after requesting to be absent from his or her regular school. The supervisor of such religious instruction shall report monthly, to the principal of the school regularly attended, the names of the students who attended such weekly religious instruction. See Policy 5223 - Religious Instruction for further details. (Located on the district web page)

3. *Program or Curriculum Modification.* Students may be excused from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by state law.

4. *High School Equivalency – Secure Facilities.* A student may be excused from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail. The student and his/her parent or guardian must agree that the student will continue to participate in such a program.

5. *Child at Risk.* The student is a “child at risk” as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under state law.

6. *Professional or other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day.* Documentation/verification of the appointment from the facility, including time of appointment, required.

(1) Attend the funeral of a relative.

(2) Legal proceedings that require the student’s presence.

(3) Observe a religious holiday consistent with the student’s creed or belief.

(4) Quarantine of the student’s home by a public health officer.

Documentation by public health officer required.

7. To work at home due to the absence of the student’s parents. Absences under this section shall not exceed ten days nor be granted to any student younger than 14 years of age. Meeting and approval by the school counselor and school administration before absences occur is required.

8. College Visits.

9. Special circumstances as determined and approved by the building administration.

E. Parent Excused Absences. The following absence reasons are counted towards a student’s allocated ten days per school year.

1. Vacations. Parents are strongly encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents must complete a Pre-planned Absence form, available from the school office and on the district website. Forms must be filled out by the student’s teacher(s), signed by the parent, and returned to the school office before the absences occur. School administration may communicate with parents further as needed.

2. Illness with no medical verification requiring student to not attend school 3. Any other personal reason not specified in the previous section

F. Excessive Absences. Parent(s)/guardian(s) shall be notified in writing when a student has accumulated five absences. Written notification will also be sent if a child reaches his/her ten allocated absences for the school year. This shall be done whether the absences are excused or truant, unless the student is under doctor’s treatment and a written statement from a physician or licensed practitioner is on file.

G. Truant Absences. Truant absences are counted towards a student's ten allocated days of absences. A student will be considered truant for the following reasons:

1. He or she is absent part or all of one or more days from school during which the school attendance officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student will also be considered truant if he or she has been absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance statute – Sec. 118.15, Wis. Stat.

2. He or she has been absent for more than ten school days in the school year, and the absence reason is not included in the absences not counted towards a student's ten allocated days.

Any student recorded as truant according to the procedures and any definitions previously, may result in any or all of the following consequences: conference with administration, detention, Saturday School, revocation of Pride Pass (high school students), suspension, referral to law enforcement, recommendation for expulsion.

Students who are determined to be truant will be referred for a truancy citation in accordance to the local truancy ordinance and/or referred to the department of social services in accordance to the county truancy ordinance.

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

#### H. Truancy Plan:

1. Phone message sent to parent/guardian the day of the absence. Additional contact by school staff may be made. Students in grades 6-12 will receive written notification for every truant absence.

2. School counselors, teachers, administration meets with student, when applicable, to discuss absences.

3. Parent meeting required with administration when student is nearing habitual truancy.

Wisconsin State Statute 118.16 defines habitual truancy as a pupil who is absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during a school semester. See Habitual Truancy section for more details.

4. Police referral

5. Home visit by Police Liaison Officer, administration, and school counselor if deemed necessary by the school.

6. Habitual truancy referral to applicable jurisdiction. Student work permits and/or driver's licenses may be revoked when applicable.

I. Habitual Truancy. The building principal or designee shall serve as the school attendance officer for each school in the district. The school attendance officer shall handle all matters relating to school attendance and truancy. The school attendance officer shall notify the parent/guardian of a student, by registered or certified mail, when the child initially becomes a habitual truant. In accordance with Wisconsin State Statute 118.16, the notice shall include the following.

1. a statement of the parent's/guardian's responsibility, under s. 118.15, to cause the child to attend school regularly.

2. a statement that the parent/guardian or child may request program or curriculum modifications for the student under s. 118.15 and that the student may be eligible for enrollment in a program for student at risk.

3. a request that the parent/guardian meet with the appropriate school personnel to discuss the student's truancy. The notice shall include the name of the school personnel with whom the parent/guardian should meet, a date, time and place for the meeting and the name, address and telephone number of a person to contact to arrange a different date, time or place. The date for the meeting shall be within five (5) school days after the date that the notice is sent, except that with the consent of the student's parent/guardian the date for the meeting may be extended for an additional five (5) school days

4. a statement of the penalties that may be imposed on the parent/guardian if he or she fails to cause the student to attend school regularly as required under s. 118.15.

5. The School District of Wisconsin Dells encompasses five counties: Columbia, Sauk, Juneau, Adams, and Marquette. Each county adopts its own truancy plan. In addition, the City of Wisconsin Dells (in which Wisconsin Dells High School resides) has established its own municipal truancy ordinance. Every reasonable effort will be made to work with students and parents/guardians in promoting student attendance in school. Once a student has been identified as truant or habitually truant and appropriate procedures have been completed, the school district will follow the truancy plan adopted by the City of Wisconsin Dells and/or the student's county of residence. Such a referral may result in, but not necessarily limited to, any of the following per local or county ordinance. (Listed below are consequences outlined as a part of the County Truancy Plan of Sauk County, and are used here as an example of the types of sanctions that may be a result of a student's truancy)

(1) a citation to appear in court;

(2) a forfeiture of \$50.00-\$150.00, depending on the number of violations, not to exceed \$500.00 in any given semester;

(3) a referral to social services.

For more information on truancy and habitual truancy, refer to policy 5200. (Located on the district web page)

#### J. Attendance Probation Penalty as it pertains to any and all extra-curricular activities:

Once any student reaches Attendance Probation status which is defined as the maximum of 10 days missed for school at any point during a school year, in accordance to the district 10 day attendance policy, any student showing up on the "10 day report" that comes directly from the High School Attendance Secretary will be put on Attendance Probation for any and all extra-curricular activities for 5 consecutive school days. During this time they are allowed to practice but cannot compete in any extracurricular competitions including both activities and athletics.

1. During the 5 consecutive days "window" NO periods or days of school time can be missed.

2. Cannot miss any school for any reason and this includes appointments, sick days etc... This also includes partial or full days.

3. If they miss any school for any reason during the 5 day "probation" period the 5 days will start completely over starting with the next FULL day of school attended.

4. Students will not be eligible UNTIL 5 consecutive school day of Full days of attendance have been met

5. Once 5 consecutive days has been met then all students are eligible to return to normal extracurricular status.

6. If any student accumulates a total 15 days missed (truant or non-excused days missed) at any point during the school year they are ineligible for all extracurricular activities for the remainder of the school year because it is now time to focus on school and academics only.

**\*Notes for medical excused absences will be accepted up to 2 weeks following the date of the absence. Any note submitted after a 2 week period will not be accepted and the absence will not be medically excused.**

## **VII. VIOLATION REPORTING PROCEDURES**

It is the official policy of the School District of Wisconsin Dells that violations of the Code shall be reported to the Activities coordinator and/or Associate Principal.

A. Any individual who wishes to report a Co-Curricular Code of Conduct violation must complete and submit a signed and dated Co-Curricular Code of Conduct Violation Report form to the Activities Director and/or Associate Principal. Violations must be reported within 30 calendar days of occurrence. Each report must state the kind of violation, the place of the violation, and the time and date of the violation.

The District will provide an opportunity for the student alleged to have violated the Co-curricular Code of Conduct to be heard prior to any penalty being enforced.

B. Any co-curricular code violation that occurs on school property and is investigated and confirmed by administration at any time during the current school year (all school related functions) will be reported to the Activities coordinator by school administration.

C. Pursuant to Wisconsin Statute §118.127, a school district may use law enforcement officers' records obtained pursuant to s. 938.396(1)(c)3 as the sole basis for taking disciplinary action against a pupil under an athletic code.

## **VIII. VIOLATIONS**

### **A. MAJOR VIOLATIONS**

1. The use, possession, or distribution of alcohol, controlled substances, or non-prescribed medications, performance enhancing drugs, or any drug paraphernalia. The use, possession, or distribution of any tobacco product, e-cigarette, or vape device.

2. Possession, use (sniffing or huffing) or distribution of any hazardous substance with intent to induce intoxication or elation, to stupefy the central nervous system.

3. Guilt by Association: Students involved in any and all school activities will not be present at events where underage consumption primarily takes place, use of illegal drugs is taking place, and/or illegal activities are taking place. The purpose of this rule is to keep our student athletes away from underage

consumption, use of illegal drugs, and illegal activities.

4. Violation of any law regarding stealing, vandalism, sex offenses, domestic violence, hazing, harassment, battery or any other criminal offense where one was cited or referred by law enforcement.

### **B. MINOR VIOLATIONS**

1. Minor violations include, but are not limited to: curfew violations, unexcused classes, profanity or insubordination to any adult or school personnel, unsportsmanlike penalties, ejection from any contest as a spectator and/or student athlete competing in competition, academic cheating, inappropriate use of social media. Anything that represents the individual, Athletic Department or the School District of Wisconsin Dells in a negative manner.



2. Violation of Team Rules. \*\*Coaches have complete authority to administer consequences for violations of team rules. However, Team Rules shall not have consequences greater than those spelled out in this Code.

3. Willful, persistent, or disruptive behavior, which is contrary to the philosophy of the School District of Wisconsin Dells. This behavior shall be called Conduct Unbecoming of an Athlete.

## **IX. PENALTIES FOR VIOLATIONS**

### **A. MINOR VIOLATIONS**

Each violation has a range of minimum and maximum actions. Penalties will be decided on a case-by-case basis. The administrative decision as to what penalty to impose will depend upon the severity and frequency of the behavior, as well as any prior Code violations.

Minimum penalty: Conference with student, parent, coach, and A.D.

Maximum penalty: Suspension from all activities for one calendar year.

### **B. SCHOOL SUSPENSION/DISCIPLINE**

Any suspension that results in a form of in-school or out of school suspension will carry a suspension for any/all extra-curricular activities. This shall be deemed a minor violation with the penalties listed below.

Minimum Penalty: Suspension from one extracurricular activity or athletic event/competition.

Also students serving in school or out of school suspension are not eligible to compete or practice during the day when the suspension occurs.

\*Athletic or Activity suspension cannot be served simultaneously with academic or major code violation and cannot be served on the same day in which a suspension occurs.

Example: Student A is a football player and is suspended from school on Thursday, September 17<sup>th</sup> and Friday September 18<sup>th</sup>. Student A will miss the football game on Friday, September 18 but that is part of the school suspension.

\*Student A would miss the following Friday football game on September 25<sup>th</sup> to fulfill the activities department suspension of one contest.

### **C. MAJOR VIOLATIONS**

#### ***1. Athletic Activities:***

##### **(A) 1st Offense:**

(1) The student will be suspended for 30% of the entire athletic season provided that the student self-referred.

(2) Self-referral is only available for a first offense. Self-referral: Penalties can be reduced through a self-referral made by the parent and/or student. A self-referral must be made in writing to the Activities coordinator by 4:00 p.m. within two business days following the infraction.

Business days are considered to be Monday through Friday year round, unless it is a holiday. In the event that a self-referral results in a decimal, any number .5 or greater will be rounded up.

(3) If the student does not self-refer, they will be suspended for 60% of the entire athletic season.

(4) In order to initiate the Self-referral, a student and/or parent must do so prior to school personnel being advised of the infraction and prior to any questioning of the infraction by school personnel.

(5) There is no self-referral available for incidents that occur on school grounds or any school event.

**(B) 2nd Offense:**

(1) Suspension from athletic activities for 75% of the entire season.

**(C) 3rd Offense:**

(1) Suspension from all athletic activities for one calendar year.

(2) The student will be required to complete an AODA screening assessment by a licensed AODA professional and abide any recommended services after the screening. The assessment will be the responsibility of the student. The school district is not responsible for scheduling or payment of the assessment.

Documentation of the completed assessment and summary must be submitted to the Activities coordinator. Failure to complete the assessment will result in the student-athlete remaining ineligible.

**(D) 4th Offense:**

(1) Suspension from all athletic activities for the duration of a student's High School career.

<i>% of Contests</i>	7	8	9	10	11	12 13		14		15 16			1 7							
													1 8							
													1 9							
													2 2							
													0 2							
													1 2							
													2 2							
													2 3							
													2 4							
													2 5							
													2 6							
30%	2	2	3	3	3	4	4	4	5	5	5	5	6	6	6	7	7	7	8	8
60%	4	5	5	6	7	7	8	8	9	10		10 11 11				12 13 13 14		14 15		1 6
75%	5	6	7	8	8	9	10	11		11		13				15			1	

									12		14				16			8	
											14				17			1	
															17			9	
																		2	
																		0	

**2. State Felony and Federal Criminal Conduct Requirements:**

Athletes are prohibited from being charged with a state felony or a federal crime by prosecutors. (Felony includes juvenile delinquency petitions alleging conduct that if committed by an adult would constitute a felony).

Athletes charged with a state felony or a federal crime will be immediately suspended from practice and competition/events. The suspension from practice and competition/events shall continue pending the criminal/juvenile proceeding. Athletes suspended from practice and competition/events pursuant to this section are ineligible for recognitions for the season during which the suspension occurs. If the athlete is convicted of a felony or adjudicated delinquent for conduct which if committed by an adult would constitute a felony or is convicted of a federal crime (regardless of whether said conviction arises from a plea agreement, a no contest plea, or by any other procedure), the athlete will be suspended from participation in all extracurricular activities for one calendar year from the date he/she was originally charged. Additionally, any awards earned by the student since the date he/she was originally charged will be revoked. If the athlete is not convicted of a felony (or is not adjudicated delinquent for conduct which if committed by an adult would constitute a felony) or is not convicted of a federal crime, the Athletic Director and/or Administrator will review the facts and circumstances of the case to determine if the athlete is subject to other violations of the Code of Conduct for Athletes and any penalties associated therewith.

An athlete convicted of a felony (or adjudicated delinquent for conduct which if committed by an adult would constitute a felony) or convicted of a federal crime shall also be subject to the following:

- a. The athlete must go through a social/behavioral/AODA assessment at the expense of the student and follow the recommendations of the assessment.
- b. Prior to reinstatement, the athlete and parent/guardian must meet with the Athletic Director and the Athletic Review Board to petition for reinstatement.
- c. The athlete may not earn a letter and is ineligible to receive any individual award, such as Captain, MVP, All conference, or senior awards.

**3. Guilt by Association**

(A) **1st Offense:** The student will be placed on a probation list for one (1) calendar year. If there are no further violations during the one (1) year period, the probation will be dropped.

(B) **2nd Offense:** The student’s suspension shall default to the first offense of the major violations as set forth in Section VII (B) (1) (a) (1).

(C) **3rd Offense:** The student’s suspension shall default to the second offense of the major violations as set forth in Section VII (B) (1) (b) (1).

(D) **4th Offense:** The student’s suspension shall default to the third offense of the major violations as set forth in Section VII (B) (1) (c) (1).

(E) No self-referral is allowed under this condition.

**4. Major Violations: Non-Athletic Activities:**

**(A) 1st Offense:**

- (1) Suspension from all activities for 15 school days provided that student self-referred.
- (2) The student will be removed from all leadership positions: President, VP, Secretary, Treasurer, etc.

17

- (3) If the student does not self-refer, they will be suspended for 30 school days (one term).

**(B) 2nd Offense:** Suspension from all activities for 60 school days.

**(C) 3rd Offense:** Suspension from all activities for one calendar year.

**(D) 4th Offense:** Suspension from all activities for the duration of a student's High School career.

D. Students wishing to join an activity must join and participate beginning with the first official day of the season. A student wishing to join after the first day of a season can do so at the discretion of the Head Coach, through the second week of the season. After the second week of the season, students will not be allowed to join an activity. If unusual circumstances warrant, the Athletic Director will give input on the issue.

E. Violators of the Code or academically ineligible students must attend all practices, games, events, etc. while serving their penalty. If they do not, they are considered ineligible and as having not served any part of their suspension. It is understood that if a student is academically ineligible, they will not be allowed to travel to away events when dismissal from school occurs.

F. Any remaining percentage of suspensions not served shall be recalculated and applied toward the next co-curricular activity(ies) the student participates in.

G. Students who violate the Code are also subject to the Student Code of Conduct, rules and regulations of the WIAA and other governing organizations, state statutes, and local ordinances.

*\*WIAA stipulates that if any of the acts identified in the code of conduct result in the student being suspended for one or more WIAA tournament competitions, the minimum penalty is immediate disqualification of the student for the remainder of the total tournament series in that sport.*

H. In order for a suspension to be regarded as successfully completed, the suspended student must complete the season of the activity during which the suspension was served. If the student does not complete the season, or is otherwise dismissed from the activity for any reason, the suspension will not be considered to have been served and will be transferred in full to the next activity.

I. Violators of the co-curricular code who violated Major Violation rules #1, 2, or 4 will not be awarded a Varsity letter or certificate during the season of the violation, and additionally is ineligible to receive any individual award/recognition, such as Captain, MVP, and will forfeit nomination for All conference, All Area, All State recognition, including any senior or athletic department awards. If a major violation occurs out of season, the athlete would not be eligible for any awards the subsequent following season.

## **X. PROCEDURE FOR APPEAL**

Due Process is a procedure, which the courts of law recognize as a necessary part of any rules and regulations. It requires a notice of charges, a presentation of evidence at a hearing, a decision based upon the evidence, and an appeal process in the event that an individual feels a wrong decision has been made. The appeals process outlined hereafter is the procedure for a student and his/her parents to follow in appealing decisions relating to eligibility. Appeals may not be made for academic ineligibility. It should be understood that students and parents are expected to

follow the due process steps in the event legal action should be initiated at some later date. Students are not eligible to participate during the appeal process.

After the Activities coordinator reaches a decision, parents will be notified by telephone, email, or fax, or letter whichever is most convenient. Parents may appeal the decision in writing; to the Activities coordinator within seven (7) days from the date they are notified that their child is ineligible.

After an appeal has been received, a date for a hearing with the Co-Curricular Review Board will be established by the Activities coordinator no later than seven (7) days after receipt of the written appeal. Present at the hearing shall be the Co-Curricular Review Board, the student, his/her parent(s) or guardian(s), and other persons as deemed necessary by the Activities coordinator. The Co-Curricular Review Board shall consist of three non-involved faculty members, one non-involved Head Coach, and one non-athletic activity advisor, and shall be chaired by the Activities coordinator. The student will be provided with an opportunity to testify and present other evidence on his/her behalf at the hearing. The decision reached after the hearing will be put in writing and a copy will be mailed within three (3) days to the student and his/her parent(s) and/or guardian(s).

Appeals Process Flow Chart

Decision of A.D.

Decision by Co-Curricular Review Board

**Approved by SDWD Board of Education on: 06-28-2021**

## **NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Nonschool-sponsored student groups organized for religious, political, or philosophical reasons may meet during noninstructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, no school staff person is actively involved in the event, the event will not interfere with school activities, and nonschool persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

No nondistrict-sponsored organization may use the name of the school or the school mascot. (Board Policy 5730)

## **SCHOOL SPONSORED PUBLICATIONS AND PRODUCTIONS**

The Board of Education sponsors student publications and productions as a means by which students learn, under adult direction/supervision, the rights and responsibilities inherent when

engaging in the public expression of ideas and information in our democratic society. (Board Policy 5722)

General Prohibitions: Regardless of their status as non-public or limited-purpose public forums, the Board prohibits publications, productions and advertisements that:

- A. promote, favor, or oppose any candidate for election or the adoption of any bond issue, proposal, or question submitted at any election;
- B. fail to identify the student or organization responsible for the publication/performance;
- C. solicit funds for nonschool organizations or institutions when such solicitations have not been approved by the Board.

### **ATHLETICS**

A variety of athletic activities are available in which students may participate providing they meet eligibility requirements that may apply. The following is a list of activities currently being offered. For further information, contact Aaron Mack, the Activities Director, at Wisconsin Dells High School, 520 Race Street, Wisconsin Dells, WI 53965.

<u>Fall Sports:</u>	<u>Winter Sports:</u>	<u>Spring Sports:</u>
Boys Cross Country	Boys Basketball	Baseball
Girls Cross Country	Girls Basketball	Boys Golf
Cheer Squad	Cheer Squad	Boys Track
Football	Dance Team	Girls Track
Girls Golf	Boys Hockey	Softball
Boys Soccer	Girls Hockey	
Girls Tennis	Wrestling	
Volleyball		

### **STUDENT EMPLOYMENT**

The school does not encourage students to take jobs outside of school that could interfere with their success in the academic program. If a student believes that s/he must maintain a job in addition to going to school s/he must first make contact with his/her counselor to discuss any legal requirements and obtain any needed documents. (Board Policy 5895)

## SECTION IV - STUDENT CONDUCT

### ATTENDANCE

The school requires all students to attend school regularly in accordance with the laws of Wisconsin and Board Policy 5200. The school's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a wellplanned instructional activity under the guidance of a competent teacher are vital to this purpose.

#### **Compulsory Student Attendance**

As stated in Wisconsin State Statute 118.15, all children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school is in session. All students must attend until the end of the term, quarter or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception outlined in the District's Administrative Guidelines. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Attendance is also defined as participation in the various forms of distance learning including videoconference, satellite, Internet or other electronic information and telecommunications technologies. Discuss these alternatives with your counselor since the approval of the coursework may be required prior to enrollment in a distance learning program.

Student who miss more than half a class period are considered absent for that period.

#### **Submitting Excuse for Absence**

As stated in Wisconsin State Statute 118.15, a child may not be excused for more than ten days in a school year.

A parent of a student who is absent shall provide a written, dated, signed or verbal statement indicating the reason for and the time period of the absence. This statement must be submitted prior to the absence if the absence is foreseeable. If the absence is not foreseeable, the statement must be provided prior to the student's readmission to school. The statement shall be submitted to the school office and filed in the student's school record. The District reserves the right to verify statements and investigate absences from school.

#### **Excused Absences**

The following absence reasons are not counted as part of a student's state allocated ten days per school year:

- Physical or Mental Condition
  - Any child who is excused by the school board or school board designee because the child is temporarily not in proper physical or mental condition to attend a school program but who can be expected to return to a school program upon termination or abatement of the illness or condition. The school attendance officer may request the parent or guardian of the child to obtain a written statement from a licensed physician, dentist, chiropractor, optometrist, psychologist, physician assistant, or nurse practitioner, or certified advanced practice nurse prescriber or Christian Science practitioner living and residing in this state, who is listed in the Christian Science Journal, as sufficient proof of the physical or mental condition of the child. An excuse under this paragraph shall be in writing and shall state the time period for which it is valid, not to exceed 30 days.
  
- Obtaining Religious Instruction
  - Students may wish to obtain religious instruction outside the school during the required school period. The time period or periods of absence shall be determined by the Principal. Such absences must be at least 60 minutes but not more than 180 minutes per week. Requests for absence under this paragraph shall be denied if the student fails to attend religious instruction after requesting to be absent from his or her regular school. The supervisor of such religious instruction shall report monthly, to the principal of the school regularly attended, the names of the students who attended such weekly religious instruction. See Policy 5223 - Religious Instruction for further details. (Located on the district web page)
  
- Program or Curriculum Modification
  - Students may be excused from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by state law.
  
- High School Equivalency – Secure Facilities
  - A student may be excused from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail. The student and his/her parent or guardian must agree that the student will continue to participate in such a program.
  
- Child at Risk
  - The student is a “child at risk” as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under state law.
  
- Professional or other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day. Documentation/verification of the appointment from the facility, including time of appointment, required.



- Attend the funeral of a relative.
- Legal proceedings that require the student's presence.
- Observe a religious holiday consistent with the student's creed or belief.
- Quarantine of the student's home by a public health officer. Documentation by public health officer required.
- To work at home due to the absence of the student's parents. Absences under this section shall not exceed ten days nor be granted to any student younger than 14 years of age. Meeting and approval by the school counselor and school administration before absences occur is required.
- College visit-To be considered an excused absence, the student must fill out a pre-planned absence form and turn it in before the visit. Documentation of the visit is required when the student returns to school.
- Special circumstances as determined and approved by the building administration.

### **Parent Excused Absences**

The following absence reasons are counted towards a student's allocated ten days per school year.

- Vacations-Parents are strongly encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents must complete a Pre-planned Absence form, available from the school office and on the district website. Forms must be filled out by the student's teacher(s), signed by the parent, and returned to the school office before the absences occur. School administration may communicate with parents further as needed.
- Illness with no medical verification requiring student to not attend school
- Any other personal reason not specified in the previous section

### **Excessive Absences**

Parent(s)/guardian(s) shall be notified in writing when a student has accumulated five absences. Written notification will also be sent if a child reaches his/her ten allocated absences for the school year. This shall be done whether the absences are excused or truant, unless the student is under doctor's treatment and a written statement from a physician or licensed practitioner is on file.

### **Truant Absences**

Truant absences are counted towards a student's ten allocated days of absences.

A student will be considered truant for the following reasons:

- He or she is absent part or all of one or more days from school during which the school attendance officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student will also be considered truant if he or she has been absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance statute – Sec. 118.15, Wis. Stat.
- He or she has been absent for more than ten school days in the school year, and the absence reason is not included in the absences not counted towards a student's ten allocated days.

Any student recorded as truant according to the procedures and any definitions previously, may result in any or all of the following consequences: conference with administration, detention, Saturday School, revocation of Pride Pass (high school students), suspension, referral to law enforcement, recommendation for expulsion.

Students who are determined to be truant will be referred for a truancy citation in accordance to the local truancy ordinance and/or referred to the department of social services in accordance to the county truancy ordinance.

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

#### Truancy Plan

1. Phone message sent to parent/guardian the day of the absence. Additional contact by school staff may be made. Students in grades 6-12 will receive written notification for every truant absence.
2. School counselors, teachers, administration meets with student, when applicable, to discuss absences.
3. Parent meeting required with administration when student is nearing habitual truancy. Wisconsin State Statute 118.16 defines habitual truancy as a pupil who is absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during a school semester. See Habitual Truancy section for more details.
4. Police referral
5. Home visit by Police Liaison Officer, administration, and school counselor if deemed necessary by the school.
6. Habitual truancy referral to applicable jurisdiction. Student work permits and/or driver's licenses may be revoked when applicable.

#### **Habitual Truancy**

The building principal or designee shall serve as the school attendance officer for each school in the district. The school attendance officer shall handle all matters relating to school attendance and truancy. The school attendance officer shall notify the parent/guardian of a student, by registered or certified mail, when the child initially becomes a habitual truant. In accordance with Wisconsin State Statute 118.16, the notice shall include the following.

- a statement of the parent's/guardian's responsibility, under s. 118.15, to cause the child to attend school regularly.
- a statement that the parent/guardian or child may request program or curriculum modifications for the student under s. 118.15 and that the student may be eligible for enrollment in a program for student at risk.
- a request that the parent/guardian meet with the appropriate school personnel to discuss the student's truancy. The notice shall include the name of the school personnel with whom the parent/guardian should meet, a date, time and place for the meeting and the name, address and telephone number of a person to contact to arrange a different date, time or place. The date for the meeting shall be within five (5) school days after the date that the notice is sent, except that with the consent of the student's parent/guardian the date for the meeting may be extended for an additional five (5) school days.
- a statement of the penalties that may be imposed on the parent/guardian if he or she fails to cause the student to attend school regularly as required under s. 118.15.

The School District of Wisconsin Dells encompasses five counties: Columbia, Sauk, Juneau, Adams, and Marquette. Each county adopts its own truancy plan. In addition, the City of Wisconsin Dells (in which Wisconsin Dells High School resides) has established its own municipal truancy ordinance. Every reasonable effort will be made to work with students and parents/guardians in promoting student attendance in school. Once a student has been identified as truant or habitually truant and appropriate procedures have been completed, the school district will follow the truancy plan adopted by the City of Wisconsin Dells and/or the student's county of residence. Such a referral may result in, but not necessarily limited to, any of the following per local or county ordinance. (Listed below are consequences outlined as a part of the County Truancy Plan of Sauk County, and are used here as an example of the types of sanctions that may be a result of a student's truancy):

- a citation to appear in court;
- a forfeiture of \$50.00-\$150.00, depending on the number of violations, not to exceed \$500.00 in any given semester;
- a referral to social services.

For more information on truancy and habitual truancy, refer to policy 5200. (Located on the district web page)

### **Attendance at Dances**

Once a student has accumulated more than ten days of absences, he or she is ineligible to attend a school dance until fifteen consecutive school days have been attended.\* (The absences counted under the ten days are those defined as parent excused absences and truant absences. Please refer to those lists for specifics.) If a student reaches thirty days of absences, he or she is ineligible to attend a school dance for the rest of the year.

\*An absence defined as an excused absence, see section on excused absences, is permitted within the 15 day period.



## **Attendance Requirements For Participation in Commencement/Graduation Activities**

In order to participate in commencement and any graduation activity planned by the senior class committee, a student must have 90% attendance for his or her senior year and have no more than three truant absences during the 4<sup>th</sup> term.

## **Students Leaving School During the School Day**

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

No student under the age of 18 will be released to any government agency without proper court documents or notification by the school or law enforcement to student's parent or guardian.

## **Make-Up Course Work and Examinations**

A student whose absence from school was excused or truant shall be permitted to make-up course work and examinations missed during the absence when they return to school. It is the student's responsibility to contact his or her teachers to determine what course work and examinations must be madeup. Teachers shall have the discretion to assign substitute course work and examination. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours.

## **Tardiness-Start on Time Program**

Tardiness disrupts both the orderly progress of the class and the daily progress of the student. Students will have a one minute warning bell, and then after the final bell rings, the teachers will close their doors. Students who are not in their class when the bell rings are considered tardy.

- Teachers do not give passes for the first 10 minutes of class.
- Teachers take attendance during the first 10 minutes of class.
- After the bell has rung, students must enter a classroom by being keyed in by a school official or have an excused pass from Attendance Secretary.

### Process

Students who are late for school/class, excused or unexcused, will report to and/or be escorted to designated area. \*

Students sign in.

After all students have signed in, they will be escorted to class.

\* When a teacher detains a student after class, s/he shall issue a late pass for the student's next class. The student will take this pass to the attendance secretary, who will verify the pass, adjust the attendance and send the student to the next class period.

### Consequences\* (Tardies are cumulative by term.)

- 1<sup>st</sup> 2<sup>nd</sup> and 3<sup>rd</sup> - No consequences.
- 4<sup>th</sup> - One lunch detention.
- 5<sup>th</sup> - One lunch detention.
- 6<sup>th</sup> - Two detentions-assigned as lunch or after school.
- 7<sup>th</sup> - Two detentions-assigned as lunch or after school.
- 8<sup>th</sup> - Students are placed in in-school suspension for a half day, after school detentions are assigned, or Saturday school is required. Principal will communicate consequence to the parent/guardian.
- 9<sup>th</sup> and beyond- Principal designated consequences.

\*The co-curricular code has additional consequences for student athletes' tardies.

### **Student Attendance at School Events**

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event. (Board Policy 5855)

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

The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a school activity.

### **STUDENT BEHAVIOR**

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

#### Expected Behaviors

Each student shall be expected to do the following:

abide by national, State, and local laws as well as the rules of the school;

respect the civil rights of others;

act courteously to adults and fellow students;

be prompt to school and attentive in class;

work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, sex, sexual orientation, race, or ethnic background;

complete assigned tasks on time and as directed;

help maintain a school environment that is safe, friendly, and productive;

act at all times in a manner that reflects pride in self, family and in the school.

## **COMMON AREA BEHAVIOR EXPECTATIONS**

### **Hallway Behavioral Expectations**

Walk on the right side of the hallways.

Communicate respectfully by using appropriate language and voice level.

Stop at lockers briefly to get organized.

Practice appropriate etiquette of public affection as determined by administration.

### **Lunch Room Behavior Expectations**

Keep food and objects on your tray.

Sit only on the benches and chairs.

Clean up after yourself.

Passes may be used after 10 minutes.

No running.

Keep noise levels at “conversational.”

Keep hands and feet to yourself.

Have your ID in hand when going through the lunch line.

### **Library Media Center Rules**

1. All students using the LMC/computer lab are to present the LMC staff with a pass from the lunch room or a teacher.
2. Food and beverages permitted at the discretion of the LMC staff.
3. Fines for damaged items will be handled on an individual basis.
4. Established policies of the School District of Wisconsin Dells on Telecommunications/Internet use applies to all computers in the school, included those in the LMC/computer lab.

### **LMC/Computer Lab Hours**

The High School LMC/Computer Lab is open to students on Monday through Friday from 7:30 am - 4:15 pm.

## **Dress and Grooming**

While fashions change, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

The School District of Wisconsin Dells hopes that all of its students will come to school dressed neatly and in good taste. This copy of the Dress Code is provided to assist students in making decisions that meet those standards. In order to comply with the SDWD Dress Code:

Students must wear:

- A shirt that covers, at a minimum, the torso from the upper chest to the waist of the wearer, when the wearer is standing still with arms at their sides
- A bottom that covers, at a minimum, the waist to mid-thigh of the wearer, made of an opaque fabric that cannot be seen through. Acceptable examples include:
  - Pants
  - Sweatpants
  - Leggings
  - Yoga pants
  - Shorts
  - Skirts
  - Dresses of appropriate length satisfy the requirements of both a top and a bottom
- Shoes that are designed for outdoor wear

Students may wear (provided garments meet guidelines as listed above):

- Religious headwear
- Tank tops, spaghetti straps, or halter tops
- Athletic attire
- Bandanas may be worn as a female hair accessory, provided they do not obscure the face or ears

Students cannot wear:

- Hats or hoods
- Swimsuits
- Coats and other forms of outdoor wear
- Costumes or costume-like accessories
- Slippers, pajamas, bathrobes, or any other clothing used as sleepwear
- Accessories that could be dangerous or used as weapons (examples include chains, certain belt buckles, etc.)



- Any shirt that is ripped, torn, or cut more than one inch below the armpit
- Any item that obscures the face and ears (except in regard to headwear as listed above)
- Underwear that is visible between upper chest and mid-thigh (bra straps are not a violation as long as student is covered with other clothing from upper chest to mid-thigh)
- Any clothing that is excessively soiled or dirty
- Clothing of any kind containing inappropriate language or images. Examples include:
  - Violent language or images
  - Profanity (curse words)
  - Images or words associated with drugs, alcohol, tobacco, vaping, or other prohibited school activities
  - Sayings with double meanings or sexual innuendo; the school has the final say on the meaning of these items
  - Pornography (in language or image; for image, if the person depicted violates the school dress code, so does the wearer of that garment)
  - Hate speech, language, or imagery that creates a hostile environment for any protected class/group/gender
  - Gang-related language or imagery
- Body markings or tattoos that do not meet the above standards must be fully covered at all times.

\*As a general rule, if you think you might be violating the Dress Code, it is advisable to wear something else.

\*Certain classes in the arts, sciences, or technical education may require a student to have and/or wear additional safety equipment, at the instructor's discretion.

\*School-related activities may provide exceptions to some of the restrictions listed. For example, "Pajama Day" would allow appropriate sleepwear to be worn at school. "Hat Day" or "Caps for a Cause" would allow hats to be worn, but not hats with inappropriate language or images, as listed above. Consideration may be granted for special events (Homecoming, Prom, sporting events, etc.).

\*In cases of dispute, Building Administration will have the final say on what constitutes inappropriate attire.

\*These expectations will be enforced during the school day, in school vehicles and at all school sponsored events.

\*The school administration and staff will use discretion to make decisions regarding the appropriateness of each student's dress and possible consequences for violation of this policy. Students will be required to change into appropriate clothing. This may include being sent home to change clothes. Repeated violations of dress code rules will be considered insubordination and may be subject to consequences. With student and parent support and the use of common sense in terms of the attire's appropriateness for school, issues can be easily resolved.

Students who are representing our school at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups. (Board Policy 5511)

### **Care of Property**

Students are responsible for the care of their own personal property. The school will not be responsible for the loss of personal property. Valuables such as jewelry or irreplaceable items should not be brought to School. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Code of Conduct and may be referred to law enforcement. (Board Policy 5113)

## **STUDENT CONDUCT**

The Board of Education has adopted the following Student Code of Conduct. The Code includes the types of behavior that will subject a student to disciplinary action. It is important to remember that the school's rules apply at school, on school property, at school-sponsored events, and on school transportation.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly." Discipline is within the sound discretion of the school's staff and administration. Disciplinary action will be decided on a case by case basis and imposed only after review of the facts and/or special circumstances of the situation.

Each of the behaviors described below may subject the student to disciplinary action including, but not limited to, suspension and/or expulsion from school.

1. Possession or use of a weapon or look-alike or other item that might cause bodily harm to persons.
2. Being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy.
3. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment.
4. Arguing, taunting, baiting, bullying, cyber-bullying, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations.

5. Disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations.
6. Pushing, striking, or other inappropriate physical contact with a student or staff member.
7. Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means.
8. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder.
9. Restricting another person's freedom to properly utilize classroom facilities or equipment.
10. Repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions.
11. Throwing objects in the classroom.
12. Repeated disruptions or violations of classroom rules, or excessive or disruptive talking.
13. Behavior that causes the teacher or other students fear of physical or psychological harm.
14. Willful damage to or theft of school property or the property of others.
15. Repeated use of profanity.
16. Using tobacco.
17. Failure to report knowledge of a weapon, bullying or threat of violence.
18. Purposely setting a fire.
19. Gambling.
20. Plagiarism and falsification of identification or school documents.
21. Issuing a false alarm or false report.
22. Trespassing.
23. Persistent absence or tardiness.
24. Unauthorized use of School or personal property.
25. Assisting another person to violate a School rule.

26. Inappropriate public displays of affection.
27. Violation of specific classroom or activity rules.
28. Violation of the wireless communication device policy.
29. Violation of bus rules.
30. Refusal to accept discipline.
31. Criminal conduct.

## Prohibited Behavior

1. Possession, use, being under the influence or intent to distribute alcohol or tobacco/nicotine-in any form, or look alike - products.
2. Possession, use, being under the influence of or the intent to distribute any illegal drug, controlled substance, and/or look-alike substances:  
\* Over-the-counter medication and drugs prescribed by a licensed physician are an exception to this statement when used in accordance with school policy.
3. Possession, use (sniffing or huffing) or distribution of any hazardous substance with intent to induce intoxication or elation, to stupefy the central nervous system.
4. Disrespect for the rights of others.
  - a. Inappropriate language directed at a school employee.
  - b. Disruptive conduct-written or verbal behavior, which disturbs the orderly and disciplined atmosphere of the school is prohibited; this includes temper tantrums, disturbing classes, or meetings, verbal or physical behavior which results in inappropriately exuberant, disorderly, or rowdy actions and/or reactions.
  - c. Disrespect for the privacy of others.
  - d. Insubordination-The refusal to comply with reasonable requests or directions of school personnel.
  - e. Intolerance or bigotry towards others-Racial, ethnic, religious, sexual, or cultural slurs, and derogatory or disrespectful statements, including written or verbal profanity, or obscene images or acts.
  - f. Threats to a student-Intimidation, using extortion or threatening to harm another student is prohibited.
  - g. Threats to district personnel or visitors-Intimidation, using extortion or threatening to harm a school staff member or visitor is prohibited.
  - h. Physical attack to students
  - i. Physical attack to district personnel or visitors-Attempting to apply or applying force to a school staff member or visitor
5. Physical Altercation
  - a. Pushing/showing without intent to cause harm.
  - b. Fighting
  - c. Assault

## Action

**As a result of any violation of items 1-3:** 1-10 day suspension and/or possible recommendation for expulsion.

**For any violations involving illegal drugs, controlled substance, look-alike substance or drug paraphernalia, the type and schedule of the drug will be considered in the discipline process and all of the following may apply:**

- 1-10 day suspension
- Recommendation for expulsion
- Local law enforcement will be notified

**Violation of item a:** Suspension and police referral

**Violation of item b:**

**1<sup>st</sup> offense:** Teacher conference with student and documented parent contact.

**Subsequent violations:** Referral to office, which will result in student meeting with building principal/designee. Principal/designee may assign detention and/or 1-10 day suspension and/or recommendation for expulsion.

**As a result of any violation of items c-h:**

**1<sup>st</sup> offense:** Detention and/or 1-5 day suspension.

**2<sup>nd</sup> offense:** Detention and/or 1-10 day suspension and/or possible suspension and/or possible recommendation for expulsion.

**Subsequent/severe Violations:** 1-10 day suspension and/or possible recommendation for expulsion.

Detention, Saturday School, Suspension, police referral, consideration of recommendation for expulsion

6. Possession or use of a weapon-See weapons policy 5772 for more information.

7. Engaging in any activity forbidden by law that interferes with school purposes- Malicious use of the telephone, false fire alarm, false 911 calls, bomb threat, arson, etc.

8. Trespassing- Students in school buildings or on school property without proper authorization.

9. Disrespect for the property of others:

- a. Minor malicious damage to the property of others- This includes writing, making marks or drawing on walls, furniture, fixtures, etc. It also includes not cooperating with or assisting those who clean and maintain the school.
- b. Vandalism-Major malicious destruction of school property and/or the property of others is prohibited.
- c. Theft- The taking of the property of the school or another person is prohibited.

10. Forgery- Falsifying of any signature of a parent, staff member, or other person.

11. Cheating- Cheating of any kind, including, but not limited to copying an assignment or text, plagiarism of copyrighted material, or downloading information from the internet and claiming authorship.

12. Misuse of Computer and/or Network- Including, but not limited to: viewing inappropriate/banned websites; circumventing the District's filter.

**For any violation involving a dangerous weapon, all of the following may apply:**

- 1-10 day suspension
- Recommendation for expulsion
- Local law enforcement will be notified.

**For the 1<sup>st</sup> and any subsequent violation, all of the following may apply:**

- 1-10 day suspension
- Recommendation for expulsion

**For any violation involving trespassing on school property, all of the following may apply:**

- Warning
- 1-10 day suspension
- Local law enforcement may be notified.

**1<sup>st</sup> offense:** Detention and/or 1-10 day suspension and/or possible recommendation for expulsion.

**Subsequent Violations** will result in 1-10 day suspension and/or possible recommendation for expulsion.

\*Restitution is required in any cases of disrespect for the property of others.

**For any violation of items b-c, all of the following may apply:**

- 1-10 day suspension
- Item(s) will be returned or restitution required
- Recommendation for expulsion
- Law enforcement will be notified.

**For any violation involving forgery or the falsification of any person's signature on a document, all of the following may apply:**

- Detention
- Restriction or loss of pass privileges
- Enhanced documentation for future requests of any kind.

**1<sup>st</sup> offense: Refer to the teacher's classroom management and discipline plan.**

**Subsequent Violations** may result in any or all of the following:

- To be determined by an administrator after meeting with the parent, student, and teacher.

**For any violation involving misuse of a computer, all of the following may apply.**

- Loss of computer privileges
- Detention and/or 1-10 day suspension
- Referral to law enforcement
- Recommendation of expulsion

## **DANCE CODE**

Our goal is to insure a safe and healthy environment that honors the values of our school. Students must refrain from dance moves that may be considered sexually provocative or moves that simulate sexual activity. Dancing and body contact shall be appropriate and should not contain sexual gestures or movements. Sexually oriented dancing is inappropriate and is NOT allowed at our school dances.

Parents should discuss with their students WD expectations and the consequences outlined below.

Students are in violation of the dance code when they are doing the following:

- Not facing one another
- Sandwiching one another
- Inappropriately touching one another
- Sexually gesturing

Students caught by a chaperone or staff member violating our dance code will have the following actions:

- Given a warning that they are inappropriate
- Upon a second violation they will be assigned to the cafeteria and not allowed to dance for remainder of the dance.

Students with their second violation of the dance will not be allowed to attend the next dance unless the student's parent/guardian is present as a chaperone.

### **Dance Guidelines**

1. Once a student is absent past ten days (these do not include absences listed under the excused absences section) he/she is ineligible for Homecoming and Prom until he/she attends for 15 consecutive school days. (Any absence listed under the excused section is allowed during the 15 days.) +++
2. WDHS students may bring non-WDHS students as a guest provided they are either a WDHS graduate one year removed from high school or a current high school student in good standing at his/her school.
3. Non-WDHS guests must have the approval of administration to attend. All guest pass requests must be submitted for approval no later than the Wednesday prior to the dance. Students will be notified if the guest is approved or not. Guests are required to present a current and valid I.D. card to enter the dance.
4. Middle school students, including 8<sup>th</sup> grade students, are not allowed to attend high school dances.
5. By purchasing a ticket to the dance, you agree to have a breath analysis, performed by law enforcement if you are suspected by administration, to be under the influence of alcohol or drugs. Anyone receiving a positive result on the breath analysis for alcohol or deemed to be under the influence of drugs will be subject to the maximum

- suspension from school and recommended for expulsion. Parent contact will be made if a student has positive breath analysis results.
6. Adequate coverage is required at all times. Students must wear shoes at all times (bring an extra pair if needed).
  7. Requests of the chaperones, the police liaison and the administrator on duty are to be followed. Any misbehavior or the inability to follow school rules will result in the student(s), being asked to leave the building.
  8. If security or administration removes you from the dance for any disciplinary actions, you will not be permitted to attend the next dance. i.e. If you are asked to leave winter ball and the next dance is prom you would not be allowed to attend prom.
  9. Any student that leaves the school dance will not be allowed to re-enter the school for any reason.
  10. If a student is truant on the day of the event, or Friday if the dance is on Saturday, he or she may not attend.
  11. Students will not be allowed to leave the dance for any reason once the doors are locked – no exceptions. Students are not allowed to leave the dance until the dance ends.
  12. Students are to leave school grounds immediately after the conclusion of the dance.
  13. To be eligible for Homecoming Court a student must be a member in good standing of a school sponsored Fall sport/club/activity. To be eligible for Prom Court a student must be a Junior and meet the point requirements set by the junior class advisor. The court will then be voted upon from a list of all eligible students.

### **DRUG ABUSE PREVENTION**

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

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

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

all dangerous controlled substances as so designated and prohibited by Wisconsin statute;

all chemicals which release toxic vapors;

all alcoholic beverages;

any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;

"look-alikes":

anabolic steroids;



any other illegal substances so designated and prohibited by law.

The use, possession, concealment, or distribution of any drug, drug look-alike and any drug-paraphernalia at any time on school property or at any school-related event is prohibited. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school's drug abuse guidelines. (Board Policy 5530)

### **USE OF TOBACCO/NICOTINE IS PROHIBITED**

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

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute or simulated forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. The use of other products containing nicotine, such as nicotine patches and nicotine gum is also prohibited except when a student provides documentation from a licensed medical practitioner that the student's use of non-tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with Policy 5330 - Administration of Medication. Accordingly, the Board prohibits students from using or possessing tobacco or nicotine in any form on District premises, in District vehicles, within any indoor or outdoor facility owned or while leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events. (Board Policy 5512)

### **POSSESSION/USE OF WIRELESS COMMUNICATION DEVICES (WCDs)**

A student may possess a wireless communication device (WCD) and electronic storage device (ESD) in school, on school property, at after school activities, and at school related functions. During class periods, all devices, including headphones (this includes all variations of wired and wireless headphones) must be kept out of sight and all volumes turned off.

Students may be permitted to use a device by direction of the classroom instructor or school nurse, at designated times in a class period for a medical or educational purpose. Classroom instructors may not permit students to use their devices for personal or social reasons during class periods and ASP. Students may use their devices during passing periods and lunch.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff “have a reasonable expectation of privacy.” A student improperly using any device to take or transmit images will face disciplinary action up to and including suspension or expulsion.

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

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam and receive a suspension or expulsion

### **Wireless Communication Device Referrals**

Except as authorized under Board Policy 5136, use of WCDs and electronic storage devices in school, on school property, at after school activities and at school related functions will be subject to disciplinary action.

1st Offense: Entire phone confiscated and turned into the high school office. Student will have a discipline referral placed in his/her file, and his/her parents will be notified of the offense. The student may obtain the phone from the high school office after the school day.

2nd Offense: Entire phone confiscated and turned into the high school office. Student will have a discipline referral placed in his/her file and his /her parents will be notified of the offense. The principal or designee will assign two detentions to the student.

3rd Offense: Entire phone confiscated and turned into the high school office. Student will have a discipline referral placed in his/her file and his/her parents will be notified of the offense. The principal or designee will assign four detentions to the student. The phone will not be returned to the student until a conference is held with the student’s parents/guardians.

Subsequent Violations: Subsequent violations will lead to further consequences deemed appropriate by the administration. These consequences may include, but are not limited to, loss of Pride Pass, further detentions and/or suspension from school, and/or the loss of privilege to possess an electronic signaling device on school property.

## **STUDENT CODE OF CLASSROOM CONDUCT**

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

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

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

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

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

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

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

4. arguing, taunting, baiting, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations
  5. disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations
  6. pushing, striking, or other inappropriate physical contact with a student or staff member
  7. interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means
  8. dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder
  9. restricting another person's freedom to properly utilize classroom facilities or equipment
  10. repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions
  11. throwing objects in the classroom
  12. repeated disruptions or violations of classroom rules, or excessive or disruptive talking
  13. behavior that causes the teacher or other students fear of physical or psychological harm
  14. willful damage to or theft of school property or the property of others
  15. repeated use of profanity
- D. interferes with the ability of the teacher to teach effectively. Such conduct includes, but is not limited to, the following:
1. repeated reporting to class without bringing necessary materials to participate in class activities
  2. possession of personal property by school rules or otherwise disruptive to the teaching and learning of others
- E shows disrespect or defiance of the teacher, exhibited in words, gestures or other behavior;

- F. is inconsistent with class decorum and the ability of others to learn. Such behavior includes, but is not limited to, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

### **Procedure for Student Removal From Class**

When a student is removed from class, the teacher shall send or escort the student to the office and inform the office of the reason for the student's removal from class. The teacher shall provide the principal with a written explanation of the reasons for the removal of the student within twentyfour (24) hours of the student's removal from class.

The principal will generally give the student an opportunity to briefly explain the situation. The principal shall then determine the appropriate educational placement for the student.

When the student arrives to the office, he/she will turn in his/her personal WCD (cellphone, tablet, etc) to the main office staff. Any devices will be available for the student to pick up at the end of the student's day.

### **Student Placement**

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

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

### **Parent/Guardian Notification Procedures**

The principal shall provide the parent or guardian of a student removed from class-with written notice of the removal and the reason(s) for the removal. The notification shall be made as soon as practicable, but no later than two (2) school days after the student's removal from class. The notice shall also include the reasons for the student's removal and the placement made by the principal. If the removal from class and change of educational placement involves a student with a disability, the parent notification shall be made consistent with State and Federal laws and regulations applicable to disabled students.

If the student removed from a class is subject to disciplinary action up to and including suspension or expulsion for the particular classroom conduct and/or other disciplinary incidents

the parent shall also be notified of the disciplinary action in accordance with legal and policy requirements.

### **Students with Disabilities**

A student with a disability under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and Section 115.758, Wis. Stat. may be removed from class and placed in an alternative educational setting only to the extent authorized under the laws.

### **Definitions**

“Student” means any student enrolled in the District, an exchange student, or a student visitor to the District’s schools.

“Teacher” means a person holding a license or permit issued by the State Superintendent whose employment by a school district requires that he or she hold that license or permit.

“Class” or “classroom” means 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, study halls, 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.

## **OTHER FORMS OF DISCIPLINE**

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

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

### **Informal Discipline**

Informal discipline takes place within the school. It includes:

- writing assignments;
- change of seating or location;
- detention- before school, lunch, and after school;

in-school suspension;  
Saturday School.

### **Detentions**

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation.

Lunch detentions are served in a designated detention location within the school building during the student's entire lunch period in the designated lunch detention location. Students are to report to the lunch detention location before the bell rings and stay until the dismissal bell.

### **In-School Suspension**

Students assigned to in-school suspension will attend school during the regular school day, but sit in an administration designated location, usually the front office. Students are not permitted on school property on the day of an in-school suspension except for the hours served during the school day.

Assigned students will attend a continuous set time period during which time they will be permitted one 10 minute break for every two hours assigned. Office staff will escort a student in in-school suspension to the lunch line or to their locker if the student packed a lunch if the suspension is assigned during the student's scheduled lunch. Each student shall arrive with sufficient educational materials to be busy during this study period.

A student missing any portion of his/her assigned time in In-School Suspension may be given an additional consequence. Failure to timely serve In-School Suspension assignment(s) may lead to a suspension from school for a period not to exceed 10 days. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

### **Saturday School**

Saturday school will be held at the high school on Saturdays from 8:00-11:00 a.m. Time and location will be notified to the parent/guardian. Students may be assigned to Saturday school due to truancy, missing detentions, excessive tardiness, and violations of school rules and regulations. Students will be assigned Saturday detention on or before the Wednesday that precedes the assigned Saturday. If a student fails to serve Saturday detention or is asked to leave because of unacceptable behavior:

1. 1st Violation: One (1) day in school or out of school suspension, to be determined by principal or designee and make up Saturday School.

2. 2nd Violation: Up to three (3) days in school or out of school suspension, to be determined by principal or designee and make up Saturday School.

3. 3rd Violation: Up to five (5) days in school or out of school suspension, to be determined by principal or designee and make up Saturday School.

The Building Administrator or designee may excuse a student from Saturday school in extraordinary situations. Student is then assigned to the next scheduled Saturday school.

### **Expectations for Saturday School, In-School Suspension, and detentions:**

Students are required to have class assignments or something to read with them.

Students are not to communicate with each other unless given special permission to do so.

Students are to remain in their designated seats at all times unless permission is granted to otherwise.

Students shall not be allowed to put their heads down or sleep.

No wireless communication devices, cards, magazines, or other recreational articles shall be allowed in the room.

No food or beverages shall be consumed, except in lunch detention. Students will be report to the designated lunch detention area and will then be escorted to the lunch line. Students will be escorted back to return their trays. Students may bring their own lunch from home to lunch detention.

Transportation to and from Saturday School shall be the responsibility of the student.

## **SUSPENSION AND EXPULSION**

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

### **A. Suspension**

**Definition: Students are removed from the school building for disciplinary reasons. Students are not permitted on school property or at a school sponsored activity until the day following the last assigned suspension date.**

#### **1. Duration and Grounds for Suspension**

The principal or a person designated by the principal may suspend a student for up to five



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

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

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

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

## **2. Suspension Procedure**

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

The principal, within his or her discretion, may also inform the student’s parents or guardian of the reason for the proposed suspension prior to suspending the student.

## **3. Notice of Suspension**

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

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

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

#### **5. Opportunity to Complete School Work**

A suspended student shall not be denied the opportunity to take any quarterly, semester or grading period examinations or to complete course work missed during the suspension period. Such work shall be completed pursuant to the procedures established by the School Board.

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

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

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

Reference to the suspension in the student's school record shall be removed if the District Administrator finds that:

- The student was suspended unfairly or unjustly;
- The suspension was inappropriate, given the nature of the alleged offense; or
- The student suffered undue consequences or penalties as a result of the suspension.

The District Administrator, or the administrator's designee, shall make his or her finding within fifteen (15) days of the conference.

#### **7. Co-Curricular or Extra-Curricular Participation**

Students serving an in or out of school suspension will not be permitted to attend or participate in co-curricular or extra-curricular activities on the date(s) of the suspension.

### **In-School Suspension**

Students assigned to in-school suspension will attend school during the regular school day, but sit in an administration designated location, usually the front office. Students are not permitted on school property on the day of an in-school suspension except for the hours served during the school day.

Assigned students will attend a continuous set time period during which time they will be permitted one 10 minute break for every two hours assigned. Office staff will escort a student in in-school suspension to the lunch line or to their locker if the student packed a lunch if the suspension is assigned during the student's scheduled lunch. Each student shall arrive with sufficient educational materials to be busy during this study period.

A student missing any portion of his/her assigned time in In-School Suspension may be given an additional consequence. Failure to timely serve In-School Suspension assignment(s) may lead to a suspension from school for a period not to exceed 10 days. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

### **Saturday School**

Saturday school will be held at the high school on Saturdays from 8:00-11:00 a.m. Time and location will be notified to the parent/guardian. Students may be assigned to Saturday school due to truancy, missing detentions, excessive tardiness, and violations of school rules and regulations. Students will be assigned Saturday detention on or before the Wednesday that precedes the assigned Saturday. If a student fails to serve Saturday detention or is asked to leave because of unacceptable behavior:

1. 1st Violation: One (1) day in school or out of school suspension, to be determined by principal or designee and make up Saturday School.
2. 2nd Violation: Up to three (3) days in school or out of school suspension, to be determined by principal or designee and make up Saturday School.
3. 3rd Violation: Up to five (5) days in school or out of school suspension, to be determined by principal or designee and make up Saturday School.

The Building Administrator or designee may excuse a student from Saturday school in extraordinary situations. Student is then assigned to the next scheduled Saturday school.

### **Expectations for Saturday School, In-School Suspension, and detentions:**

Students are required to have class assignments or something to read with them.

Students are not to communicate with each other unless given special permission to do so.

Students are to remain in their designated seats at all times unless permission is granted to otherwise.

Students shall not be allowed to put their heads down or sleep.

No wireless communication devices, cards, magazines, or other recreational articles shall be allowed in the room.

Students will be report to the designated lunch detention area and will then be escorted to the lunch line. Students will be escorted back to return their trays. Students may bring their own lunch from home to lunch detention.

Transportation to and from Saturday School shall be the responsibility of the student.

## **B. Expulsion**

### **1. Grounds for Expulsion**

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

Repeatedly refused or neglected to obey the rules established by the School District;

Knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;

Engaged in conduct while at school or while under the supervision of a school authority that endangered the property, health or safety of others;

Engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or School Board member of the School District in which the student is enrolled; or

Was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion.

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

## **2. Expulsion for Bringing a Firearm to School**

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

## **3. Expulsion Hearing**

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

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

## **4. Expulsion Order**

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

## **5. Student Records**

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

## **Discipline of Disabled Students**

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

## **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others or as otherwise permitted by law.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

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

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

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

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

### **Canine Unit Searches**

In an effort to protect the health and welfare of the students, the School District of Wisconsin Dells authorizes the use of trained canine units on school property to detect the odor of controlled substances in school buildings and on school grounds. This is to include, but not be limited to, the exploratory sniffing of the outside of lockers, vehicles parked on school property or adjacent to school property and any other area of school property deemed appropriate and at the discretion of the building administrator in conjunction with the District Administrator. The use of canine units may occur with or without notice.

## **STUDENT RIGHTS OF EXPRESSION**

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

- A. A material cannot be displayed if it:

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

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

### **STUDENT SUGGESTIONS AND COMPLAINTS**

The school is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the Principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the Principal or to the student government. (Board Policy 5710)

## **SECTION V - TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

Bus transportation is provided for all eligible students. The bus schedule and route is available by contacting the transportation supervisor at 608-253-8783 ext 1037.

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

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

### **BUS CONDUCT**

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

It is clear that some violations are far more serious than other violations and in an effort to be fair and consistent to all students and at the same time protect them from undue harm and harassment, the rules have been divided into two categories. Class I are the less serious offenses and Class II the more serious. The following behaviors are expected of all students.

### **CLASS I REGULATIONS**

#### **Previous to loading** (on the road and at school)

Each student shall:

be on time at the designated loading zone (15 minutes prior to scheduled stop);

stay off the road at all times while walking to and waiting for the bus;

line up single file off the roadway to enter;

wait until the bus is completely stopped before moving forward to enter;

refrain from crossing a highway until the bus driver signals it is safe;



go immediately to a seat and be seated.

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

### **During the trip**

Each student shall:

Pick a seat and remain seated facing forward in this same seat until it is time to exit the bus;

be absolutely quiet at railroad crossings;

keep head, hands, arms, and legs inside the bus at all times;

not litter in the bus or throw anything from the bus;

keep books, packages, coats, and all other objects out of the aisle;

be courteous to the driver and to other bus riders- keep noise to an absolute minimum, do not engage in any horseplay, help look after the safety and well-being of smaller children;

not eat or chew gum, play games or play cards, etc.;

not tamper with the bus or any of its equipment (damage is to be paid by the offender);

sit in a designated seat if the driver assigns;

in case of a road emergency, do exactly as the driver instructs.

### **Leaving the bus**

Each student shall:

remain seated until the bus has stopped;

leave no items behind

exit only through the front service door, unless otherwise instructed;

cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;

be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

## **CLASS II REGULATIONS**

The following will not be permitted on a school bus at any time or under any circumstances:

1. Fighting or battery to another.
2. Smoking or tobacco use.
3. Possession or use of alcohol or other drugs.
4. Matches or open fire on the bus.
5. Foul language or gestures.
6. Tampering with bus equipment.
7. Throwing potentially dangerous objects.
8. Harassment or intimidation of another.
9. Flagrant and/or chronic misbehavior or insubordination.
10. Any 5th violation of a Class I regulation will become a 3rd violation, Class II regulation.

## **Special Education Students**

- A. The Transportation Supervisor will be provided a current list of all students in the District that are enrolled in any special education program.
- B. In the event any student enrolled in any special education program receives a pink slip from a bus driver, the following will apply:
  1. Immediately the Transportation Supervisor will contact the principal or Director of Pupil Services by telephone and explain the pink slip and the details of the incident.
  2. A determination will then be made as to whether the action of the student is a direct result of the student's disability.
  3. A determination also will be made at that time as to whether to follow normal policy for the offense.
  4. In the event normal policy is followed, the required form will be completed and forwarded to the Director of Pupil Services and the building principal.
  5. The principal will make the student's teacher aware of the action that took place on the bus so that proper steps can be taken to correct such behavior problems.

## **VIDEOTAPES ON SCHOOL BUSES**

The Board of Education has authorized the installation of video cameras on school buses for purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with State and Federal law. (Board Policy 8600)

## **PENALTIES FOR INFRACTIONS**

A student who engages in misconduct on a bus shall be subject to discipline and may be deprived of the privilege of riding on the bus.

- A. Minor discipline problems shall be handled by the bus driver on a day-to-day basis as he/she sees fit.
- B. Persistent, continuous, or serious discipline problems shall be reported to the Transportation Supervisor in writing. The Transportation Supervisor will complete the "School Bus Incident Report to Parents" form and turn it over to the building principal with jurisdiction over the student.
- C. Upon receiving the completed form from the Transportation Supervisor, the Building Principal will do as follows:

### **DISCIPLINARY ACTION FOR VIOLATIONS OF CLASS I REGULATIONS**

- A. First Written Offense - The principal, or principal's designee, will hold a conference with the student and the student will receive a warning. A copy of the report will be sent home to the parents.
- B. Second Written Offense - The principal will hold a conference with the student and the student will be suspended from the bus for a period of one day. A copy of the report will be sent home to the parents.
- C. Third Written Offense - The principal will hold a conference with the student and the student will be suspended from the bus for a period of two days. A copy of the report will be sent home to the parents.
- D. Fourth Written Offense - The principal will hold a conference with the student and the student will be suspended from the bus for a period of three days. A conference with the parents will be held during the term of suspension. A copy of the report will be sent home to the parents.
- E. Fifth Written Offense - Will automatically become a 3rd written offense, Class II regulation.

### **DISCIPLINARY ACTION FOR VIOLATIONS OF CLASS II REGULATIONS**

- A. First Written Offense - The principal will hold a conference with the student and the student will be suspended from the bus for a period of one day. A copy of the report will be sent home to the parents.

- B. Second Written Offense - The principal will hold a conference with the student and the student will be suspended from the bus for a period of three days. A copy of the report will be sent home to the parents.
- C. Third Written Offense - The principal will hold a conference with the student and the student will be suspended from the bus for a period of five days. A copy of the report will be sent home to the parents, along with a warning letter stating that another offense may result in a referral for a school bus expulsion and could result in revocation of bus riding privileges for the remainder of that school year. A conference with the parent will also be held during the term of the suspension.
- D. Fourth Written Offense - The principal will hold a conference with the student and the student will be suspended from the bus for a minimum period of five days. An investigation by administration will be conducted to determine if the student should be referred to the District Administrator/School Board for expulsion from the bus. The parents will be notified of the bus suspension, that the investigation will take place, and they will also be notified of the time and place of the expulsion hearing, if necessary.

#### ADMINISTRATIVE DISCRETION

Any time that the Building Principal feels that an act performed by a student is of serious enough nature to endanger the remainder of the students on the bus, he/she may at his/her discretion, suspend that student from the bus, for any period of time he/she feels is appropriate for the offense, up to a maximum of five (5) days, or for a maximum or fifteen (15) days if the student is recommended for expulsion, regardless of past offenses or the lack of past offenses. This decision shall be made by the Principal and shall be based on the seriousness of the offense, attitude of the student, recommendations of the Bus Driver and Transportation Supervisor, and the student's past history of discipline problems.

#### VIOLATION OF RULES NOT WITNESSED BY THE BUS DRIVER

- A. Violations of the bus rules not observed by the driver, but reported to the driver by a student, will be reported to the Transportation Supervisor or Assistant Transportation Supervisor.
- B. The incident will be investigated by the administrator or supervisor to the greatest reasonable extent to determine accuracy and who the responsible parties are.

#### BUS DRIVER IMPOSED RULES

- A. Bus drivers may make and enforce rules and regulations on their buses which are stricter than the District-wide rules and regulations if they feel that it is necessary to maintain a safe, sanitary bus.
- B. Such rules may include, but are not limited to the following:
  - 1. No WCDs
  - 2. No Toys
- C. In the event that a driver chooses to make and enforce these rules and regulations, said rules and regulations must first be approved by the Transportation Supervisor, and then posted on a sign no larger than 8 ½ x 11" in the front of the bus. The

driver shall also verbally explain all of the rules to the students at the time which they are instituted.

- D. Infractions of these rules and regulations shall be dealt with as follows:
  - 1. First offense shall be handled by a verbal warning from the driver.
  - 2. Second and all subsequent offenses shall be reported to the transportation office, in writing, by the driver on a YELLOW misconduct report.
    - a. All written offenses shall be reported to the building principal having jurisdiction over that student on the "School Bus Incident Report to Parents" form by the Transportation Office. Upon receipt of such form the building principal/principal's designee shall:
      - 1) First Written Offense - Have a conference with the student, verbally warning that student and make written notification of the offense to parents by sending a copy of the report home.
      - 2) Second and All Subsequent Offenses - Have a conference with the student regarding the incident and suspend that student's bus riding privilege for a period of one day. Written notification of the offense and suspension shall be sent by sending a copy of the report home.
- E. Infractions of rules and regulations set up by the bus driver shall not in any way result in the permanent suspension of any student's riding privilege, nor shall it count in any way on the student's record of violations of school-imposed bus rider rules and regulations; rather these violations shall be kept separate and away from other violations.
- F. All violations of driver-imposed rules and regulations shall be reported on the YELLOW misconduct report and handled according to this section of policy.

### **Extra-curricular Trips/Transportation to Activities**

- A. The bus conduct expectations apply to any trip under school sponsorship.
- B. Pupils shall obey the direction of a chaperone appointed by the school.
- C. No eating is permitted in District cars or vans used to transport students on extra-curricular trips. Exception--Coaches may obtain authorization to have student-athletes, managers and coaches eat beyond the fifth row of a school bus used to transport a team to and from events by completing a Coaches Acceptance of Responsibility & Liability Agreement and submitting it to the Activities Director.
- D. When the school provides transportation, students shall not drive to school-sponsored activities unless the student's parent/guardian signs the transportation agreement and it is approved by the Activities Director 24 hours in advance of the activity.

### **SELF-TRANSPORTATION TO SCHOOL**

Driving to school is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

The following rules shall apply.

Students shall complete the Student Vehicle Form 5515 F1 which is available in the School office and provide:

driver's license;

plate number of vehicle(s) to be driven.

Parking lot speed limit is 5 mph.

The student must obtain a permit from the high school office and pay a fee of \$25.00 for the entire school year.

If a student's permit is suspended, no fees will be refunded. Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.

NOTE: Be advised that the following forms must be available in the School Office as they are referenced in the Student/Parent Handbook. Forms are also available on the school website.

Notice of Nondiscrimination and Internal Complaint Procedure (Including Title VI, Title VII, and Title IX) Form 2260 F2

Memorandum to Parents Regarding School Board Policy on Drug-Free Schools Form 5530 F2

Annual Student Records Notice Form 8330 F9

Parent Notification Letter (Blood-Borne Pathogens) Form 8453.01 F5

Student Handbook Certification Form 5500 F1

Authorization for Prescribed Medication or Treatment Form 5330 F1

Authorization for Nonprescription Drug Products or Treatment (Secondary Version) Form 5330 F1a

Authorization for Nonprescription Drug Products or Treatment (Elementary Version) Form 5330 F1b

Request to Inspect Survey Form 2416 F2

Request That Directory Information not be Released to Recruiters Without Prior Written Consent. Form 8330 F13

In addition, a copy of State and Federal statutes must be available to the public in each school's main office.