

# SHIOCTON SCHOOLS

7-12 Grade Handbook 2016-2017

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[www.shiocton.k12.wi.us](http://www.shiocton.k12.wi.us).

**Mission Statement:**

Provide an exceptional education to secure the future of our children and our families

**Motto:**

*Where Excellence is Expected*

**Vision:**

Expect and provide excellence in education for the children and families of the Shiocton School District

## **ATTENDANCE**

**SCHOOL BEGINS at 7:57 A.M.** Non-bus students should not arrive at school before 7:45 A.M.

Students are required to attend school or an alternate school program recognized by relevant statutes of the State of Wisconsin. Such attendance must be regular during the full period and hours that the regular or alternate school program is in session. *Parents are responsible for their child's attendance* until the end of the school term, semester or quarter of the school year in which the student becomes eighteen (18) years of age or has graduated, whichever comes first. Each building principal as appropriate to the age and class of the student is hereby designated to be an attendance officer.

### **A. Requirement to Complete Work Missed Because of an Absence**

It shall be the policy of the Board of Education of the School District of Shiocton to allow each student after an absence from school, whether excused or unexcused or whether as a result of truancy, tardiness, or suspension, to complete missed assignments as prescribed by the student's classroom teacher(s). This allowance shall include the submission of any work required and the taking of any examinations missed during the period of absence. Nothing in this policy shall preclude changing the format of the examinations taken later or the levying of a reasonable truancy penalty for any work submitted after the due date, provided it is specified in advance what the penalty is to be. *A student may not be denied credit in a course or subject solely because of unexcused absences or suspensions.* School administrators shall devise a method by which a student will be admitted to class after an absence and which will permit the student's teacher(s) to specify the work to be made up after an absence. Teachers and school administrators shall also specify the conditions by which missed work resulting from an absence, including those absences, which are unexcused, or those absences resulting from tardiness, shall be completed. Such conditions may include detention or suspension.

### **B. Procedures to Be Followed Before Filing Truancy Proceedings**

Before any formal truancy proceedings are implemented, school administrators are directed to do all of the following:

- Meet or attempt to meet with the student's parent or guardian to discuss the child's truancy.
- Provide an opportunity for educational counseling, which may result in changing the student's curriculum which could include attendance in some form of alternate education recognized by relevant statutes and laws in order to resolve the reason(s) for the truancy.
- Provide an opportunity for evaluation of a student for the purpose of determining whether any special learning needs or social problems are present which may be the cause of truancy.

After all of the foregoing proceedings have been followed and there has been no change in the student's school attendance pattern, the building principal shall file truancy proceedings with the proper agency which might include but not necessarily limited to a court of competent jurisdiction, Outagamie County Human Services Juvenile Court Intake (Division of Youth and Family Services), the district attorney's office, Village officials if local ordinances are violated or any other agency designated to receive such referrals.

*(Note: Each building principal is advised to refer to s. 118.16 Wis. Stats. for further guidance about notifying parent(s) or guardian(s) about impending formal truancy proceedings, if school attendance does not become regular per relevant state statute(s), laws, rules, regulations, and/or local policies. Building administrators and teachers are reminded of a statutory penalty for failure to carry out enforcement of statutory school attendance requirements [s. 118.16 (7) Wis. Stats.] )*

### C. Acceptable Reasons for Absence from School or Classes

**Car problems, oversleeping, running errands during school time are examples of reasons for absences that are not considered to be excusable.**

- **After 10 minutes into the hour, it is considered as an unexcused absence.**

The Board of Education hereby designates the following reasons for which a student might be absent from school:

- Illness or injury serious enough to preclude attendance at school
- Serious illness by a member of the family or immediate extended family
- Death in the family or immediate extended family.
- Family emergency or special projects at home requiring immediate attention and beyond anyone's control.
- Medical appointments including dental and optical
- Human services appointments or counseling sessions
- Court and other legal appointments
- Religious holidays and observances
- Family trips away from the immediate Shiocton area  
**(Advance Notice for pre-excused absences Required)**
- School-sponsored or school-approved activities
- Driving permit and driver examination appointments
- College, university, or other post secondary institutional visits  
**(Extended absences, which are not pre-approved, will be unexcused and may lead to truancy.)**
- Military testing

Building administrators may provide rules for having a parent or guardian notify the building administrator or his/her designee of the impending absence of a student. Such notification may be by telephone call, written note, personal appearance, or any other way or combination of ways. If the reason given for the absence is found to be false, the student shall be required to fulfill any rules or penalties established for unexcused absences. Building administrators may also provide guidelines or rules for student(s) when there is advanced knowledge of an impending absence from school concerning completion of work to be done and submitted prior to the absence.

#### **D. Participation in Extra-Curricular and Co-Curricular Activities after Absence from School**

A student must be in attendance a full day of school or have an excused absence (doctor, dentist, etc.) to take part in any extra-curricular or co-curricular activity or social event scheduled that day or evening. In the case of events scheduled on non-school days, the student must be in attendance for the last full school day *prior to the* event. Truancy or unexcused tardiness during any part of the day of the event shall preclude participation in that event. Exceptions will only be made if the school principal or his/her designee prior to the start of the school day has approved the absence. (School-sponsored field trips are not considered to be absences under the terms of this section of the policy.) Further, any student athlete involved in a practice, event, game, or meet must participate in his/her physical education class, if scheduled for that day, in order to be eligible for participation.

#### **E. Requirement to Publicize the Terms of This Policy**

Annually in advance of the school year, the provisions of this policy including the rules resulting there from shall be published in at least one (1) of the following for both student and parent or guardian awareness: student handbook, School District newsletter, official newspaper of the School District, or as a separate handout shared with students and parents or guardians.

### **DISCIPLINARY POLICIES AND PROCEDURES**

**COMPENSATORY CONSEQUENCES:** In some situations, students will receive a “punishment to fit the crime.” An example would be requiring a student who wrote on a restroom wall to clean the walls for a period of time.

**DETENTION:** Student is required to make up class time by reporting to a designated room for supervision.

#### **Detention Room Rules**

- Bring schoolwork or appropriate reading material.
- Food, drink and/or music are not allowed.
- Talking is not permitted. Students are expected to remain seated and quiet until the dismissal.
- Appropriate behavior is expected. Students who do not comply with the rules will be dismissed immediately and will not receive credit for the time served. Additional detention or suspension time may be assigned.

- Students who accumulate three (3) detentions will be assigned a day of in-school suspension.
- Students serving detentions must arrange for their own transportation home. There will **not** be a late bus for this purpose.

**IN-SCHOOL SUSPENSION (ISS):** The act of prohibiting a pupil from attending classes for a period of one (1) to five (5) consecutive school days. The pupil serves the suspension time in the school building in an area specified by the principal. This area may also be used as a supervised time-out area when a teacher finds it necessary to remove a student from class.

### **In-School Suspension Room Rules**

- Failure to cooperate with ISS supervision may result in an out-of-school suspension.
- A student shall be assigned to ISS except when the infraction is serious enough to warrant a Level 3, 4, 5, or 6 consequences or when the student's presence in the building poses a threat to the health and/or safety of the students or staff or to the orderly operation of the school. Students assigned to ISS will be allowed one (1) day to make up missed class assignments and tests. All other rules pertaining to conduct in ISS are applicable.
- No in-school or out-of school suspension shall be imposed without an informal administrative conference with the pupil, except where it appears that the pupil will create an immediate and substantial danger to him or her self or to persons or property around the school.
- A written notice containing the grounds for suspension (a brief statement of the facts) will be sent home to the parent/guardian.

### **OUT-OF-SCHOOL SUSPENSION (OSS):**

A suspension, which must be served away from the school building and grounds, that lasts for a period of one (1) to five (5) days. This may be extended if expulsion is being recommended.

### **Out-of-School Suspension Rules**

- The student will be notified of the suspension by the principal.
- The parent/guardian(s) will be notified of the suspension by written notice and, when possible, by phone.
- While on suspension, a student is not allowed to participate in any school activity or be on the school grounds.
- The suspended student will be allowed to make up work missed, including tests, within a reasonable period of time, normally two days for each school day missed.
- **It is the student's responsibility to contact each teacher and make the necessary arrangements.**

**EXPULSION:** Action may be taken by the school board to prohibit an enrolled pupil from further attendance for a designated period of time which may be longer than that allowed for a suspension. If reentry is permitted, the Board reserves the right to specify conditions of attendance.

### **Classroom Discipline**

A good learning atmosphere in the classroom is the joint responsibility of the teacher and students. This atmosphere will be promoted through clearly established and understood rules and regulations. Because of varying classroom environments, these rules may differ somewhat from teacher to teacher.

The teacher has the responsibility to act on infractions of classroom rules. In cases where corrective actions prove ineffective, the teacher may remove the student from the classroom by assigning him or her to ISS for the remainder of that class period.

The purpose of assigning a student to ISS is: 1) to reestablish the learning atmosphere which the student has disrupted, and 2) to provide a setting for the student to examine his or her actions which prompted his or her removal and make a commitment to correct his or her behavior.

## **SCHOOL AND CAMPUS DISCIPLINE**

### **THE LEVEL SYSTEM**

When corrective actions taken by the classroom teacher have failed or the rule infraction is of a serious nature, the incident shall be referred to a principal for investigation and action. The severity of the consequence(s) applied by the principal depends upon two (2) factors: 1) the seriousness of the offense, and 2) the previous disciplinary record and cooperation of the student. In an effort to take these factors into account, a progression of consequences (the level system) has been adopted. A student who is referred for violating a rule contained within this code will receive one or more of the consequences corresponding to the level step for that offense. When a student's behavior violates more than one rule, the most serious infraction will be dealt with. Upon each successive referral, the student may be advanced up the level system, depending upon the seriousness of the infraction. The possible disciplinary consequences for each level are as follows:

#### **LEVEL 1: BY STAFF MEMBER**

- Verbal Warning to Student
- Verbal/Written Apology
- Written Behavior Contract
- Revocation of Pass Privileges
- Work Detail (Clean-up, etc.)
- Staff/Parent Contact (Letter, Phone Call, Conference)
- Other consequences as deemed appropriate by staff member

## **LEVEL 2: REFERRAL TO PRINCIPAL**

- Incident Recorded in Student File
- Detention(s)
- Reentry Conference with Staff member and/or Parents
- Writing Assignment on Problem Issue
- Principal/Parent Contact (Letter, Phone Call, Conference)
- Restitution
- Peer Mediation
- Referral to Counselor, PSL Officer or Other Staff
- Other Consequences as Deemed Appropriate by Principal

## **LEVEL 3: REFERRAL TO PRINCIPAL**

- One (1) Day In-School or Out-of-School Suspension
- Possibly Cited for Violation of Village Ordinances, Which May Constitute a Fine

## **LEVEL 4: REFERRAL TO PRINCIPAL**

- One (1) or Two (2) Days In-School or Out-of-School Suspension
- Parent Conference

## **LEVEL 5: REFERRAL TO PRINCIPAL**

- Three (3) to Five (5) Days Out of School Suspension
- Re-entry Conference and Written Contract Required

## **LEVEL 6: REFERRAL TO PRINCIPAL**

- Expulsion hearing before the Board of Education.



**Serious offenses at any level, as well as repeated refusal to comply with school rules can be grounds for expulsion.**

## **PROVISIONS FOR THE USE OF THE LEVEL SYSTEM**

A disciplinary file will be initiated for each student referred to the principal. Each higher level also includes the possible consequences listed in lower levels. Repeated offenses may result in higher-level consequences.

The principal shall be responsible for seeking the assistance of parents, counselors, teacher advisors, the school psychologist, the social worker, police liaison officer, and other professionals to help students correct their behavior problems.

## **DISCIPLINARY INFRACTIONS AND CONSEQUENCES**

### **A. SCHOOL ATTENDANCE**

**Right:** All students living within the boundaries of the Shiocton School District who are under the age of 21 are entitled to a free public education through the twelfth grade.

**Responsibility:** Students are expected to attend school on a regular basis.

**Policy:** Students will attend all classes, assemblies, and required meetings unless properly excused by school principal and a parent or guardian. Students are required to report to school and classes on time and to remain there during regular school hours unless properly excused.



	<b>Infraction</b>	<b>Level</b>	<b>Special Provisions</b>
A-1	TARDINESS: Reporting late for school, class, or other required activities without an acceptable excuse.	1-2	1st Tardy: Warning: teacher/student conference 3rd Tardy: Three unexcused tardies result in one (1) detention, which will be issued by the teacher
A-2	UNEXCUSED ABSENCE: Being absent from school part or all of a day without administrator and parent permission or failure to report to assigned class(es) without approved excused absence. This includes leaving the school without a pass.	2	A detention will be assigned for each class period missed. Habitual offenders will be referred to legal authorities under provisions of ss 118.15
A-3	EXCESSIVE TARDINESS	3	*Any student who is unexcused for all or part of any period or portion of the school day will not be allowed to attend any co-curricular activities for that school day
A-4	FAILURE TO REPORT TO ISS	3	Considered as unexcused absence
A-5	FORGERY OR EXCUSES OR PASS		See G-10
A-6	EXCESSIVE DETENTIONS: Accumulation of 4 or more unserved detentions.	2	Assignment to ISS

## **B. STUDENT/STUDENT RELATIONSHIPS**

	<b>Infraction</b>	<b>Level</b>	<b>Special Provisions</b>
B-1	PROPERTY DAMAGE (Including Graffiti)	2-6	Restitution may be required. Referral to police when appropriate.
B-2	GANG/GANG AFFILIATION, GANG ACTIVITIES: No gang insignia or gang signs may be worn, possessed, used, distributed, carried, or sold on school grounds or at school related activities at any time. This includes but is not limited to hats, caps, jackets, headbands, other clothing, or any jewelry/accessories identified with a gang.	3	Referral to police when appropriate.
B-3	THEFT	3-6	Restitution may be required. Referral to police when appropriate.
B-4	BULLYING, HARASSMENT, HAZING, THREATENING OR	3-6	No student will threaten, coerce, intimidate, or annoy, either singly or in groups, any

**INTIMIDATING ACTS:**  
Unwelcomed deliberate or repeated unsolicited comments, gestures, graphic materials, physical contacts, solicitation of favors, or any unwelcomed attention of sexual nature which has the purpose or effect of creating an intimidating, hostile, or offensive environment.

other student or staff member. Referral to police when appropriate.

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| B-5 | <b>BATTERY/FIGHTING</b><br>Physically assaulting or, in some manner, attempting to injure any student on school property or going to or from school.                 | 3-6 | Referral to police when appropriate. No student will participate in, encourage or instigate any fighting at school or at any school function. |
| B-6 | <b>DISORDERLY CONDUCT:</b><br>Abusive, indecent, violent, profane, boisterous, unreasonably loud or otherwise disorderly conduct causing or provoking a disturbance. | 3-6 | Referral to police when appropriate.  |
| B-7 | <b>EXTORTION (Shake Down):</b><br>The act of extorting things of value from a person in the school, under pressure of either implied or expressed threats.           | 3-6 | Referral to police when appropriate.  |

**C. STUDENT/STAFF RELATIONSHIPS**

Right: Students and staff have a right to work, study, and teach in an atmosphere of mutual respect. They also have the right to free inquiry and expression while being mindful of the responsibilities listed below.

Responsibility: Students have the responsibility to respect authority, feelings, physical well-being, and property of members of the school staff.

Policy: Students shall refrain from disobedience, disrespect, threats, or attacks directed at members of the school staff, as well as damage to, or thefts of, property belonging to school staff members.

	<b>Infraction</b>	<b>Level</b>	<b>Special Provisions</b>
C-1	INSUBORDINATION: The willful failure to respond or carry out a reasonable request by authorized school personnel.	2-3	Students must give their name when asked by a staff member. Staff has the right to establish reasonable rules for <b>all</b> activities under their supervision.
C-2	DISRESPECT FOR PROPERTY OF A MEMBER OF SCHOOL STAFF: a. Damage b. Theft	3-6	Restitution may be required. Referral to police when appropriate. Restitution may be required. Referral to police when appropriate.
C-3	DISRESPECT: To insult, call derogatory names, dishonor, make gestures, or in other manner abuse verbally or in writing any member of the school staff.	2-4	Possible referral to police for disorderly conduct.
C-4	BULLYING, HARASSMENT, HAZING, THREATENING OR INTIMIDATING ACTS: ( <b>See Board Policy 5517, 5517.01</b> ) Verbally or by gesture threatening the well being, health, or safety of any activity under school sponsorship.	3-5	Referral to police when appropriate.
C-5	BATTERY/PHYSICAL ATTACK: The act of any member of the school staff physically assaulting on school property or at any activity under school sponsorship.	5-6	Referral to police.
C-6	BUS DISCIPLINE: ( <b>See Board Policy 8600</b> ) a. Minor Infractions: Some examples include, but are not limited to: hitting, spitting, profanity, out of seat, throwing objects, obstructing aisles, making loud noises and hanging out windows. <u>1st offense:</u> Driver conference and written notice of incident. <u>2nd offense:</u> Same as above, but notice requires parent signature. <u>3rd offense:</u> Suspended riding privileges for 3 days; further problems treated as major offenses.		

b. Major Infractions: Some examples include, but are not limited to: assault, fighting, vandalism, insubordination, and possession of a weapon, possession or use of tobacco or alcohol, use of fire in the bus and throwing of objects out the windows.

1st offense: Driver conference and written notice of incident, suspended riding privileges for 5 days, and parent conference required.

2nd offense: Same as above with riding privileges suspended for 10-15 school days.

3rd offense: Same as above with riding privileges suspended 15 school days and the matter is referred to the School Board.

#### **D. SCHOOL PROPERTY**

Right: Each student is entitled to a well-equipped, well-maintained, clean and esthetically pleasing school environment.

Responsibility: Each student is responsible to respect and help maintain the appearance and cleanliness of the building.

Policy: Acts of vandalism, theft and abuse of the school buildings, facilities and grounds are prohibited.

	<b>Infractions</b>	<b>Level</b>	<b>Special Provisions</b>
D-1	Littering	1-2	Assignment to work detail.
D-2	USE OF WATER GUNS OR BALLOONS, THROWING SNOBALLS, ETC	1-2	Confiscation and/or clean up required as appropriate.
D-3	VANDALISM: The act of destruction of public property. a. Defacing-damage requiring cleaning or repair. b. Tampering-to render unusable for a limited period of time.  c. Destruction-to render unusable. d. Inappropriate use of equipment.	2	Restitution required. Referral to police. Restitution required  For computers, \$10 per hour of staff time or actual cost to undo problem. Use privileges may also be suspended or modified. Hanging from the basketball rim will result in a \$5.00 fine or remuneration for damaged property.
D-4	THEFT	3-6	Restitution may be required. Referral to police when appropriate.

## **E. PROTECTION OF PUBLIC SAFETY**

Right: Each student has a right to be safe and secure from physical harm while attending school.

Responsibility: Students have a responsibility to conduct themselves in such a manner as not to pose a threat to the health and safety of themselves, staff and/or other students.

Policy: The infractions listed below, as well as any act that poses a threat to the health and safety of students and/or staff, are strictly forbidden.

	<b>Infraction</b>	<b>Level</b>	<b>Special Provisions</b>
E-1	IMPROPER USE OF MOTOR VEHICLES: a. Reckless Driving. b. Unauthorized driving or riding during school day. c. Being in parking lot during school day without a pass (includes lunch time). d. Parking in unauthorized area.	1-6	Report to police when appropriate. Repeated violations may result in student not being allowed to bring auto to school.  Same as above.
E-2	DETONATION OF FIRE CRACKERS OR OTHER EXPLOSIVE DEVICES.	3-6	Referral to police.
E-3	FALSE ALARMS a. The act of initiating a fire alarm or initiating a report warning of a fire or other catastrophe without just cause. b. Bomb threats	3-6	Referral to police.  Referral to police.
E-4	ARSON: Willful and malicious burning of, or attempt to burn, any part of any building or any property of the school or of its staff or students.	6	Referral to police.

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| E-5 | <b>WEAPONS (See Board Policy 5772 &amp; 7217)</b> No one shall possess a dangerous weapon on school property, school buses, or at any school related event. Weapons may include, but are not limited to firearms (loaded or unloaded), look-alike weapons, knives, razors, karate sticks, metal knuckles, num-chucks, stars, switch blade or butterfly knives, chains, clubs and martial arts equipment, etc. Other articles, which may inflict bodily harm or property damage, may also be prohibited. | 6 | Penalty: Confiscation and immediate suspension with possible expulsion proceedings to follow. Referral to police. |
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**F. ALCOHOL, TOBACCO AND OTHER CONTROLLED SUBSTANCES**

Right: Each student has the right to associate with students who are free from the use of alcohol, tobacco and other non-prescription controlled substances and not be subjected to those wishing to buy, sell or use such substances.

Responsibility: Each student has the responsibility to abstain from the use or possession of alcohol, tobacco, non-prescription controlled substances, chemicals or illegal substances of any kind, per Wisconsin statutes and School Board policy and keep his/her mind and body in a sound, healthy condition.

Policy: The use, possession or intent to use, sell or deliver alcoholic beverages, tobacco or non-prescription controlled substances or drug paraphernalia is prohibited on school grounds, as well as at or before participation in school sponsored activities.

**(See Board Policy 5512 and 5530)**

	<b>Infraction</b>	<b>Level</b>	<b>Special Provisions</b>
F-1	<b>CLOTHING:</b> Wearing of items portraying or advertising alcohol, tobacco or other controlled substances.	1-2	Re-admission to class when clothing is changed.
F-2	<b>TOBACCO:</b> Use or possession restricted on school premises or at functions under the sponsorship of the school. Includes both smoking and chewing tobacco, e-cigarettes, vapor cigarettes, lighters and matches.	3	Confiscation, referral to police when appropriate.

F-3	<b>ALCOHOL AND CONTROLLED SUBSTANCES</b>	5	Confiscation, referral to police.
	a. Possession of alcohol, controlled substance and/or drug paraphernalia.	5-6	Confiscation, referral to police.
	b. Noticeably under the influence, as indicated by obvious behavior and mood changes and/or the smell of substances on the person.		Referral to police and SAP when appropriate.
	c. Observed use of substance.		Confiscation, referral to police.
	d. Selling or transmittal of a controlled substance or alcohol.		Confiscation, referral to police.
	e. Observing the sale or transmittal of a controlled substance or alcohol.		Confiscation, referral to police.

Alcohol, tobacco, and look-alike products and paraphernalia are prohibited. Use or possession is subject to above consequences.

F-2 and F-3: 2nd offense within the school year: A 3 day suspension is automatic and parents must attend a school conference regarding the student’s problem. A plan will be developed for the student to participate in the Student Assistance Program (SAP) or private counseling.

F-2 and F-3: 3rd offense: The student will be suspended for 5 days and a written report will be made to the Board of Education recommending expulsion from school. School personnel will help the family arrange for evaluation and treatment.

**G. OTHER DISCIPLINARY INFRACTIONS**

	<b>Infraction</b>	<b>Level</b>	<b>Special Provisions</b>
G-1	CHEATING/PLAGIARISM: Copying or submission of work that is not one's own. Stealing a test, tampering with grade book, etc.	1	Any student who is caught cheating will receive a 0% on the assignment.

G-2	<b>INAPPROPRIATE CLOTHING</b> Students are expected to dress appropriately for school and school related activities. The limits that are imposed relate to health, safety, cleanliness, distraction, or indecency. The style of clothing should not draw inappropriate attention to the student. Footwear must be worn except for approved activities. Shirts advertising alcohol or tobacco products, co-ed naked, Big Johnson and the like, will not be allowed. <b>No headwear or midriff exposure.</b> Discretion of the school principal or his/her designee.	1-2	See F-1 Jackets, coats, hats, headbands, etc. are not allowed in school, as well as clothing that is excessively torn or full of holes. student is wearing clothing that is not acceptable, or is vulgar, suggestive, obscene or containing inappropriate designs or words, he/she will be instructed to change or will be assigned to in-school suspension until wearing acceptable attire
G-3	<b>USE OF CELL PHONE OR ELECTRONIC/AUDIO/ VIDEO EQUIPMENT</b> (Except for authorized educational purposes).	1-2	1 <sup>st</sup> offense – Phone or device is confiscated and returned at the end of day. 2 <sup>nd</sup> offense – Phone or device is confiscated. Parents must pick it up. 3 <sup>rd</sup> offense – Phone or device is confiscated and will be returned to the parent after a formal meeting is arranged with student, parent, and administrator. All parties will sign a cell phone contract. 4 <sup>th</sup> offense – Student loses all cell phone privileges and is not able to bring the cell phone back on campus again for the rest of the academic year. If the student fails to comply after the 4 <sup>th</sup> offense, the phone will be confiscated until the end of the qtr. Confiscation; returned only to parent at conference
	Laser pointers are prohibited.	3-4	



G-4	INAPPROPRIATE SHOW OF AFFECTION, EMBRACING OR OTHER IMPROPER OR INAPPROPRIATE BEHAVIOR	1-2	
G-5	FORGERY: a. Written or spoken misrepresentation of truth (i.e. forged passes, parent signatures, false phone calls, etc.)	2	
G-6	DISRUPTION OF MEETINGS AND ASSEMBLIES	1-5	Possible exclusion.
G-7	BEING AN ACCESSORY: to a school rule violation	1-6	
G-8	MISUSE OF FOOD: In the cafeteria or other areas of the building.	2-3	Level assignment at principal's discretion depending on level of involvement. 1 <sup>st</sup> offense – Work detail in cafeteria. 2 <sup>nd</sup> offense – Detention. 3 <sup>rd</sup> offense – Placed in office to eat lunch (3 days). 4 <sup>th</sup> offense – Placed in office to eat lunch (One week). 5 <sup>th</sup> offense –Removed from cafeteria for one quarter.
G-9	BEING IN UNAUTHORIZED AREA	1-3	
G-10	FORGERY: a. Written or spoken misrepresentation of truth (i.e. forged passes, parent signatures, false phone calls, etc.)	2	
G-11	REPEATED OR SERIOUS CLASSROOM DISRUPTION	2-3	
G-12	ABUSIVE OR OFFENSIVE LANGUAGE: Used in the presence of staff and/or students.		1st: 1 day suspension (ISS) with possible police referral. 2nd: 1 to 3 day suspension (OSS)with police referral

**SCHOOL DISTRICT OF SHIOCTON  
GRADES 6-12 CO-CURRICULAR HANDBOOK  
2016-2017**

**PHILOSOPHY**

The School District of Shiocton sponsors co-curricular activities to provide students with additional opportunities for personal growth, self-discipline, skill development, cooperation with others, creativity, and fun. By providing a strong co-curricular program, the School District of Shiocton extends the privilege of enriching the mind and body's requirements. Like anything of value, it comes with a price tag. That price tag is commitment from you to follow the established rules. Co-curricular participants who comply with this code of conduct demonstrate a desire to dedicate themselves to self-improvement as well as to enhance the best interests of fellow teammates, coaches/advisors and school. If accepted, this privilege carries certain responsibilities and expectations, and this co-curricular code presents these responsibilities and expectations.

Any student who wishes to participate in co-curricular activities must have on file at school a signed contract that they understand, along with their parent/legal guardian, the terms of the rules and regulations governing the activities. Each year the student, along with his or her parent(s)/legal guardian, will attend a co-curricular meeting prior to the start of the school year. If the student and parent(s)/legal guardian do not attend, they will have to take and pass an online co-curricular test based on the Shiocton co-curricular code and updated rules and regulations pertaining to the code ([www.shiocton.k12.wi.us](http://www.shiocton.k12.wi.us) under athletics).

**SHIOCTON SCHOOL DISTRICT CO-CURRICULAR CODE**

**A. Purpose:**

The main purpose of the Co-curricular Code is to establish a uniform code of conduct for the School District of Shiocton students involved in co-curricular activities. Any co-curricular activity in which the School District of Shiocton is represented will be considered an activity under this code.

**B. To the student:**

The activities program is an important part of your school experience. Co-curricular activities provide new opportunities and experiences, and help you develop your interests and skills. When you decide to participate in any co-curricular activity, you agree to meet certain responsibilities. Your greatest responsibility is to be a credit to yourself, your parents, school and community. Therefore, it is required that you:

1. **Display proper respect for fellow students, support staff, teachers, and officials.**
2. **Display outstanding sportsmanship/behavior.**

Participation in co-curricular activities is a **privilege** extended to all students in the School District of Shiocton. This co-curricular code will be in effect from the moment it is signed until the conclusion of the high school career. Act with integrity, act with class.

### **C. To the parents:**

Having a positive relationship with parents is vital to achieving success. With this being said it is the responsibility of the parent to:

1. Understand that there is no inherent right to be involved in co-curricular activities and that the coach/advisor alone will determine who participates and how much.
2. Understand they are entrusting the coach/advisor with their child and that the coach/advisor will act in the best interests of all the students involved in the particular activity.
3. Understand that it is inappropriate to confront a coach/advisor at any time and such behavior will not be tolerated. A meeting with a coach/advisor may be set up by a parent within 48 hours after an incident of concern.
4. Understand that following are not acceptable and will not be tolerated.
  - a. Making derogatory comments about coaches, officials, players, or others.
  - b. Swearing.
  - c. Attending a co-curricular event while under the influence of alcohol or other drugs.
  - d. Being offensive in any manner.

If a parent violates this code, the following actions may be taken by the School District of Shiocton.

1. A written or verbal warning.
2. Removal from the premises.
3. The prohibition of contact with the team.
4. Legal proceedings.

## **Athletic Program and Activities Offered**

### **A. Objectives of Co-Curricular Activity Participation:**

The co-curricular activity program is an important part of the educational experience. It provides certain opportunities for learning experiences difficult to duplicate in regular school activities.

Some objectives of co-curricular activities are:

1. To teach attitudes of responsibility and cooperation.
2. To help students realize that participation is a privilege with accompanying responsibilities.
3. To help students learn good habits of health, hygiene, and safety.
4. To provide opportunities for lasting friendships, both with teammates and opponents.
5. To provide opportunities to exemplify and observe good sportsmanship.
6. To provide activities that create school and community pride.
7. To provide activities for learning self-discipline, loyalty, team play, personal and organization pride, respect for others, and the will to be successful.
8. To place the unit, team, squad, class, and school above personal desires.

### **B. Athletic Awards:**

#### **a. Description:**

Athletic awards are given based on participation, loyalty, cooperation and performance. At the varsity level, a student athlete may receive an athletic letter if he/she meets the criteria set down by his/her coach. All of our varsity coaches have established the criteria necessary for receiving an athletic award. Each sport has its own standards and each coach has the right to deviate from these standards in special cases. Athletes performing at sub-varsity, high school levels are eligible to receive awards upon completion of their season.

#### **b. Procedure**

Certificate: Given following each season of participation in a sport

Numerals: Given following the first completed HS sport

JV Patch: Given following the first sport of JV participation

Letter: Given following first year lettering in any sport

Sports Pin: Given following the first season of lettering in the sport

2 year bar: Given following the second season of lettering in the sport

3 year medal: Given following the third season of lettering in the sport

4 year pin: Given following the fourth season of lettering in the sport

Captain Pin: Given to captains

3-Sport Athlete Award: Given to a senior athlete that participated in all sports seasons for all four years of high school

## Sports Offered

### Category 1

Interscholastic athletics are governed by the Wisconsin Interscholastic Athletic Association (WIAA) and the School District of Shiocton Co-Curricular code.

Fall	Winter	Spring
Volleyball 7-12	Basketball 7-12 boys and girls	Softball 9-12
Football 6-12*	Wrestling 6-12	Baseball 9-12
Dance 9-12**	Boys Hockey***	Golf 9-12
		Track 6-12

\*Grade 6 students will be allowed to compete in middle school football when two teams cannot be maintained from grades 7 and 8 students.

\*\*Dance is a non-WIAA sponsored sport

\*\*\*This is a co-op sport with Neenah, Menasha, and Hortonville.

## Club and Organization Activities

### Category 2

These activities that are governed by the same code requirements as interscholastic athletics.

Art Club	Band Activities	Chess Club	Choir Activities
FBLA	Drama	Forensics	Math League
Quiz Bowl	Paradigm	Pep Club	Ski Club
Student Council	SWAT		

## One Time Activities

### Category 3

These activities are one time activities.

Badger State Elections	Musical	Winter Carnival Court
Business World	Prom Court	Wisconsin Leadership Seminar
Homecoming Court	Trees for Tomorrow	Youth Government Day

## Eligibility Requirements

The rules of eligibility are established by the Wisconsin Interscholastic Athletic Association (WIAA) and are supplemented with School District of Shiocton rules. (Note: A complete list of WIAA guidelines and procedures for review are available in the High School Office upon request).

1. Full time enrollment in the School District of Shiocton
2. A current physical exam form or alternate year card to participate in physical co-curricular activities as determined by a licensed physician. The physical exam form must be completed every other year, with April 1st as the earliest day of examination. The alternate year card with parent or guardian signature is used in the second year.

3. Parental/Guardian attendance at co-curricular code meeting or passing the online test.
4. A signed student and parent/co-curricular code of conduct contract, concussion Parent & Athlete Agreement, and WIAA rules of eligibility sign-off form, if applicable.

### **WIAA Guidelines for Athletic Participation**

1. An athlete must meet school and DPI requirements defining a full-time student.
2. An athlete must remain in good academic standings in order to compete in any sport.
3. An athlete must be an amateur in all recognized sports of the WIAA in order to compete in any sport.
4. An athlete may not receive reimbursement for play in the form of salary, cash or merchandise.
5. An athlete may not accept merchandise awards such as jackets, sweaters, watches, rings, etc.
6. An athlete may not permit the use of his/her name, picture, or personal appearance, as an athlete, in the promoting of any commercial endeavor.
7. An athlete may not play in a contest under a name other than his/her own.
8. An athlete may compete in not more than 2 non-school competitions with school approval.
9. An athlete shall be suspended from interscholastic athletics (competition) for acts at any time (including summer involving buying, selling, use and/or possession of alcohol, tobacco, or other drugs).
10. An athlete may not compete if he/she becomes nineteen before August 1 of any school year.

### **Regulations for Co-Curricular Activity Participation**

#### **C. Academic Eligibility**

Eligibility requirements shall commence upon initial enrollment in the first co-curricular activity. In order to be academically eligible for co-curricular activities, a student must satisfy District and DPI requirements defining a full-time student.

1. Any student who receives a deficiency slip indicating failure will be ineligible until the next evaluation date.
  - a. For high school, grade evaluations take place at the end of quarters and mid-quarters. Therefore, periods of ineligibility will be approximately four and half weeks.
  - b. For middle school, the evaluation take place at the end of quarters. Therefore, periods of ineligibility will be three weeks after the quarter and the completion of the packet with a passing grade.
2. If a student passes both quarters, but fails the semester, the semester grade will be used.
3. If a student receives an F during 4th quarter or 2nd semester they will be ineligible for 21 days from the first scheduled game/meet for fall athletics.

- a. A student may regain eligibility following the fourth quarter grading period through summer school courses for credit towards graduation. The Shiocton School District Principal/Athletic Director must approve all courses.
4. After this time the student will be monitored weekly until the first evaluation period.
5. The student will be responsible for providing the Athletic Director an update each week from day 21 until the first evaluation period of the student's grades.
6. If at any time during this probation period the student has an F on their grade report they will be ineligible until the first evaluation period.
7. The coach/advisor/athletic director will inform the student and parent of the ineligibility to prevent the student from participating while ineligible.
  - a. Each student and his/her parents/legal guardians are responsible for knowing and understanding when he/she is ineligible. i.e.: A student is told by his/her teacher(s) he/she is failing for the quarter, he/she should be aware that he/she is ineligible. i.e.: A parent sees a failing grade on their child's report card; they should know their child is ineligible.
  - b. Each teacher is responsible for providing the office with a list of students who failed his/her class for the quarter.
  - c. If the principal/athletic director fails to notify the ineligible, the participant will become ineligible as soon as he/she is notified. Timely notification is meant to help the student when possible and will not be used to overturn a finding of ineligibility.
  - d. Participants will inform and demonstrate to the coach that his/her eligibility has been restored with written evidence as provided by teachers of the class(es) in question.
8. During the period of ineligibility, the student will participate in practice but not in games/contests or performances.
9. Middle School grades will carry over into high school.
10. Any middle school student getting a failure for any quarterly or semester marking period will be declared ineligible until the completion of the remediation packet put forth by the teacher (in accordance with the Middle School Remediation Program).

#### **D. Transportation**

All students must travel to and from games by school transportation only. A student may travel home with his/her parents/legal guardian only, provided the parent/legal guardian filled out a travel release form on the date of the event and it is on file with the coach/Athletic Director. The coach/advisor may accept or deny this request at their discretion. Students are NOT permitted to ride home with another student, sibling, or any other person under the age of 18.

#### **E. School Attendance**

A student must be in school ALL DAY of a scheduled event in order to participate. If the event is on a Saturday, the student must be in school all day Friday.

Students may not participate in any co-curricular activity during/after school on the same day as an absence. In case of events schedule on non-school days, a student must be in attendance for the last full school day prior to the event.

Failure to be in attendance as stated will result in non-participation in all co-curricular events and practices that day.

Exceptions to the attendance rule will include the following:

Absences which have been excused for a funeral, court appearance, or documented medical appointment.

Absences in an activity that is related to classroom grade. e.g. field trip

Discretion of the principal/athletic director.

The student shall be encouraged to seek help through the guidance department or Student Assistance Program (SAP) whenever personal problems may be affecting student attendance.

## **F. Quitting**

A student who quits or is dropped from one activity for disciplinary reasons shall be ineligible to participate in another activity during that season. A student who quits a seasonal co-curricular activity shall be ineligible to participate in another activity during that season unless he/she receives consent from the coach(es)/advisor(s) involved and the athletic director. This does not apply if the activity meets all year or if a student is cut from a team.

A student will not be able to join a co-curricular activity after the season has started if he/she has to serve a suspension for a code violation. i.e.: A student, who plays fall and winter sports only and violates the code during the spring sport season, cannot join a spring sport after it has started in order to serve that suspension.

A student (including transfer students) will have to meet a requirement of seven team practices before participating in a contest or event. However, this can be appealed to the athletic director by the coach of that sport.

## **G. Cell Phone Privacy (Board Policy 5136)**

It is the practice of the School District of Shiocton to ensure the privacy of all individuals during the time they occupy locker room facilities at school and during school sponsored events. All cell phones are prohibited from use in any school locker room. If a cell phone is in use the coach/advisor has the right to confiscate the phone. If compromising photos and/or inappropriate messages are found to be taken with the phone, it may result in immediate removal from the co-curricular activity and turned over to school administration.

## **H. Social Media**

Everything you post is public information. Any text or photo placed online is completely out of your control the moment it is placed online – even if you limit the access to your site. Information, including pictures, videos, and comments, may be accessible even after



you remove it. Once you place a photo or comment on a site it becomes the property of that site and can be retrieved.

Similar to comments made in person, the Shiocton School District will not tolerate disrespectful comments and behavior online, such as:

1. Derogatory language or remarks that may harm a teammate or coach, other students, teachers, athletes, parents, including statements of disrespect for other schools.
2. Incriminating photos or statements depicting violence, hazing, sexual harassment, full or partial nudity, inappropriate gestures, vandalism, stalking, underage drinking, selling, possessing, or using controlled substances, or inappropriate behavior.
3. Creating a serious danger to the safety of others or making a credible threat of serious physical or emotional injury to another person.
4. Indicating knowledge of an unreported code or team violation – regardless if the violation was intentional or unintentional.

Remember that freedom of speech is not unlimited. Protect yourself by maintaining a self-image of which you can be proud of.

## **Social Behavior and Conduct**

A student is covered by the Code from the time he/she begins his/her involvement with the co-curricular program until the conclusion of his/her high school co-curricular activity career (including summer months). The student is expected to follow all school rules and to display high standards of behavior, including good sportsmanship, respect for others, and use of appropriate language and dress at all times. A teacher may refer a participant to the appropriate coach/advisor when the teacher believes that the participant's school conduct is disruptive and undesirable (gross insubordination, endangerment of health and safety, etc.). The coach/advisor shall define the consequences for poor student conduct in writing prior to the start of the season. This will be kept on file with the athletic director. Consequences may include suspension from participation. Coaches may add or adjust consequences, as each incident is a different situation.

The student shall be encouraged to seek help through the guidance department or the student assistance program (SAP) whenever personal problems may be affecting student conduct.

Rules are established for the best interests of participants and the school. The participant who complies with those rules demonstrates a desire to dedicate him or herself to self-improvement as well as to enhance the best interests of fellow teammates, coach/advisor, and school. Rules must be observed by all participants throughout the year including when the particular activity is not in season.

Rules of conduct are in effect for the calendar year. Rules are in effect whether or not a student is a participant in an activity at the time of any code infractions. All code penalties are superseded by the Shiocton School District's policy which specifies penalties dealing with

students who sell, possess, exchange, distribute, or illegally use alcohol, tobacco, or drugs on school premises or at any school related activity. A participant suspended or expelled from school shall be barred from participation in co-curricular activities during that period of time. However, if the suspension/expulsion is a shorter period of time than the co-curricular code dictates, the code penalty shall prevail.

If any of the acts identified in this code 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.

A participant must refrain from any conduct at any time that would reflect unfavorably on him/her or the school. Conduct which would reflect unfavorably on a participant or on the school includes but is not limited to the following:

- A. Drug Abuse**
- B. Use, possession, or purchase of alcoholic beverages**
- C. Use or possession of tobacco in any form, including e and vapor cigarettes (Board Policy 5512)**
- D. Profanity or obscene gestures.**
- E. Insubordination while involved in any activity**
- F. A criminal offense or violation of an ordinance having statutory counterpart**
- G. Acts of vandalism**
- H. Knowingly present where alcohol is being consumed illegally i.e.: persons under the age of 21**
- I. Knowingly in the presence of illegal drugs**
- J. Unsportsmanlike conduct**
- K. Curfew, if any, determined by the coach/advisor of an activity**

### **Reporting Procedure**

Reporting can be done by a person who witnessed the offense and who signs the violation report or picture. It can be completed through an investigation of information received by school district personnel and/or an official police report. Code violations more than 90 days past will not be considered.

### **Penalties for Code of Conduct Violations**

Failure to abide by established rules result in withdrawal of the privilege to participate. For any violation, the following guidelines are established setting the minimum penalty that shall be imposed. The District expressly reserves the right to impose a penalty it deems appropriate for each individual situation and case. Code violations are cumulative during a student's high school career unless otherwise stated. For example, a first offense in alcohol would cause a

second penalty offense for the second violation, even if it is not alcohol. In both athletics and academics, punishments will run con-current (same time).

**Category 1 and 2 Penalties:**

**First Violation:** The student will miss 20% of contests/events of the season. Percentage of individual contests/events will be rounded off (.5 or more equals one missed event). Penalties carry over to subsequent co-curricular activities (carries over to the next event participant is in). The student must follow through with all recommendations of the principal or athletic director. Verification of follow through will be required. Failure to follow through will result in ineligibility until all recommendations are completed. A student may not join an activity once he or she has begun to serve out the penalty for the purpose of serving a penalty.

A student can reduce the penalty as follows (20% to 15%) if a parent/legal guardian attends and completes an assessment with the child. Any student 18 years or older still needs to have a parent/legal guardian attend and complete the class/assessment in order for the penalty to be reduced. The cost of the assessment is the responsibility of the parent/guardian.

A receipt indicating that you have signed up for the class needs to be brought to the high school office before the penalty is reduced. After the course has been completed, proper documentation needs to be brought to the high school office. Failure to complete the course will result in ineligibility until all recommendations are completed.

**Assessment Options for First Violation:**

**Options Treatment Programs, Inc. 1700 Park Place, Suite 400, Appleton, WI 54914 920-735-9010**

Programs Offered: drug and alcohol assessments, urinalysis drug screening, adolescent Intensive Day treatment and Aftercare Treatment. One to one counseling for individuals and families, intervention/education treatment, underage drinking diversion classes.

Fees charged: call for fees, bill insurance.

**Lutheran Social Services of WI and Upper MI, 3003 A North Richmond Street, Appleton, WI 54911 920-730-1321**

Programs offered: Non-profit human services agency offering services to people of all faiths. Services include: counseling, substance abuse, children youth and family services.

Fees charged: Depends on service. Call for information.

**Second Violation:** The student will miss 50% of contests/events of the season. Percentage of individual contest/events will be rounded off (.5 or more equals one missed event). Penalties carry over to subsequent co-curricular activities. The student must complete an alcohol and other drug abuse (AODA) assessment or any other treatment deemed necessary by the District approved community agency or follow through with all subsequent recommendations. Failure to follow through will result in ineligibility until all recommendations are completed. Any student 18 years or older still needs to have a parent/legal guardian attend and complete the class/assessment. The cost of the assessment is the responsibility of the parent/guardian. After the course has been completed, proper documentation needs to be brought to the high school

office. This will include a signed release from the assessment, in addition to all the recommendations the assessment provided. Failure to complete the course will result in the ineligibility until all recommendations are completed. Following the assessment the student will meet with the athletic director and/or administrator to discuss what was learned from the experience. If the athletic director and/or administrator determines that a written reflection is needed the student-athlete will provide one.

**Assessment Options for Second Violation:**

**Options Treatment Programs, Inc. 1700 Park Place, Suite 400, Appleton, WI 54914 920-735-9010**

Programs Offered: drug and alcohol assessments, urinalysis drug screening, adolescent Intensive Day treatment and Aftercare Treatment. One to one counseling for individuals and families, intervention/education treatment, underage drinking diversion classes.

Fees charged: call for fees, bill insurance.

**Family Services of Northeast WI, 1810 Appleton Road, Menasha, WI 54952 920-739-4226**

Programs offered: Family, individual, children, adolescent and group therapy. Eating disorder, sexual abuse survivor's 12 week program. Chemical dependency services include: aftercare, level one early intervention treatment program, assessment and individual counseling.

Fees charged: Health insurance reimbursement, sliding fee scale for those without insurance.

**Third Violation:** The student will be ineligible for the remainder of his/her high school career.

**Category 3 Penalties (One time activities):**

**First Violation:** The participant will be suspended from all "one time" activities for a period of one calendar year, commencing on the date of determination of the violation.

**Second Violation:** The participant will be suspended for all "one time" activities for the remainder of his/her high school career.

**Special Notes:**

The above suggested penalties are recommendations. The Administration expressly reserves the right to impose a penalty it deems appropriate for each individual situation and case.

- During a period of suspension, the student may be required to attend all practices and team functions to maintain his/her status as a team member, as determined by the coach/advisor.
- A student who participates in co-curricular activities where there are no competitive contests will be suspended from a percentage of the regular activities that follow the violation.
- A non-co-curricular suspension does not supersede a co-curricular suspension.
- If a student is participating in more than one co-curricular activity at a time, the full consequence will apply to each activity.

- Co-curricular participants will be suspended during their current sport season, next sport season, or combination thereof; whichever is applicable. Penalties will carry into subsequent school years if necessary.
- These penalties will accumulate throughout the student's high school career. Violations which occur during middle school will not count as accumulated violations in high school. However, suspensions not completed during middle school will be completed at the start of participation in high school events.
- Students who violate the code will be ineligible for any special awards during the season of participation or any season in which the suspension is served. No student with a code violation may be nominated for any special end of the season team award. This shall include MVP, MIP, captain or coaches' award.

### **Appeal Process**

1. The Activity Council provides an appeal opportunity for students assessed penalties for misconduct. A plurality vote of the Council will be used in rendering decisions.
2. The council will consist of one male and one female coach, athletic director, high school guidance counselor, and the student council advisor.
3. To establish a quorum, a minimum of three members shall be present.
4. The parent(s) or student must request an appeal in writing to the principal within two school days of receiving notice.
5. The student and parent(s) involved will be informed by letter or phone call of the meeting time and place.
6. The student may practice/take part in activities until the council hearing. If no appeal is made, the enforcement will take place beginning on the third school day.
7. If unsatisfied with the council's decision the student and parent(s), within two school days from the appeals decision, may send a letter requesting the School Board of Education to review the Appeals Council decision. If no appeal to the school board is requested, the enforcement will take place beginning on the sixth school day.
8. If the Board of Education upholds the offense, the enforcement will take place on the following day.
9. The student and his/her parents will be informed in writing of the decision. A copy of the decision will be placed in the student's behavioral file.
10. The Complaint Policy cannot be used to appeal co-curricular code violations.

## **Athletic Injuries and their Care**

### **A. Potential Dangers in Athletic Participation**

11. Parents and student athletes should fully understand and appreciate the risk or serious personal injury associated with participation in the educational sport's program provided by Shiocton School District. Participation in school activities involves flying objects, swift movement of bodies which many times are airborne, and unavoidable collisions. Athletic activities are hazardous and taking part in such activities is a

calculated risk by the student athlete and parents. It is also understandable, that for many young adults, the potential benefits exceed the potential hazards. The very element of a calculated risk makes the participation a stimulating adventure and satisfies the student athlete's desires for competition, strenuous effort, and creative activity. Reducing injuries to a minimum without subtraction from this adventure is a continuous goal of our coach/advisor staff and administrative staff.

## **B. Injuries**

12. All injuries must be reported to the supervising coach immediately.
13. In case of an emergency, student athletes will be taken to the nearest hospital. All student athletes emergency contact information will be in possession of the coach.
14. If a student athlete consults a physician regarding an injury, a Doctor's Certificate must be signed and turned in before the student athlete returns to competition.

## **C. Athletic Trainer**

Shiocton School District contracts with Bellin Health. A Bellin Trainer will be in school twice a week to work with injured student athletes.

## **D. Insurance**

Parents/guardians are strongly urged to secure insurance coverage for students participating in co-curricular athletics. The Shiocton School District does not provide insurance coverage; this includes any emergency vehicles needed to transport a student to a medical facility for treatment. All medical costs that could occur from such conveyance and subsequent treatment are the sole responsibility of the parent(s)/guardian(s). The Shiocton School District will assume no liability for the cost of said conveyance or treatment.

# **SHIOCTON ATHLETIC COMMUNICATION PLAN**

## **Parent/Coach Communication plan**

Parenting, coaching, and advising are difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

## **Communication a parent/guardian should expect from a coach:**

1. The expectations the coach has for your child as well as the players on the team.
2. Locations and times of all practices and games.
3. Team requirements.
4. Discipline that may result in the denial of your child's participation.

## **Appropriate concerns to discuss with coaches:**

1. Situations involving your child (not other student-athletes).
2. Ways to help your child improve.

3. Your child's attitude, work ethic, and eligibility.
4. Concerns about your child's behavior

**Procedures to follow if there is a concern to discuss with a coach:**

**Step 1.** Your child should speak to the coach about an issue, before you intervene. This will help our Student-Athletes grow into young adults.

**Step 2.** Contact the coach to set up an appointment. If the coach cannot be reached, contact the athletic director. They will assist you in arranging a meeting. \* Please do not confront a coach before or after a game or practice. Meeting of this nature normally do not assist in creating a resolution to the situation.

**Step 3.** If a meeting with the coach did not provide a satisfactory resolution, call to schedule an appointment with the athletic director to discuss the situation. The AD will only intervene if the issue has already been discussed with the coach.

## **WIAA PARENTAL GUIDE TO SPORTSMANSHIP**

### **Introduction**

This guide was designed to assist parents to evaluate their attitudes about their son's and daughter's participation and put them in proper perspective. By doing this, parents can better understand and support the sportsmanship initiatives and guidelines. Our assumption is that we all want what's best for our children.

### **Role of Parents**

As a parent and role model for your student athlete, you have a significant influence on the education and personal growth of your son or daughter. Whether you realize it or not, the support and environment at home, as well as your conduct at interscholastic activities, assists your child in accepting the opportunities and challenges presented in the classroom and during athletic competition with dignity. It is your obligation as a parent to nurture and educate your son or daughter and equip them with the knowledge, wisdom and inner strength to succeed in their lifelong endeavors. That includes setting an appropriate example of how to react in pressure and stress filled situation result in in either positive (win) or negative (loss) outcomes. Your son's or daughter's participation in and attendance at interscholastic athletic activities is a privilege and not a Constitutional right.

### **Chip off the Old Block**

Your attitude and behavior has a major impact on your son's or daughter's outlook about academics, athletics and sportsmanship. The sportsmanship you practice will influence them now and throughout their lives.

### **Be Involved; Not Obsessed**

Parents often take an active role in their son's or daughter's athletic participation. An active interest in their child's development and activities is commendable and encouraged, but when parental involvement becomes too demanding and critical, a child's enjoyment in participating

is diminished. A U.S. Department of Education report reveals the number one reason boys and girls participate in high school sports is to have fun. In addition, skill development was actually considered a more important aspect of fun than winning, even among the best athletes. The purpose of your involvement with your son's or daughter's participation in athletics should be for their well-being, not as an attempt to live vicariously through your child or to fulfill an unfulfilled dream of yours.

### **Exercising Self-Control**

Parents in control of their emotions and attitudes toward their son's or daughter's participation and the circumstances involving that participation are considered ideal program supporters and leaders. Their good sportsmanship reveals character and self-discipline. Unfortunately, the opposite is also true. That may be of no consequence to you, but your actions and behavior reflect back on your son or daughter participating and those associated with you.

### **Are You a Good Sport?**

Forget about peer pressure; forget about your own biases; and forget about what you have seen at other events. No excuse. Nobody is responsible for your actions but you – not the officials, not the coach, not the opponents or their fans, not even the weather. Nor is ignorance to what sportsmanship is an excuse, because we can define it for you now. Sportsmanship is defined as “playing by the established rules of a contest; competing and accepting the result without complaining, gloating or taunting; and cheering in only an enthusiastic and supportive manner that does not disrespect, taunt, distract, ridicule, or attempt to intimidate an opponent, its fans or game officials.” A good sport is a true leader. As a parent of a student-athlete at our school, your sportsmanship goals and objectives must include:

1. Athletics are a part of the educational experience, and its benefits of participation and involvement go beyond the final score or outcome of the game.
2. Encourage student-athletes to perform to the best of their abilities and efforts, just as we urge them with their class work, realizing someone may turn in better or lesser performances.
3. Participate in positive cheers that encourage our team, and discourage any actions that would redirect that focus in a negative or disrespectful nature to anyone.
4. Learn, understand and respect the rules of the game, the officials who administer them and their decisions.
5. Respect the efforts and tasks our coaches face as teacher; and support them as they work to educate our children.
6. Respect our opponents and acknowledge them for striving to do their best with positive cheers or by simply refraining from any negative cheers, actions or disrespect toward them.
7. Maintain a sense of dignity and character under all circumstances.
8. Enjoy your son's or daughter's participation.

### **What is Expected of Me as a Parent?**

Essential elements of character and ethics are embodied in sportsmanship principles, including loyalty, respect, modesty, honesty, trustworthiness, responsibility, self-control, and discipline,



and good citizenship. To be a supportive and valued parent fan, we ask you to review and abide by the following sportsmanship goals a guidelines.

1. Realize that athletics is part of the educational experience, and the benefits of involvement go beyond results and standings.
2. Encourage your son/daughter and other student athletes to give their best effort, just as you would expect them to do in their class work, with the realization others will often perform better or worse.
3. Extend respect to all those involved with your child's participation in interscholastic activities including game officials, coaches, opposing team and opposing team supporters.
4. Maintain your dignity under any circumstance. Participate in only positive cheers encouraging our teams, discourage cheers or out bursts that redirect that focus and confront those who engage in unsportsmanlike behavior.

### SCHOOL DISTRICT OF SHIOCTON TRAVEL RELEASE

(Note: All students must travel to and from games by school transportation only. However, a student may travel home with his/her parents if a Travel Release Form has been filled out and signed by a parent and the Coach or Athletic Director.)

\_\_\_\_\_ Date

This is to certify that \_\_\_\_\_ has my  
Student's Name

permission to ride (to from both) the \_\_\_\_\_ athletic contest  
Sport

on \_\_\_\_\_ 20\_\_\_\_ at \_\_\_\_\_  
Date Location

I certify that I am personally transporting the above named student.

I understand that the Shiocton High School athletic rules require that students ride the buses to and from all athletic events, and a departure from this requirement will release the Shiocton School District from all liability for any adverse results that may occur.

I agree to release the Shiocton School District and its employees and officers from all liability with reference to the above stated transportation.

**This form must be filled out and in the possession of the Coach or Athletic Director prior to departure from the event.**

\_\_\_\_\_ (Signature of Parent or Legal Guardian)

\_\_\_\_\_ (Signature of Athletic Director or Coach)

## **GENERAL INFORMATION**

### **ACCEPTABLE USE OF TECHNOLOGY**

INAPPROPRIATE USE OF TECHNOLOGY COULD RESULT IN DENIAL OF PRIVILEGES TO USE TECHNOLOGY.

#### **Legal Issues:**

- All District policies and procedures apply to the use of technology systems. Any use of the system for illegal activity is prohibited.
- The use of technology systems to access and/or distribute objectionable and/or obscene material or to promote gang related, racist or other inappropriate activity is prohibited.
- The illegal installation of copyrighted software for use on District computers and file server is prohibited.
- The District retains ownership and control of its technology systems at all times. To maintain system integrity, monitor network etiquette, and insure that users are using the system responsibly; the network administrator(s), as well as school administrators may review user account files and communications, including electronic mail. Users should not expect those files and other information communicated or stored on district network services will be private. The network administrator(s) may temporarily close an account at any time as required. The administration may request the network administrator(s) to deny, revoke or suspend specific user accounts.

#### **Access Issues:**

- Access to the system is a privilege, not a right. This privilege may be revoked at any time for use that is not consistent with the educational goals, policies, or administrative procedures of the district.
- School or network administrators reserve the right to deny access to any person who is in violation of the use of District technology systems.
- Parent/guardian permission shall be required for each minor student using the system.

#### **Appropriate Use:**

- The system is only to be used for educational purposes in accordance with District philosophy, policies, and administrative procedures.
- Network users will respect the rights and property of others. Users may not log onto someone else's account or attempt to access another user's file. Users will not improperly access, misappropriate or misuse the files or data of others.
- Network users must keep their password private. Accounts and/or passwords may not be shared and are to be used only by the authorized user. User accounts should not be left open or unattended.
- Users will not destroy, modify or abuse District computer hardware or software.
- The use of network systems to develop programs to

infiltrate a computer or computing system and/or damage the hardware or software components of a computer or computing system is prohibited (e.g., “hacking”).

- School or network administrators will determine what constitutes inappropriate use of the network system. They will also determine whether specific uses of its network system are consistent with the Acceptable Use of Technology Policy. Therefore, the District reserves the right to log and monitor all technology use and to monitor fileserver space utilization by others.
- Network users must respect resource limits and must remain within an allotted disk space. Users are responsible for deleting old files that may take up excessive amounts of storage space.

### **Penalties for Violations:**

Penalties will be administered based on the severity and frequency of the offense.

- The progression of penalties may involve but not be limited to increasing periods of time that access to the system will be denied.
- A student violation could result in his/her removal from a class or a lab when other learning options exist; other consequences such as detention; suspension or expulsion may be applied in accordance with the severity of the violation.
- Violations involving illegal activities or system security will result in severe penalties, including denial of access for one or more years. If the conduct violates local, state, or federal law, the District will cooperate with the authorities.
- Violations that result in a cost for repair or replacement of equipment or data will result in a fine to recover the cost. Access to technology will be denied until the fine is paid.
- Violations by community members shall result in District wide restrictions in access to the district network system as determined by the administrator responsible for supervising use of the technology that was used when the violation occurred.

### **ACCIDENT REPORT:**

Both the supervising teacher and the injured student must make a full report of the injury as soon as possible to the office.

### **ADMISSION TO SPORTING EVENTS:**

All students will be required to pay admission into High School Sports events according to CWC Policy.

**ACTIVITIES AND ORGANIZATIONS:**

The following organizations and other school activities are available to Shiocton Middle School and High School students:

Archery	Lego League	<b>(Available to High School Students only)</b>	
Athletics	Student Assistance	Academic Quiz Bowl	Mentoring
Band	Program (SAP)	Art Club	National Honor Society
Choir	Student Council	FBLA	Paradigm
Forensics	Yearbook	Foreign Language Club	Pep Band
Drama		Math League	Pep Club

**AFTER SCHOOL HOURS:**

Students are not permitted to remain on the school grounds or in the school building after school hours, unless involved in a school activity with adult supervision. No students may use the gym or weight room without adult supervision.

**ARRIVALS:**

**School begins at 7:57 AM.** Non-bus students should not arrive at school before 7:45 AM.

**ASSIGNMENT REQUESTS:**

All assignment requests should be made when parents call school in the morning regarding absentees, in order to receive the assignments the same day. All assignment requests need to be made by 10:00 a.m.

**BIKE RIDERS:**

If you ride a bike to school, you must know and obey all traffic laws covering the operation of vehicles on the public streets. Bike riders are advised to keep their bikes locked at all times and to wait until buses have departed before leaving school. **Bicycles must be kept in the bike rack area.**

**BUS TRANSPORTATION:**

**(See Board Policy 8600)** Any misbehavior on the bus may be reported to the school principal for disciplinary action. **The Shiocton School District is encouraging a parent or other responsible party to be physically present at the bus stop when students in Early Childhood, Four-Year-Old Kindergarten, and Five-Year-Old Kindergarten are dropped off.**

**CAFETERIA AND LUNCH RULES:**

All students are expected to demonstrate acceptable manners and behavior during the lunch period. Actions, such as creating a disturbance or littering, will be referred for disciplinary action. Each student will be expected to return his/her tray and silverware and properly dispose of all paper and refuse.

### **CELL PHONES:**

(See Board Policy 5136) Shiocton High School recognizes the value that cell phone devices add to the educational experience of all students as well as aid in improving communication with parents. Therefore, the use of cell phones before and after school, during lunch break, in between classes, and/or during after school activities (e.g. extra-curricular activities), is permitted. Cell phones may also be used in class when authorized by the classroom teacher. Use of WCDs (Wireless Control Devices) at any other time is prohibited. Such possession or use of the WCDs may not, in any way,

1. Create a distraction, disruption or otherwise interfere with the educational environment.
2. Endanger the health or safety of the student or anyone else.
3. Invade the rights of others.
4. Involve in illegal or prohibited conduct of any kind

### **COMMENDATIONS:**

A Commendation Report may be sent out at any time during the year. This report means that a student has shown significant improvement or continued excellence in a particular subject area.

### **DANCES:**

Any group seeking to hold a dance must first secure permission from building principal. The principal then must approve it.

### **DEFICIENCY REPORT:**

Deficiency reports may be sent out anytime during the year. This report means that the student either is doing failing work or is doing work below that which the student is judged capable of achieving. If the student is failing, a deficiency will be mailed as quickly as the failure is discovered. This may affect athletic eligibility.

### **DIRECTORY DATA:**

The School District of Shiocton hereby designates as directory data the following information about each student which may be released to individuals or groups (**All Junior and senior information must be released to the military, see below.**) who may request it in writing specifying the purpose for which the request is made:

- Student name
- Student address
- Date of birth
- Participation in officially recognized activities and sports
- Weight and height if a member of an athletic team
- Degrees and awards received
- Name of school most recently previously attended
- Dates of school attendance
- Student photograph

Annually, but prior to the beginning of a school year, public notice shall be given in the District's Newsletter and/or official newspaper of the categories of information which have been designated as directory data with respect to each student. Fourteen (14) days from the date of publication shall be allowed for a parent, legal guardian, or guardian ad item of any student to notify the district administrator or designee that all or any part of the directory data may not be released without the prior consent of the parent, guardian, or guardian ad item.

*Legal References: ss.118.125(1) (b) AND 118.125(2) (I) WIS. STATS. U. S. GENERAL EDUCATION PROVISIONS ACT. NO CHILD LEFT BEHIND ACT OF 2001, 10USC.Sect. 504 (Military Code)*

### **EIGHTEEN-YEAR-OLD STUDENTS:**

Eighteen-year-old students are allowed to sign themselves out for medical/dental appointments provided they have a parent/guardian note on file that gives them permission; however, they **must bring back a note from the doctor/dentist's office otherwise it will not be excused and will be considered a truancy.** It is not mandatory that the parent/guardian give the 18-year-old permission. It is an individual parent/guardian decision. Parents and students need to understand that if a student signs out during the day it is very likely it will be considered truancy and the student will not be allowed to make up the work.

### **ELEVATOR:**

School elevators are to be used only by school personnel and authorized students. If necessary, one "helper" to carry books will be allowed on the elevator.

### **EMERGENCY EVACUATION DRILLS:**

Drills are required monthly by the State. Teachers and supervisors will direct students to proper exits or shelters. All should report to designated areas where roll call will be taken. Students and staff are to remain in the area until an all-clear signal is given.

### **FEES:**

Registration fees are payable to the office. Each student will receive an identification card to use for the School Lunch program, in the LMC (library) to check out books, magazines, etc., and for admittance to home athletic event (exception being WIAA tournaments). There is also an annual \$50 non-refundable athletic fee for students in grades 7 and 12 who choose to participate in school sports and an annual \$10.00 non-refundable athletic fee for students in grade 6 who choose to participate in track.

(Other optional fees and charges may include: Yearbook, F/CE, Instrument rental, etc.)

### **FIELD TRIPS:**

It is the intent that students go to and from a school-sponsored event or activity on District-provided transportation, if they are active or primary participants in the event or activity and/or are representing the school.

**GRADING SCALE** used by the high school:

A	=	100-95	C	=	82-81
A-	=	94-93	C-	=	80-78
B+	=	92-91	D+	=	77-75
B	=	90-88	D	=	74-73
B-	=	87-86	D-	=	72-70
C+	=	85-83	F	=	69-0

**GRADUATION REQUIREMENTS:**

(See Board Policy 5460) Graduation Requirements and Participation in the Graduation Ceremony:

1. Twenty-five credits will be required for graduation including English (4 credits), Social Studies (3 credits), Math (3 credits) and Science (3 credits). For a complete listing of required courses and credits see the Course Description Booklet. ([https://docs.google.com/document/d/1r9nDpoUDQCz6TsiIy\\_ErAHPUdWVdOYOz9ZubpnU9G2c/edit](https://docs.google.com/document/d/1r9nDpoUDQCz6TsiIy_ErAHPUdWVdOYOz9ZubpnU9G2c/edit))
2. Fourteen credits must be taken as required subjects. These courses will be listed each year in the student handbook
3. Eleven credits may be taken from the list of elective subjects. These courses will be listed each year in the student handbook
4. Seniors must be enrolled in at least six classes per semester. Seniors must pass at least six classes for 2nd semester to be eligible to participate in graduation ceremonies.
5. Only those students who are currently seniors and have successfully completed all high school credit requirements and have missed no more than 10 unexcused hours (beyond the 10 days that is allowed by state statute 118.15) during the second semester of their senior year may participate in the graduation ceremony.

**GRADUATION REQUIREMENTS - SEVEN/EIGHT GRADE STUDENTS:**

In accordance with WI State Statute 118.33, and beginning with the 2014-2015 school year, if algebra or geometry is taken by students in 7<sup>th</sup> or 8<sup>th</sup> grade, a district **may** award high school credit providing the course is the same as the course offered at the high school.

Credits obtained would count towards the overall district's credit requirement, but not for the credits specified by law (i.e.: students must take at least three credits of mathematics in grades 9-12 to meet the state high school graduation requirements).

**HONOR ROLL:**

The honor roll is posted at the end of each quarter. There is an A Honor Roll for students with a quarter GPA of 3.50 or higher and a B Honor Roll for students with a quarter GPA ranging from 3.00 - 3.49.

### **HIGH SCHOOL CELL PHONE POLICY:**

(See Board Policy 5136) Shiocton High School recognizes the value that cell phone devices add to the educational experience of all students as well as aid in improving communication with parents. Therefore, the use of cell phones before and after school, during lunch break, in between classes, and/or during after school activities (e.g. extra-curricular activities), is permitted. Cell phones may also be used in class when authorized by the classroom teacher. Use of WCDs (Wireless Control Devices) at any other time is prohibited. Such possession or use of the WCDs may not, in anyway,

1. Create a distraction, disruption or otherwise interfere with the educational environment.
2. Endanger the health or safety of the student or anyone else.
3. Invade the rights of others.
4. Involve in illegal or prohibited conduct of any kind.

### **HOT LUNCH PROGRAM:**

The school breakfast and lunch program is available to all students every school day. All food **must** be consumed in the cafeteria. According to the regulations of the Federal Government, free lunches and reduced prices are available to families who qualify. Information on the details of this program can be obtained in the office.

### **IDENTIFICATION:**

Students' belongings including clothing, boots, and materials should be plainly marked with their names.

### **INCOMPLETE:**

Two weeks' time will be allowed for converting an incomplete to a letter grade. It is the student's responsibility to request what is missing and to complete the work within the allotted two weeks. If the work is not completed after two weeks, the grade will become an 'F.'

### **INSURANCE FOR STUDENTS:**

Coverage by: **Student Assurance Services**. The parent/legal guardian to cover injuries that occur during the school day may purchase coverage or while on a school sponsored event or activity while under the supervision of a school employee. Separate coverage may be purchased to cover interscholastic sports, including practices, travel and competitions. Information on this will be sent to every student at the beginning of the school year or a parent/legal guardian can contact the District Office with questions at 986-3351, ext. 700.

### **LOCKERS:**

Each **Middle and High School** student will be assigned a locker and will be responsible for the locking and contents of the locker. **Students are not to share or change a locker with another student.** The primary responsibility for a locker remains with the original student who was assigned the locker at the start of the school year. **Please be informed that the school is not held responsible for any items taken from any hallway or athletic facility locker.** Students are inviting a risk similar to any public building by bringing personal valuables (money, jewelry, radios, calculators, purses, billfolds, etc.) and leaving them in any locker. Students are expected to keep their lockers neat and orderly at all times.



The School District of Shiocton provides lockers for the convenience of students to be used solely and exclusively for the storage of outer garments, footwear and other school-related items. No student shall use the locker for any other purpose.

The locker assigned to a student is the property of the Shiocton School District (SSD). At no time does the District relinquish its exclusive control of such lockers. A locker may be searched as determined necessary or appropriate without notice, without student consent, and without a search warrant. The search may be conducted by the district administrator, a building principal, an assistant principal, a school employee specifically designated by the district administrator or building principal, a police-school liaison officer, or law enforcement or other agency official at the request of or in conjunction with school authorities.

Any unauthorized item found in the locker may be removed. Items removed from the locker may be held by the school district for the return the parent(s) / legal guardian of the student or retained for disciplinary proceedings, or turned over to law enforcement officials. The adult student or parent/legal guardian of a minor student shall be notified of items removed from the locker and turned over to law enforcement officials.

Damage to a locker should be reported immediately to the office. Failure to report locker damage results in the student being held accountable.

The SSD has a responsibility to maintain a safe and drug-free environment. In doing so, the district may from time to time utilize canine units to explore school lockers, hallways, parking lots, and storage areas. This includes personal property, which may be stored in the school's locker. Such units will not be utilized to sniff a student's person if there is not reasonable suspicion that drugs will be found. It may be necessary to detain student backpacks and/or purses should the school have a well-documented and substantial need to curb drug possession at school.

### **LOITERING:**

Students should not loiter or congregate in groups in unsupervised areas such as restrooms, empty classrooms, the gym, locker rooms, study halls, in front entrance areas or hallways during the noon hour or during non-school hours. Students **must** leave the school immediately after their last scheduled class or study hall **unless** they are supervised in a school-related activity.

### **LOST and FOUND:**

A box will be kept in the office area for all clothing items found on the school premises. At the end of the school year, unclaimed items will be donated to a charitable organization.

### **LUNCH:**

There is a closed campus lunch period for all students in grades K-8, that is, they may not leave the building to go home for lunch or for any other reason.

High School Students are permitted to leave the building; however, **the use of motor vehicles is prohibited**. Students must be dressed appropriately to be out of doors. Supervisors will be on duty during the lunch period. The police can cite students that leave school grounds during lunch in a motor vehicle.

### **NATIONAL HONOR SOCIETY:**

Membership in the National Honor Society is based on the attainment of a 3.5 cumulative grade point average for three consecutive semesters and the acceptance of the local National Honor Society Committee. The personal characteristics of leadership, character, and service are also considered in member selection. After acceptance, the GPA must be maintained. If an inductee falls below the required GPA in any given semester, they will be on probation for the following semester. If they do not bring their GPA up to the requirement, they may be removed from the National Honor Society.

### **NON-DISCRIMINATION STATEMENT:**

The School District of Shiocton is committed to equal education opportunity for all students in the District.

It is the policy of the School District of Shiocton pursuant to Wis. Stats. 118.13, and PI-9, that no person on the basis of sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, shall be denied admission to any school in this District or be denied participation in, or the benefits of, or be discriminated against in any curricular, extra-curricular, co-curricular, pupil services, recreational, or other program.

This policy also prohibits discrimination under related federal laws, including Title VI of the Civil Rights Act of 1964 concerning race and national origin, Title IX of the Education Amendments of 1972 concerning sex discrimination, and Section 504 of the Rehabilitation Act of 1973 concerning handicapping conditions.

It shall be the responsibility of the District Administrator to examine existing policies and to develop new policies where needed to ensure that the School District of Shiocton does not discriminate pursuant to federal and state laws. The Board of Education shall ensure that an employee is designated annually to receive complaints filed under Wis. Stats. 118.13, PI-9, Wisconsin Admin. Code, Title IX of the Education Amendments and Section 504 of the Rehabilitation Act of 1973. That employee shall assure adoption of a complaint procedure to resolve complaints alleging violation of these laws, assure that an evaluation of the District's compliance with Wis. Stats 118.13, is completed every five (5) years under PI-9, Wis. Admin. Code and submit Form PI-1197 to the Department of Public Instruction annually.

### **S.118.13, Wis. Stats., Complaint Procedure:**

If any person believes that the Shiocton School District or any part of the school organization has failed to follow the requirements of S.118.13, Wis. Stats., or in some way discriminates against students on the basis of sex, race, color, national ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability, he/she may bring or send a complaint to the District Office at the following address: N5650 Broad Street, P. O. Box 68, Shiocton, WI 54170.

**Step 1:** A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the District Administrator designated to receive complaints. That employee shall send written acknowledgment of receipt of the complaint within forty-five days.

**Complaint Referral:** Unless otherwise changed or modified by formal action by the Board of Education, the below listed persons have been designated to receive complaint referrals under the provisions of Board Policy AC as mandated by Title IX (1972), Section 504 (1973), and S.118.13 Wis. Stats:

-District office referrals concerning alleged acts of Section 504 shall be to the Director of Special Education.

-Referrals concerning alleged acts of Title IX building level shall be to the Principal.

-Appeals of Title IX or Section 504 decisions may be referred to the District Administrator.

### **NURSE AND HEALTH SERVICES:**

Any student who needs to see the school nurse **must** have a pass from a teacher or the office. Students are not to go to the health room without permission. Failure to follow procedure will result in unexcused absence for the time missed and could lead to further disciplinary action. Emergency situations are excluded and teachers who send students to the health room with emergencies should phone the nurse at once.

### **Medication Policy**

No medication of any kind will be given without written parental permission. If a student is required to take a prescription medication at school, it must be accompanied by a medication consent that includes the Physician and parent signature and contact information, name of medication, dosage, and time to be given. The Parent/Guardian is responsible for personally delivering any medication to the health office personnel/school nurse and completing the medication consent.

The medication is to be sent in the original labeled bottle including the name and phone number of the pharmacy, student's name, name of medication and dosage, and the physician's name.

Non-prescription medication will not be provided by the school; if a student requires Tylenol, for example, he/she must bring the medication in the original container to the nurse to dispense at his/her discretion. This non-prescription medication can be kept in the health room. Written parental permission is needed for non-prescription medication given at school.

### **PARKING:**

The school district provides parking lot space for the use of students, staff, and visitors. All students are highly encouraged to park their vehicles in the school lot in designated areas. Unauthorized vehicles are not to be in the parking lot.

### **PASSES:**

At any time during the school day when a middle/high school student is not in a scheduled class or study period, he/she shall have in possession a "Student Pass" issued by a faculty member authorizing his/her activity for that particular period. Only the teacher of that particular class will issue a pass from a scheduled class. Study hall teachers may issue passes only for the LMC, restrooms, and office. Passes **from** study halls will be issued by the teacher who will be supervising, or is in charge of the activity in which the student will be involved. Study hall sign-out procedures will be observed. Failure to have a pass may result in a detention or a suspension.

**Senior Privileges** are available with a 3.0 GPA, no unexcused absences or disciplinary referrals. Seniors will be allowed to leave school grounds with their parent's permission.

**PERMISSION TO LEAVE THE BUILDING:**

The school **must** have parental permission for any student leaving the building before the end of the school day. **Before** leaving, the student shall report to the office and obtain the proper pass to leave. When **returning** to school, the student **must** report to the office and register the time of return.

**PHYSICAL EDUCATION - DRESS:**

The following policy will be in effect for Phy-Ed students in grades 6-12: **Students** will wear acceptable Phy-Ed clothes (T-shirt, shorts or sweatpants, athletic shoes and socks). No cutoff or abbreviated T-shirts as described in school dress code. No one is allowed on the gym floor with street shoes. Students are encouraged to shower after each class. The teacher due to activities of that day may make exceptions.

The following action will be taken should a student fail to meet the proper uniform guidelines and proper excuse guidelines:

The first time a student is without a proper uniform he/she will receive a warning from the teacher and it is recorded in the grade book.

The second time within a quarter will result in the lowering of one letter grade.

The third time within a quarter, a conference will be held with student guidance counselor, parent, and teacher to determine class status.

The fourth time within a quarter, the student's grade will drop one letter grade and a deficiency notice will be sent home.

**PHYSICAL EDUCATION REQUIREMENTS:**

No student shall be excused from Phy-Ed class unless he/she presents one of the following in writing:

Doctor's Excuse - This must include the length of time for non-participation.

Parental Excuse - This is valid for one class meeting in a case where a student cannot immediately obtain a doctor's excuse, or where a student has just returned to school after a sustained illness.

All valuables such as money, watches, etc., should be locked in the student's locker during class or turned in to the physical education instructor. Valuables are placed in the student's locker at the student's risk. No one is to be in the locker room while class is in progress.

**POLICE LIAISON OFFICER:**

The police liaison officer maintains an office and has a mail box in the school. The officer is present during lunch time and afternoons on most school days. Students may leave messages or schedule meetings as needed by contacting the office.

## **RECORD MAINTENANCE:**

While students are attending school, records will be maintained in the school of attendance. When the student ceases to be enrolled in the school district, his/her records will be transferred to the district office. Behavioral information shall be destroyed after one year of the student's last date of attendance, except that such records of students who have graduated shall be destroyed as soon as practicable within one year of graduation.

Behavioral records will be maintained beyond one year upon receipt of written request from an adult student or the parent or guardian of a minor student.

Progress records will be maintained in perpetuity.

## **SALES OR DISTRIBUTION:**

Students will be prohibited from soliciting contributions, collecting funds, distributing, offering to sell, or selling any time on the school premises or at a school-supervised activity without written permission of an administrator.

## **SKATEBOARDING:**

Skateboarding, Roller Skates, and Roller Skis are prohibited on school grounds (at all times). Failure to follow local ordinance will result in referral to the police.

## **SHOP POLICY:**

No student is allowed in the shop during a period other than a regular shop class period unless he/she has a pass signed by a Technology Education Instructor. When a teacher is present, students with training and authorization are allowed to operate the power tools, gas welder, or other machines or be in the work area.

## **SPORTS TRAINER:**

A sports trainer is available twice weekly throughout the school year to consult with high school student athletes regarding injuries and conditioning concerns. Students may make appointments by registering in the sports trainer's logbook in the high school office.

## **STUDY HALL/LIBRARY REGULATIONS:**

The study hall and library areas should be quiet places where study and research can be done. Students must report to study halls on time with books and materials needed for that period. A pass to leave the study hall must be in the student's possession before the starting bell and must be presented to the teacher in charge following roll call. **No one may leave study hall to get a pass--plan ahead!** The faculty member has the right to void a student's pass if the student has not maintained proper behavior.

The library area and all library materials are under the general supervision of the faculty librarian. Students will observe all regulations concerning withdrawal and return of such materials. Students may be removed from the library for disciplinary reasons for a period of time to be determined by the librarian and principal.

Working with other students may be done only with specific permission and then only for a designated time. Talking and other communication should be kept to a minimum. Staff may require absolute silence for any period when deemed necessary.

### **TEXTBOOKS:**

Students are not required to buy their own textbooks. Textbooks are checked out to the student and become his/her responsibility. Damage to, or loss of, the textbook will cost the student a sum of money to be determined by the teacher. To prevent excessive wear, all textbooks should have book covers.

### **TELEPHONES:**

Students who want to make telephone calls may do so before and after school, and during lunch hour from the telephone in the high school office. Students will not be excused from class or study hall to use the phone. Students will be called from classes to take calls only in cases of emergency. However, messages from parents will be received on the office phone and delivered if they are important. **Students are not to use the classroom phones. (See Cell Phone usage.)**

### **VENDING MACHINES:**

Federal school food service regulations do not allow the sale of candy and soda during times when the breakfast or lunch programs are being offered. Students are urged to purchase wholesome and nutritious foods in the cafeteria at those times. The beverage vending machines are available for use after the school day, but are not to be used during or between class periods.

### **VISITOR PASS:**

Visitors will not be permitted to visit classes unless in possession of an authorized visitor's pass from the school office. **A twenty-four (24) hour notice for student visitors is required.** At no time will a student be allowed to visit while his/her own school is in session except with written or oral permission from that school's principal. There will be no visitors permitted during the last week of school or on semester exam days.

### **WEATHER WARNINGS:**

Students can listen to one of the following area radio stations or television stations for information regarding school cancellations, delays or closings: WAPL, WDUX, WGEE, WGMQ, WIXX, WNAM, WOSH, WROE, WUSA, WEBB, and television stations WBAY(2), WFRV(5), WGBA(26), WLK(11).

### **SCHOOL CANCELLATION BROADCASTS:**

All staff and student families will be notified via a message from the Skylert System.

### **WEDNESDAY NIGHT ACTIVITIES:**

No school events, meetings, or practices will be held on Wednesday night in order to prevent conflict with area religion classes. In the event an activity is necessary for that night, the school principal and/or the district administrator must sanction it.

### **WORK PERMITS:**

Most Wisconsin employers hiring minors require a work permit from the minor before work can be performed. In order to procure a work permit, students must present their birth certificate (or baptismal certificate), social security card and a note from the employer. Work permits may be obtained in the district office, for \$10.

**WITHDRAWING FROM SCHOOL:**

A student withdrawing from school must follow the procedures outlined by the office. When transferring to another school, a student must make arrangements with the office to forward school records to the new school. All outstanding obligations to the Shiocton School District must be satisfied before transfer of records will be made.