

# Clinton High School Parent/Student Handbook

2016-2017



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### Clinton Community School Board

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Melissa Manthei	Member	608-335-0326	<a href="mailto:memanthei@clintonwis.com">memanthei@clintonwis.com</a>

## 2016 – 2017 School District Calendar

New Teachers Report	August 24
Returning Teachers Report – Professional Development	August 25-26 & 29- 31
All Schools Open House – 5:00 pm – 6:30 pm	August 31
Students Report - Full Day of School	September 1
Labor Day - No School	September 5
Parent-Teacher Conferences – Full day of school	October 10 Evening Conferences: 4:00 p.m. – 8:00 p.m.
Parent-Teacher Conferences – Full day of school	October 12 Evening Conferences: 4:00 p.m. – 8:00 p.m.
Professional Development – No School for Students	October 13
No School	October 14
First Quarter Ends (CHS)	November 4
Thanksgiving Recess – No School	November 23-27
Professional Development – No School for Students	November 28
School Resumes	November 29
Winter Recess – No School	December 23 – January 2
School Resumes	January 3
**FINALS (CHS)	January 18 - 19
First Semester Ends (CHS)	January 19
CHS Work Day – No School for Students	January 20
Second Semester begins (CHS)	January 23
Parent-Teacher Conferences - Full day of school	February 20 Evening Conferences: 4:00 p.m. - 8:00 p.m.
Parent-Teacher Conferences - Full day of school	February 22 Evening Conferences: 4:00 p.m. - 8:00 p.m.
No School	February 24
CHS Prof. Development Day – No School for Students	March 6
Third Quarter Ends (CHS)	March 24
Spring Recess – No School	March 25 – April 2
School Resumes	April 3
Holiday Recess-No School	April 14
Professional Development – No School for Students	April 17
Professional Development-No School for Students	May 26
Baccalaureate – 7:30 p.m.	May 28
Memorial Day Holiday-No School	May 29
Commencement- 7:30 p.m.	June 3
**Finals (CHS)	June 5 - 7
Last Day of School for Students–Release times - 11:40 a.m. (CHS)	June 7
Teacher Workday (afternoon)	June 7
Summer School Teacher Work Day	June 8 or June 9
Summer School Begins	June 12 (Runs to July 7)

### INCLEMENT WEATHER DAYS

First and second inclement weather days will not be made up. Third and all additional inclement weather days will be made up on June 7, 2016 if needed. **Note:** Additional minutes will be added to the school day as necessary to meet required instructional time required by WI Statutes due to inclement weather dismissals.

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

**FOREWORD**

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

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents/guardians’ use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your principal. If any of the policies or administrative guidelines referenced herein are revised after August 2nd, 2016, the language in the most current policy or administrative guidelines prevails. The current policies and guidelines are available on the District’s website.

**MISSION**

The Clinton Community School District, proud to be in partnership with family and community, is committed to ensure that all students receive a solid education foundation in a safe environment that fosters and sustains lifelong learning and empowers students to be contributing members of our global society.

**EQUAL EDUCATION OPPORTUNITY/ANTI-HARASSMENT**

It is the policy (5517) of the District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as “Protected Characteristics”) or other protected characteristics as well as place of residence within District boundaries, or social or economic background.

Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services. Parents who have questions should contact pupil services at 608-676-2211 ext. 4023.

Any person who believes that the Clinton Community School or any staff person has discriminated against them in violation of this policy may file a complaint. A formal complaint can be made in writing to a School Compliance Officer listed below:

Jim Brewer, District Administrator	Matt Huettl, Pupil Services Director
608-676-5482	608-676-2211 ext. 4052
112 Milwaukee Road	306 East Street
Clinton, WI 53525	Clinton, WI 53525

The names, titles, and contact information of these individuals will be published annually:

- A. in the School District Annual Report to the public.
- B. on the School District’s web site.

The complaint procedure is described in Board Policies 2260 and 5517. The policies are available in the school office and on the district’s web page.

Due to the sensitivity surrounding complaints of harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the complaint process is begun, the investigation will be completed in a timely manner (ordinarily within fifteen (15) calendar days of the complaint being received).

If at any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under Policy 5517.01 -Bullying and not Harassment under this policy, because the conduct at issue is not based on a student's Protected Characteristics, the investigator shall transfer the investigation to the appropriate building principal.

Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

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

## **HARASSMENT**

Harassment means behavior toward a student or group of students base, in whole or in part, on the traits of sex (including transgender status, change of sex or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics") which substantially interferes with the students' school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. Examples of conduct that may constitute harassment include:

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

## **Sexual Harassment**

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

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

Sexual harassment may include, but is not limited to:

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

Sexual harassment examples include, but are not limited to:

- A. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
- B. rating a person's sexuality or attractiveness;
- C. staring or leering at various parts of another person's body;
- D. spreading rumors about a person's sexuality;



- E. letters, notes, telephones calls, or materials of a sexual nature;
- F. displaying pictures, calendars, cartoons, or other materials with sexual content.
  
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
  
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

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

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

A copy of the school's Anti-Harassment Policy, including the reporting, investigation, and resolution procedures, is available in the school office.

**Bullying**

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

Examples of bullying include:

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

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

**Reporting & Next Steps**

Reference School District Policy 5517 for more information on reporting, investigation process, additional school district action, confidentiality, and monitoring.

Important information regarding reprisal - Submission of a good faith complaint or report of harassment will not affect the complainant's status or educational environment. However, the Board also recognizes that false or fraudulent claims of harassment or false or fraudulent information about such claims may be filed. The Board reserves the right to discipline any person filing a false or fraudulent claim of harassment or false or fraudulent information about such a claim.

The District will discipline or take appropriate action against any member of the School District community who retaliates against any person who reports an incident of harassment prohibited by this policy or participates in a proceeding, investigation, or hearing relating to such harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

**SECTION 504/ADA COMPLAINT**

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

Jim Brewer, District Administrator  
 608-676-2223 ext. 2405  
 112 Milwaukee Road  
 Clinton, WI 53525

Matt Huettl, Pupil Services Director  
 608-676-2211 ext. 4052  
 301 East Street  
 Clinton, WI 53525

**SCHOOL DAY**

<u>Regular School Schedule</u>	
1st period	8:00-8:43
2nd period	8:47-9:30
3rd period	9:34-10:17
4th period	10:21-11:04
5A Lunch	11:07-11:33
5B Lunch	11:36-12:02
5C Lunch	12:05-12:31
6th period	12:34-1:17
RISE	1:21-1:46
7th period	1:50-2:33
8th period	2:37-3:20

<u>Late Start School Schedule (No RISE)</u>	
1st period	10:00-10:30
2nd period	10:34-11:04
5A	11:07-11:33
5B	11:36-12:02
5C	12:05-12:33
3rd period	12:34-1:04
4th period	1:08-1:38
6th period	1:42-2:12
7th period	2:16-2:46
8th period	2:50-3:20

### **STUDENT RIGHTS AND RESPONSIBILITIES**

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

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals. Adult students (age eighteen (18) or older) are expected to follow all school rules. If residing at home, adult students should include their parents in their educational program.

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

### **STUDENT WELL-BEING**

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

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

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

### **INJURY AND ILLNESS DURING THE SCHOOL DAY**

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

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

## SECTION I - GENERAL INFORMATION

### **Scheduling and Assignments**

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the school counseling office. It is important to note that some courses may be denied because of limited space or the need to complete prerequisite courses. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change. *More information can be found in Section II.*

### **Early Dismissal**

No student will be allowed to leave school prior to dismissal time without a written request signed by a parent/guardian or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent or guardian without a permission note signed by the custodial parent or guardian.

### **Transfer out of the District**

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

### **Withdrawal from School**

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

### **Immunizations**

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

### **Student Accidents/Illness/Concussion**

The Clinton Community School District believes that school personnel have certain responsibilities in case of accidents, illness or concussions that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports.

### **Use of Prescribed Medication**

In those circumstances where a student must take prescribed medication during the School day, the following guidelines are to be observed:

- A. Parent/guardian should, with their physician's advice, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Dispensing and Administering Medication to Student form must be filed with the office before the student will be allowed to begin taking any medication during school hours. These forms are available in the School office and on the website.
- C. All medications administered during school hours must be registered and properly secured with the high school office.
- D. For each prescribed medication, the container shall have a pharmacist's label with the following information:
  - a. Student's name
  - b. Practitioner's name
  - c. Date
  - d. Pharmacy name and telephone number
  - e. Name of medication
  - f. Prescribed dosage and frequency
  - g. Special handling storage directions.
- E. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means or on or about his/her person, except for emergency medications for allergies, asthma and/or reactions.
- F. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

### **Use of Non-Prescribed Medication**

When necessary, students in grades 9-12 may self-administer oral over-the-counter (nonprescription) medications while at school with parental consent and approval of the principal/principal's designee. He/she may take medications sent by the parent/guardian, without the supervision of school personnel using the following procedures:

The pupil should bring only enough non-prescribed medication for one day.

The parent/guardian must complete the Dispensing and Administering Medication to Student form (do NOT need physician signature).

The form must be turned in to the office.

Students are prohibited from distributing or sharing any type of prescription or over-the-counter medication.

### **Head Lice**

If a child in the District is found to have lice, the child's parent will be contacted to have the child treated and to pick him/her up immediately. After treatment and upon returning to school, the child will be examined by the school health staff or principal. The district practices a policy of no nits as a criteria for return to school.

### **Control of Casual-Contact Communicable Diseases**

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

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

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

### **Direct Contact Communicable Diseases**

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

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

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

### **Individuals with Disabilities and Limited English Proficiency**

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

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is generally required. More important, the school encourages parents to be active participants. To inquire about Special Education programs and services and services available to students with limited English proficiency, a parent should contact pupil services at (608) 676-2223 extension 2139.

The district is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

Services are also available to students with Limited English Proficiency. To inquire about programs and services, a parent should contact pupil services at (608) 676-2223 extension 2139.

### **Student Records**

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

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

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

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

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

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

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

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

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

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

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

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

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

[FERPA@ED.Gov](mailto:FERPA@ED.Gov) AND/OR [PPRA@ED.Gov](mailto:PPRA@ED.Gov)

### **Student Fees, Fines, and Charges**

Fees may be charged for noncurricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit. Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse. The fine will be used to pay for the damage, not to make a profit. Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others. Students who fail to pay fines, fees, or charges may be denied participation in graduation ceremonies.

### **Student Fundraising & Sales**

School-sponsored fundraising/solicitation shall not interfere with educational progress of a student nor shall pressure be brought to bear upon a student who does not wish to contribute or purchase during the solicitation. Fundraising involving students shall exclude all forms of gambling and the promotion, consumption, or availability of alcoholic beverages. All fundraising activities must be pre-approved by the high school principal and district administrator. Students shall not independently solicit or fundraise on school property. No student is permitted to sell any item or service in school without the approval of the principal. Violation of this rule may lead to disciplinary action.

### **Student Valuables & Lockers**

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

Each student will be assigned to a locker for his/her individual use only. Students should not share lockers with other students or provide their locker combinations to anyone. Only school locks will be permitted on student locker doors.

The school provides this locker for students' convenience to be used solely and exclusively for the storage of outer garments, footwear, and school-related material. The authority granted educators and schools under the Wisconsin State Statutes provides school authorities with the right to inspect pupils' lockers and/or articles carried on their person during the school day or at related school-sponsored activities. The school retains ownership and possession control over all school lockers. Lockers are the sole property of the District and are always under the control of its agents. Principals, teachers, custodians, police liaison officers, secretaries, educational assistants, and other administrative personnel may conduct searches as part of their overall responsibilities. The search may be done without the consent of the student, without notifying the student, and without obtaining a search warrant. Students are responsible for the locker that is assigned to him/her. Vehicle searches may be conducted by school officials.

Students will be expected to reimburse the school district for damage to school property, or for the loss or theft of such property. Vandalism to school property or to students' personal property will not be tolerated. Wisconsin Statutes: 943.01 – Criminal damage to property; 943.02 – Arson – Damage to property by explosives; 943.10 – Burglary; 943.11 – Entry into a locked vehicle; 943.15 – Entry into a locked building/room; 943.61 – Theft of library material; 943.20 – Theft

### **Review of Instructional Materials**

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

### **Meal Service**

Clinton High School requires the use of a computerized lunch service program. Deposits for lunch and ala-carte purchases must be made in the office before the start of the school day in which the money is needed in the account. In order to run the lunch line efficiently, **NO CASH WILL BE ACCEPTED IN LINE**. Students must have their student identification cards or their personal code memorized to purchase a lunch. If a student does not have their identification card or memorized code they will be sent to the end of the line. Students needing a replacement card can purchase one from the office for \$5.00. Graduating seniors and students who withdraw that have an amount of five dollars or more remaining in their accounts will have that amount refunded.

### **Emergency Plan and Procedures**

Clinton Community School District has a plan and procedures in place to deal with emergency situations that could occur in or around the school while your child is arriving to school, in class, or leaving school. Our first priority is to protect all students, staff, and visitors from harm and we pledge ourselves to that cause. We appreciate your cooperation and support. If you have any questions regarding school safety procedures, please contact the Buildings, Grounds, and Transportation at 608-676-5482.

### **Parent Support**

We also depend on you, as parents, to support our emergency response efforts. Your cooperation is vital to helping us protect the safety and welfare of all our students and school employees. Therefore, we ask parents and guardians to assist with the following:

- Keep the emergency/enrollment card up to date at all times.
- Talk to your children and emphasize the importance of them following instruction from their teachers, school officials, and emergency responders during any school emergency.
- Review the emergency procedure section of this newsletter with your child/children.
- During an emergency, please do not telephone the school. We understand and respect your concern for your child, yet it is essential that the telephone system be available for emergency communications. Additionally, if our school is in an emergency, no staff members will be available to answer the phone as they will be working hard to protect your children and themselves.
- Do not come to the school unless instructed to do so. The building will be secured and entry will not be allowed. We realize how difficult it will be for you to keep your distance from the school, but this will be crucial to keep the surrounding streets and parking lot clear for emergency vehicles. Parents' vehicles at or near the school could impede medical aid responders from arriving to or departing from the school with your children or other victims. Emergency responders might also be forced to divert their attention from the critical emergency response in order to address or protect parents. Parents' presence at the scene could actually endanger not only themselves, but students and staff members as well.

### **Drills**

In order for our emergency plan to be effective, we depend on the cooperation and assistance of many people, such as the police and fire departments, district administration, staff, students, families and community members. We feel we must educate all stakeholders, so we have implemented a plan which includes drills. Please do not be alarmed by this precautionary action. These drills, which will occur on a periodic basis throughout the year, will cover a variety of circumstances. In addition to practicing the drills, we will also be discussing with the students the appropriate actions to take during a number of emergencies. These drills and accompanying discussions are designed to prepare your child to act quickly and to minimize your child's fear should an emergency occur. Our drills are in accordance with Wisconsin Statute **118.07**.

## **EMERGENCY PLAN INFORMATION**

The purpose of an emergency plan is to have procedures in place to protect students, staff, and visitors to minimize exposure to a potential threat and/or to allow them other survivable options during a potentially lethal threat situation. Emergencies are fluid and are constantly changing during the event and responding proactively to it can be a daunting challenge by any individual. Although this plan will provide an outline of what students and staff should consider doing, it by no means guarantees that injuries or loss of life will not occur. Students and staff should utilize the guidelines presented in this plan as a recommendation to aid in their decision making.

### **FIRE**

This is the only emergency that is alerted with an alarm. When the alarm is sounded, the students and staff leave the building to a spot away from the building and not blocking roads. If an alarm goes off, it is imperative to leave the building and not to hide.

### **TORNADO**

The tornado plan will go into place during a tornado warning. Staff and Students will be given information and directions. Students and staff head to their tornado shelter location, sit on the floor cross legged, head in their lap, and hands covering their head.

### **MODIFIED LOCKDOWN (NON-LIFE THREATENING)      Inside: Medical Emergency, Building Search, Utility Failure**

A modified lockdown can be utilized during a non-life threatening emergency such as medical emergency, canine search, and a threat outside of the school district grounds. A modified lockdown incorporates many of the same procedures as a lockdown, but the occupants may continue their day to day operations within a secured classroom.

### **SYSTEMATIC EVACUATION    Bomb Threat, Chemical, Hazardous Materials, Downed Aircraft, Wildfires, Flooding, Earthquake**

Systemic evacuation is a process of moving student from school building to a secure location either by walking or bussing. This is a very controlled process that is executed with clear direction from administration.

### **SHELTER-IN-PLACE    Outside: Bomb Threat, Civil Unrest, Suspicious Person, Chemical, Hazardous Materials, Earthquake**

Shelter-in-place can be utilized during an outside threat such as chemical/hazardous material exposure, civil unrest to name a few. Shelter-in-place is similar to a modified lockdown, but students, staff, and/or visitors take refuge for safety purposes with doors locked, windows secured, and window treatments closed. During this situation ventilation is turned off to reduce exposure.

### **LOCKDOWN/ EVACUATION (LIFE THREATENING)      Life Threatening: Weapon Use, Dangerous Person, Internal Civil Unrest**

A lockdown/evacuation is activated once there is an actual or perceived threat of harm to students, staff, and/or visitors. This plan requires the participation of all employees to implement the plan in order to mitigate the risk of injury or loss of life to those affected by the threat. Students and staff make decision based on the proximity of the threat. When the threat is close, most often best practice is choosing locking down, remaining absolutely silent, locating oneself on the door wall out of the sightline, and assuming a position to run or attack. If the threat is not in your immediate location running is the best choice. Remember you can also choose another survival tactic.

## **SURVIVAL TACTICS**

Should you find yourself in a situation where you are near the active shooter, you should examine implementing one of the following survival tactics:

### **Evacuation/Running**

- Running away in a zigzag from the suspect as quickly as possible using whatever obstacles you can to avoid being hit by any gunfire.

### **Crawling**

- This option should be used to stay out of the line of fire if obstacles are available that might conceal you while you are crawling. If this option is used,

crawl as quickly as possible to an area of safety, away from the suspect.

### **Hiding**

- Remember that hiding from the suspect will only work if he doesn't see where you choose to hide. Hiding requires that the area you have chosen to hide completely conceals your body. Remember that hiding does not mean that the area you have chosen to hide in is bulletproof, so you must remain

quiet while hiding.

### **Playing Dead**

- This option is not guaranteed to work and can be difficult to implement. It is difficult to look like you are not breathing during an actual crisis event. Some survivors of these type of events have used this tactic successfully and some have not. Think carefully before choosing this tactic.

### **The Power of Your Voice!**

- Warn others of impending danger as you run, so that others may also start taking evasive and survival actions. Yell out what has happened and where the danger is.
- If trapped by the suspect attempt to speak by sympathizing and showing understanding. If they are talking they are not shooting. This is risky, so only try if you are face to face.

### **Fighting**

- If you are trapped with an active shooter and have none of the above listed options, you must choose to fight for your life. If possible, you and others in the room must decide to aggressively and in unison attack and tackle the suspect. If possible, you should attempt to control the active shooter's hand as that is controlling the weapon they are using. Remember that in a lethal situation you are allowed to use lethal force if necessary to save your or other people's lives.

## **Parent-Child Reunification**

In an emergency the district will communicate information regarding the incident and instructions for parent and child unification through Blackboard Connect Family Notification System. In the event that an emergency occurs on or near a school site, parents (or guardians) must report to the school reunification location and follow the procedure for releasing a student which will be detailed in the Blackboard Connect Family Notification.

### **Emergency Closings and Delays**

Blackboard Connect 5- Blackboard Connect 5 is a phone and email communication tool that will be used in school closings, emergencies, attendance, reminders, and school and district wide communications.

CLOSINGS - For information about weather-related school closings, listen to your local radio or television stations by 7:00 a.m. the announcement will be made for Clinton Schools. A listing of radio stations is WCLO1230 AM, WGFB 1380 AM, WSLD 104.5 FM, WGEZ 1490 AM, WJVL 99.9 FM, WTJK 103 FM, WLKG96.1 FM and TV stations Channel 3, Channel 13, Channel 15, Channel 17, Channel 23 and Channel 27. In the event of an early school closing because of an unexpected circumstance, please make arrangements for an alternative location for your son/daughter.

### **Visitors**

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

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

Students may not bring visitors to school without first obtaining written permission from the Principal. Students who are interested in attending Clinton High School should contact the school counseling office to set up a visit.

### **Use of Cell Phones or Electronic Communication Devices**

Student possession of personal electronic devices is permitted in school buildings before school, during passing time, lunch, and after school. Personal electronic devices may not be used in the classroom unless directed by the teacher. Any student found violating this policy shall be subject to disciplinary action. Disciplinary action includes, but is not limited to, confiscation of the personal electronic device. Personal electronic devices can be held no longer than 24 hours.

### **Weapons policy 5772**

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law without the permission of the District Administrator. The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives. The District Administrator will refer any student who violates this policy to the student's parents or guardians and may also make a referral to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion. Policy exceptions include:



- A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;
- B. theatrical props used in appropriate settings.

Any student who has reason to believe that a person has or will violate this policy shall report to the District Administrator or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

120.13(1), Wis. Stats.

943.13, Wis. Stats.

948.605, Wis. Stats.

18 U.S.C. 921(a)(3)

18 U.S.C. 922

20 U.S.C. 7151

### **Advertising Outside Activities**

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

### **Video Surveillance**

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

### **Safety and Security**

All visitors must be "buzzed" into the high school and must report to the high school office.

All visitors are given and required to wear a visitor badge while they are in the building.

The staff is expected to question people in the building whom they do not recognize and who are not wearing a visitor badge, and to question people who are "hanging around" the building after hours.

Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.

All exterior doors will be locked during the school day. Doors should not be propped open at any time.

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

All district employees are to wear photo-identification badges while in the school

## **SECTION II - ACADEMICS**

### **Field Trips**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules, the Code of Conduct, and search and seizure policies apply to all field trips. School administration reserves the right to a student participation in a field trip on the basis of attendance, behavior, or academic performance. Students will be provided a pre-planned absence form to be completed with all necessary signatures before departing on the trip.

### **Promotion, Placement, and Retention**

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

The following number of earned credits designates the grade in which the student will be registered:

Freshman	0 to 7 credits
Sophomore	7 to 14 credits
Junior	14- to 21 credits
Senior	21 credits or more

### **CHS Graduation Requirements**

1. The minimum total number of Carnegie credits required for graduation shall be 28. A full credit will be granted for the successful completion of

one year of study in a given subject. A unit or credit is earned by completion of a full year's work in a subject which meets five days a week. Students excused from physical education for medical reasons must earn a minimum total of 28.0 academic credits. Within the 28 credit requirement, students have the opportunity to complete a solid college preparatory program as well as a vocational educational course sequence that relates to their chosen career field.

2. Students are required to have earned all 28 credits to be eligible to participate in the graduation ceremony. Last-minute failures which cause a credit shortage (less than 28 credits total, and/or missing a required course) will make a student ineligible to participate.
3. All students, including seniors, are required to carry a minimum of 7 Carnegie credits each high school year, the equivalent of 7 classes each semester.
4. During the course of high school, a student shall be required to earn the following credits:
  - Subject # of Credits**
  - English 4.0
  - Social Science 3.0
  - Science 3.0
  - Mathematics 3.0
  - Physical Education 1.5
  - Health .5
  - Personal Finance .5
  - Electives 12.5
5. Students have choices in the selection of electives. These choices should reflect their career goals, interests and skills.
6. A student may be denied participation in graduation activities for disciplinary reasons and for nonpayment of fees.

**CHS Grading System**

High school courses will be leveled as to their demands on students' time, skills, and abilities. The grade point values to be given for each letter grade shall be weighted according to the performance level of the course for which the grade is issued. Level 1 will include core courses that have been designated as honors or advanced placement courses (Starting with the class of 2016). Level 2 includes all other courses offered. The purposes for weighted grading are as follows:

- To provide an incentive to capable students to take advanced and challenging courses.
- To give recognition to the importance of scholastic excellence.
- To provide teachers of advanced courses a grading scale that more accurately reflects the achievement of students.
- To encourage students who elect more courses than required to graduate.

Level 1 - Very demanding (core honors and advanced Placement)

Level 2 - Average amount of demand

The grade point values assigned to each of these levels shall be as follows:

<b>Level 1</b>	<b>Level 2</b>
A 5	A 4
B 4	B 3
C 3	C 2
D 2	D 1
F 0	F 0

**Grade Point Average and Class Rank**

A Grade Point Average, G.P.A, is computed by dividing the cumulative grade points by the number of accumulated credits. Class rank then evolves as students in a graduating class are compared to one another in a descending rank. The student(s) with the highest G. P.A. will be recognized as Valedictorian and the student(s) with the second highest G.P.A. as the Salutatorian. (In the event of a tie with equal accumulated Grade Point Averages, there shall be Co-Valedictorians or Co-Salutatorians.) All full-time students (those students carrying a minimum of 7 credits per year) while enrolled at Clinton High School will be included in class rank, early graduates will be considered as full-time enrollment for class rank purposes. Part-time students carrying less than an average of the 3.5 credits per semester are excluded from class rank. In order to be a part of the senior year's class rank, a student must have completed at least one year of study at Clinton High School prior to the senior year. Visiting students who are part of a foreign exchange program are not included in the class rank. Students enrolled in the Clinton High School from non-resident school districts in Wisconsin under the provisions of the Open Enrollment Statute shall receive all rights and privileges as received by resident students and shall also abide by all rules, regulations, and policies of the District.

**EXCLUSIONS**

The following learning arrangements may be granted credit, but are not awarded a letter grade by Clinton High School, and hence are not included in the G.P.A. and do not count in the determination of the class rank:

- Any course not listed in the Clinton High School course booklet or the summer school listing of courses;
- Classes taken under the Youth Options Program, Porter Scholar Program, college courses, or other early admissions arrangement (for post-secondary credit only);
- Correspondence courses from colleges, universities, or other secondary schools;
- Courses taken in foreign countries as part of a student exchange program;

Enrichment activities such as Youth Conservation Camps, computer, art, music, science, math, (etc.) camps and/or academies;  
Any courses taken in a Private Home Based Education program.

NOTE: Credit granted will be based on a pass (S) - fail (U) assessment for report card purposes, which does not carry any honor points.

### **Recognition of Student Achievement**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include academics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by staff and coordinated by the school counselor, athletic director, gifted and talented coordinator, and the high school office.

### **Honors Recognition**

In the interest of encouraging and recognizing outstanding academic achievement students may earn high honor and honors recognition. Honor recognition will be determined by G.P.A. Grade Point Averages will not be rounded up.

High honor graduates are those students with a G.P.A. of 3.80 or higher at the end of their seventh semester of high school classes and shall be named as high honor graduates.

Honor graduates are those students with a G.P.A. of 3.40 or higher at the end of their seventh semester of high school classes and shall be named as honor graduates.

### **Kiwanis**

Kiwanis Awards are earned for each year that a student attends Clinton Middle and High Schools in the 7th - 12th grade. To qualify for a Kiwanis Award, students must maintain a 3.6 or higher average GPA for the first three quarters of the school year. GPAs are not rounded up.

### **Grading and Grade Reporting Procedure**

Clinton High School grading and reporting practices will support the learning process and encourage student success. Report cards are sent home at the conclusion of each quarter as well as progress reports at mid-quarter.

Grades will:

- communicate achievement status to students, parents, and others.
- provide information that students can use for self-evaluation and growth.
- encourage student growth and progress in learning.
- identify students for available educational opportunities (e.g., courses or programs).
- evaluate the effectiveness of curricular, instructional, and assessment practices.

Grades are not based on:

- extra credit.
- group achievement (Group work is encouraged, but not used to determine mastery).
- attendance.
- attitude.
- behavior.

### **Student/Teacher Roles**

At the beginning of each semester, classroom teachers will disseminate and discuss grading procedures with their specific course syllabi. Students and parents are asked to carefully review these expectations and are encouraged to address specific questions with the respective teacher.

Students are responsible for being active learners, completing all assigned work to the best of their ability; seeking out individual teachers for reteaching/extension; studying for assessments; completing formative and summative assessments to the best of their ability; meeting due dates and deadlines. If mastery is not achieved, students are responsible for taking steps needed to retake summative assessments. Teachers are responsible for instructing students through a variety of best practice methods using district curriculum, state/common core standards, RtI, and Aligned by Design. Teachers will provide opportunities for formative and summative assessments. Teachers will also provide opportunities for reteaching and retakes of summative assessments so students have many opportunities to master content.

### **Formative and Summative Assessments**

Formative grading “should and will take many forms in the course of a school year or semester.” Formative grading may include: daily homework assignments, study guides, quizzes, “drafts” of thesis statements, notebooks, note cards, corrections, and other, too many to name, activities. In short, a “Formative Assessment” is a tool that should be used to provide feedback to a student – in order for the student to determine how they are progressing in their level of knowledge or in developing the skills and abilities to be successful in the particular course and unit of study. Not all formative assessments need to be scored for a grade, some will be used as non-graded feedback on student performance. Formative assessments will be 35% of the final grade.

Summative grading solely reflects student mastery of curriculum standards. Summative Assessments can, should, and will take many forms over the course of a semester or school year. “Summative Assessments” can include: tests, projects, research papers, presentations, panel discussions, demonstrations, reports, essays, performances, etc. – anything that a teacher may use to make a judgment of a student’s ability level or mastery of content. Participation can be a summative assessment if it directly relates to measuring a student skill or standard. Summative assessments will be 65% of the final grade. ALL final exams will be cumulative for that semester. The final exam is weighted 20% of the semester grade.

## SUMMATIVE

### **Major Assessments OF Learning measures understanding and use of knowledge 65% of final grade**

- Independent Unit assessments, mid-unit assessments for long units, which measure course and unit standards
- Major performance tasks—mainly products, performances and projects (e.g., essays; artwork; visual representations; models; multimedia; oral presentations; lab experiences; live or recorded performances)

## FORMATIVE

### **Assessment FOR Learning Scores for practice work 35% of final grade**

- Independent practice on daily work (daily assignments and homework)
- Brief progress checks (e.g. short quizzes)
- District Assessments, which measure standards, multiple lessons, reviews or warm-ups

### **Missing Formatives & Summatives**

A formative assessment submitted after the due date will be accepted and graded per the established standard. The score or grade recorded for the assignment will be lowered a half point. For an assignment receiving an 'F' (a failing grade), the score recorded will be equivalent to .5. Missing formative and summative assessments will be checked missing and recorded in Skyward, as \*. The \* will be changed to a grade once the formative or summative assessment is completed. Once the unit summative has been taken, the \* on any missing formative assessments will be recorded as zero (not completed). Students and parents need to be aware that \* does not affect the current grade, so in the event that a student does not turn in their work a grade of an A could become an F. Students will be held to completing all summative assessments. In the case that the student does not complete summative assessments by the end of each grading quarter, they may earn an F if there is failure to demonstrate mastery of curriculum standards. If the student completes the final exam and demonstrates mastery of the content, the student's grade will be reviewed by the teacher. ALL final exams will be summative for that semester. The final exam is weighted 15% of the semester grade. Teacher discretion may be applied in unusual circumstances. Teachers may extend due dates, modify formative assessment load, and/or adjust grading. Students need to be encouraged to discuss unusual or extenuating circumstances directly with teachers – learning and practicing good communication skills. However, more stringent sanctions, such as additional grade penalties for late work, are not appropriate.

### **Retake of Summative Assessments**

Students can take one retake per summative test. One retake opportunity is the norm. In unique, unusual circumstances an additional retake opportunity may be provided at the teacher's discretion. Students must complete the retake process prior to the date of the next unit summative test. This does not apply to all types of summative assessments including long-term, multi-step assessments such as a research paper, project or presentation. (In many of these cases, such as a research paper, students receive feedback on each step of the process and have multiple opportunities to redo portions of the paper or project before final submission.) Retake opportunities are not available for semester exams.

Students who complete the required formative work on time prior to the date of the summative test and complete any required assessment correction/reteach, will be eligible to retake the assessment if needed. The score earned on the retake of the summative test will replace the original score.

Students who do not complete the required formative work or complete this work on time prior to the date of the summative test will be eligible to retake the assessment as well. However, completion of the required formative work and/or additional corrective work/reteach will be required before the date of the retake. The score earned on the retake of the summative test will be averaged with original score, to create a new score.

*Exception-* Summative assessments can't be retaken in Advanced Placement (AP), Advanced Standing (AS), or Transcribed Credit (TC) courses.

### **Communication**

Teachers are responsible for communicating achievement, growth, and feedback to students and families. Teachers will be using Edmodo, their website or Google Classroom tools to communicate formative and summative assessments, due dates, and deadlines to students and families. Whatever form they are utilizing will be communicated via the course syllabi and will be updated each Monday for the current week. Skyward Family Access is a tool used to communicate grades. Students and families can expect Skyward to be updated each week by Thursday at 4:00 p.m. They will find the preceding week's formative and summative assessments graded. Students and families also receive midterm grade reports each quarter, quarter grade reports, and semester grade reports. Teachers, students, and families are also encouraged to communicate through e-mail, phone, and conferences as needed.

Every week an automated phone message will be sent to parents/guardians of students with academic concerns. The phone message will include procedures for obtaining staff contact information and other arrangements.

### **Due Dates & Grading**

Due dates and deadlines are to establish, maintain and hold students accountable and are necessary to assist students in the development of skills such as organization, time management, problem solving, and collaboration, as well as teach students the development of individual responsibility and self-discipline. Establishing, maintaining, and holding students accountable for due dates and deadlines is also necessary for teachers to adequately and efficiently manage the workload.

Due dates are the date upon which the assignment is expected to be submitted to the teacher in complete, final format. Upon the issuance of the formative assessment, the teacher will clearly specify the due for assignment submission. If a formative assessment is not submitted on the due date as a result of an excused absence, no penalty is to be applied. When students are absent it is their responsibility to turn in assignments, make up any work that is missed, and complete assessments. For unplanned absent work, one day for every day missed plus an additional day is allowed to complete any missed work and assessments. Long term assignments are not given an extension; they are due the day of return unless the absence has exceeded one day of in-class work time. Planned absent work is due upon return unless arrangements are made with individual teachers prior to the planned absence. Long term assignments are not given an extension; they would be due the day of return. Assessments need to be scheduled before the planned absence. Long term assignments are defined as assignments that extend past five school days.

Formative and summative assessments will be graded on the following scale which is consistent with the five point G.P.A. scale. This scale corrects the grading discrepancy found in the traditional 100 point scale. The discrepancy is found when the F variance of 59 points compared to the variance of 10 points in every other grade level. Remember that summative is weighted 65 percent and formative is weighted 35 percent of the final grades.

SCALE		
5	A+	100%
4	A	99-90%
3	B	89- 80%
2	C	79-70%
1	D	69-60%
.5	F	59 % or below
0	Not completed	

### **Incomplete Grade**

Recording of “incompletes”, “I”, is normally used for students who have had excused absences at the end of the marking period and have not had sufficient time to make up work necessary to receive a grade. Normally, incompletes must be made up within two weeks (14 calendar days) after the end of the semester. Make-up work in case of extended absences due to illness will be given special consideration proportionate to the length of the illness. Students needing additional time to complete assessments should be encouraged to discuss and make arrangements (plans to complete the work) directly with their teacher – learning and practicing good communication skills. An “incomplete” may then be assigned. Following the two-week (14 calendar days) period, the student’s progress toward completion will be assessed. If, at the end of the two-week (14 calendar days) period, the student has made significant progress and the teacher determines additional time is still appropriate, the “incomplete” mark may remain in place. If at the end of the two-week (14 calendar day) period the student has not made significant progress and the teacher determines that granting additional time will be unproductive, the appropriate grade will be assigned and recorded. In cases of error, miscalculation, or submission of completed work, a teacher may, at their discretion, modify a grade utilizing established building procedures.

### **Course Add/Drop**

The selection of appropriate courses is necessary to achieve one’s educational goals. Changes should be considered thoughtfully to prepare for opportunities and options for the future. Students must carry a minimum of 7 credits for the school year. Once schedule conflicts and class balancing are finalized, usually by the end of the first full week of school, all drop and adds are done using a form from the school counseling office. It requires the signature of the parent, the teacher of added and/or dropped courses and the counselor. The signed form must be returned to the school counseling office before the transfer of classes takes place. Classes dropped in the first two weeks of the semester will not be registered on the transcript; classes dropped after the second week, during the first or third quarter, will register on the transcript as Withdrawn. Classes dropped during second and fourth quarter will register on the transcript as a withdrawn failing (WF) grade.

### **Student Assessment**

To measure student progress, students will be tested in accordance with State standards and District policy.

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

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

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

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

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

### **Youth Options**

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

### **Course Options**

The Board of Education will provide students enrolled in the District with the ability to take up to two (2) courses at any given time through one or more other educational institutions, including in a non-resident public school district, the University of Wisconsin system institution, a technical college, a nonprofit higher education institution, a tribal college, a charter school and any other nonprofit organization approved by the Department of Public Instruction.

### **Student Network and Internet Acceptable Use and Safety**

Students are encouraged to use the school's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of the school's policies and administrative guidelines, may result in cancellation of the privilege, disciplinary action consistent with the school's rules, and civil or criminal liability. Smooth operation of the school's network relies upon users adhering to the school's policies and administrative guidelines. Prior to accessing the Internet at school, students must sign the Student Network and Internet Acceptable Use and Safety Agreement each year.

The school district reserves the right to monitor, inspect, copy, and review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

Use of the Network to engage in "cyberbullying" is prohibited. "Cyberbullying" involves the use of information and communication technology such as email, cell phone and pager text messages, instant messaging (IM), defamatory personal Web sites or MySpace accounts, and defamatory online personal polling Web sites, to support deliberate, repeated, and hostile behaviors by an individual or group, that is intended to harm others."

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;
2. sending email or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill'
3. using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as You Tube;
4. posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

## **SECTION III - STUDENT ACTIVITIES**

### **Co-curricular Activities**

We offer co-curricular activities to all students in grades 9-12. The entire student body is encouraged to participate in the program. Those that choose not to try out for the teams/activities are encouraged to be loyal boosters for all of the teams. Clinton High athletic teams are called the Cougars. The school colors are navy blue and white.

Fall- Cheerleading, Girls Golf, Cross Country, Football, Homecoming Court, Musical, Volleyball

Winter- Basketball, Bowling, Cheerleading, Wrestling

Spring- Baseball, Forensics, Boys Golf, Math Club, Prom Court, Softball, Soccer, Play, Track & Field

Year- Art Club, Drama Club, DECA, FFA, German Club, Key Club, NHS, Skills USA, Spanish Club, Skills USA, Student Council, Math Team

### **Eligibility**

Students who represent Clinton High School must display the highest type of citizenship. Certain academic standards must be maintained in order to be eligible to participate in activities and inter-scholastic competition. While participating in co-curricular activities, students are expected to do their best in school work and in their behavior.

Athletes are NOT eligible to participate in any sport until the following items have been completed and filed with the athletic/activities department.

Physical Examination card filled out by a physician

- o Physical card – typically for 9th and 11th graders OR
- o Alternate year physical card – typically for 10th and 12th graders

Emergency Card

The Pledge Card/Athletic Code Agreement signed by parent/guardian and athlete

Concussion Information Form signed by parent/guardian and athlete

WIAA Rules of Eligibility Form signed by parent/guardian and athlete

Proof of insurance provided to the athletic office

Co-curricular activity participants are NOT eligible to participate in any activity until the following items have been completed and filed with the office.

- o Emergency Card signed by parent/guardian
- o Activity Programs Handbook Participant and Acknowledgement form signed by parent/guardian and student.

All who have one or more "F" grades at the end of a grading quarter will be ineligible for the following fifteen (15) school days. After the 15 days, a student may regain eligibility on a weekly basis by maintaining passing grades in all classes. This will be monitored by the Athletic Director or designee. Established exceptions have been made to these rules by the W.I.A.A. in the fall when athletic contests are scheduled prior to the start of classes. To regain eligibility after three weeks, the Athletic Director or designee will receive a grade report of current standing in each class from the instructors.

Students must attend school the entire day in order to practice or participate in any athletic or co-curricular contest. Pre-arranged requests for absence for extenuating circumstances would be subject to approval by the high school office and athletic director/office designee. Students that are suspended will not be permitted to participate in any school functions during the suspension. Students with detentions are not to be participating in athletic activities if they have not been serving them regularly.

### **School Sponsored Publications and Productions**

The Board of Education sponsors student publications and productions as means by which students learn, under adult direction/ supervision, the rights and responsibilities inherent when engaging in the public expression of ideas and information in our democratic society.

For purposes of this policy, "School-sponsored student media" shall include both student publications and productions. "Student publications" shall include any written materials, (including, but not limited to, banners, flyers, posters, pamphlets, notices, newspapers, playbills, yearbooks, literary journals, books, and t-shirts and other school-sponsored clothing), as well as material in electronic or on-line form including, but not limited to, websites, web logs blogs, video or audio clips, and newsletters or announcements transmitted by e-mail, wireless broadcast or other similar distribution/dissemination). "Student productions" shall include vocal and theatrical performances, impromptu dramatic presentations, or any electronic media (including, but not limited to, radio and television programs, podcasts, and other video or audio productions that are recorded for re-broadcast or broadcast in real time using any available broadcast technology). Further, the term "publication" shall include distribution and dissemination of a student publication; and the term "performance" shall include presentation and broadcast of a student production.

The following speech is unprotected and prohibited in all school-sponsored student publications and productions: speech that is defamatory, libelous, obscene or harmful to juveniles; speech that is reasonably likely to cause substantial disruption of or material interference with school activities or the educational process; speech that infringes upon the privacy or rights of others; speech that violates copyright law; speech that promotes activities, products or services that are unlawful (illegal) as to minors as defined by State or Federal law; and speech that otherwise violates school policy and/or State or Federal law. The Board authorized the administration to engage in prior review and restraint of school-sponsored publications and productions to prevent the publication or performance of unprotected speech.

All school-sponsored student publications and productions are nonpublic forums. While students may address matters of interest or concern to their readers/viewers, as nonpublic forums, the style and content of the student publications and productions can be regulated for legitimate pedagogical, school-related reasons. School officials shall routinely and systematically review and, if necessary, restrict the style and/or content of all school-sponsored student publications and productions prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker. Legitimate pedagogical concerns are not confined to academic issues, but include the teaching by example of the shared values of a civilized social order, which consists of not only independence of thought and frankness of expression but also discipline, courtesy/ civility, and respect for authority. School officials may further prohibit speech that is grammatically incorrect, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

School-sponsored student media may not be published/performed outside the school community (i.e. publication/performance is limited to students, staff and parents/family members) except with prior written approval of the District Administrator or designee.

The District Administrator shall designate one or more professional staff members to serve as advisors for the purpose of establishing guidelines for appropriate subject matter for publication and with responsibility for compliance with established guidelines. The staff member shall review proposed content and promptly notify the student writers whether their proposed article will or will not be published.

Advertising is permitted in all school-sponsored student publications/productions. Advertisements submitted for publication or inclusion in a production shall be reviewed by the building principal. The Board retains the final authority to determine whether an advertisement is appropriate and will be included in a publication/production. Advertisements may be rejected for legitimate pedagogical school-related reasons unrelated to the viewpoint of the advertiser (e.g., the advertisement encourages action that would endanger the health and safety of students).

Advertising is permitted in all school-sponsored student media that have been designated as limited-purpose public forums.

The students in the class(es)/activity(ies) associated with all school-sponsored student media that have been designated as limited-purpose public forums will determine whether to include advertisements in the publication/productions. Acceptance or rejection of specific advertisements is within the control of the publication/production staff, which may accept any ads except those for activities, products or services that are illegal for students and/or that violate State or Federal law.

The publication/production staff is encouraged to consider the age appropriateness of the ads they select.

### **General Prohibitions**

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

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

### **Nonschool-sponsored Clubs and Activities**

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

No nondistrict-sponsored organization may use the name of the school or the school mascot.

### **Student Work Permits**

Students who are to be employed may obtain a work permit in the high school office by presenting the following (no exceptions are permitted):

- o Birth/baptismal certificate or Wisconsin driver's license
- o Social Security Card
- o Parental permission in writing
- o A fee set by the State of Wisconsin, currently \$10.00.
- o Letter from the employer indicating type of work, number of hours per week, their address, and phone number.

## **SECTION IV - STUDENT CONDUCT**

### **Attendance**

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

### **Compulsory Student Attendance**

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school is in session. All students must attend until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception outlined in the District's Administrative Guidelines.

A parent of a student who is absent shall report absences on the day of the absences stating the reason the student will not be in school. Parents may call the school office (676-2223) 24 hours a day. Upon returning to school, students must turn in a written note. In those cases where it is impossible to telephone, a written excuse signed by the parent or guardian indicating the reason for the absence should be sent to school on or before the date the student returns. This statement must be submitted prior to the absence if the absence is foreseeable (see preplanned absence area below). If the absence is not foreseeable, the statement must be provided prior to the student's readmission to the school. The statement shall be submitted to the School Attendance Officer and filed in the student's school record. The District reserves the right to verify statements and investigate absences from school.

If only one (1) parent is permitted to make educational decisions or to approve absences of the student by Court order, the responsible parent shall provide the school with a copy of the Court order. Absent such notice, the school will presume that the student may be released into the care of either parent.

\*No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

\*No student shall be released to anyone who is not authorized by a parent with authority to do so.

### **Excused Absences**

Students will attend all classes and study halls every day as assigned by Clinton High School, unless excused. A student shall be excused from school for the following reasons:

- A. **Physical or Mental Condition:** The student is temporarily not in proper physical or mental condition to attend a school program. If the absence exceeds three (3) days, the inability of the student to attend school due to a physical or mental condition must be certified in writing by a licensed physician, dentist, chiropractor, optometrist, or psychologist or Christian Science practitioner living and residing in Wisconsin, who is listed in the Christian Science Journal. The time period for which the certification is valid may not exceed thirty (30) days.
- B. **Obtaining Religious Instruction:** To be eligible for release time for religious instruction, parents/guardians must complete and return the Request for Release Time or Religious Instruction form to the high school office. Students attending release time are expected to sign out of the class or classes they will be missing as with other pre-approved absences. Requests for absence under this paragraph shall be denied if the student fails to attend religious instruction after requesting to be absent from his or her regular school. The supervisor of such religious instruction shall report monthly, to the principal of the school regularly attended, the names of the students who attended such weekly religious instruction. Refer to Board Policy 5223 for more information.
- C. **Permission of Parent or Guardian:** The student may be excused by his or her parent or guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days and must complete any coursework missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:
  - 1. Professional and other necessary appointments (e.g. medical, dental, and legal) that cannot be scheduled outside the school day
  - 2. To attend the funeral of a relative
  - 3. Legal proceedings that require the student's presence
  - 4. College visits
  - 5. Job fairs
  - 6. Vacations\*



Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the school counselor and complete a Pre-Planned Absence form so that work may be collected and completed.

- D. Religious Holiday: The student wishes to observe a religious holiday consistent with the student's creed or belief.
- E. Suspension or Expulsion: The student has been suspended or expelled.
- F. Program or Curriculum Modification: Students may be excused from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

A student may be excused from school, as determined by the School Attendance Officer, for the following reasons:

1. Quarantine of the student's home by a public health officer.
2. Illness of an immediate family member.
3. Emergency that requires the student to be absent because of family responsibilities or other appropriate reasons.
4. Other

### **Pre-planned Absences**

In order to pre-plan an absence, the student must bring a note signed by the parent to the office multiple days in advance. Administration has the right to grant or refuse a pre-planned/excused absence based on the student's overall attendance pattern, academic performance, or nature of the request. The pre-planned/excused absence is to be signed by the student's teachers, indicating arrangements for school work has been made, and then signed by a parent/guardian indicating that they have read the formative/summative work arrangements and returned to the office prior to the absence.

Absences from school for reasons other than those cited above or those without a note will be regarded as UNEXCUSED or TRUANT and are subject to disciplinary action.

### **Truancy**

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

When a student is truant the School Attendance Officer shall ensure that all applicable provisions of the Districts' Truancy Plan are carried out.

### **Unexcused Absences**

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The principal will determine on a case-by-case basis the appropriate methods to deal with the unexcused absences. The following methods may be considered:

1. Counseling the student;
2. Requiring the student to make up lost time;
3. Requiring the student to make-up course work and/or examinations, as permitted under this Guideline;
4. Confering with the student's parents/guardians;
5. Suspending the student from school;
6. Referring the student to an appropriate agency for assistance.

Administrative action to address unexcused absences shall be in accord with due process as defined in Policy 5611, the Student Code of Conduct, and other applicable Board Policies.

### **Habitual Truancy**

A student is considered a habitual truant if he or she is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

When a student initially becomes a habitual truant, the School Attendance Officer shall ensure that all applicable provisions of the Districts' Truancy Plan are carried out.

Parent/Guardian Responsibilities: It is the responsibility of the student's parent or guardian to ensure that their child attends school regularly. Parents are expected to provide an excuse for all absences that they are aware of.

Student Responsibilities: Students are required to attend all classes and other school activities on their daily schedule, unless they have been excused from school.

### **Subsequent Offenses**

Students may be subject to legal sanctions which may include: court appearance, citations, or legal action under Wisconsin Statutes 118.15 and 118.16.

### **Tardiness**

Punctuality is important in all aspects of life. A student will be considered tardy for class if he/she is NOT IN THE CLASSROOM when the final bell stops ringing. Tardies are considered on a semester basis. Students late to first hour must report directly to the office before attending class.

1st Tardy – Verbal warning by classroom teacher/School Attendance Officer

2nd Tardy – Verbal warning and behavioral correction by classroom teacher/School Attendance Officer

3rd Tardy – Student conference and parent contact by classroom teacher/School Attendance Officer

4th Tardy – Request for assistance by teacher  
 5th Tardy and Over – Referral to office

**Student Study Hall Expectations**

Students are expected to follow seating arrangements. Students must come prepared to work. Take care of personal needs in the passing time between classes. If you wish to see a teacher, you must bring a pass signed by the teacher who requests to see you. To go to the library, you must go directly to the library and sign in as space is limited.

**Cougar  Pride  Expectations**  
**School Wide Behavioral Matrix**  
 Staff/Student/Guest

Location Expectations	Classrooms & Study Halls	Hallways	Lunch	LMC & Labs	Grounds & Events
<p align="center"><b>Respect Self, Others, and CHS</b></p>	<p align="center"><del>XXXXXXXXXX</del> STXXXXXXXXXX</p>	<p align="center"><del>XXXXXXXXXX</del> STXXXXXXXXXX</p>	<p align="center"><del>XXXXXXXXXX</del> STXXXXXXXXXX</p>	<p align="center"><del>XXXXXXXXXX</del> STXXXXXXXXXX</p>	<p align="center"><del>XXXXXXXXXX</del> STXXXXXXXXXX</p>

**Behavior Definitions/Code of Classroom Conduct**

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

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

In addition to the behaviors on the chart below, failure to report knowledge of weapons, bullying or threat of violence, purposely setting a fire, gambling, making a false report, trespassing, and criminal conduct can result in disciplinary action.

**Staff Managed**

**Office Managed**

Defiance/ Disrespect/ Noncompliance	Student engages in brief or low intensity failure to respond to adult requests	Alcohol or Drug Use/Possession	(1) Student use, possession, distribution, manufacture, transfer, sale or possession with intent to sell of controlled substances, including prescription drugs without valid prescriptions, inhalants, over-the-counter medications, drugs, alcohol or drug paraphernalia (2) Being under the influence of alcohol, prescription drugs without valid prescriptions, inhalants, over-the-counter medications, or any controlled substances; (3) The possession, distribution or sale of look-alike or counterfeit drugs and/or controlled substances, designer drugs (e.g., performance enhancing or look-alike alcohol).
Dress Code	Dress that is disruptive or interferes with the learning process, unsafe or harmful, not in keeping with good health standards, cause of excess maintenance problems or considered vulgar or indecent. See policy 443.1	Acts/Threats	Student acts or delivers a message endangering the health and safety of self and others (bomb threats, arson).
Disruption Minor	Student engages in low intensity but inappropriate disturbance	Bullying	Negative, intimidating actions intended to harm, upset, or compromise the physical, psychological or emotional safety of a targeted person or persons
Physical Contact Minor	Student engages in non-serious, but inappropriate physical contact.	Cheating & Plagiarism	Student intentionally represents another's ideas, words, or works as one's own. This includes the misuse of published material, electronic material and/or the work of other students. The originally writer who intentionally shares his/her work, paper, homework, or answers to copy, without the permission of the teacher is also engage in plagiarism.
Profanity Minor	Student engages in low intensity or indirect use of inappropriate language.	Disruption Major	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.
Public Displays of Affection	Student engages in consensual physical contact of a sexual nature which does not include hand holding, brief hugs.	Fighting	Students engage in actions involving serious physical contact where injury may occur. (opt) hitting and punching, hitting with an object, kicking, hair pulling, scratching.
Tardy Minor	Student arrives at class after the bell.	Gang Affiliation	Student uses gesture, dress, and/or speech to display affiliation with a gang.

		Harassment	Is defined as unwelcome, deliberate unsolicited comment, gesture, graphic material, physical contact, or solicitation of favors sexual or nonsexual. This conduct has the purpose or effect of creating an intimidating, hostile, or offensive environment. "Words or actions that create a hostile work or learning environment." It is the reasonable perception of the person who is a target of those words or actions that establishes harassment.
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		Insubordination	Student repeatedly fails to comply or refuses to follow directions/directives, talks back and/or delivers socially rude interactions. Includes failure to serve classroom detentions, dress code, coming prepared for class, public displays of affection.
		Profanity Major	Student engages in high intensity or direct use of inappropriate language.
		Tardy Major	Student is late to class/school at the start of the school day.
		Technology Violations Major	Student engages in inappropriate use of personal or school technology.
		Theft/Forgery	Student is in possession of, having passed on, or responsible for removing someone else's property or has signed a person's name without that person's permission.
		Tobacco Use/Possession	Student use, possession or transfer of tobacco products on school property, including buildings, grounds and District vehicles.
		Truancy	Any unauthorized, unexcused absence.
		Vandalism	Student participates in an activity that results in destruction or disfigurement of property.
		Weapons	Student is in possession of knives, guns, ammunition, chemical agents, explosives or other objects (real or look alike), readily capable of causing bodily harm, or injury or property damage, including ammunition.

### Range of Consequences for Rule Violations

The following list is consequences for varying offenses at the high school. The severity of the incidents will warrant an appropriate consequence at the administrator's discretion. These may include but are not limited to.

*Verbal warning and behavioral correction/coaching*

*Student conference/coach expectations:* Students may need to report for coaching by the principal and any staff member. Coaching is assigned when students are in violation of a behavioral expectation

*Parent contact*

*Assigned detention(s):* Students may be assigned detentions by administration and any staff member.. Detentions are assigned for unexcused

absences, tardiness, or violation of school rules. Detentions must be served within one week of issuance and will be cumulative. Students

with any unserved detentions will not be allowed to participate in events such as Homecoming, Prom, Winter Dance, etc. All detentions

must be served before graduation.

*In-school suspension:* This can be for a portion or a full school day. Student will be under supervision and will be expected to silently study

and complete coursework. They will be provided the homework/assignments they are missing in each class.

*Out-of-school suspension:* A designated time when students may not be on any school district property nor attend any school function.

Should a student be found on school property or attending a school-sponsored activity during the suspension, the student will be referred

to the Clinton Police Department.

*Parking permit suspension:* This can range from one (1) day to the remainder of the school year.

*Computer access suspension:* This can range from one (1) day to the remainder of the school year.

*Referred to law enforcement*

*Recommendation for pre-expulsion conference:* A pre-expulsion conference is a meeting with the superintendent of schools and the high school principal for a student who either repeatedly violates school rules or has an offense that may result in a referral to the school board

for expulsion. This meeting will determine the next course of action.

*Recommended for expulsion:* An expulsion hearing is a recommendation by the principal to the school board for removal of the student from

the school district for a designated period of time or permanently.

*HIP (Bullying) Referral:* This involves multiple meetings with school personnel in regards to specific referral.

### **Cheating and Plagiarism**

Cheating in school, including sharing, accepting, or taking information (whether it is on tests, homework assignments, or projects) is never acceptable. Plagiarism is any intentional representation of another's ideas, words or works as one's own. This includes the misuse of published material, electronic material and/or the work of other students. The original writer who intentionally shares his/her work, paper, homework, or answers to copy, without the permission of the teacher, is also engaged in plagiarism.

Consequences for cheating/plagiarism:

#### First Offense

- Parents are contacted by the teacher
- Student will be assigned an alternative assignment for reduced credit or redo assignment
- Teacher writes referral for documentation

#### Second Offense

- Parents are contacted by the teacher
- Student will receive a zero on assignment, be assigned an alternative assignment for reduced credit, or redo assignment
- Teacher writes referral for documentation
- Administration will meet with the student and assign an office consequence

#### Third Offense

- Parents are contacted by the teacher
- Student will receive a zero on assignment(required)
- Teacher writes referral for documentation
- Administration will meet with the student and assign an in-school suspension

The above penalties will be cumulative per year. Discipline measures will be carried out whether a student cheats in one or more classes, daily work, or a test.

### **Drug Abuse Prevention**

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

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

1. All dangerous controlled substances as so designated and prohibited by Wisconsin statute;
2. All chemicals which release toxic vapors;
3. All alcoholic beverages;
4. Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
5. "Look-alikes";
6. Anabolic steroids;
7. Any other illegal substances so designated and prohibited by law.

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

### **Use of Tobacco is Prohibited**

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

For purpose of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes, and/or the smoking of electronic "vapor" or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. Accordingly, the Board prohibits students from using or possessing tobacco in any form on District premises, in District vehicles, within any indoor facility owned or while leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events.

### **Theft/Vandalism**

School is a place where students will be safe—their property as well as their person. Theft of school property or of students' or staff members' personal property will not be tolerated. Likewise, vandalism to any property is strictly prohibited. Students who are involved in theft or vandalism will receive school consequences and will also be referred to the Clinton Police Department for prosecution.

If you are the victim of theft, please be advised that it is your responsibility to report any information to the high school office immediately. You will be asked

to complete a missing property report. Wisconsin Statutes:943.01 –Criminal damage to property; 943.02 – Arson –Damage of property by explosives; 943.10 – Burglary; 943.11 – Entry into a locked vehicle; 943.15 – Entry into a locked building/room; 943.61 – Theft of library material; 943.20 – Theft

### **Threatening/Violent Behavior**

Inappropriate behavior, both physical and verbal, shall not be permitted in school or school-sponsored functions. Such behavior includes, but is not limited to the following prohibited behavior: battery/fighting or similar behavior, verbal abuse, or harassment. Disorderly conduct is violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct meant to cause or provoke a disturbance (including throwing food in the cafeteria); possessing, selling, or transferring of lewd, obscene or indecent written matter, films, recordings or making any lewd, obscene, or indecent drawings or writings or gestures; possessing or using ANY ARTICLE as a WEAPON to threaten or injure others; possessing or using potentially dangerous, illegal, or disruptive articles including missiles, fireworks, firecrackers, etc. Various Wisconsin Statutes addressing personal and property rights. Chapters

940, 941, 942, 945.02 and 947 1987 Act 303 Prohibiting Corporal Punishment 1993 Act 334, 336, Wisconsin Statute 120.13

### **Conduct at School Events or School Sponsored Activities**

Fans should remember the Rock Valley Code of Conduct which states: A real fan is someone who:

- o Supports the team and respects the opponent, win or lose.
- o Shows respect for officials and accepts their decisions as final.
- o Considers it a privilege and duty to encourage everyone (players and spectators alike) to live up to the spirit of the rules of the game and fair play as well as sportsmanship.
- o Maintains self control at all times and respects the property and authority of the school at all times.
- o Appreciates the efforts and performance of all coaches and players.

### **Dress Code**

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Accordingly, the District Administrator shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which: present a hazard to the health or safety of the student himself/herself or to others in the school; interfere with school work, create disorder, or disrupt the educational program; cause excessive wear or damage to school property; prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Such guidelines shall establish the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event.

The District Administrator shall develop administrative guidelines to implement this policy which:

Designates the principal as the arbiter of student dress and grooming in his/her building; provide an appeal procedure to review decisions of the building principal in situations involving expressive conduct which the student believes is legally protected.

If the clothing cannot be removed, the student may be sent home after contact is made with the student's parent/guardian.

### **Public Displays of Affection (PDAs)**

Students are to refrain from embracing, kissing, and other over displays of affection which may be interpreted by others as undue familiarity and improper decorum in a school setting. Consequences may range from verbal warning to detention or suspension.

### **Search and Seizure**

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

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

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

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

instructor. A student's refusal to permit such access may be grounds for disciplinary action.

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

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

### **Gang-Affiliated Activity**

A "gang" is defined as any identifiable group or club which exists without the sponsorship of any recognized adult community or civic organization and which engages in anti-social or criminal behavior.

Clinton High School affirms that it shall provide an orderly place for learning. By this policy, the existence of gangs or any activity associated with gangs on school property is prohibited. Disruption and/or intimidation caused by gang or gang-related symbols, materials, jewelry, or clothing is prohibited. This policy includes gang or gang-related graffiti and gang posturing which provokes an altercation. Consequences may include, but are not limited to, detention, suspension or possible police involvement dependent upon the nature and severity of the action. Various Wisconsin Statutes address personal and property rights. Chapters 940, 941, 942, 945.02 and 947 1987 Act 303 Prohibiting Corporal Punishment 1993 Act 334, 336, Wisconsin Statute 120.13

### **Regulation of Off-Campus Behavior**

Students may be subject to school discipline for behaviors off campus that may have a negative effect on students and behaviors that endanger property, health, or safety of others.

### **Student's Rights of Expression**

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

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

School policy prohibits assemblies and speeches which disrupt the normal operation of the school, are prohibited by law, prevent any student from securing regular access to school facilities or classes, are discriminatory acts against others or are inconsistent with school goals for teaching and learning. School officials reserve the right to curtail speech, verbal or expressive, that creates material or substantial disruptions, is pervasively vulgar, profane or offensive or is harmful to oneself or others. No student shall distribute on school grounds any student or other publication which creates disruption, is pervasively vulgar, libelous, or slanderous, is harmful to self or others including physically, emotionally, or psychologically. Wis. Statute 947.01 Disorderly Conduct; Wis. Statute 947.06 Unlawful Assembly

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

### **Student Suggestions and Complaints**

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

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

## **SECTION V - TRANSPORTATION Bus**

### **Transportation to School**

Bus transportation is provided for all eligible students. The bus schedule and route is available by contacting the office of the Director of Building, Grounds, and Transportations at (608) 676-2223 extension 2141.

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

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

### **Bus Conduct**

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules.

This applies to any contracted transportation that may be provided. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety. The following rules and regulations have been adopted by the Board of Education:

Be on time for the bus... help keep the school bus on schedule.

Be careful in approaching bus stops; walk on the left of the highway... toward oncoming traffic.

Reach assigned seat in the bus without disturbing or crowding other students.

Do not stand or extend your head, arms, or hands out of the windows, move about, or leave or enter the bus while it is in motion.

While on the school bus, you are in the driver's charge; you MUST obey the school bus driver at all times.

Rules are made for the safety of the students riding the Clinton School District buses.

Help keep the school bus clean, sanitary and orderly.

Standards for the bus riders:

- o Swearing or objectionable language, fighting or pushing or tripping another student, throwing objects, creating unnecessary confusion or noise, standing or moving about when bus is in motion, eating, drinking or littering on the bus; damage to seats or other bus equipment must be paid for by the rider; failure to follow bus drivers directives, use of tobacco products or illegal drugs on the school bus and/or in possession of any dangerous object.

Remember that loud talking, laughing, or unnecessary confusion diverts the driver's attention and may result in a serious accident. Be courteous to fellow students and the bus driver while being transported on the school bus. When leaving the bus, stay in your seat until it stops. If you cross the road, do so only in front of the bus and only after checking with the school bus driver for his/her signal to cross the highway. School bus passengers are to leave the school bus only at their regularly designated stop. If a parent of any rider files a written request, in advance, with the building principal, the bus driver will permit passenger(s) to leave the bus at another point on the route designated by the parent. School bus passengers should board their buses at the loading zone for their school. Students must walk from the school to the bus. Wisconsin Statutes 118.15; 118.153; 118.16; 118.62; 118.16

### **Videotapes on School Buses**

The Board has authorized the installation of video cameras on school buses for purposes of monitoring student behavior. If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape will be submitted to the District Administrator and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with State and Federal law.

### **Penalties for Infractions**

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

### **Self-Transportation to School**

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

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

### **Parking and Parking Lot**

A. Parking lot speed is 15 mph.

B. Students wanting to park on school property must purchase a \$51.00 parking tag and have a signed parking form.

C. Regulation permit. Tags must be returned at the end of the year. Lost tags will cost \$5.00. The student will receive a numbered parking tag and may park in any stall that is not designated for PBIS. Students must forward park in a parking space with the tag visible. Students not following parking regulations will be subject to discipline.