

**STUDENT/PARENT HANDBOOK
MISHICOT HIGH SCHOOL &
MISHICOT MIDDLE SCHOOL**

2023-2024 School Year

2023/24 School Year Calendar

July 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4 4th of July

August 2023						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

22 & 23 New Teacher Inservice

28 All Staff Inservice

29 & 30 Teacher Inservice

September 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4 No School (Labor Day)

5 First Day for Students

21 Early Release / Teacher Inservice

21 Bremser Meet

October 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

10 & 12 Parent / Teacher Conferences

19 Early Release / Teacher Inservice

20 No School

November 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

7 End of 1st Quarter

10 Early Release / Teacher Inservice

22 - 24 Fall Break

December 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

25 - 31 Winter Break

January 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 Winter Break

2 School Resumes

22 End of 2nd Quarter

26 No School / Teacher Inservice

February 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

9 Early Release / Teacher Inservice

20 & 22 Parent / Teacher Conferences

23 No School / Teacher Inservice

March 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

15 Early Release / Teacher Inservice

25 - 29 Spring Break

April 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

3 End of 3rd Quarter

26 Early Release / Teacher Inservice

May 2024						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

27 No School (Memorial Day)

31 Last Day for Seniors

No School

Early Release

Date to Remember

June 2024						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

2 High School Graduation

5 8th Grade Promotion

6 Last Day for Students (1/2 Day)

6 Last Day for Staff / End of Year Party

2023-2024
Mishicot High School & Middle School
Student/Parent Handbook



A WELCOME FROM ADMINISTRATION

Dear Parents and Students:

On behalf of the faculty and staff, we welcome you to the 2023-2024 school year. It is our firm belief that our school provides you with many opportunities: academic, co-curricular, athletic, community or service oriented. We encourage you to positively contribute to the best of your ability.

The primary purpose of Mishicot High School & Middle School is to develop within its student body both academic purpose and excellence. However, this is only a fraction of your total education. Building character, developing employability skills and learning to get along with people is of equal importance in the educational process. Your participation and cooperation are essential to the attainment of these goals. This is your school. The reputation it enjoys will be maintained only by your commitment to excellence and your positive contributions.

The following pages describe many of the opportunities, privileges, and responsibilities available to each student. The handbook summarizes many of the official policies and administrative guidelines of the Mishicot Board of Education and the Mishicot School 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. Keep this handbook, read through it, and refer to it often. Each student is responsible for knowing the contents of this handbook. A complete handbook will be posted on the school district website. If you have any questions that are not addressed in this handbook, contact us.

High School & Middle School Principal: Justin Gerlach

High School & Middle School Assistant Principal: Sara Greenwood

District Staff:

Cory Erlandson, Superintendent 920-755-4633

Justin Gerlach, High School & Middle School Principal 920-755-3281

Sara Greenwood, HS & MS Assistant Principal/Curriculum Coordinator 920-755-3282

Kari Stryhn, Director of Pupil Services 920-755-3147

Christine Thelen, Business Manager 920-755-3159

Aaron Butler, Director of Buildings, Grounds and Transportation 920-755-3183

Amanda Bergel, Student Services High School 920-755-3301

Ashley Andre, Student Services Middle School 920-755-3283

Samantha Dirkmann, District Office Administrative Assistant 920-755-4633

Nicole Rezba, High School Administrative Assistant/Transportation Secretary 920-755-2311

Paige Klein, Middle School Administrative Assistant 920-755-2808

Nicole Schmidt, Athletic Director 920-755-3291

Kim Depas, Coordinator of Special Education/Student Services 920-755-3156

Craig Ferch, School Psychologist 920-755-3327

Cathryn Schmoll, District Nurse 920-755-3399

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Foreward

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. This handbook summarizes many of the official policies and administrative guidelines of the Board 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' 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 school Principal who you will find listed in the Staff Directory section of the handbook. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

This handbook summarizes many of the official policies and administrative guidelines of the Board and the District. If any of the policies or administrative guidelines referenced herein is revised after June 30, 2022 the language in the most current policy or administrative guideline prevails. The current policies and guidelines are available on the District's website.

MISHICOT HIGH SCHOOL & MIDDLE SCHOOL MISSION STATEMENT

Empower students through innovative partners to inspire a global community.

**NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY
(Guideline 2260 & 5517)**

It is the policy (Policy 2260) of the District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired 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 Kari Stryhn at 920-755-3147.

It is also the policy (Policy 5517) of the District to maintain an educational environment that is free from all forms of harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

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

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

The District’s Compliance Officers shall handle inquiries regarding the Board’s nondiscrimination policies and address any complaint of discrimination:

Kari Stryhn
Director of Pupil Services
PO Box 280
Mishicot, WI 54228
(920) 755-3147
kstryhn@mishicot.k12.wi.us

Eric Nelson
Elementary Principal
PO Box 280
Mishicot, WI 54228
(920) 755-3155
enelson@mishicot.k12.wi.us

The District will identify, evaluate and provide a free appropriate public education to students with disabilities (i.e., students who have a physical or mental impairment that substantially limits one or more major life activities).

The complaint procedure is described in Board Policies 2260 and 5517. The policies are available 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 Policy 5517, 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.

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

Harassment means behavior toward a student or group of students based, in whole or in part on 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 student's school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. Examples of conduct that may constitute harassment include:

- A. graffiti containing offensive language;
- B. name calling, jokes or rumors;
- C. threatening or intimidating conduct directed at another because of the other's protected characteristic (e.g., sex, race, learning disability);
- 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 circulated 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 individual's protected characteristic; or
- H. Other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

STUDENT ANTI-HARASSMENT (guideline 5517)

Prohibited Harassment

It is the policy of the Board of Education to maintain an educational environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

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

The Board will vigorously enforce its prohibition against harassment based on the traits of sex, 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 unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, harassment means behavior toward a student or group of students that substantially interferes with the student's school or academic performance or creates an intimidating, hostile, or offensive school environment. Harassment may occur student-to-student, student-to-staff, male-to-female, female-to-male, male-to-male, or female-to-female. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps designed to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means individuals students, administrators, teachers, staff, and as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on District property (e.g., visiting speakers, participants on opposing athletic teams parent), vendors doing business with, or seeking to do business with the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

GENDER-BASED HARASSMENT

The United States Department of Education, Office for Civil Rights ("OCR") considers gender-based harassment to be a form of sex discrimination. In 2010, OCR stated:

Title IX prohibits harassment of both male and female students regardless of the sex of the harasser – *i.e.*, even if the harasser and target are members of the same sex. It also prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping. Thus, it can be sex discrimination if students are harassed either for exhibiting what is perceived as a stereotypical characteristic of their sex, or

failing to conform to stereotypical notions of masculinity and femininity. Title IX also prohibits sexual harassment and gender-based harassment of all students, regardless of the actual or perceived sexual orientation or gender identity of the harasser or target.

Although Title IX does not prohibit discrimination based solely on sexual orientation, Title IX does protect all students, including lesbian, gay, bisexual, and transgender (LGBT) students, from sex discrimination. When students are subjected to harassment on the basis of their LGBT status, they may also be subjected to forms of sex discrimination prohibited under Title IX. The fact that the harassment includes anti-LGBT comments or is partly based on the target's actual or perceived sexual orientation does not relieve a school of its obligation under Title IX to investigate and remedy overlapping sexual harassment or gender-based harassment.

Courts have endorsed this interpretation of Title IX.

Administrators and professional staff are directed to thoroughly investigate any allegations of gender-based harassment. Any questions concerning whether alleged conduct might involve gender-based harassment/sex discrimination should be promptly brought to the District Administrator's attention.

FACILITIES

The educational program of this District shall be accessible to all students. All programs need to be designed and scheduled so the location or nature of the facility or area will not deny an otherwise-qualified student with a disability the opportunity to participate in the academic or other school program on the same basis as a nondisabled student.

Service animals for students who require this type of assistance shall be permitted access to all facilities, programs, and all events of the District. See Policy 8390 – Animals on District Property and AG 8390 – Use of Service Animals.)

PROGRAM

The educational program includes the academic and nonacademic setting. Each qualified, disabled student shall be educated with nondisabled students to the maximum extent appropriate. In the nonacademic setting, the disabled student shall participate with the nondisabled students to the maximum extent appropriate.

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, telephone 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; or
- 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 the District's Title IX Coordinator listed below:

Kari Stryhn
Director of Pupil Services
PO Box 280 Mishicot WI 54228
kstryhn@mishicot.k12.wi.us
920-755-3147

Any person may report sexual discrimination, including sexual harassment, to the District's Title IX Coordinator listed above, regardless of whether the person is the alleged victim of the reported conduct. The report may be made in person, by mail, by telephone, or by email. The report may be made at any time, including during nonbusiness hours.

A copy of Board's Title IX Sexual Harassment Policy 5517.02, including the reporting, investigation, and resolution procedures, is available on the District's website. Board Policy 5517 – Student Anti-

Harassment, as well as the Board's Title IX Sexual Harassment Policy (5517.02) both contain the complaint procedures and steps for investigating complaints under these policies.

Any person who is unsure about how to submit a complaint of discrimination, harassment, or sexual harassment is encouraged to immediately contact one of the listed Compliance Officers, the Title IX Coordinator, an administrator, or any trusted member of the staff for assistance in filing a complaint.

Retaliation against a person who files a complaint is prohibited by Board policy and Federal law. Any allegation of retaliation should be filed immediately with assurance that it will be taken seriously and fully investigated by the District.

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.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying.

Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action. (Board Policy 5517.01)

STUDENT HAZING

Hazing activities of any type are inconsistent with the educational process and may in some circumstances be a violation of State law. The Board prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored activity or event.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Principal or to the District Administrator.

Students who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties. Disciplinary action for students may include, but is not limited to, suspension and/or expulsion. [Policy 5516]

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's physical, mental, emotional or learning disability and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

Reporting Procedures

Students and all other members of the School District community, as well as third parties, are encouraged to promptly report incidents of unlawful harassing conduct to a teacher, administrator, supervisor, or District employee or official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer at his/her first opportunity.

Students, who believe they have been unlawfully harassed, are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

If, during an investigation of a reported act of bullying and/or harassment in accordance with Policy 5517.01 – Bullying and Harassment, the principal that the reported misconduct may have created a hostile learning environment and may have constituted unlawful harassment based on sex (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, the principal will report the act of bullying and/or harassment to one of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with this policy.

Reporting procedures are as follows:

- A. Any student who believes s/he has been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to any District employee, such as a teacher, administrator or other employee.
- B. Any parent of a student who believes the student has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the student's teacher, building administrator or District Administrator.
- C. Teachers, administrators, and other school officials who have knowledge or received notice that a student has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the Compliance Officer.
- D. Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to any District employee, such as a teacher, administrator or other employee.
- E. The reporting party or complainant shall be encouraged to use a report form available from the principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, each school's building principal shall be advised to designate both a male and a female Complaint Coordinator for receiving reports of harassment prohibited by this policy. At least one (1) Complaint Coordinator or other individual shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

SECTION 504/ADA COMPLAINT

The Board designates the following individuals to serve as the District's 504 COs/ADA Coordinators (hereinafter referred to as the "COs"). Any person who believes that the Mishicot High School or any staff person has discriminated against them in violation of the District's Section 504/ADA Policy 2260.01 may file a complaint. A formal complaint can be made in writing to a District Compliance Officer listed below:

Kari Stryhn, Director of Pupil Services
(920) 755-3147 kstryhn@mishicot.k12.wi.us
PO Box 280
Mishicot, WI 54228

Eric Nelson, Elementary Principal
(920) 755-3155 enelson@mishicot.k12.wi.us
PO Box 280
Mishicot, WI 54228

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

- A. on the School District's web site.
- B. on each individual school's web site.
- C. in the student handbook.

A CO will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the School District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the CO within two (2) business days. Thereafter, the CO must contact the student, if over age eighteen (18) or the student's parents if under the age eighteen (18), within two (2) business days to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the compliance officer to conduct an investigation following all the procedures outlined in the complaint procedures.

The CO's are assigned to accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint, either directly or through a school building administrator, a CO will begin review and investigation or the CO will designate a specific individual to conduct such a process. The CO will prepare recommendations for the District Administrator or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer as soon as possible, but always within no more than two (2) calendar days of learning of the incident.

Investigation and Complaint Procedure

Any student who believes that s/he has been subjected to unlawful harassment may seek resolution of his/her complaint through the procedures described below. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of unlawful harassment was substantiated are set forth below.

Due to the sensitivity surrounding complaints of unlawful 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).

Complaint Procedure

A student who believes she/he has been subjected to harassment hereinafter referred to as the "complainant", may file a complaint, either orally or in writing with a teacher, principal, or other District employee at the student's school, the CO, District Administrator, or other District employee who works at another school or at the District level. Due to the sensitivity surrounding complaints of unlawful 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. If a complainant informs a teacher, principal, or other District employee at the student's school, the CO, District Administrator, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process as described herein, the CO should keep the parties informed of the status of the investigation and the decision making process. All complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or to be actively engaging in, harassment; a detailed description of the facts upon which the complaint is based; and a list of potential witnesses.

If the complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the complainant from further harassment or retaliation including but not limited to a change of class schedule for the complainant or the alleged harasser, or possibly a change of school for either or both of the parties. In making such a determination, the Compliance

Officer should consult the District Administrator prior to any action being taken. The Complainant should be notified of any proposed action prior to such action being taken.

As soon as appropriate in the investigation process, the CO will inform the individual alleged to have engaged in the harassing conduct, hereinafter referred to as the "respondent", that a complaint has been received. The respondent will be informed about the nature of the allegations and a copy of these administrative procedures and the Board's anti-harassment policy shall be provided to the respondent at that time. The respondent must also be provided an opportunity to respond to the complaint. Within five (5) business days of receiving the complaint, the CO will initiate a formal investigation to determine whether the complainant has been subject to offensive conduct/harassment. A principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Although certain cases may require additional time, the Compliance Officer will attempt to complete an investigation into the allegations of harassment within fifteen (15) calendar days of receiving the formal complaint. The investigation will include:

- A. interviews with the complainant;
- B. interviews with the respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other evidence presented by the complainant, respondent, or any other witness which is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the District Administrator which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the complainant has been subject to unlawful harassment. In determining if unlawful harassment occurred, a preponderance of evidence standard will be used. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. The CO may consult with the Board Attorney before finalizing the report to the District Administrator.

Absent extenuating circumstances, within ten (10) business days of receiving the report of the CO the District Administrator must either issue a final decision regarding whether or not the complaint of harassment has been substantiated or request further investigation. A copy of the District Administrator's final decision will be delivered to both the complainant and the respondent.

If the District Administrator requests additional investigation, the District Administrator must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) business days. At the conclusion of the additional investigation, the District Administrator must issue a final written decision as described above.

The decision of the District Administrator shall be final. If the complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School District community or third party alleging the unlawful harassment pursues the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

Additional School District Action

If the evidence suggests that the harassment at issue is a crime or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.), the CO or District Administrator shall report the harassment to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations and crimes.

Any reports made to the local child protection service or to local law enforcement shall not terminate the CO's obligation and responsibility to continue to investigate a complaint of harassment. While the CO's may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the District Administrator.

Confidentiality

The District will make all reasonable efforts to protect the rights of the complainant and the respondent. The District will respect the privacy of the complainant, the respondent, and all witnesses in a manner consistent with the District's legal obligations under State and Federal law. Confidentiality cannot be guaranteed however. All complainants proceeding through the investigation process should be advised that as a result of the investigation, the respondent may become aware of the complainant's identity.

During the course of an investigation, the CO will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

All public records created as a part of an investigation of a complaint of harassment will be maintained by the CO in accordance with the Board's records retention policy. Any records which are considered student records in accordance with the state or Federal law will be maintained in a manner consistent with the provisions of the law.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable law. When imposing discipline, the District Administrator shall consider the totality of the circumstances involved in the

matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or District Administrator shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Retaliation

Any act of retaliation against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation is prohibited.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Board will develop a method of discussing this policy with the School District community. Training on the requirements of non-discrimination and the appropriate responses to issues of harassment will be provided to the School District community at such times as the Board in consultation with the District Administrator determines is necessary or appropriate.

This policy shall be reviewed at least annually for compliance with local, State, and Federal law.

The District shall conspicuously post a notice including this policy against harassment in each school in a place accessible to the School District community and members of the public. This notice shall also include the name, mailing address and telephone number of the Complaint Coordinators, the name, mailing address and telephone number of the State agency responsible for investigating allegations of discrimination in educational opportunities, and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights.

A summary of this policy shall appear in the student handbook and shall be made available upon request of parents, students, and other interested parties.

STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION (guideline 2416)

The Board of Education respects the privacy rights of parents and their children. The Board is also committed to ensuring that parents are fully informed about the gathering of information regarding their children, how that information is used and what instructional material is presented to them as part of the curriculum. The Board accordingly adopts the following policy.

Surveys Requiring Notification

No student shall be required as a part of the school program of the District's curriculum, to participate in surveys or analysis without prior notification and the opportunity to opt-out by the student (if an adult or emancipated minor) or, if an unemancipated minor, his/her parents, if the survey or analysis reveals information concerning:

- A. political affiliation(s) or beliefs of the student or his/her parents;

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

Parent's Right to Inspect Surveys

Parents have the right to inspect, upon request, any survey created by a third party any survey relating to the items listed in A-H above, before the survey is administered or distributed by the school to the student. A parent who wishes to inspect a survey must submit a written request with [Form 2416 F2](#) to the building principal at least three (3) days before the scheduled date of the activity. The survey will be provided within one (1) day of the principal receiving the request.

Ensuring Student Privacy

- A. Notify parents of any surveys, analyses, or evaluations, which may reveal any of the information, as identified in A-H above, in a timely manner, and which allows interested parents to request an opportunity to inspect the survey, analysis, or evaluation; and the administrator to arrange for inspection prior to initiating the activity with students.
- B. Allow the parent the option of excluding their student from the activity.
- C. Report collected data in a summarized fashion which does not permit one to make a connection between the data and individual students or small groups of students.
- D. Treat information as identified in A-H above as any other confidential information in accordance with Policy [8350](#).

Parent's Right To Inspect Instructional Materials

Parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in

electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

RELIGION IN THE CURRICULUM (guideline 2270)

No student shall be exempted from completion of a required course of study on the grounds that components of the instruction interfere with the free exercise of his/her religion. However, if after careful personal review of the program's lessons and/or materials, a parent indicates to the school that either the content or activities conflict with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from particular class periods for specified reasons.

The Board may disclose "directory information," on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

ADULT STUDENT RIGHTS (guideline 5780)

A student who has reached the age of majority has the option to assume full rights of an adult and may sign his/her own report card, excuse slips, and permission slips, and have free access to his/her school records.

Each student who has reached the age of majority shall assume full responsibility for his/her performance in school, attendance, and compliance with school administrative guidelines.

Prior to assuming his/her full rights, the student should sign Form 5780 F1.

The administration reserves the right to advise parents of any situation regarding a student, regardless of age, which it deems worthy of parental involvement.

INJURY AND ILLNESS

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

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

SECTION 1: GENERAL INFORMATION



Mishicot High School Bell Schedule

2023-2024 School Year

Block 1	Begins	Ends
1A	7:55	8:40
1B	8:43	9:28
Block 2	9:35	11:00
Block 3		
A Lunch	11:00	11:30
Class	11:33	12:59
Class	11:03	12:29
B Lunch	12:29	12:59
Block 4	1:02	2:32
Advisement	2:35	3:07



Early Release /Inservice		
Block 1	Begins	Ends
1A	7:55	8:21
1B	8:24	8:49
Block 2	8:52	9:46
Block 3	9:49	10:43
Block 4	10:46	11:40

Two Hour Delay		
Block 1	Begins	Ends
1A	9:55	10:29
1B	10:32	11:07
Block 3		
A Lunch	11:07	11:37
Class	11:40	12:47
B Lunch	12:17	12:47
Class	11:10	12:17
Block 2	12:50	1:56
Block 4	1:59	3:07

Updated 7/25/2023

Middle School Bell Schedule 2023-2024

REGULAR DAY		INSERVICE DAY		TWO HOUR DELAY	
HOUR 1	7:55-8:40	HOUR 1	7:55-8:21	HOUR 1	9:55-10:29
HOUR 2	8:43-9:28	HOUR 2	8:23-8:49	HOUR 2	10:32-11:07
HOUR 3	9:30-10:15	HOUR 3	8:50-9:18	HOUR 5	11:08-11:42
HOUR 4	10:16-11:00	HOUR 4	9:19-9:46	LUNCH	11:42-12:12
HOUR 5	11:02-11:47	HOUR 5	9:47-10:14	HOUR 6	12:13-12:47
LUNCH	11:48-12:18	HOUR 6	10:15-10:43	HOUR 3	12:48-1:21
HOUR 6	12:19-12:59	HOUR 7	10:44-11:11	HOUR 4	1:22-1:56
HOUR 7	1:02-1:47	HOUR 8	11:13-11:40	HOUR 7	1:57-2:31
HOUR 8	1:48-2:32			HOUR 8	2:32-3:07
ADV	2:35-3:07	(NO ADVISEMENT)		(NO ADVISEMENT)	

*Student should not arrive at school before 7:30 unless they are working with a specific teacher/coach.

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

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

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

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

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

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

During the enrollment process, a parent (or adult student), may present information to the District certifying that the parent (or adult student), his/her child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice, the District shall use the address designated by the Department of Justice to serve as the student's address for enrollment purposes. The District shall place a copy of any certification provided by the parent in the enrollment files.

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

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

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

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent, the parent coming to the office to request the release or via a phone call. No student will be released to a person other than a custodial parent or guardian without permission from the parent. The student must sign out from the office prior to leaving if permission is granted.

TRANSFER OUT OF THE DISTRICT

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

OPEN ENROLLMENT

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

WITHDRAWAL FROM SCHOOL

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

SCHEDULING

Class registration begins mid-school year for current students enrolled in grades eight thru eleven. Schedules are given to students on registration day in August after forms have been completed and fees have been paid. Students who transfer will receive schedules upon enrolling at Mishicot High School. Classes may be added or dropped within the first two days of the term only. This process will involve completing a drop/add form which will include 1) A counselor's signature for the change. 2) Evidence of parental permission. 3) Signatures of all teachers involved.

Drop/Add Policy

Our master schedule is constructed and faculty hired on the number of original student course requests. Therefore, this policy is created to give students, parents and faculty in our school an opportunity to make timely, efficient and intelligent decision about student adding and dropping classes.

1. No requests will be honored for change of lunch hours, class periods or change of course due to instructor.
2. No schedule changes will be taken over the phone or email. All changes must be done in person.
3. Schedule changes will only be made for the following reasons:
 - a. Student is missing a class required for graduation.
 - b. Student is scheduled in the wrong level of course (scheduled for Spanish I and should be in Spanish II)
 - c. Student is scheduled in a course already passed.
 - d. Student is not registered for a full course load (8 credits grades 9-11; 6 credits grade 12).
 - e. Student failed a pre-requisite course for a course currently scheduled.
 - f. Student is scheduled for 2 classes at the same time.
 - g. Student has changed their postsecondary plans and needs to request more in core areas or different electives to meet post secondary admissions requirements (requesting more math or science to meet entrance requirements)
 - h. Student was placed in Youth Apprenticeship, Youth Options, Distance Education course after initial scheduling.
 - i. Student failed a required course.
4. Schedule changes will be made prior to the start of the school year for all terms during the August drop/add period. Any additional schedule changes for any term may be considered up until the first two days of the term. All schedule changes require an in person meeting with the student, parent/guardian and the principal, school counselor or academic advisor during regular schedule office hours.
 - a. First term classes can be changed through the first two days of term one.

- b. Second term classes can be changed during the first term and the first two days of second term.
 - c. Third term classes can be changed during first or second term and the first two days of the third term
 - d. Fourth term classes can be changed during first, second, or third term and the first two days of the fourth term.
5. These changes will only be made if there is a legitimate reason for the change and will require signatures/approval from all teachers involved, parents, counselor and principal. No one enrolled as a full-time student at Mishicot High School will be allowed to carry fewer than four contact hours per term.
 6. BEYOND THE TWO DAY time period, NO student will be allowed to drop a class without permission of the counselor, principal, parent and the teacher of the class involved. Students dropping out of a class after the first two days of a term (even with such permission) will receive a “grade of F” for the particular course.
 7. All students must fill out a drop/add form for any schedule change after the August drop/add day. No handwritten notes, phone calls or emails will be honored. Both sides of the form must be filled out before the change may be approved.
 8. When all other conditions governing the dropping or transferring of a class have been met, the following procedure below must be adhered to in order for the change to be finalized.
 - a. Obtain program change request form from your counselor
 - b. Obtain signatures of all teachers involved in the changes.
 - c. Obtain signatures from parent and counselor.
 - d. Meet with the student, parent/guardian, and the principal, school counselor or academic advisor during regular office hours.
 - e. Obtain principal signature for all courses dropped after the appropriate drop time.
 - f. All 9th-11th graders must be taking 2 credits each term. 12th graders need to take a minimum of 1.5 credits each term, with the possibility of being eligible for senior release.
 9. All students must continue to attend the course they intend to drop until all paperwork is turned in and approved. Failure to do so will result in truancy from scheduled class.

Immunizations

Each student must have the immunizations required by the Wisconsin Department of Health 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. (Board Policy 5320)

STUDENT ACCIDENT/ILLNESS/CONCUSSION (guideline 5340)

The Board of Education 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.

Accidents

Employees should administer first aid within the limits of their knowledge of recommended practices. All employees should make an effort to increase their understanding of the proper steps to be taken in the event of an accident. However, any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for his/her acts or omissions in rendering such emergency care.

The District Administrator may provide for an in-service program on first aid and CPR procedures.

The administrator in charge must submit an accident report to the District Administrator on all accidents.

Illness

School personnel shall not diagnose illness or administer medication of any kind except in accordance with AG [5330](#).

Concussion

A concussion is a type of traumatic brain injury. Concussions occur when there is a forceful blow to the head or body that results in rapid movement of the head and causes any change in behavior, thinking, or physical functioning. Concussions are not limited to situations involving loss of consciousness. Some symptoms of a concussion include headache, nausea, confusion, memory difficulties, dizziness, blurred vision, anxiety, difficulty concentrating, and difficulty sleeping.

Each school year students/parents shall be provided with information regarding concussion and head injury. If a student is going to participate in an activity where a concussive event may occur, the appropriate release must be signed at least once per school year.

Further, pursuant to AG [5340A](#) – Student Accident/Illness/Concussion Parents who inform coaches and teachers that their child is being treated by a healthcare professional for a concussion must provide written clearance from that healthcare professional for full or limited participation in class, practice, activity, or competition. Prior to receiving written clearance from a healthcare professional, students who have sustained a concussion may not participate in any school-

ADMINISTRATION OF MEDICATIONS (guideline 5330)

For purposes of this guideline:

- A. "Practitioner" shall include any physician, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber who is licensed in any State.
- B. "Medication" shall include all drugs including those prescribed by a practitioner and any nonprescription drug products.
- C. "Administer" means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body.
- D. "Nonprescription drug product" means any non-narcotic drug product which may be sold without a prescription order and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

Nonprescription drug products include cough drops that contain active ingredients. These cough drops must be handled in the same manner as aspirin, Advil and Tylenol. If a cough drop contains only sugar, water, and some menthol, the procedures for handling nonprescription drug products are not required.

Prescribed Medications

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

- A. Parents should determine with their practitioner's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. Authorization for Prescribed Medication or Treatment must be filed with the school nurse before the student will be allowed to begin taking any medication during school hours. This written and signed request form is to be submitted on an annual basis, or more often if changes in dosage occur, and will include:
 1. student's name and date of birth;
 2. medication and dosage or procedure required;
 3. times required;
 4. special instructions including storage and sterility requirements;
 5. date prescribed medication will be started;
 6. date prescribed medication will no longer be needed;
 7. practitioner's name, address, and telephone number;
 8. probable side effects;
 9. authorization for school personnel to administer the prescribed medication, if necessary, but only in the presence of an authorized staff member or parent;
 10. agreement/satisfactory arrangement to deliver medication to/from school;
 11. agreement to notify the school in writing if the medication, dosage, schedule, or procedure is changed or eliminated. A new request form must be submitted each school year or for each new medication.

For each prescribed medication, the medication shall be in the original pharmacy-labeled package with the following information in a legible format:

1. student's name
2. practitioner's name
3. date
4. pharmacy name and telephone
5. name of medication
6. prescribed dosage and frequency

7. special handling and storage directions
- D. All medications to be administered during school hours must be registered with the principal's office. Upon receipt of the medication, the school nurse shall verify the amount of medication brought to the school and indicate that amount on the student's medication log sheet.
- E. Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. Two to four (2-4) weeks' supply of medication is recommended. Medication **MAY NOT** be sent to school in the student's lunch box, pocket, or other means on or about his/her person. An exception to this would be prescriptions for emergency medications.

Nonprescription Drug Products

In those circumstances where a student must take a Nonprescription Drug Product during the school day, the following guidelines are to be observed:

- A. Authorization for Nonprescription Drug Products or Treatments must be filed with the school nurse before the student will be allowed to begin taking any medication during school hours.
- B. For each nonprescription drug product, the container shall be the original manufacturer's package and the package must list in a legible format the ingredients and recommended therapeutic dose.
The parents request to administer a nonprescription drug product shall contain the following information:
 1. Student's name
 2. Date
 3. name of medication
 4. dosage and frequency
 5. special handling and storage directions

General Procedures

- A. A Medications Administration Daily Log recording the administration of each prescribed medication and nonprescription drug product shall be maintained. The

log will note the personnel giving the medication, the date, the exact dosage administered, and the time of day. The log will include each error in the administration of the medication and each missed administration of the medication. This log will be maintained along with the practitioner's written request and the parent's written release.

- B. Written documentation of the Department of Public Instruction approved training provided for each person authorized to administer a prescribed medication or treatment will show:
1. What training was given;
 2. the trainer's name and professional status;
 3. when the training was given;
 4. the duration of the training.
- C. Any unused medication unclaimed by the parent will be destroyed by administrative personnel when a prescription is no longer to be administered or within seven (7) days after the end of a school year.
- Medication must be disposed of in an approved manner, not by flushing medications. School personnel may contact law enforcement or local hospitals to identify locations for disposal of medications.
- D. The staff member administering the medication shall make a reasonable effort to see that the student takes the medication properly.
- E. If a student does not take the medication at the proper time, the staff member responsible for administering the medication shall take appropriate steps to locate the student and administer the medication and to then notify the parents of the importance of the child reporting on time for his/her medication.
- F. All medications are to be administered in such a way as to not unduly embarrass the student.
- G. A medication error includes any failure to administer medication as prescribed for a particular student, including failure to administer the medication within appropriate time frames, in the correct dosage, in accordance with accepted practice, and to the correct student. In the event of a medication error, the school nurse shall notify the parent(s) immediately. If there is a

question of potential harm to the student, the nurse shall also notify the student's practitioner.

The school nurse shall document medication errors on the Medications Log Form and the Medication Administration Incident Report. The school nurse shall review reports of medication errors and provide consultation to ensure appropriate medication administration in the future.

H. Student with Severe Asthmatic Symptoms

Use of Metered Dose or Dry Powder Inhalers

Asthmatic students may, while in school, at a school-sponsored activity, or under the supervision of a school authority, possess and use a metered dose inhaler or dry powder inhaler when the following three conditions are met.

1. The student is required to carry an inhaler for use prior to physical activity to prevent the onset of asthmatic symptoms or for use to alleviate asthmatic symptoms, and
2. the completed Parent Consent form for a minor student has been submitted on file in the school office.
3. the practitioner's order for medication administration has been submitted and on file in the school office authorizing the student to possess and use an inhaler.

Asthmatic students who are not required to carry an inhaler shall follow the guidelines which apply to all other prescription medications and their administration.

I. Students with Severe Allergic Reactions

Use of Epi-pen

Students who may suffer from severe allergic reactions may, while in school, at a school-sponsored activity, or under the supervision of a school authority, possess and use an epi-pen when three (3) conditions are met.

1. The student is required to carry the epi-pen for use to prevent the onset of an allergic reaction, and
2. the completed Parent Consent form for a minor student has been submitted and is on file in the school office

3. the practitioner's order for medication administration has been submitted and is on file in the school office authorizing the student to possess and use the epi-pen.

Students who may suffer from severe allergic reactions but are not required to carry an epi-pen shall follow the guidelines which apply to all other prescription medications and their administration.

- J. School personnel are not required to administer a nonprescription drug product or prescription drug by means other than ingestion. However, personnel designated to administer medications may indicate a willingness to provide medications, in an emergency or special situation, by means other than ingestion. This is done only under the direction and delegation of the school nurse. The school nurse shall provide instruction and written protocols, as well as documentation that both were provided.
- K. Dispensing of nonauthorized, nonprescription drug products by District employees to students served by the District is prohibited. Where investigation confirms such conduct, prompt corrective action shall be taken, up to and including dismissal.
- L. To minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches should never dispense, supply or recommend the use of any drug, medication, or food supplement for performance-enhancing purposes.

CBD PRODUCTS

In accordance with Board Policy 5330, students and parents are reminded of the following regulation regarding CBD product use, possession, and distribution on District property or at school activities: No CBD products will be permitted for use at school.

DIRECT CONTACT COMMUNICABLE DISEASE (guideline 8453)

The Board of Education seeks to provide a safe educational environment for students and staff. To this end, students and staff should understand the method of transmission and prevention of diseases that are contracted through direct contact with body fluids and excretions, especially blood, vomit, feces, or urine. The Board is also committed to assuring, to the extent permitted by State communicable disease reporting requirements, the confidential status of individuals who may have been diagnosed with a contact communicable disease.

For purposes of this policy, these diseases shall include:

- A. HIV (human immunodeficiency virus);

- B. AIDS (acquired immune deficiency syndrome);
- C. AIDS related complex (condition);
- D. HAV, HBV, HCV (Hepatitis A, B, C);
- E. other diseases that may be specified by the State Department of Health as contact communicable diseases.

The Board recognizes that individuals who have contracted these diseases may not exhibit symptoms for many years after exposure and may, in fact, not be aware that they have contracted the disease. They are, however, able to transmit the disease to other individuals.

The Board further directs the District Administrator to assure that students or staff who reveal the fact they have contracted one of these diseases will have their status safeguarded in accordance with Federal and State statutes dealing with confidentiality, their right to privacy and that their civil rights will be respected. Staff members will have access to District leave policies in accordance with Board policy and any applicable collective bargaining agreement, such individuals will also be provided reasonable accommodation as required by the Wisconsin Fair Employment Act and the Americans with Disabilities Act. Should a student be unable to attend school as a result of illness, an alternative education program shall be provided in accordance with the Board's policy and administrative guidelines dealing with Homebound Instruction. The District Administrator shall also ensure the guidelines are developed for reporting communicable diseases and sending home students or staff suspected of having a communicable disease as provided under State law.

STUDENTS WITH DISABILITIES

A student with a disability under the Individuals With Disabilities Education Act, Section 504 of the Rehabilitation Act, and Section 115.758, Wis. Stats. may be removed from class and placed in an alternative educational setting only to the extent authorized under law. Where this Administrative Guideline conflicts with State or Federal law, the law shall govern.

Definitions

"Student" means any student enrolled in the District, an exchange student, or a student visitor to the District's schools.

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

"Class" or "classroom" means any class, meeting or activity which students attend, or in which they participate while in school under the control or direction of the District. This definition of "class" includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, counseling groups, assemblies, study halls, lunch, or recess. "Class" also includes regularly scheduled District-sponsored extra-curricular activities, either during or outside of school hours. Such activities include, by example and without limitation, District sponsored field trips, after-school clubs, and sporting activities.

SERVICE ANIMALS AND OTHER ANIMALS ON DISTRICT PROPERTY

Students, parents, and other members of the public may be accompanied at school by a service animal in accordance with Federal and State law and Board Policy 8390. Other animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities as approved by the principal.

An emotional support animal is not granted the same access to school buildings and classrooms, as service animals. The District is not required to grant students' requests that they be permitted to bring an emotional support animal to classes or on school grounds for any purpose.

STUDENTS WITH LIMITED ENGLISH LANGUAGE PROFICIENCY

The District recognizes that there may be students enrolled whose primary language is not English. The District provides appropriate identification and transition services for students who possess limited English language proficiency. The purpose of these services is to develop English language skills that will enable the students to function successfully in an all English classroom and complete the District's required curriculum. (Board Policy 2260.02)

To inquire about programs and services for students with limited English language proficiency, a parent should contact Kari Stryhn at 920-755-3147.

STUDENT RECORDS

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

Directory information can be given to any person or organization 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 is specified in Policy 8330 and includes a student's name, address, telephone number, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, dates of attendance, date of graduation, and degrees and awards received. [NOTE: BE SURE THE PRECEDING REFLECTS CHOICES MADE IN POLICY 8330.] Directory information also includes a student ID number, user ID, or other unique personal identifier used by the student when accessing or communicating in a District's electronic systems, if, standing alone, it cannot be used to access student education records, (i.e. a pin number, password, or other factor is also needed).

If parents and eligible students do not submit such written notification to the District, directory information may be utilized by the District Administrator in District-wide publications, on the cable television educational access channel, or on the District's website. The directory information used will be properly verified and approved by the District Administrator. Student 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 Kari Stryhn or consult the Board's Policy 8330 - Student Records () and associated Administrative Guidelines.

Parents and students are reminded of: 1) their rights to inspect, review and obtain copies of students records; 2) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading; 3) their rights to consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent;

4) the categories of student record information which have been designated as directory information and their right to deny the release of such information; and 5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

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

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

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

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

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

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov; and PPRA@ED.Gov.

ARMED FORCES RECRUITING

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

In accordance with Federal and State law, the school shall release the names, addresses, District assigned e-mail addresses (if available), and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed who requests such information. A secondary school student, or parent of the student, may request in writing that the student's name, address, District assigned e-mail address (if available), and telephone listing not be released without prior consent of the parent(s)/eligible student.

The Board shall ensure that students and parents are notified of the provisions of the opportunity to deny release of directory information. Public notice shall be given regarding right to refuse disclosure to any or all directory information including in the armed forces of the United States and the service academies of the armed forces of the United States. (Board Policy 8330)

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

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

HIGH SCHOOL STUDENT FEES, FINES AND CHARGES

Class dues are charged to students to fund non-curricular activities such as homecoming, prom, graduation ceremonies and senior activities. The dues go to handle the cost of materials, freight, and add-on fees to school property. The school and staff do not make a profit.

Class Dues:

\$10—Freshman and Sophomore Classes

\$15—Junior & Senior Classes

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. Students who fail to pay fines, fees, or charges may be denied to participate in graduation ceremonies.

School District of Mishicot Unpaid Meals Policy

Lunch accounts are not meant to be charge accounts, rather depositories for maintaining a positive balance in which to draw from for meals.

2023-2024 Breakfast and Lunch Prices

Grades K-5	Breakfast \$1.90	Lunch \$3.10/meal
Grades 6-12	Breakfast \$2.00	Lunch \$3.30/meal
Milk per carton		\$.45
Reduced Lunch Price		\$.40/meal
Reduced Breakfast Price		\$.30/meal
Adult/Staff	Breakfast \$2.65	Lunch \$4.60/meal

*A la carte items are also available to purchase

Meal Accounts and Negative Balance Policy:

The school District of Mishicot Nutrition Service Department is a self-operating program. In order to maintain financial stability and equality of all lunch paying students, policies regarding lunch accounts have been adopted.

Each student has a computerized meal account. Parents must **pre-pay** money into the student's meal account. The computer records the meal and deducts the appropriate amount from the student's account. To keep meal prices reasonable, the Food Service Department closely monitors student accounts to prevent negative balances and charges. Here are some of the services we provide to parents to ensure their child has adequate funds for meals.

- Parents may monitor student accounts from home (via their parent Power School account).
- Parents will sign up for automatic lunch balance notifications at the time of registration. Notifications will then be emailed via Power School when a student's lunch balance reaches a dollar amount set by each parent to help them best manage their child/ren's account.
- In addition to the notification points set by each parent, an email of account status is sent by the district to each family when balances reach \$5.00 or less and again when the balance reaches -\$0.01 or greater.
- Online prepayments with debit/credit cards at the Mishicot School District website can be made through RevTrack for schools
- Cash or check payments are accepted at your child's school office.

Negative balances:

Parents with negative student accounts will be asked in the automated notification message from the district to send a sack lunch from home until negative balances are taken care of or a payment plan schedule is arranged.

Once a student's lunch balance reaches \$-10.00 or greater, parents will be notified via phone by the Food Service Director. Once the balance notification has been communicated, middle and high school students who do not bring a sack lunch from home may complete a request form by 10:00 AM on the day they need a lunch and place it in the lunch money receptacle in the middle and high school offices to receive a sandwich lunch (sandwich, fruit or vegetable, and milk), in place of the regular hot lunch, that complies with USDA requirements. School staff will follow up with elementary students to place an order if necessary. The cost of this lunch will continue to be charged to each student's lunch account.

Once a student's lunch balance reaches \$-20.00 or greater, parents will be notified via phone by the Food Service Director. Once a student's lunch balance reaches \$-20.00 or greater, the student will need to call home to get money or a lunch.

If a student has money to purchase a reduced price or paid meal at the time of the meal service, the student must be provided a meal. School Food Authorities may not use the child's money to repay previously unpaid charges if the child intended to use the money to purchase that day's meal.

Middle and High School Students will not be allowed to purchase seconds or additional a la carte items unless they have a positive account balance.

Breakfast purchases made after a student account reflects a deficit will be charged against the account. Parents are encouraged to check their student accounts as those charges will grow the account deficit.

Negative balances are expected to be paid in full before the end of the school year or before graduation if a senior. Balances not paid in full will be carried over to the following school year.

Free/Reduced Lunch Applications:

- A. Parents/guardians are strongly encouraged to submit free/reduced lunch application forms annually, as well as when their household information or income changes. Applications can be submitted at any time and are available during registration or through individual schools, as well as on the district’s website: www.mishicot.k12.wi.us/food-services/.
- B. Free/reduced applications are also a part of all paperwork provided to families of students transferring into the Mishicot School District.
- C. Any lunch balances accrued before a free/reduced lunch application is approved are the responsibility of the parent/guardian to pay.

LUNCH PERIOD

Mishicot High School & Middle School operates a “closed” campus school day, which means that all students (unless having an acceptable special excuse, please contact the office for form) must spend their lunch period in the cafeteria whether they eat hot lunch provided by the school or bring their lunch from home. The cafeteria is supervised and students are at all times expected to conduct themselves in a proper manner in order to make lunch time as pleasant as possible for everyone.

Things to Remember:

- 1. **All eating must be done in the cafeteria area.**
- 2. Return your tray to the window provided for this purpose.
- 3. Leave nothing on the table. Lunch sacks and refuse are to be deposited in waste containers provided.
- 4. Students are not to leave the cafeteria during the lunch period unless lunch supervisor has granted permission.
- 5. Non-Mishicot High School students are not permitted to visit in the cafeteria.
- 6. Inappropriate behavior is subject to discipline just as during any other time and place on school grounds.

CANCELLATION/DELAY (guideline 8220)

In case of inclement weather, please listen to the following stations for the possibility of a cancellation or a delay.

<i>WCUB 980 AM</i>	<i>WCUB 92.1 FM</i>
<i>WOMT 1240 AM</i>	<i>WKKT 103 FM</i>

In addition, the following television stations will be notified:

<i>WLUK (CH. 11)</i>	<i>WBAY (CH. 2)</i>
<i>WFRV (CH. 5)</i>	<i>WGBA (CH. 26)</i>

School Messenger will also notify you by the phone numbers we currently have in our student management system. Please continue to update us with any changes of information to ensure this system’s accuracy. Also, check our district website www.mishicot.k12.wi.us

Parents and students are responsible for knowing about school delays or closings

FIRE DRILLS, TORNADO DRILLS, LOCKDOWN DRILLS

The school has a comprehensive School Safety Plan (Board Policy 8420) that includes specifications for fire drills, tornado drills, and lockdown drills.

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers, who are responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the

State. The alarm system for tornadoes is different from the alarm system for fires. The tornado alarm consists of an announcement over the PA system from a school staff member, and the fire alarm consists of a loud audible signal.

Lock down drills in which the students are restricted to the interior of the school building and the building secured may occur during the school year.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

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

SCHOOL VISITOR (guideline 9150)

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to register and obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal and/or law enforcement.

Upon entering a district building, all visitors will be asked to present an ID such as a Driver's License, which can either be scanned or manually entered into the Raptor Visitor Management System. If a parent or guardian for any reason does not have a US government/state issued ID, the school staff member can use any form of identification and manually enter the person's name and birth date in the system. The Raptor System will check to ensure that the registered sexual offenders are not entering our school campuses without our knowledge. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit.

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. (Board Policies 7440 and 9150)

Except for "service animals" required for use by a person with a disability or animals formally participating in training to become "service animals", no other animals may be on school premises at any time except when expressly approved by the District Administrator.

Parent concerns about any aspect of his/her child's educational program should be presented through the procedure set forth in Board Policy [9130](#) - Public Complaints, a copy of which is available at the Board office and at each school.

In accordance with 120.13(35), Wis. Stats., the District Administrator has the authority to establish conditions for entering or remaining in a District building, prohibit the entry of any person to a school of this District, or to require a visitor to leave when there is reason to believe the presence of such person would be or is detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, administrators are authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

LIBRARY

The library media center is an integral part of our school, with resources and services necessary to improve student achievement and increase student opportunity for success. Our goal is to give students a quiet and productive environment. All school rules apply in the library.

Overdue Materials

Library materials need to be returned on time. At checkout, each book is stamped with the due date. If you cannot finish the book by this date, please come in to renew it. Students will receive overdue notices via email when books are not returned on time. At the end of the year, all books that have not been returned will be marked lost and replacement fines will be assessed.

Printing

Students have been assigned a copy account and are allotted 20 copies by the school district. If a student needs more than this, they can pay 5 cents per copy, with a 20 copy minimum. Copies do roll over from year to year.

Computer Use in the Library

Computers are provided in the library for educational and printing purposes. Students will follow the Acceptable Use Policy when using library computers.

USE OF SCHOOL EQUIPMENT AND FACILITIES

The educational program of this District shall be accessible to all students. All programs need to be designed and scheduled so the location or nature of the facility or area will not deny an otherwise-qualified student with a disability the opportunity to participate in the academic or other school program on the same basis as a nondisabled student.

Service animals for students who require this type of assistance shall be permitted access to all facilities, programs, and all events of the District. See Policy 8390 – Animals on District Property and AG 8390 – Use of Service Animals.)

TELEPHONE

The office phone is for emergency use only and is to be used only with permission from office personnel.

CELL PHONES AND PERSONAL COMMUNICATION DEVICES (policy 5136 & guideline 5518)

NEW-While the School District understand the importance of parents and students being able to communicate during the day regarding family matters and schedule changes, we also recognize the distractions and social problems cell phones in classrooms can cause. For this reason the school district has implemented a no phone use in class policy. Phones can be used at lunch or in the hallway OR if a teacher gives special permission for classroom use. If a teacher witnesses a student using a phone in class the following will occur:

1st Offence-Ask student to put away

2nd Offence-Taken away for class period

3rd Offence-Taken away for the remainder of the day and a parent must pick up the cellphone from the office.

In addition, ear buds and headphones are not to be worn during class time unless permission has been granted by the teacher or administration. The consequence for not following this expectation are the same as those listed for non-permitted phone use.

If parents need to get an urgent message to their child we encourage you to contact their school's office and we will deliver a message to them or have them call you.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

The goal is for high school & middle school students to utilize PCDs in a respectful, appropriate and responsible manner, which does not disrupt the learning environment. This use may not disrupt the user's learning or that of others. Students may not receive or make telephone calls in class, send or view text messages or post on social media and should have their device on silent mode at all times. Ultimately, the teacher and building principal shall determine when such use may be inappropriate and disruptive.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Students may, carry an PCD in a backpack, purse, or in his/her pocket. **Under no circumstances may PCDs be "On" or otherwise used in any locker rooms.** This includes, but is not limited to the use of a cell phone with a picture feature or a recording device. "Recording device" means a camera, a video recorder, or any other device that may be used to record or transfer images. Students participating in extra-curricular activities must contact their coach or sponsor for the rules involving ECD use during the activity. Coaches or sponsors and the building principal will establish the rules.

The District is not responsible for the loss, theft, damage, or vandalism to ECDs as well as other student property. Students and parents are strongly encouraged to ensure that, students not leave PCDs unattended or unsecured. They are a popular theft item. Using an ECD in an unauthorized manner, or in violation of this guideline, may result in disciplinary action, up to and including expulsion.

School administration reserves the right to search the phone if there is a reasonable suspicion that the safety and wellbeing of the student, school, its staff and students is at risk or reasonable suspicion of a school related wrong-doing.
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Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy [5771](#) – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to

school for a designated length of time or on a permanent basis. A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day.

WEAPONS: (guideline 5772)

The Board prohibits students, staff, and visitors 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.

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, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

Any student who has reason to believe that a person has or will violate this guideline shall report to the school principal 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.

A principal or activity supervisor receiving a report of weapons possession shall have the option of conducting a search for the weapon in accordance with AG [5771](#), Search and Seizure, or contacting the local law enforcement agency for assistance.

Any interaction with the person should have as its primary objective the safety and welfare of people in the area rather than the obtaining possession of the weapon.

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

VIDEO SURVEILLANCE

The Board 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, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action. (Board Policy 7440.01)

SECTION II: ACADEMICS



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 and extra-curricular program. No student may participate in any school-sponsored trip without parental consent.

GRADES

The teachers have a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning according to content area standards. Course will be graded based on total points or weighted grade system. Students will be informed of how their grade will be calculated at the start of the course. If a student is not sure how his/her grade will be determined she/he should ask the teacher.

Mishicot High School & Middle School uses the following grading system.

Grade	Percentage Grade Rank	GPA	Value	Grade	Percentage Grade Rank	GPA	Value
A+	98-100	4.0	12	C+	83-85	2.0	6
A	95-97	4.0	11	C	80-82	2.0	5
A-	93-94	4.0	10	C-	78-79	2.0	4
B+	91-92	3.0	9	D+	75-77	1.0	3
B	88-90	3.0	8	D	72-74	1.0	2
B-	86-87	3.0	7	D-	70-71	1.0	1
				F	0-69	0.0	

Incompletes will be given in case of unusual circumstances, such as serious illness. Completion of work must be within 2 weeks of the last day of the quarter. If a student fails to complete work in this amount of time, a grade of F must be given.

Grading Periods

Students shall receive a report card at the end of each 9 week term indicating their grades for each course of study for that portion of the academic term. When a student is likely to receive a grade of F or incomplete, the parents will be notified at least three weeks prior to the end of the marking period. High School final exams will be given in every course at the end of each term, except in 45 minute "skinnies" which will occur at semester. Exams will comprise a portion of the final semester grade along with the individual term grades.

HONOR ROLL

Honor roll will be determined at the end of the term. In order to qualify for the Honor Roll, a student must:

- Carry a minimum of three contact hours.
- Not receive any incomplete or grade of F.
- Have a grade point average of at least a 3.0 for Regular Honors, 3.25 for High Honors and 3.75 for Distinguished Honors.

Academic letters are awarded to High School students earning a 3.5 GPA for the year. Pins are awarded each succeeding year a 3.5 is earned.

LAUDE SYSTEM

Mishicot High School (MHS) is proud to offer a comprehensive high school experience. The Laude System is meant to recognize students taking relevant and rigorous courses while in high school. The Association for Career and Technical Education (ACTE) outlines 16 Career Clusters and 79 Career Pathways. Students at MHS are able to complete course work in all the 16 established Career Clusters. We are able to offer several Career Pathways for students to explore while in high school.

The Laude system will be used at Mishicot High School as our recognition of graduates for both high academic standing and rigorous course selections. Class GPA shall be maintained starting with the first semester of ninth grade and continuing through the third term of 12th grade. Only full-time students shall qualify for Laude status. Semester grades for courses running as a “skinny” and term grades for courses running as a block shall be used to calculate grade point average (GPA) for Laude calculation and recognition. Only academic subjects approved by the Board, or its designee, shall be included in computing semester grades. Official Laude calculation will be completed after final semester grades are earned.

The Laude system at Mishicot High School will consist of three levels of recognition for academic grades earned and rigorous courses selected. From the most rigorous decreasing, the levels are Summa Cum Laude, Magna Cum Laude, and Cum Laude. Class rank will be determined by the Laude calculation when needed for external purposes (i.e. scholarship requests). Students earning laude recognition will wear designated stoles during the graduation ceremony.

Laude calculations and eligible courses will be updated and described annually in the student services drive available for student access at Mishicot High School. Please consult your advisor or school counselor with questions.

*Please see your student services drive or Ms. Bergel for the most up to date Laude Worksheet.

CALCULATION INFORMATION AND RANGES

Students with a 3.0 GPA or better are eligible for Laude recognition.

Step 1: Use the worksheet in the student service drive (or with Ms. Bergel)

Step 2: Count the number of Laude points

Step 3: Multiply your GPA by the number of Laude points.

(Example: 3.44 X 13.5 = 46.4 cum laude)

$$\begin{array}{rcccl} \underline{\hspace{2cm}} & \times & \underline{\hspace{2cm}} & = & \\ \text{GPA} & & \# \text{ of Laude points} & & \end{array}$$

Mishicot High School Laude Recognition Ranges

- **Summa Cum Laude** = 74.28 and above
- **Magna Cum Laude** = 52-74.27
- **Cum Laude** = 28.4-51.9

Courses considered for Career Pathways and/or Dual Credits for the Laude System are subject to change as agreements with the WI Technical Colleges, UW System and/or private colleges change, as staffing changes and for any other reason deemed appropriate by the School District of Mishicot.

HIGH SCHOOL GRADE CLASSIFICATION PLACEMENT

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 guidance office and a 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 6.5 credits
Sophomore	6.5 to 13 credits
Junior	13 to 19.5
Senior	19.5 +

GRADUATION REQUIREMENTS (guideline 5460)

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

Class of 2025 and beyond

28.5 Total Required Credits for Graduation

4.5 credits – English – English 9 (1 credit), English 10 (1 credit), R and I (.5 credit), English 11 or College English 1 (1 credit) and English 12 or Written Communications, or College English 2 (1 credit)

4 credits – Social Studies – World History or AP World History (1 credit), US History or History 205 (1 credit), Government or AP Government (1 credit), US History 11 or History 206 (.5 credit), Financial Literacy (.5 credit)

3 credits – Science – Earth Science (1 credit), Biology (1 credit) and one of the following: Introduction to Horticulture, Large Animal Science, Chemistry, Physics, Medical Terminology, Environmental Science or General Anatomy and Physiology

3 credits – Mathematics – Algebra 1 (1 credit) and Geometry (1 credit) and Algebra II (1 credit)

1.5 credits – Physical Education- Any PE course (.5 credit). Credits must be taken in three separate years.

.5 credits-Health If this was met in Middle School, this will not be a credit on your transcript.

11 elective credits if you need to take Health in High School or **11.50 elective credits** if Health was taken in Middle School

1 Credit Career Portfolio

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

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

A student may be denied participation in graduation and senior activities for disciplinary reasons, more than five unexcused absences during their senior year, more than five absences above the state allowed ten absences, and for non-payment of fees.

EARLY COLLEGE CREDIT PROGRAM (GUIDLINE 2271)

The Early College Credit Program (ECCP) is an opportunity for high school students to take college-level courses through the UW System. While enrolled, students earn both high school and college credit. Any interested student should contact Ms. Bergel at 920-755-3301 to obtain the necessary information.

RISING PHOENIX EARLY COLLEGE PROGRAM

The Rising Phoenix Early College High School Program is an innovative collaboration between the Mishicot Public School District and the University of Wisconsin-Green Bay to provide high school students an opportunity to get a head start on college. Current sophomore students at Mishicot High School may be admitted to the Rising Phoenix Early College Program. Students will become dually enrolled in college credit courses at Mishicot High School and UW-Green Bay. Current sophomore students will have the opportunity to earn their Associate of Arts and Sciences degree and High School Diploma at graduation. The cost of the program will be shared between families and the Mishicot School District.

START COLLEGE NOW

The Start College Now program is an opportunity for high school students to take college-level classes through the WI Technical College System. While enrolled, students earn both high school and college credit. Credits may be applied toward a program of study at a WI Technical College. Any interested student should contact Ms. Bergel at 920-755-3301 to obtain the necessary information.

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 instructional needs.

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

STUDENT NETWORK AND INTERNET ACCEPTABLE USE POLICY (guideline 7540)

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 acceptable use policy. Prior to accessing the Internet at school, students must sign the Student Network and Internet Acceptable Use and Safety Agreement.

Disciplinary consequences are outlined in the acceptable use policy.

SECTION III: STUDENT ACTIVITIES



SCHOOL SPONSORED PUBLICATIONS AND PRODUCTIONS

The Board sponsors student publications and productions as a means by which students learn, under adult direction/supervision, the rights and responsibilities inherent when engaging in the public expression of ideas and information in our democratic society. (Board Policy 5722)

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.

The building principal 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. Students shall not be disciplined and/or retaliated against for exercising and/or asserting their free speech rights as defined in this policy. Nothing in this policy, however,

restricts the Board's ability to impose post-publication/performance discipline related to a student engaging in the impermissible publication/performance of unprotected speech.

Advertising may be permitted in selected school-sponsored student publications/productions as determined by school administrator.

Advertisements submitted for publication or inclusion in a production shall be reviewed by school officials for a determination that they are appropriate for juveniles. The District Administrator 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).

General Prohibitions

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

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

SECTION IV: STUDENT CONDUCT



ATTENDANCE (guideline 5430)

The school requires all students to attend school regularly in accordance with the law of the 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 tutelage of a competent teacher are vital to this purpose. Accordingly, the state of Wisconsin and the Mishicot School Board (*Policy #5200*) support regular attendance.

Attendance during E-Learning

Wisconsin state statute (s. 118.15) which requires school attendance is also applicable to virtual or E Learning. Whether student participation in E-Learning is due to parental choice or in those situations where the district switched all learning to remote (including snow emergencies or inclement weather) means, attendance is required. Students must notify staff immediately at the onset of issues with district provided devices or internet access issues when in E-Learning.

Definition of Wisconsin Statute:

Compulsory Attendance

Wisconsin state statutes (s.118.15) require school attendance of a child ages six to 18 unless he/she: (1) is excused, (2) has graduated, or (3) is enrolled in an alternative education program. The law further requires that any person having under his/her control a child between the ages of six and 18 shall require the child to attend school regularly during the full period and hours that school is in session until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age.

It is the responsibility of the parent to provide reasons for their child's absence. It is the responsibility of the school principal/Assistant Principal to determine whether the absence is acceptable (excused) or not acceptable (truant). Students and or/parents who violate Wisconsin Statutes will be referred to the courts system and or human services for review.

Excuse for Absence

These are the correct procedures for a parent/guardian to communicate reasons for student absence:

1. A phone call from a parent/guardian the day prior to or on the day of the absence. (Message may be left on the phone recorder when school is not in session).
2. A note written, dated and signed by the parent/guardian will be accepted the next day if phone contact was impossible.
3. When excusing, the reason for the absence should be stated as well as the date and time.
4. If an absence has not been excused after 5 school days have elapsed since the absence, the absence will be designated as truancy.

Excused Absences

Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program. If the absence exceeds ten (10) days, 5 per semester, 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 religious practitioner living and residing in Wisconsin, who by belief is exempt. The time period for which the certification is valid may not exceed thirty (30) days.

Obtaining Religious Instruction

The student wishes to obtain religious instruction outside the school during the required school period. The time period or periods of absence shall be determined by the principal. Such absences must be at least sixty (60) minutes but not more than 180 minutes per week. Requests for absence

under this paragraph shall be denied if the student fails to attend religious instruction after requesting to be absent from his/her regular school. The supervisor of such religious instruction shall report monthly, to the principal of the school regularly attended, the names of the students who attended such weekly religious instruction. See Policy 5223 - Absences for Religious Instruction for further details.

Permission of Parent or Guardian

The student has been excused by his/her parent or guardian before the absence for any or no reason. A student may not be excused for more than **ten (10) days, 5 per semester**, under this paragraph and must complete any course work 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

Religious Holiday

The student wishes to observe a religious holiday consistent with the students' creed or belief.

Suspension or Expulsion

The student has been suspended or expelled.

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 provide by State law.

High School Equivalency—Secured Facilities

The School Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secured detention facility, or a juvenile portion of a county jail, and the student and his/her parent or guardian agree that the student will continue to participate in such a program.

Child at Risk

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

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

- Quarantine—of the student's home by a public health officer
- Illness of an Immediate Family Member
- Emergency—one that requires the student to be absent because of family responsibilities or other appropriate reasons.

Truancy

A student will be considered truant if she/he is absent for part or all of one or more days from school during which the high school office has not been notified of the acceptable reason under these

guidelines of such absence by the parent or guardian of the absent student. A student will also be considered truant if she/he 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 District's Truancy Plan are carried out, including possible referral to law enforcement.

Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The principal, or an individual designated by the principal, will determine on a case-by-case basis the appropriate methods to deal with unexcused absences. An unexcused absence is defined as any other absence that does not meet the criteria for the district's excused absence policy. Also, an absence will be unexcused if an accurate reason for the student's absence is not given. The following methods may be considered when determining consequences for the unexcused absence:

- A. counseling the student
- B. requiring the student to make-up lost time
- C. requiring the student to make-up course work and/or examinations, as permitted under this guideline
- D. conferring with the student's parents
- E. suspending the student from school
- F. 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 she/he 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 District's Truancy Plan are carried out.

Open Enrolled Students-Truancy

When the nonresident school board has made the determination that a pupil attending the nonresident school district is habitually truant from the nonresident school district during either semester of the current school year, the nonresident school board may prohibit the student from attending the nonresident school district in the succeeding semester or school year. (see Policy [5113](#) – for Open Enrollment information)

Students with Special Needs

School administrators and teachers shall ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 and Chapter 115, Wis. Stats.

STUDENTS LEAVING SCHOOL DURING THE SCHOOL DAY (guideline 5230)

As a general rule, no staff member shall permit or cause any student to leave the school prior to the regular hour of dismissal except with the knowledge and approval of the principal/Assistant Principal and with the knowledge and approval of the student's parents. Students must report to the office prior to leaving the school grounds. Failure to follow proper procedures may result in discipline

action. Students should not use their cell phones to contact parents. All parent contact will be made by a school official.

No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the principal.

MAKE-UP COURSE WORK AND EXAMINATIONS

Excused Absences

A student whose absence from school was excused, except for an expelled student, shall be permitted to make-up course work and any term or semester examinations missed during the absence when they return to school. It is the student's responsibility to contact his/her teachers to determine what course work and examinations must be made up. Teachers shall have the discretion to assign substitute course work and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances.

Unexcused Absences

Credit in a course or subject shall not be denied solely because of a student's unexcused absence from school.

A student with an unexcused absence shall be permitted to make-up course work and quarterly, semester or grading period examinations missed during the absence if the student is at risk of receiving no credit in a course or subject if the work is not made up.

Subject to the immediately preceding two paragraphs, credit may, but is not required to be given for the completion of make-up work. Further, credit for make-up work may be given only after the school has satisfied consequences imposed for unexcused absences. The extent to which make-up credit is given shall be determined on a case-by-case basis by the principal and the respective teachers.

If make-up work is allowed, it is the student's responsibility to contact his/her teachers to determine what course work and examinations must be made-up. Teachers shall have the discretion to assign substitute course work and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances.

TARDIES

Students are to be in their seats before the bell rings. High school students will be assigned a tardy when a student arrives to class up to five minutes late for a 45 minute period or up to 10 minutes for a 90 minute period. Arriving late to class after these times will result in an absence being recorded rather than a tardy. If you are late, you must have a pass from the teacher you were meeting with. An unexcused tardy will result in a warning the first time and a detention for each tardy thereafter. Students, who arrive to school after the start of the day, must sign in at the office and then proceed to class. Students who are habitually tardy will be forwarded to the principal or Assistant Principal for further discipline action.

PARTICIPATION IN EXTRA-CURRICULAR OR CO-CURRICULAR ACTIVITIES: (guideline 2430)

In order to be eligible for co-curricular activities a student must be in attendance at school for **the entire day of the activity**. Students who miss any part of the day will not be allowed to participate,

unless permission is granted by the principal or a written doctor's note is turned in to school. Students who are truant from classes on the day of the activity will not be allowed to participate and will be suspended from co-curricular as per the co-curricular code. When a student is removed from a class on a day of a co-curricular activity, he/she will not be allowed to participate in that activity.

ACADEMIC HONESTY

The School District of Mishicot expects that all schoolwork submitted for the purpose of meeting course requirements represents the original efforts of the individual student. This includes, but is not limited to, test taking, homework, class assignments, and the original creation of essays, compositions, term papers, and scientific research. All work submitted by a student should be a true reflection of that student's effort and ability. If such is not the case, then the student has demonstrated unacceptable academic behavior and is subject to disciplinary action.

Plagiarism is defined as the act of claiming someone else's work, words, and/or ideas as your own without crediting the sources.

Academic Dishonesty includes plagiarism as well as any other act of cheating.

Examples include the following:

- Taking information from the Internet or print sources and submitting it as one's own work
- Buying or copying a paper/essay
- Submitting another person's work as one's own work
- Copying another student's work (test, quiz, project)
- Allowing another person to copy one's own work
- Using information from an encyclopedia, book, textbook, web site, database, etc. without citing the source
- Using another person's idea, opinion, or theory without citing the source
- Using any facts, statistics, graphs, drawings, pictures, sounds or other pieces of information from any source, when it is not common knowledge, without citing the source
- Using quotations of another person's actual spoken or written word without citing the source
- Paraphrasing (putting into your own words) another person's unique ideas, spoken or written, without citing the source
-

Using **AI without permission is academic misconduct** and will result in consequences such as a re-do or a failing grade on the assignment, which could lower the course grade and possibly result in a failing grade for the course.

For those who would use AI in an unethical manner, know that as AI develops, so do AI detectors. Nobody can claim they have perfected AI detection, but your work can be flagged as suspect. If that happens to you, know these two things:

1. Just because an assignment has been flagged, does not automatically mean you did something wrong. **Your instructor will investigate** it further.
2. When talking one on one with faculty, be aware that they do have methods to assist them in determining whether an assignment was AI-generated. **Be prepared** to bring notes, outlines or other materials you used to create your final product, so they can see how you generated your own work.

Consequences

Violations of this rule may result in a curricular code violations and/or suspension.

The penalty for plagiarism and cheating will result in:

- Notification of parents
- Other actions and consequences may be appropriate, based on the course and the type of work that is compromised. These actions may include the following:
 - In or out of school suspension or detention, loss of privileges
 - The teacher may offer an alternative or "redo" assignment.

- Plagiarism/Academic Dishonesty committed repeatedly, or in a situation of assessment, may result in failure of the course.

In the interest of the student's future education, as well as the school's part in the personal development of students, the School District of Mishicot will follow the policy on plagiarism as outlined.

SENIOR RELEASE

To qualify for the **Senior Release Program**, a student must complete a Senior Release Application **AND** must meet the criteria established below:

- Student must have at least a **2.0 GPA** during the previous term.
- Student must carry at least 1.5 credits during the term they are requesting release.
- Student must maintain passing grades in **ALL** classes.
- Student will have **NO** truancy for **ANY** class period.
- Student will have **NO** attendance (tardies) issues.
- Student will have **NO** discipline referrals to the office.
- Student will have **NO** school parking lot vehicle rules violations.
- Student will have all assignments in portfolio up to date.
- Portfolios not completed by the end of a term will result in lose of senior release for the rest of the year.
- Student is on track to graduate.
- (**Note:** In accordance with state statute 118.33 (1)(b), a student shall not be released for more than one period per day.)
- Students participating in this program will be required to return for all school-sponsored events (even if they occur during their release time). In addition, they must sign-in and sign-out each day with the office. Students on release must make every attempt to complete/schedule the following activities during release time:
 - Music lessons
 - Senior portfolio development
 - Guidance appointments
 - Personal appointments
 - School/Community Service requirement

NOTE: The Senior Release Program is a privilege given to seniors who have earned it. Seniors participating in this program will be expected to follow all procedures required of them to maintain their release time. Release time for individual students may be revoked at any time at the discretion of the high school administration.

STUDENT BEHAVIOR

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

Expected Behaviors

Each student shall be expected to:

- A. abide by national, State, and local laws as well as the rules of the school;
- B. respect the civil rights of others;
- C. act courteously to adults and fellow students;
- D. be prompt to school and attentive in class;
- E. work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, sex, sexual orientation, race, or ethnic background;
- F. complete assigned tasks on time and as directed;
- G. help maintain a school environment that is safe, friendly, and productive;
- H. act at all times in a manner that reflects pride in self, family and in the school.

STUDENT DRESS AND GROOMING (guideline 5511)

The school recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The school 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.

The school has established grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes.

Accordingly, the school prohibits student dress or grooming practices which:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school, including by way of communicating threats of harm or depictions of harmful conduct directed at others;
- B. interfere with school work, create disorder, or disrupt the educational program, including dress that promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Such guidelines shall also apply to the dress requirements for members of the athletic teams, bands, and other school groups when representing the school at a public event. A uniform or specific dress requirement may be enforced for students when representing the school.

In enforcing the dress code, the following procedures shall be used:

- A. The principal shall serve as the initial arbiter of student dress and grooming in his/her building;
- B. Before taking action to enforce dress code requirements, including by requiring that a student remove, cover, or otherwise conceal the item or depiction at issue, the principal shall determine whether the item constitutes protected speech in so far as the item independently makes a statement of a discernable nature to the observer by depiction, words, or combination of the two that does not require separate explanation.

Expressive dress may not be protected speech if it involves:

- A. Obscenity
- B. Language or depictions intended to incite violence or foment hatred of others

Dress that is otherwise protected speech may still be prohibited if it is likely to cause a substantial disruption to the educational environment. This may include dress that includes the use of vulgarity,

discriminatory language including racial or ethnic slurs, negative stereotypes, violence, or other communication when the clear intent is to invoke strong reactions in observers so as to impair the ability of teachers and/or students to engage in educational pursuit.

No protected speech may be prohibited on the basis of disagreement by school officials with the specific point of view expressed if the topic is otherwise permitted (e.g. permitting depictions of support for one political party, but prohibiting depictions of support for the other).

Students who violate the foregoing rules will not be admitted to class and may be subject to additional consequences.

If the clothing cannot be removed or concealed, the student may be sent home after contact is made with the student's parent/guardian.(Board Policy 5511)

Guidelines:

1. Hats, scarves, bandannas, hoods or jackets are not allowed, students will be asked to remove these articles. These items must remain in the student's locker during the school day. As to what constitutes a hat, cap or coat/jacket is left to the discretion of the principal.
2. Clothing that displays messages that promote the use of alcohol, tobacco, or other drugs or suggestive or sexually explicit messages are prohibited. Students wearing such clothing will be sent to the principal's/dean of student's office.
3. Chains are not allowed. Chains worn around the neck must be that of jewelry.
4. Jackets and backpacks, synch sacks or any type of carry bag are to be kept in the lockers. Middle School Pride Bags will be allowed.
5. Midriffs, backs and shoulders must be covered. Tank tops or tops with narrow straps may not be worn. Low cut tops that expose cleavage are not permitted.
6. Shorts and skirts should be of appropriate length.
7. Pants will be worn at hip level with no undergarments visible.
8. Sunglasses are not to be worn in the building.

If students are not dressed appropriately, they will be asked to change. Refusal to do so will result in the appropriate discipline measures being issued by the building principal/Assistant Principal.

LOCKERS

Each student will be assigned a locker on registration day. Students should not share lockers with friends, unless assigned, and should not let others know their locker combinations.

If your locker is damaged in any way during the school year, report this damage immediately to the office. If damage is not reported, the student to whom the locker was assigned will be held accountable.

The school cannot be liable for personal property taken from a locker. You can help prevent loss by following a few procedures:

1. Keep your locker locked at all times. Keep your locker combination to yourself. The person who is your friend today may not be tomorrow.
2. Do not share your locker with other students.
3. Do not store valuable merchandise in your locker. Leave it at home. When it is necessary to bring it to school leave it in the school office.
4. Always close your locker completely; close the door, spin the combination dial after closing. Do not set it.
5. Pictures or phrases, which are sexually explicit, provocative, and/or depict models in undergarments and drug/alcohol related advertisements are prohibited.

6. Writing on lockers, or damaging the lockers with stickers or tape is considered vandalism and may be in violation of state or municipal codes. Permanent marking or damage to lockers will result in a fine.
7. Open beverages are not to be kept in lockers.

DISPLAYS OF AFFECTION

Excessive physical displays of affection are considered inappropriate at school or at school sponsored activities. Students are asked to conduct themselves in a manner that is not offensive to others. Handholding or a brief hug is acceptable. Kissing, sitting on laps, or any other type of physical contact is not. Parents of students who violate this policy will be contacted. Frequent violations may result in a detention and/or suspension.

CYBER-BULLYING

Cyber-bullying is the use of Internet technology to inflict emotional harm through repeated and deliberate harassment, threats, and intimidation. Cyber-bullying can consist of making threats; issuing insults and slurs; and other activities that are designed to inflict harm or damage to a person and his or her reputation, life, or even computer system. Technology used can consist of email, cell phones, chat rooms, blogs, social networking site, and instant messages. Victims of this harassment may include both students and adults.

Cyber-bullying will be treated with the same guidelines of more traditional forms of harassment. While the majority of cyber-bullying may take place off of school grounds, the school administration will investigate forms of cyber-bullying as information about such events arise.

Reporting

Students and parents are asked to report these events directly to school administration. Anonymous reports will not be investigated.

Consequences

If it is deemed that this behavior has carried over to the school setting and has created a disruption to the school setting, discipline measures will be enforced as stated in the student code of conduct. Consequences can include parent contacts, detentions, suspension and expulsion.

DRUG POSSESSION (guideline 5530)

The Board of Education recognizes 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:

- A. all dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. Any personal prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. "look-alikes";
- F. anabolic steroids;
- G. any other illegal substance so designated and prohibited by law.

The Board prohibits the use, possession, concealment, or distribution of any drug and any drug-paraphernalia at any time on District property or at any District-related event. 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/NICOTINE IS PROHIBITED (guideline 7434)

The Board of Education is committed to providing students, staff, and visitors with a tobacco-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.

Accordingly, the Board prohibits students from using or possessing tobacco in any form including, but not limited to, cigarettes, vapes, e-cigarettes or Jules, cigars, snuff, chewing tobacco, or anything imitating or resembling tobacco on District premises, in District vehicles, within any indoor facility owned or leased or contracted for by the District, and used to provide education or library services to children and at all District-sponsored events. Confiscated tobacco, E-Cigarettes or vapes will not be returned.

Disciplinary sanctions, up to and including suspension and referral for prosecution, will be imposed on students who violate the school's drug abuse guidelines.

DISORDERLY CONDUCT guideline 5520

State law prohibits any person from engaging in violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which the conduct tends to cause or provoke a disturbance. Students who engage in such behavior can expect to receive a disorderly conduct citation and possible suspension from school.

VANDALISM (guideline 5513)

Anyone who willfully destroys school property through vandalism, tagging, graffiti, arson, larceny or who creates a hazard for the safety of other students will be referred to the proper law enforcement agency. Disciplinary actions may include, but not limited to suspension/expulsion and restitution. When the student does not make restitution, the parent or legal guardian will be held liable.

STUDENT CODE OF CLASSROOM CONDUCT (POLICY 5500)

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

Such rules of behavior include a prohibition on knowingly making false statements or knowingly submitting false information during a sex discrimination complaint process, including intentionally making a false report of sexual harassment or submitting a false formal complaint. Providing false information is a violation of the Student Code of Conduct.

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

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

1. possession or use of a weapon or look-alike or other item that might cause bodily harm to persons in the classroom, on school grounds, or at any school sponsored activity
2. being under the influence of alcohol or controlled substances or otherwise violating the district alcohol or drug policy
3. behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive-classroom environment

4. arguing, taunting, baiting, bullying, cyber-bullying, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations
5. disruption or intimidation caused by gang or group symbols or gestures or gang posturing to provoke altercations or confrontations
6. pushing, striking, or other inappropriate physical contact with a student or staff member
7. interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means
8. restricting another person's freedom to properly utilize classroom facilities or equipment
9. repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions
10. repeated disruptions or violations of classroom rules, or excessive or disruptive talking
11. behavior that causes the teacher or other students fear of physical or psychological harm
12. willful damage to or theft of school property or property of others
13. repeated use of profanity
14. use of tobacco
15. failure to report knowledge of a weapon or threat of violence
16. purposely setting a fire
17. gambling
18. plagiarism and falsification of identification of school documents
19. issuing a false alarm or false report
20. persistent absence or tardiness
21. unauthorized use of school or personal property
22. assisting another person to violate a school rule
23. inappropriate displays of affection
24. violation of specific classroom or activity rules
25. possession of a music or gaming device, pager, two way communication device or cellular phone without the permission of the principal
26. violation of bus rules
27. refusal to accept discipline
28. criminal conduct.

The consequence issued depends on: 1) the severity of the act and 2) the number of violations or repeat offenses. Behavior that disrupts the staff/students, the school day, or the learning process (whether in the classroom or outside of the classroom) will be dealt with through the use of a "level by level" approach which is as follows:

FORMS OF DISCIPLINE

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

Level One

- Classroom and hallway disruptions
- Tardiness
- Inappropriate language
- Violation of teacher classroom expectations
- Possible Consequences
- Teacher assigned detention
- Change of seating and location
- Parent contact
- Behavior conference

Level Two

- Repeated level one infractions (at least three)
- Acts of disrespect towards anyone on school grounds
- Bullying and Cyberbullying
- Minor Vandalism
- Academic Dishonesty
- Internet Violations (subject to district policy)

Possible Consequences:

- Referred to Principal's office
- Parent contact
- Increasing days of in school or out of school suspension pending past offenses and severity of infraction
- 2nd Level two offense in the same class - Student will be required to meet with teacher, principal to discuss behaviors, and to be admitted back into class
- 3rd Level two offense in the same class- Student will be removed from the class and receive an F for the semester
- Possible referral to police

Level Three

- Fighting
- Acts of aggression towards school personnel
- Sexual Harassment
- Major Vandalism
- Possession or use of drugs, alcohol, weapons and/or tobacco anywhere on school grounds or school sponsored trips

Possible Consequences

- Referred to Principal's office
- Parent contact
- In-school suspension
- Out of school suspension and possible expulsion
- Possible referral to police

The parent of a student that has violated a school rule will be notified as soon as possible, by phone, email, or mail. In the case of a more serious violation, which may result in suspension, the parent will be contacted immediately. The school will call home or the worksite to let the parent know about the violation.

Detention

A 45-minute detention will be assigned for all level one infractions. A staff member will supervise and make sure work is completed, if necessary. If possible, the detention should be served the same day as the violation. The detention is to be served no more than 2 days after the violation. Detentions take precedence over all other activities. A pattern of failing to serve detentions will result in more severe consequences including in-school, out of school suspensions and/or expulsion.

Suspension

For level two or three infractions of school rules, a student may be given an in- school or out of school suspension. Suspension is a temporary expulsion from school and activities. In accordance with state statues, a suspension is not to exceed five (5) days unless an expulsion hearing is pending in which case the suspension cannot exceed fifteen (15) days. Parents will be notified promptly of the suspension and the reasons for the suspension. A student who has been suspended will remain at

school until the parents/guardians make arrangements for pick up at school. A student who refuses to cooperate with the administrator will be turned over to the police. A student who has been suspended out of school will not be allowed in the building or on the school grounds. Suspended students will not be allowed to participate in extra-curricular activities as a spectator or participant. Students who are suspended from school are responsible for collecting all missing work upon their return to school.

Expulsion

The Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and only when the student: repeatedly refused or neglected to obey the rules established by the School District; knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; engaged in conduct while at school while under the supervision of a school authority that endangered the property, health, or safety of others; engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health, or safety of others at school or under the supervision of a school authority or endangered the property, health, or safety of any employee or Board member of the School District in which the student is enrolled; or was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion. For purposes of this policy, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The School Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, as defined in 18 U.S.C. 921(a)(3), unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

Loss of school privileges - School privileges are EARNED. They are not necessarily a right. A student who violates school rules may lose school, bus, field trip, and/or sport/activity privileges.

Parent conference- Some student actions will require that the home and school meet to discuss why a student is violating school rules. When a parent conference is requested we always wish to meet in the spirit of cooperation. We desire to meet with the parent so that we may set goals that will begin to correct destructive or disrespectful behavior.

GROUND FOR REMOVAL OF A STUDENT FROM CLASS (guideline 5500A)

Disturbances that interrupt the learning process cannot be permitted by any teacher. A rule of reason, restraint and understanding applied to any difficult situation will go furthest in resolving such matters. However, there may be circumstances that are most effectively addressed by removing a student from class. Removal may serve many purposes. Removing a student from class may eliminate disruption and give the student time to consider the wisdom of his/her actions. Addressing inappropriate behavior by removing a student from class may also avoid imposing more substantial disciplinary measures such as suspension or expulsion.

A teacher may temporarily remove a student from the teacher's class if the student violates the Code of Classroom Conduct. Additionally, the student may be removed from the class for a longer period of time within the discretion of the building principal. A student removed from class may also be placed in an alternative education setting.

Removal of a student from class for violating the Code of Classroom Conduct or placement of the student in an alternative educational setting does not prohibit the District from further disciplining

the student for the conduct that caused removal or placement including, but not limited to, suspending or expelling the student.

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

- A. would result in suspension or expulsion under the Board's policies and procedures;
- B. violates the behavioral rules and expectations in the Student Handbook;
- C. is dangerous, disruptive or unruly

Such behavior includes, but is not limited to the following:

1. Possession or use of a weapon or look-alike or other item that might cause bodily harm to persons in the classroom.
2. Being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy.
3. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment.
4. Arguing, taunting, baiting, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations.
5. Disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations.
6. Pushing, striking, or other inappropriate physical contact with a student or staff member.
7. Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means.
8. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder.
9. Restricting another person's freedom to properly utilize classroom facilities or equipment.
10. Repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions.
11. Throwing objects in the classroom.
12. Repeated disruptions or violations of classroom rules, or excessive or disruptive talking.
13. Behavior that causes the teacher or other students fear of physical or psychological harm.
14. Willful damage to or theft of school property or the property of others.
15. Repeated use of profanity.

- D. interferes with the ability of the teacher to teach effectively.

Such conduct includes, but is not limited to, the following:

1. Repeatedly reporting to class without bringing necessary materials to participate in class activities.

2. Possession of personal property prohibited by school rules or otherwise disruptive to the teaching and learning of others.

- E. shows disrespect or defiance of the teacher, exhibited in words, gestures or other behavior;
- F. is inconsistent with class decorum and the ability of others to learn.

Such behavior includes, but is not limited to, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

PROCEDURE FOR STUDENT REMOVAL FROM CLASS

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

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

Student Placement

The principal shall place the student, who has been removed from a class by a teacher, in one (1) of the following alternative educational settings:

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

When making the placement decision, the principal should consider all relevant factors including, but not limited to, the following:

- A. the reason the student was removed from class;
- B. the severity of the offense;
- C. the type of placement options available;
- D. the estimated length of the placement;
- E. the student's individual needs and interests;
- F. the student's previous behavior in class (repeat offenders); and
- G. the relationship of the placement to other disciplinary actions such as suspension or expulsion.

The principal may consult with other school personnel and the student's parents as deemed necessary when making or evaluating the placement decision. All placement decisions shall be made consistent with Board policies and procedures.

Parent/Guardian Notification Procedures

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

notification shall be made consistent with State and Federal laws and regulations applicable to disabled students.

If the student removed from a class is subject to disciplinary action up to and including suspension or expulsion, for the particular classroom conduct and/or other disciplinary incidents, the parent shall also be notified of the disciplinary action in accordance with legal and policy requirements.

Students With Disabilities

A student with a disability under the Individuals With Disabilities Education Act, Section 504 of the Rehabilitation Act, and Section 115.758, Wis. Stats. may be removed from class and placed in an alternative educational setting only to the extent authorized under law. Where this Administrative Guideline conflicts with State or Federal law, the law shall govern.

Definitions

"Student" means any student enrolled in the District, an exchange student, or a student visitor to the District's schools.

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

"Class" or "classroom" means any class, meeting or activity which students attend, or in which they participate while in school under the control or direction of the District. This definition of "class" includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, counseling groups, assemblies, study halls, lunch, or recess. "Class" also includes regularly scheduled District-sponsored extra-curricular activities, either during or outside of school hours. Such activities include, by example and without limitation, District sponsored field trips, after-school clubs, and sporting activities.

SEARCH AND SEIZURE (guideline 5771)

Pursuant to Board of Education Policy 5771, the following guidelines shall be used when school administrators have reason to suspect that an illegal or dangerous substance or object or stolen property may be in the possession of a student:

- A. All requests or suggestions for the search of a student or his/her possessions shall be directed to the principal or the person in charge of the students while out of the District.
- B. Wherever possible, before conducting the search, the building administrator shall notify the student, request his/her consent to the inspection if other than his/her locker, and inform the student that s/he may withhold consent. Such consent, if offered, shall be given voluntarily and with the knowledge that it could have been withheld. The principal shall conduct the search, however, with or without the consent.
- C. Wherever possible, another adult shall be present at any search of a student or his/her possessions.
- D. The principal may conduct a student search upon reasonable suspicion to suspect the presence of an illegal or dangerous substance or object, or anything contraband under school rules.
- E. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student, whether during a student search or otherwise.
- F. Wherever possible, the student shall be present at any search of his/her possessions.
- G. The principal shall be responsible for the prompt recording of each student search.

The record shall be in writing and shall include the reasons for the search, the persons present, the objects found, and the disposition made of them, and shall be kept in a secure location in his/her office.

- H. Whenever the search is prompted by the reasonable suspicion that possession of a substance or object immediately threatens the safety and health of the student or others, the principal shall act with as much speed and dispatch as is required to protect persons and property in the school while keeping clearly in mind the student's rights and the potential consequences of inappropriate or hasty action.

Reasonable Suspicion

As used in this section, "reasonable suspicion for a search" means grounds sufficient to cause an adult of normal intellect to believe that the search of a particular person, place, or thing will lead to the discovery of evidence that the student:

- A. has violated or is violating a rule or behavioral norm contained in the student handbook
- B. has violated or is violating a particular law
- C. possesses an item or substance which presents an immediate danger of physical harm or illness to students and staff or District property.

Lockers and Other Storage Areas Provided for Student Use

All lockers and other storage areas provided for student use remain the property of the District. Each student will be assigned a locker on registration day. Students should not share lockers with friends, unless assigned, and should not let others know their locker combinations.

These lockers and storage areas are subject to inspection, access for maintenance, and search pursuant to these guidelines. A student using the locker or storage area has, by statute, no expectation of privacy in that locker or storage area (See Form 5771 F1). Search of a student's belongings in the locker or storage area, such as a backpack or purse, may only be conducted if there is reasonable suspicion that the contents may include evidence of a violation of policy or law, or if contents of such personal items are in plain view during the conducting of a locker search (e.g. the backpack is open and without searching through its contents some form of contraband is clearly visible). No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal. Unapproved locks will be removed and destroyed.

The principal may search student lockers and storage areas at any time for any justifiable reason.

The principal may, at any time, request assistance of the local law enforcement agency having jurisdiction over the facilities of the District. The law enforcement officer must have probable cause, however, to conduct a search of the lockers and storage areas and the contents contained therein.

Desks and Other Storage Areas

A desk or any other storage area in the school provided for student use may be searched when the principal has reasonable suspicion for a search. . Personal items in the desk or other storage areas, such as a backpack or purse, may only be searched if there is reasonable suspicion that contents of the item will include evidence of a violation of policy or law or if contents of such personal items are in plain view during the conducting of a search (e.g. the backpack is open and without searching through its contents some form of contraband is clearly visible).

Vehicles

Any vehicle brought on District premises by a student may be searched when the principal has reasonable suspicion to justify the search. One of the conditions for granting permission for a student to bring a student-operated vehicle onto school premises is written consent by the student driver, the owner of the vehicle, and the parent of the student to allow search of that vehicle. Refusal by any of the parties to provide or allow access to a vehicle at the time of a search request shall be cause for terminating the privilege without further hearing. Searches of vehicles of staff members or visitors shall be conducted by law enforcement personnel.

Student

The personal search of a student may be conducted by the principal when s/he has reasonable suspicion for a search of that student. Authorized searches of the student's person must be limited in scope based on the basis of the information that provides reasonable suspicion to justify the search in the first instance. Where possible, school officials should request the assistance of law enforcement personnel to conduct a search under the school officials direction. Strip searches are not to be conducted by any official, employee, or agent of the District.

Use of Breath - Test Instruments

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe the student has consumed an alcoholic beverage or as part of a planned screening at school events.

The principal shall attempt to contact the appropriate law enforcement agency and arrange for it to conduct the test. The following procedure should be used:

- A. Take the student(s) to a private administrative or instructional area on school property and have at least one other member of the teaching or administrative staff present as a witness to the test.
- B. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.
- C. Make a written record of the instrument's serial number or identifier; the test result; the date, time, place of the test; the students' names; and the names of the witnesses.
- D. If the instrument provides printed evidence, attach a print-out to the written record.
- E. If the result indicates a violation of school rules as described in the student handbook, follow the disciplinary procedure described in the handbook.
- F. If the student refuses to take the test, inform him/her that refusal to participate implies admission of guilt leading to disciplinary action. Allow the student a second opportunity to be tested, and if s/he refuses again, ask the student to sign a refusal statement. Regardless of whether or not s/he signs, prepare a written report of the incident.
- G. If a staff member accompanying students on a school-related activity off school grounds has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage and no test instrument is available, s/he should make a written record of all facts upon which an opinion that the student has consumed an alcoholic beverage is based. Since the staff member is responsible, for the welfare of a student who may be intoxicated, s/he should supervise the student until s/he is returned to the custody of his/her parents or a law enforcement official.

Use of Dogs

The Board has authorized the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property under the following conditions:

- A. The presence of the dogs on school property must be authorized, in advance, by the District Administrator or be pursuant to a court order or warrant.
- B. The dog must be handled by a law enforcement officer or a contracted person specially trained to safely and competently work with the dog.
- C. The dog is represented by the Sheriff or Chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or devices.
- D. The dog will be allowed to examine a student's possessions, including vehicles, but any search of a student's person will be based upon individualized reasonable suspicion.
- E. The dog may be allowed to examine school property such as lockers as permitted by the building principal. Any limitation as to areas of school property to be examined by the dog shall be established by the District Administrator at the time the use of dogs is authorized.

Method of Search

The scope of any search should be limited by the reasonable suspicion that motivated the search. If an item is found that leads to reasonable suspicion that additional, correlated items may also exist, the search may be extended. If the initial search produces no evidence of contraband, there should be no extension of the search based on simple curiosity.

Items Found

Anything found in the course of a search which is evidence of a student violation of school rules or Federal/State laws may be seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal until it is presented at the hearing. It may also be turned over to any law enforcement officer after proper notation and receipt.

STUDENT'S RIGHTS OF EXPRESSION

Our 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; or
 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

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

Distribution or display by any student of prohibited nonschool-sponsored material or in violation of the school's approval process will be halted, and the student(s) involved will be subject to disciplinary action.

STUDENT DUE PROCESS RIGHTS

The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines in Policy 5611:

- A. Students subject to suspension:

The suspended student, and if a minor, the parent of the suspended minor student shall be given prompt notice of the suspension and the reason for the suspension. The student or the student's parents may within five (5) school days following the beginning of the suspension, have a conference with the District Administrator. This conference will serve as the opportunity for the student to respond to the charges against him/her. If the District Administrator finds that the student was suspended unfairly or unjustly or that the student suffered undue consequences as the result of suspension, the student's record shall be expunged

- B. Students subject to expulsion:

Prior to expelling a student, the Board must hold a hearing. A student and his/her parent must be given written notice of the intention to expel and the reasons therefore, at least five (5) days prior to the date of the hearing. The hearing is the opportunity for the student and his/her parent to appear with a representative or legal counsel before the Board to answer the charges. The Board will keep written minutes of the hearing. The hearing will be closed. The student and/or his/her parent may appeal the expulsion consistent with Chapter 120.13, Wis. Stats.

SECTION IV TRANSPORTATION



BUS TRANSPORTATION (guideline 8600)

It is the policy of the Board of Education to provide transportation for those students, of any age, whose distance from their school makes this service necessary within the limitations established by State law and the regulations of the Department of Public Instruction or other appropriate agency.

School buses and student-transportation vehicles shall be purchased, housed, and maintained by the District or the District shall contract for transportation services in accordance with Policy 8680 for the transportation of resident students between their home areas and the schools of the District to which they are assigned. However, no vehicle with a capacity of more than fifteen (15) shall be purchased or used to transport students for which there is no applicable, passenger-protection, Federal motor-vehicle safety standards.

All school buses and student-transportation vehicles, whether purchased, leased, or contracted for as provided in Policy 8680 shall comply with specifications defined in State and Federal law. Each operator of a school vehicle used to transport students of the District shall be licensed for the purpose for which the vehicle is being used and shall operate the vehicles in accordance with Federal and State laws.

Transportation for private school students, eligible for transportation under State law, shall be provided on the same basis as for District students.

Transportation of eligible students with exceptional educational needs or attending a technical education program shall be arranged through the use of District-owned vehicles, through cooperation with other districts, through commercial carriers, and/or by other means in the most efficient and economical manner.

Transportation privileges may be revoked if the student's conduct is in violation of the District Administrator's administrative guidelines or the Code of Conduct pertaining to student transportation. Such revocation shall be in accord with statutorily-required procedures.

The bus schedule and route will be available on our website, www.mishicot.k12.wi.us. Families who reside in the Mishicot School District will be transported to and from the home address. Students will ride only assigned school buses and will board and depart from the bus at assigned bus stop.

BUS CONDUCT

1. Parents or guardians are to be informed that school bus transportation is a privilege and not a right and that the bus driver is the sole authority on the bus while students are being transported.
2. Parents or guardians are also to be informed that they are responsible for:
 - a. the safety of their child while going to or from the bus stop and while waiting for the school bus;
 - b. their child being at the bus stop prior to scheduled pick-up time;
 - c. damage by their child to school buses, personal property, or public property;
 - d. Informing their children of the rules of conduct and behavior for riding on the buses.

Busing Guidelines

- All families must fill out the Transportation Form in Powerschool at the beginning of every year. All students should be registered by August 16th 2023 in order to create accurate routes. Families registering for transportation after this date or making changes after this are not guaranteed transportation the first week of school.
- Any bus change requests during the school year may take up to 5 business day to change
- Transportation is not available for students who live within a ¼ mile of school.
- The Mishicot School District does not allow multiple pick-up sites or multiple drop-off sites.
- Families who reside in the Mishicot School District will be transported to and from their home address. Families that have made every effort to try to find one location that is the same for morning and afternoon routes but have been unsuccessful, may fill out the Powerschool form that allows for one pick-up site in the morning and one, different drop-off site in the afternoon.
- Open enrolled students will be provided limited transportation. They may pick from one of our 3 open enrollment stops or they may ride from a babysitter's residence that we **already stop at**. The open enrollments stops are: The Francis Creek Village Office at 200 Norwood Dr, the Shoto Fire Station at 6525 Cty Trk B or the old Bank in Tisch Mills at 18923 Tisch Mills Rd. A parent/guardian must be present at pick up. The bus will not wait longer than **2** minutes for a ride to arrive. The student will then be taken back to school and the parent/guardian will have to pick up from there.
- A parent/guardian must be present for drop off of 4k, Kindergarten and first grade riders. If one is not present the student will be taken back to school and the parent/guardian will have to pick up from there.
- All students requiring a seat belt must be put on and taken off the bus by a parent or guardian.
- Any student living on a dead end/cul-de-sac road may be asked to be picked up/dropped off at the nearest corner.
- If buses are required to use private roads and driveways, residents must provide a reasonable turn-around and keep roads in good driving condition in all weather. If these requirements are not met, students will be required to walk to the main road for pick up.
- Please call the bus garage at 920-755-3169 if your child does not need to get picked up in the morning. If a student does not ride for 3 consecutive days without contacting the bus garage, the bus will not stop again until contact is made by the parent/guardian that the student is riding again.
- Drivers are instructed not to drop students anywhere other than at their normal stop. If a change is required, the student is responsible for presenting a signed and dated note from the parent and school office to the driver.
- Student should be outside and waiting for the bus. We do not wait and blow the horn for students to come running out of the house; this throws the route off schedule and may cause traffic problems. Students and parents should expect pick up times to vary by 5-10 minutes depending on the road, traffic, weather conditions and or other route related conditions. The transportation departments will make every attempt to inform the parents if the bus is going to be later than 30 minutes.
- If crossing the road is needed, students should watch for the driver to signal them when to cross.
- Drivers may assign seats if needed

- **Parents/guardians are not allowed on the bus** unless it is required to get their child out of their seat. If a parent needs anything they should contact the bus garage at 920-755-3169 or their child's school.

Bus Rider Rules

1. Riders are expected to obey the driver.
2. Sit in your seat while the bus is moving. Riders should not be in the aisle. Bus riders should leave their seats only after the bus has come to a complete stop at their bus stop.
3. No eating or drinking on the bus.
4. Keep hands and all personal items to yourself.
5. All body parts must remain inside of the bus at all times.
6. No littering. Please keep the bus clean.
7. No profane or vulgar language, no yelling or screaming. For the safe operation of the school bus, noise on buses shall be kept at a minimum with students speaking in reasonable conversation voices. Students must be quiet at railroad crossings and other danger zones as designated by the bus driver
8. No vandalism or destruction of property. Any damage will be paid for by the rider inflicting the damage.
9. No throwing anything on or out of the bus.
10. No smoking or vaping.
11. The following cargo is forbidden to be transported on a school bus: pets, alcoholic beverages, ammunition, explosives, firearms, knives, or any other dangerous materials or objects. If there is a question on the transportation of a particular item, the principal should be consulted.
12. Harassment of any kind towards the driver or fellow riders is not tolerated.
13. Hitting and fighting is not allowed.
14. Using spray/bottled items such as cologne, perfume, deodorant etc. is not allowed.
15. No student recording or photographing with electronic devices or cell phones is allowed on the bus.
16. All rules enforced at school apply for the bus as well.

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.

Discipline will be handled by the building Principal or Vice-Principal as follows but not limited to: Warnings, moved to the front of the bus, assigned seating, detention, community service, removal of bus privileges, in-school suspension, out of school suspension, and expulsion.

CAMERAS ON SCHOOL BUSES

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

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

SELF-TRANSPORTATION TO SCHOOL

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

The following rules shall apply:

1. Students shall complete the parking pass form in Powerschool.
2. Parking lot speed is 10 mph.
3. Students must park in areas designated as student parking.
4. The student must obtain a permit from the high school office and pay a fee of \$25 for the entire school year.
5. If a student's permit is suspended, no fees will be refunded. Failure to comply with these rules will result in loss of privileges and/or disciplinary action for the student.
6. Permit is expected to be hung from the rear view mirror and be visible at all times.
7. When the school provides transportation, students shall not drive to school-sponsored activities.
8. Students must park appropriately between yellow/white parking lines.

STUDENT PARKING LOT

The student parking lot is located at the east and south end of the campus. Students are not allowed to go to their vehicles during the school day unless granted permission by the building Principal. Students must park properly in designated and posted areas. Parking permits must be displayed on the rear view mirror on the windshield. (guideline 5771)

OPERATION OF VEHICLES ON SCHOOL PROPERTY (guideline 5515A)

The Motor Vehicle Code and the following guidelines apply to anyone who drives a vehicle onto District property.

- A. Vehicles are to be operated on designated roadways and parking lots only. Drivers are prohibited from driving or parking on any natural areas of District property.
- B. In the event a vehicle is found to be parked or used improperly, the District may take one or more of the following actions:
 1. Prohibit the person from driving on District property.
 2. Contact the police to have the vehicle towed from the premises at the operator's expense.
 3. Invoke disciplinary procedures as described in a Parent/Student Handbook, staff handbook, or negotiated agreement.
 4. Seek the assistance of law enforcement.
- C. The District shall not be responsible for any vehicle or items in a vehicle that are lost, stolen, or damaged as a result of being on District property.

VEHICLE SEARCH: (guideline 5771)

Any vehicle brought on District premises by a student may be searched when the principal has reasonable suspicion to justify the search. One of the conditions for granting permission for a student to bring a student-operated vehicle onto school premises is written consent by the student driver, the owner of the vehicle, and the parent of the student to allow search of that vehicle. Refusal by any of the parties to provide or allow access to a vehicle at the time of a search request shall be cause for terminating the privilege without further hearing. Searches of vehicles of staff members or visitors shall be conducted by law enforcement personnel.

HS / MS Department	Staff
Superintendent	Mr. Cory Erlandson
HS/MS Principal	Mr. Justin Gerlach
HS/MS Assoc. Principal	Ms. Sara Greenwood
Director of Pupil Services	Ms. Kari Stryhn
Athletic Director	Ms. Nicole Schmidt
HS Office	Ms. Nicole Rezba
MS Office	Ms. Paige Klein
MS/HS SPED Coordinator	Ms. Kim DePas
MS Guidance	Ms. Ashley Andre
HS Guidance	Ms. Amanda Bergel
MS/HS Library	Ms. Tamara Schacht
MS ELA	Ms. Jamie Glandt
MS ELA	Ms. Julie Brouchoud
MS ELA	Ms. Amber Skornicka
HS English	Ms. Tracy Bauer
HS English	Ms. Jessica Brossard
HS English	Ms. Carrie Sand
MS Math / Social Studies	Mr. Kevin Fix
MS Math / Social Studies	Mr. John Biely
MS Math / Social Studies	Mr. Brian Hammar
HS Math	Ms. Melissa Hansen
HS Math	Ms. Kelly Krause
HS Social Studies	Ms. Dawn Shimek
HS Social Studies	Ms. Jennifer Wachowski
MS Science	Mr. Ryan Kamien
MS Science	Ms. Becky Armbruster
HS Science	
HS Science	Mr. Travis Moore
MS/HS Band	Mr. Jacob VanDyke
MS/HS Choir	Mrs. Deanna Barkhaus
MS/HS Art	Ms. Bryn Sikora
MS/HS Tech Ed	Mr. Jacob Brotski
MS/HS Tech Ed	Mr. Kyle Junk
MS/HS Ag	Ms. Jamie Propson
MS/HS Ag	Ms. Katie Koeppel
MS/HS Spanish	Mr. Matthew Stocking
MS/HS FACS	Ms. Sarah Hoffman
MS/HS Phy Ed	Mr. Aaron Schlies
MS/HS Phy Ed	Mr. Ryan Schroeder
MS/HS Business Ed	Ms. Anne Juza
MS Special Ed	Mr. Scott VanHefty
MS Special Ed	Ms. Taylor Krueger
HS Special Ed	Ms. Kimberly Funk
HS Special Ed	Ms. Mary Mowrer
HS Alternative Ed	Ms. Jacqueline Wiebensohn