

Kickapoo  
Area  
School  
District



***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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I. HOURS

A. SCHOOL DAY CLASS SCHEDULE

1st period	8:00 - 8:45
2nd period	8:48 - 9:33
Mid Morning Snack	9:33 - 9:42
3rd period	9:42 - 10:27
4th period	10:30 - 11:15
Lunch 6-8	11:15 - 11:45
5A period	11:18 - 12:03
Lunch 9-12	12:03 - 12:33
5B period	11:48 - 12:33
6th period	12:36 - 1:21
7th period	1:24 - 2:09
8th period	2:12 - 3:00
Resource Time	3:00 - 3:20

TWO HOUR LATE START SCHEDULE

1st period	10:00 - 10:33
2nd period	10:36 - 11:09
3 <sup>rd</sup> period	11:12 - 11:45
	11:48 - 12:21 - (6-8 LUNCH)
4A	11:48 - 12:21
	12:24 - 12:57 - (9-12 LUNCH)
4B	12:24 - 12:57
5 <sup>th</sup> period	1:00 - 1:33
6 <sup>th</sup> period	1:36 - 2:09
7 <sup>th</sup> period	2:12 - 2:45
8 <sup>th</sup> period	2:48 - 3:20

1:00 p.m. EARLY RELEASE SCHEDULE

1 <sup>st</sup> period	8:00 - 8:35
2 <sup>nd</sup> period	8:38 - 9:08
3 <sup>rd</sup> period	9:11 - 9:41
4 <sup>th</sup> period	9:44 - 10:14
5 <sup>th</sup> period	10:17 - 10:47
6 <sup>th</sup> period	10:50 - 11:20
7A period	11:23 - 11:53
	11:20 - 11:50 (6-8 LUNCH)
7B period	11:53 - 12:23
	11:53 - 12:23 (9-12 LUNCH)
8 <sup>th</sup> period	12:26 - 1:00

NOTE: There will not be a resource period on two-hour late starts and early release days.

B. **Before and After School**

1. Students should not be in the building before 7:30 a.m. unless requested by a teacher, or the bus arrives early. The office is open from 7:30 a.m. to 3:30 p.m. on school days.
2. Students arriving at school are not to leave without permission from parents (an outside permit is required).
3. Students should be out of the building by 3:30 p.m. unless requested by a teacher or participating in a supervised activity.

C. **School Closing**

School may be cancelled because of weather conditions. Notification will be broadcasted by the following radio stations:

Richland Center.....WRCO – 100.9 FM

Viroqua.....WVRQ FM - 102.3 FM

Viroqua.....WVRQ AM – 1360 AM

La Crosse.....WIZM 93.3 FM

**Please do not call the school.** Telephone lines are needed for school use.

Ridge and Valley Conference - School Closings due to Weather

Individual School Policies relating to school activities.

**DeSoto: When School is Closed:** All school activities are assumed to be cancelled. This includes practices, rehearsals, open gym, games, community education, etc. **When school is dismissed early:** All school activities are assumed to be cancelled. This includes practices, rehearsals, open gym, games, etc. These are guidelines and may be adjusted in accordance with the circumstances and weather conditions. We will appreciate your cooperation and understanding.

**Ithaca: When School is Cancelled:** On days when school is cancelled because of inclement weather or any reason endangering the safety or health of students, a decision will be made before 1:00 p.m. as to whether events or games scheduled for that evening will be held or postponed. This decision will be made by the administration with input from the coach/advisor involved and the transportation supervisor. Official athletic practices will not be held, but voluntary practice may be held for those students who can make it. Voluntary practice times will be determined by coaches/administration. **When School is Dismissed Early:** Due to adverse weather conditions, all after school activities are cancelled and the school buildings will be closed to all students for the rest of the day.

**Kickapoo: When School is Cancelled:** Any time that school is cancelled for the day due to weather conditions and weather conditions rapidly improve, a decision to hold practice and/or extra-curricular events will be made by 1:00 p.m.

**Early Dismissal:** Any time that school is dismissed early due to weather conditions, all activities for the remainder of the day and evening including practices and activity bus are cancelled. **Late Start:** School schedule is followed with weather conditions monitored and the understanding that practices and extra-curricular activities will be held, weather permitting.

**La Farge: When School is Cancelled:** If conditions vastly improve later on, then games or other scheduled events (such as a concert or play) may proceed after

permission is granted by both administrators. However, no practices nor "open gym" will be allowed. The administrators' decision will be final. **Early Dismissal:** Since hazardous conditions either exist, or are expected to exist, then for the safety of all students, all practices, games and any other scheduled extra curricular activities should be cancelled with no exceptions. There should be no open gym situations for the "town kids", all students will be directed to go home. Students of this age will not want to go home if others are staying, and most of them do not possess the driving skills needed to cope with dangerous winter conditions. **Late Start:** School will proceed normally after a late start, then there is an understanding that the weather conditions have changed to a favorable state to allow normal operations, and all practices and other extra -curricular activities should proceed as normal.

**North Crawford: When School is Cancelled:** Any time school is called off because of weather conditions all activities are cancelled for that day and evening. This includes all athletic practices. **Early Dismissal:** Any time that school is dismissed early because of weather conditions all activities planned for that afternoon or evening are cancelled. This includes all athletic practices.

**Seneca: When School is Cancelled:** If there has been no school during the day then practices and games will not be played.

**Wauzeka: Early Dismissal:** Any time that school is dismissed early due to weather conditions, all activities for the remainder of the day and evening including practices are cancelled. **When School is Cancelled:** When school is cancelled because of inclement weather a decision will be made by the administrator and athletic director by early afternoon as to whether practices, events or games scheduled for that evening will be held or postponed. **When School is Dismissed Early:** Due to adverse weather conditions all after school activities are cancelled and school buildings will be closed to all students for the rest of the day.

**Weston: When School is Cancelled:** When classes are cancelled for the entire day, there will not be any school activities, sport event, or practices held for that afternoon or evening except as relating to I.A. When school is called off early in the morning and conditions change for the better by NOON, practices may be scheduled and by mutual agreement a school event may be played as approved by the administrators and coaches. **When School is Dismissed Early:** When school is cancelled from Noon or later on in the afternoon, there will be no school activities held as related to above.

## II. CALENDAR

August 28 - 30, 2018	Teacher Inservice
September 4, 2018	First Day of School for Students
September 18, 2018	Picture Day
September 21, 2018	1:00PM Early Release for Students
October 17, 2018	1:00PM Early Release for Students
October 23, 2018	Picture Retake Day
November 2, 2018	End of 1 <sup>st</sup> Qtr
November 7, 2018	Parent/Teacher Conferences 3:30 - 7:30PM
November 8, 2018	Parent/Teacher Conferences 3:30 – 7:30PM
November 9, 2018	No School
November 21, 2018	1:00PM Early Release
November 22 - 23, 2018	Holiday Vacation
December 5, 2018	1:00PM Early Release for Students
December 21, 2018	1:00PM Early Release
December 24-January 1, 2019	Holiday Vacation
January 2, 2019	Classes Resume
January 17, 2019	Last Day of 1 <sup>st</sup> Semester/2 <sup>nd</sup> Quarter
January 18, 2019	No School ~ Teacher Inservice
February 13, 2019	1:00PM Early Release for Students
March 8, 2019	No School
March 22, 2019	End of 3 <sup>rd</sup> Qtr
April 10, 2019	1:00PM Early Release for Students
April 19, 2019	No School
May 25, 2019	High School Graduation 1:30PM
May 27, 2019	No School ~ Holiday
May 31, 2019	Last Day of School – End of 4 <sup>th</sup> Qtr
June 1, 2019	Teacher Inservice

### III. STUDENT ATTENDANCE

#### KICKAPOO PHILOSOPHY

Proper school attendance is the first pre-requisite for academic success in school. Therefore, student attendance will be monitored closely and when an attendance problem surfaces it will be confronted and dealt with. Teachers will make attendance part of course requirements and evaluations.

#### WISCONSIN STATUTES

Pursuant to Section 118.163(1m) Wisconsin Statutes, the County Board of Supervisors for Vernon County does hereby ordain as follows:

Definitions: In this section the following shall apply:

“Dropout” means a child who ceased to attend school, does not attend a public or private school, technical college, or home-based private educational program on a full-time basis, has not graduated from high school and does not have an acceptable excuse under s. 118.15 (1) (b) to (d) or (3).

“Habitual truant” means a pupil who is absent from school without an acceptable excuse under sub. (4) and s. 118.15 for part or all of 5 or more days on which school is held during a school semester. “Operating privilege” means in the case of a person who is licensed under ch. 343, the license, including every endorsement and authorization to operate vehicles of specific vehicle classes or types, instruction permit, and temporary, restricted, or occupational license granted to such person: in the case of a resident of this state who is not so licensed, it means the privilege to secure a license under ch. 343: in the case of a nonresident, it means the operating privilege granted by s. 343.05 (2) (a) 2, or (4) (b) 1.

“Truant” means a pupil who is absent from school without an acceptable excuse under ss. 118.15 and 118.16 (4) for part or all of any day on which school is held during a school semester.

“Acceptable excuse” shall be defined as set forth in ss.118.15 and 118.16(4) of the Wisconsin Statutes.

Section 1: It is hereby prohibited for any person under the age of 18 years to be absent from school without an acceptable excuse as defined above for part or all of any day on which school is held during a school semester.

Section 2: Dispositions for truancy: Whoever violates Section 1 this ordinance shall be subject to the following dispositions:

An order for the person to attend school.

A forfeiture of not more than \$500 plus costs for a first violation, or a forfeiture of not more than \$100 plus costs for any 2<sup>nd</sup> or subsequent violation committed within 12 months of a previous violation, subject to s. 938.37 and subject to a maximum cumulative forfeiture amount of not more than \$500 for all violations committed

during a school semester. All or part of the forfeiture plus costs may be assessed against the person, the parents or guardian of the person, or both.

Section 3: It is hereby prohibited for any person under the age of 18 years to be absent from school without an acceptable excuse as defined above for all or part of five days or more days on which school is held during a school semester.

Section 4: *Dispositions for habitual truancy:* Whoever violates Section 3 of ordinance shall be subject to the following dispositions by the Court:

A forfeiture of not more than \$500.00 plus costs, subject to §938.37. All or part of the forfeiture plus costs may be assessed against the person, the parents, or guardian of the person, or both.

An order for the person to have his or her driving operating privilege, as defined under Section 340 .01 (40) Wisconsin Statutes, revoked for not less than thirty (30) days nor more than one (1) year. The Court shall immediately take possession of any suspended license and forward it to the Department of Transportation, together with a notice stating the reason for and the duration of the suspension. Any county department of human services or social services, community agency, public agency, or nonprofit charitable organization administering a supervised work program or other community service work to which a person is assigned pursuant to an order under this paragraph acting in good faith has immunity from any civil liability in excess of \$25,000 for any act or omission by or impacting on that person.

An order for the person to participate in counseling, community service, or supervised work program as described in Section 938.34 (5g) Wisconsin Statutes. The costs of any such counseling supervised work program or other community service may be assessed against the person, the parents, or guardian of the person, or both.

An order for the person to remain at home except during hours in which the person is attending religious worship or a school program, including travel time required to get to and from school or place of worship. The order may permit a person to leave his or her home if the person is accompanied by a parent or guardian.

An order for the person to attend an educational program as described in Section 938.34(7d) Wisconsin Statutes.

An order for the department of workforce development to revoke under §103.72, a permit under §103.70 authorizing the employment of the person.

An order for the person to be placed in a teen court program as described in Section 938.342 (1g) (f), Wisconsin Statutes.

An order for the person to attend school.

Any other reasonable condition consistent with this subsection, including a curfew, restrictions as to going to or remaining on specified premises and restrictions on associating with other children or adults.

An order placing the person under formal or informal supervision, as described in § 938.34(2), for up to one year.

An order for the person's parent, guardian, or legal custodian to participate in counseling at the parent's, guardian's, or legal custodian's own expense, or to attend school with the person, or both.

Section 5: If the Court finds any person to be a “dropout” as defined above, the Court may suspend the operating privileges of any such person who is at least 16 years of age, but is less than 18 years of age. Such operating privileges may be revoked until the person reaches the age of 18. Upon such action, the Court shall immediately take possession of any suspended license and forward it to the Department of Transportation, together with a notice stating the reason for and the duration of the suspension.

#### Educational Alternatives

Any child who is 17 years of age or over may be excused from regular school attendance by the school board upon the child's request with the written approval of the child's parent(s) or guardian if the child and his/her parent(s) or guardian agree, in writing, that the child will participate in a program or curriculum modification leading to the child's high school graduation or leading to a high school equivalency diploma. (program or curriculum modifications include those outlined below)

- a. Attendance at a vocational, technical, and adult education school in lieu of high school or on a part-time basis;
- b. Modifications within the child's current academic program;
- c. A school work training or work-study program;
- d. Enrollment in any alternative public school or program located in the school district in which the child resides;
- e. Enrollment in any non-sectarian private school or program located in the school district in which the child resides which complies with the requirements of 42 USC 2000d (Title VI of the Civil Rights Act- nondiscrimination on the basis of race, color or national origin). Enrollment in such school or program shall be pursuant to a contractual agreement which provides for the payment of the child's tuition by the school district;
- f. Home-bound study, including non-sectarian correspondence courses or other courses of study approved by the school board of non-sectarian tutoring provided by the school in which the child is enrolled; or
- g. Enrollment in any public educational program outside the school district in which the child resides. Enrollment of a child in such program may be pursuant to a contractual agreement between school districts.

A written agreement is required between the child, his/her parent(s) or guardian, the school board and a representative of the high school equivalency program or program leading to the child's high school graduation prior to a child's admission to such program(s). The agreement must state the services to be provided, the time period needed to complete the high school equivalency program or program leading to high school graduation and how the performance of the student will be monitored.

The school board is responsible for monitoring the written agreement on a regular basis. In no case, however, can the agreement be monitored less frequently than once per semester. If the school board determines that a child is not complying with the agreement, the school board is expected to notify the child, his/her parent(s) or guardian and the high school equivalency program or program leading to high school graduation that the agreement may be modified or suspended in thirty (30) days.



#### **IV. STUDENT ABSENCE**

The responsibility for regular school attendance of a child rests upon the child's parent(s) or guardian. If a student cannot attend school, a parent/guardian shall call the school office no later than 9:00 a.m. If the school is not called, the parent/guardian may be called to inquire about the student absence. A phone call or written excuse signed by the parent/guardian must be presented within two days. Excused absences require parent(s)/guardian/legal custodian verification. The district administrator/attendance officer is empowered to approve a legal excuse to any student for the following reasons:

- a. Personal illness- a note from a doctor will be required after three (3) consecutive absences or five (5) absences in any semester, (all or part of a day is considered an absence) or upon other circumstances as determined by the principal.
- b. Medical, dental, chiropractic, optometrist, or other professional appointments not to exceed one half day. Absences should be pre-excused by the parent/guardian whenever possible. All professional appointments require a parent/guardian note. Excessive absences will need to be verified with a doctor's note.
- c. Family emergency (death, injury, funeral) (This type of absence needs to be called in to the school by 9:00 a.m. and will be counted as a "Pre-Excused" absence.)
- d. Approved school activities during class times.
- e. Emergency work at home. (This type of absence needs to be called in to the school by 9:00 a.m. and will be counted as a "Pre-Excused" absence.)
- f. Any student excused in writing by his/her parents or guardian a minimum of 24 hours BEFORE THE ABSENCE. (A maximum of ten (10) days (all or part of) per school year is allowed per state statute) The student is required to complete a "pre-excused" form which indicates coursework missed during the absence.
- g. Other extenuating circumstances approved by the building principal.

All students with excused absences will be given the opportunity to make up work missed in accordance with the following guidelines:

- (1) It is the student's responsibility to contact the teacher(s) to make arrangements for making up work missed during an absence from school.
- (2) Students who miss classes for reasons that are determined to be excused will be given the opportunity, whenever possible, to make up that work missed when they return to school.
- (3) Teachers will be asked to grant the number of days absent plus one (1) for make-up time. This provision applies to all work assigned during absence(s).
- (4) Examinations missed during an excused absence will be permitted to be taken at a time mutually agreed upon by the student and the teacher.

Children who are absent from school with the consent of their parent(s) or guardian, but whose absence does not fall under the reasons listed above (excused absences)

shall be considered unexcused. In such cases, the student shall be required to make up class-work missed, but credit for such may or may not be given.

The student, on his/her return to school will be expected to submit a written statement signed by his/her parent(s) or guardian explaining the reason for the absence. In the basis of this statement, the principal or designee will determine whether credit for the make-up work will be granted.

A student who is absent from school for no particular reason or is truant will also be considered unexcused. However, credit will not be given for class-work missed during an absence. Students have the obligation to understand and use all materials presented during their unexcused absence.

All students with an unexcused absence will be permitted to make up grading period/final exams missed.

#### **Pre-Excused Absence Procedure**

In the event an absence is known beforehand it is the responsibility of the parent/guardian to write a pre-excused note at least 24 hours before the absence. The student is required to submit the pre-excused note to the office at least 24 hours prior to the absence and complete a pre-excused form which itemizes homework from each teacher (See Appendix I)

#### **Types of Truancy**

**Simple truancy:** Absence from school without an acceptable excuse for part or all of one (1) to four (4) days during a school semester.

Possible sanctions: school sanctions, legal citations, teen court referral.

**Habitual truancy:** Absence from school without an acceptable excuse for part or all of five (5) or more days during a school semester.

Possible sanctions: habitual truancy referral to District Attorney,

#### **Juvenile in Need of Protective Services (JIPS)**

##### **Referral to Human Services**

**Tardy truant:** Excessive tardies deemed by school personnel to be considered truant.

Possible sanctions: School sanctions, habitual truancy referral

#### **Truancy Penalties**

Students who have been truant will be penalized in accordance with the degree of violation at the discretion of the principal. Decisions will range from: (Parents will always be involved.)

\* Teacher applied assignments and/or detention.

\* School applied detention.

\* Suspension

\* Board of Education involvement

\* County Ordinance No. 99-1

\* Students who acquire unexcused absences will be required to make up time missed in detention, in-school suspension or other consequences assigned by the

building principal. Questionable reasons for being absent from school will be dealt with on an individual basis and will be subject to administrative decision.

### **Tardiness**

Students late to school in the morning must report to the office for a late slip. Students arriving to the office between 8:00 and 8:15 will be considered tardy. Students arriving to the office after 8:15, without an acceptable excuse, will be considered truant and will be required to serve detention. Students tardy to classes the remainder of the school day do not need to report to the office. Students tardy to classes between one and three times will be subject to whatever regulations are set by individual teachers.

Students in grades 6-8 who accumulate four or more tardies will receive one lunch detention or 30 minutes of after-school detention for each tardy, beginning with the fourth tardy. Students in grades 6-8 with continuing tardiness will receive 30 minutes for each tardy.

Student in grades 9-12 who accumulate four or more tardies will receive 30 minutes of detention for each tardy, beginning with the fourth tardy. Additionally, beginning with the 2002-2003 school year, five tardies will be considered one unexcused absence (truancy), ten tardies will be considered two unexcused absences, etc. Unexcused absences as a result of excessive tardies will be part of a referral to the District Attorney for "habitual truancy".

Students who fail to serve detentions may be given additional detentions or may be subject to suspension. Parents/guardians will be contacted when after-school detention is given.

Detention will be served on the next scheduled detention day.

The tardy procedure starts over with the beginning of a new quarter. All students will begin the new quarter with zero tardies.

Other consequences may be assigned by the building principal in place of detentions.

## **V. STUDENT CONDUCT**

### **Philosophy**

The basis for student conduct at Kickapoo Middle/ High School is common courtesy and respect for the rights and opinions of others. The staff is expected to maintain the best possible learning environment for students. Students are expected to cooperate in maintaining this environment as well as the best possible teaching environment for staff. Students who infringe through negative behavior on the rights of others in the maintenance of a positive educational environment will be confronted and will shoulder the consequences of their actions.

### **Student Dress Code**

1. The fundamental purposes of the Kickapoo Area School District are to maintain and enhance the learning atmosphere of our school, be consistent with our district goals, and provide a safe and healthful learning situation for our students. Students will be required to observe student dress code guidelines as determined necessary by the administration. They are as follows:

2. No student shall be permitted to wear any clothing which is normally identified with a gang or gang-related activities (e.g., gang-related colors), rebel/confederate flag clothing or clothing that contains pictures and/or writing referring to alcoholic beverages, taverns, tobacco products, sexual references, profanity, or drugs (including implied messages).
3. No coats, hats, head scarves or other types of head gear are allowed to be worn by males or females in the classrooms or hallways between the hours of 8:00 a.m. to 3:20 p.m. Outdoor wearing apparel will be kept in lockers.  
\* Students are to remove their hats once they go to their locker in the morning.
4. No blouses, dresses, or shirts which excessively expose areas of stomach, sides, or back. Shirts must reach the top of jeans, etc. Skirts should be no shorter than a student's fingertips when the arms are hanging down.
5. No muscle shirts, mesh jerseys, tube tops, shirts with spaghetti straps, shredded clothing, or clothing that has holes which can be considered inappropriate for school (unless other acceptable clothing is worn underneath), shirts which expose excessive amounts of chest, shoulders, back, or excessively form-fitting clothing.
6. Shoes must be worn at all times.
7. No undergarments exposed
8. No sunglasses (inside the building).
9. Discretion of what is excessive or in bad taste will be left up to faculty and administration as defined by the Wisconsin Statute 120.13 (1) (a)

#### **Student Dress Code - Range of Consequences**

Violators of these rules will be subject to one or more of the following disciplinary actions(s):

Exclusion from class until the offensive item(s) is removed / changed

Administrative referral, detention and/or in-school suspension

Parent notification/out-of-school suspension.

Parent notification/out-of-school suspension, required parent conference

Disciplinary hearing before the Board of Education.

NOTE: Students are requested to store an extra shirt, sweatshirt, or sweater in their locker in case of cold classrooms.

Permission to wear caps, scarves, or other types of headgear may be given by the principal for particular events during the school year.

#### **Behavioral Regulations**

Beyond behaving according to the common courtesy philosophy several regulations, if spelled out and understood, can help prevent possible confrontational problems. These regulations are as follows:

Students will at all times adhere to their prescribed schedules and to proper pass, check-in/checkout, re-admittance (etc.) procedures.

Bookbags/Backpacks will not be allowed in classrooms and will be stored in hall lockers

There will be no alcohol, other drugs (including "lookalikes"), tobacco, e-cigarettes, weapons of any kind at Kickapoo Middle/ High School or its extensions. Wearing apparel advertising or displaying any of these types of items will not be allowed.

There will be no behavior which endangers the health and safety of any individual or group or any behavior which damages personal or school property.

Unless otherwise approved, or at the designated times of before school, snack, resource and lunch, students are prohibited from using or possessing electronic devices such as, but not limited to, walkmans, electronic paging devices, laser lights, C.D. players, I-Pods, MP 3 Players, or cellular phones during the school day. In addition no picture taking devices such as cell phones are allowed to be used in school locker rooms. **(Policy 1062A)** Consequences for failure to comply will range from a warning to expulsion. Devices not sanctioned by the School Board or its designee may be confiscated and returned only to parents. An exception may occur if the Board or administration deems a device is necessary for medical, safety, or educational reason.

Behavior of defiant, intimidating, baiting, or hazing nature will not be condoned.

Language that is disrespectful, obscene or sexually abusive, symbolic of drug/alcohol/gang activity will not be tolerated (written or verbal).

#### **Food & Drink-Students**

Student purchase and consumption of snacks, juice and/or water is limited to the food cart/classroom during Resource Period and the all purpose room during lunch. Refer to the School Wellness Policy for more information. Students should not have open pop/juice/milk/etc. in their lockers, halls or classrooms.

All students attending Kickapoo Middle/High School will eat breakfast/lunch at school in the all-purpose room. Students are not allowed to eat breakfast/lunch in the hall. Students are not allowed in the halls during lunch without permission.

#### **Closed Campus**

Following lunch, students will not be allowed to leave school. Permissible areas for students include the all-purpose room, the gym, and the lawn in front of the school. Unsupervised areas such as the school halls, the parking lot, the school forest, the back and sides of the school, and the football complex including bleachers and adjacent hill are impermissible.

Note: the regulations listed above can be added to or decreased depending on need. They can also be discussed at any time through Student Government with the principal, the staff, etc.

IT MUST BE UNDERSTOOD, HOWEVER, THAT GENERAL PROPER CONDUCT AND SPECIFIED REGULATIONS ARE IN EFFECT AT ALL TIMES AND AT ANY PLACE STUDENTS ARE REPRESENTING KICKAPOO MIDDLE/HIGH SCHOOL. THE KICKAPOO HIGH SCHOOL CAMPUS ALWAYS EXTENDS TO ANY PLACE WHERE STUDENT REPRESENTATION TAKES PLACE.

#### **Water Bottle Policy (Refer to school Wellness Policy for more information)**

Each class shall determine when students may bring water bottles for use during school and establish a policy for whether or not bottles may be refilled during school time.

Plastic water bottles must be clear/tinted and have secure tops.

Students may not share water bottles.

Empty bottles should on a regular basis be recycled (if appropriate), discarded, or taken home for sanitized reuse.

Students misusing water bottles will be subject to disciplinary actions.

Teachers have discretion in determining classroom use.

Water bottles may not be used in computer labs, science labs and the library.

### **Code of Classroom Conduct (Student Removal from Class)**

A teacher may remove a student from class for the following reasons:

Behavior that violates the behavioral rules and expectations set forth in this handbook.

Dangerous, disruptive or unruly behavior or behavior that interferes with the ability of the teacher to teach effectively. This behavior includes the following:

repeated use of profanity

possession or use of a weapon or other item that might cause bodily harm to persons in the classroom

substances or controlled substance analogs, or otherwise in violation of district student alcohol and other drug policies

behavior that creates an intimidating, hostile, or offensive classroom environment

fighting

taunting, baiting, inciting and/or encouraging a fight or disruption

disruption and intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations

pushing or striking a student or staff member

obstruction of classroom activities or other intentional action taken to attempt to prevent the teacher from exercising his/her assigned duties

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

restricting another person's freedom to properly utilize classroom facilities or equipment

repeated classroom interruptions, confronting staff argumentatively, making loud noises or refusing to follow directions

throwing objects in the classroom

repeated disruption or violation of classroom rules  
behavior that causes the teacher or other students fear of physical or psychological harm  
physical confrontations or verbal/physical threats  
willful damage to school property

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

When a student is removed from class, the teacher shall send the student to the building principal or designee and inform him/her of the reason for the student's removal from class. A written explanation of the reasons shall be given to the principal or designee within 24 hours of the student's removal from class.

The principal shall inform the student of the reason(s) for the removal from class and shall allow the student the opportunity to present his/her version of the situation. The principal shall then determine the appropriate educational placement for the student who has been removed from a class by a teacher.

The parent/guardian of a minor student shall be notified of the student's removal from class.

#### **Staff or Administrative Actions**

The most effective discipline in any school is that in which all people involved behave in accordance with best benefit for all. The school setting is somewhat unique, however, in that two groups do emerge: the staff in authority, charged with instruction, and the student body -subject to authority, charged with learning. Usually, there is mutual cooperation and teamwork. Unfortunately there are times of breakdown - between individuals, sometimes groups. When breakdowns do occur it is important that students understand what actions or combination of actions by the staff and/or administration may be involved.

#### **Possible Penalties for Misbehavior/Removal from Class**

1. Parent Conference
2. Detention
3. Loss of after school activities, parking privileges, or other consequences deemed appropriate by an administrator
4. Suspension
5. Expulsion
6. Police Referral – possible citation (i.e. disorderly conduct, tobacco citation, etc.)

These actions (consequences) follow (with some examples of behaviors prompting):

Simple verbal confrontation - improper language.

Removal of privileges - improper care of facilities

Detention - excessive tardiness - absenteeism

Suspension-in school - discipline, absenteeism

Suspension-out of school - repeated violations, tobacco possession, fighting

NOTE on Out of School Suspensions: The suspension begins when the student is given formal notice and is in effect until 12:00 A.M. the LAST day of the suspension or 11:59 P.M. on Sunday if Friday was the last day of the suspension. While on suspension the student is disqualified from coming on campus and from attending any school event.

Suspension from school transportation - disruptive or dangerous behavior

Removal from course - refusal to work - disruptions

Legal, law enforcement involvement - fighting, threats, drugs, alcohol, theft, vandalism, disorderly conduct

Board of Education involvement, expulsion - repeated violations, weapons, drugs, behavior endangering others

**DISCIPLINE NOTICE** The purpose of the disciplinary notice is to inform parents/guardians of disciplinary incidents involving the student. Teachers/administrators will complete the disciplinary notice when it is believed that formal documentation is warranted.

Students/parents should be aware that disciplinary notices may be written for a variety of reasons including, but not limited to tardiness, classroom disruptions, destruction of property, unacceptable language, and other disrespectful behavior.

If warranted, school-related consequences resulting from discipline notices may include detention, in-school suspension, out of school suspension, suspension from an athletic contest, parent/teacher/student conferences, or other consequences deemed appropriate by the building principal.

#### **IN-SCHOOL SUSPENSION**

Students may be assigned to in-school suspension by the principal. In-school suspension will take place in a supervised setting. The parent or guardian shall be given written notice of the in-school suspension and the reason for the in-school suspension.

Students may be assigned to in-school suspension area for various amounts of time not to exceed three days. Students shall work on assignments when in the in-school suspension.

Credit may be given for assigned class work completed during the period of the in-school suspension. A student assigned to in-school suspension shall not be denied the opportunity to take quarterly, semester or grading period examinations missed during the suspension period.

#### **OUT-OF-SCHOOL SUSPENSION**

Students may be suspended from school by the principal up to five days for serious or repeated violations, or for conduct while not at school or under the supervision of a school authority which endangers the property, health, or safety of any employee or school board member of the school district in which the student is enrolled. The



parent or guardian shall be given written notice of the suspension and the reason for suspension with a copy to the district administrator.

Suspended students may not be on school grounds nor participate in any school activities while on suspension. Credit may be given for all assigned class work completed during the period of suspension. A student suspended from school shall not be denied the opportunity to take any quarterly, semester or grading period examinations missed during the suspension period. **The principal retains the obligation and responsibility to decide on appropriate disciplinary actions. Students have a deciding influence on the principal's action in the degree to which they follow rules or react when in violation.**

### **Cheating**

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

Copying another student's homework;

Working with others on projects that are meant to be done individually;

Looking at or copying another student's test or quiz answers;

Allowing another student to look at or copy answers from your test or quiz;

Using any other method to get / give test or quiz answers;

Taking a test or quiz in part or in whole to use or to give others;

Copying information from a source without proper attribution; and

Taking papers from other students, publications, or the Internet

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to, redoing assignment / retaking test, receiving a failing grade on the project / test, receiving a lower overall grade in the class, detention, suspension, or expulsion.

### **Student Harassment**

The Kickapoo Area School District seeks to provide a learning environment free of any form of harassment or intimidation toward and between students. Therefore, the district will not tolerate harassment in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of offenders.

Harassment or intimidation can arise from a broad range of physical or verbal behavior which can include, but not be limited to, the following: physical or mental abuse, racial insults, ethnic slurs, religious slurs, unwelcome sexual advances and touching, sexual comments or jokes, sexually explicit derogatory statements, or discriminating remarks which are offensive or objectionable to the recipient or which cause the recipient discomfort, humiliation or which interfere with the recipient's academic performance.

It is the responsibility of administrators, staff members and all students to ensure that these prohibited activities do not occur.

Any student who believes that he/she has been the subject of prohibited harassment shall report the matter in accordance with established discrimination complaint

procedures. If the student is not comfortable making a complaint to the principal, the complaint may be made to a teacher, counselor or other employee with the understanding that he/she will report the complaint through proper channels. There shall be no retaliation against students who file complaints under this policy. All complaints shall be investigated in a timely manner.

#### **Sexual Harassment and Sexual Violence**

Sexual harassment is a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Sexual harassment is a physical act of aggression that includes a sexual act or sexual purpose.

Kickapoo Area Schools is committed to maintaining a learning environment that is free from sexual harassment and sexual violence, where all employees and students can work and study together comfortably and productively. Kickapoo Area School prohibits any form of sexual harassment or sexual violence.

It shall be a violation of this policy for any student or employee of Kickapoo Area Schools to harass a student or an employee through conduct or communication of a sexual nature as defined above. It shall be a violation of this policy for any student or employee of Kickapoo Area Schools to be sexually violent to a student or employee.

Kickapoo Area Schools will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of this school district.

#### **Reporting Procedures**

Any person who believes he or she has been the victim of sexual harassment by a student or an employee of Kickapoo Area Schools, or any person with knowledge or belief of conduct which may constitute sexual harassment or sexual violence, should report the alleged acts immediately to an appropriate school official as designated by this policy. Kickapoo Area School District encourages the reporting party or complainant to make his or her report in writing.

The building principal is the person responsible for receiving oral or written reports of sexual harassment or sexual violence at the building level.

#### **Alcohol and Other Drug Use by Students**

The Kickapoo Area School District recognizes that student involvement with alcohol and other drugs hampers educational success of all students. Students are prohibited from engaging in the manufacture, distribution, possession, consumption or use of an illegal substance, controlled substance, drug paraphernalia, inhalants or other mood or mind-altering substances, or alcohol on school grounds, or at any school activity. Prescribed medication being taken by students for whom the medication has been prescribed is exempt from this provision. **(In order to take prescribed medications at school, students must have a Doctors order sheet filled out & on file at the school).** Parents and students will be informed of the established standards of conduct and possible sanctions related to drug and alcohol use.

The District recognizes its responsibility to educate students regarding the immediate, intermediate, and long-term effects of alcohol and other drug use.

Alcohol and other drug education will be incorporated in the school curriculum, where appropriate, with input from health teachers, guidance counselors, social workers, outside professionals, and knowledgeable others. The District also endorses student assistance programming for such individuals, when need and resources are available.

#### **A. DEFINITION OF TERMS**

1. **Distribution:** Giving an illegal substance, mood or mind-altering substance, or prescribed medicine or controlled substance to another. Distribution shall not be limited to exchange of substance for cash or other compensation.

2. **Possession:** The student's having any illegal substances, mood or mind-altering substances, or controlled substances or drug paraphernalia in his/her personal possession or stored in the locker or similar area assigned to that student. **(Medication prescribed for that student shall be considered an exception to this definition. Student must also have a form filled out in the office.)**

3. **Use:** The student's consuming or having consumed an illegal substance, mood or mind-altering substance, or controlled substance, which can also include recent consumption prior to attending school, or prior to an event after school class hours.

#### **4. Illegal Substance or Controlled Substances and Drug Paraphernalia:**

For purposes of this rule, the definition of illegal substances or controlled substances and drug paraphernalia shall be the same as that definition which appears in Chapter 161 of the Statutes for the State of Wisconsin. Other mood or mind-altering substances not technically classified as illegal or controlled shall be included in this definition. For purposes of this rule, tobacco products will not be considered to be either an illegal substance, mood or mind-altering substance, or a controlled substance, unless such products are used in association with illegal substances, mood or mind-altering substances, or controlled substances as defined in Chapter 161 of the Wisconsin Statutes, or if they are used in such a manner that they could be construed to be drug paraphernalia.

5. **Intoxicants:** All fermented malt beverages (including beer and malt liquor) and intoxicating liquors as defined by state law.

6. **Inhalants:** Chemicals that give off fumes or vapors which cause intoxication such as solvents, including gasoline, paint thinner, glue, rubber cement or white out, aerosols or amyl and butyl nitrate and nitrous oxide (laughing gas).

7. **Drugs:** All controlled substances, prescription drugs and narcotics as defined by state law.

8. **Lookalike Drugs:** Lookalike drugs as defined by state law.

9. **Expulsion:** Physical removal of the student from school property in compliance with Wisconsin Statutes, which includes absolving the School District of any educational responsibility for the student.

#### **ALCOHOL AND OTHER DRUG USE REGULATIONS**

Any penalties assessed by agencies outside the Kickapoo Area School District will have no bearing on the determination of the disciplinary measures taken by the School District.

Any student who intentionally aids and abets another student or who is a party to a conspiracy with another student to violate or avoid detection of a violation of the alcohol and other drug use rules (including acting as a lookout, verbal warnings, etc.) is in violation of this Kickapoo Area School District Policy.

School functions off school property: Students found to be in violation of this school rule while attending functions off school property will be identified and referred to the school principal upon returning to the school.

It shall be the responsibility of the principal to have previously notified all students that their assignment and use of Kickapoo Area School District-owned lockers shall commit them to comply with the procedures as established in this rule. The search of a locker will usually involve the principal, or his/her designee (a member of the staff) and will be in the presence of the student. If, in the judgment of the principal or his/her designee, the welfare of students or faculty is in jeopardy, he/she may proceed to open the locker immediately without the presence of the student.

The staff/faculty member suspecting a drug or alcohol abuse problem will refer the student to the principal, or his/her designee. Staff/faculty members of the Kickapoo Area School District who fail to report violations or suspected violations of this rule are in neglect of their duties and responsibilities as employees of the School District. School counselors, nurses, psychologists, social workers, and any teacher or administrator designated by the Board who engages in drug and alcohol abuse program activities are exempt from this requirement, as they may keep confidential all information received from a student that the student or another student is using, or experiencing problems resulting from the use of, alcohol or other drugs.

The school principal or designee will investigate to determine actual violations of this school rule immediately upon receiving such information.

The parents/guardians will be notified as soon as possible.

The school principal will hold a conference with the parents/guardians and the student.

School disciplinary measures will be undertaken, and law enforcement authorities will be notified of violations of this school rule.

The parents/guardians will be notified of all disciplinary measures taken as a result of violations of this school rule.

While working with the parent(s)/guardian of a minor or with the adult student, the principal or his/her designee will determine if a counselor, a school nurse or doctor should see the student. Additional referral to special student services personnel may be made. A counselor will follow the situation after any referral, if recommended by the principal or his/her designee.

The student may be subject to suspension from school following a referral. Such suspension shall be in accordance with state law and established procedures. After the evidence has been explained to the student and if the student denies the charges, he/she shall be given an opportunity to explain his/her version of the alleged offense.

The student may be recommended to the Board for expulsion in accordance with state law and established procedures following suspension. Any consideration of expulsion for exceptional educational need (EEN) students will be subject to a manifestation determination meeting in order to conform to statutes.

Documentation of proof of the student's participation in an approved program may be required if disciplinary sanctions are to be waived, as per school rules. This documentation shall remain confidential according to the law on confidential records.

### **Weapons In School**

Possession or use of a weapon on school premises, before, during or after school or at any school-sponsored activity is prohibited. A student found to be in possession of a weapon on school premises before, during or after school or at any school-sponsored activity is subject to the following:

1. Suspension and/or expulsion from school and/or legal action.

Articles commonly used or designed to inflict bodily harm and/or to intimidate other persons. Examples include but are not limited to firearms, BB guns, look-a-like weapons, pepper spray, "brass" knuckles, razors, switch blade-butterfly knives, chains, clubs, stars, etc.

Articles designed for other purposes but which in the manner such articles are used or intended to be used are calculated to inflict bodily harm and/or to intimidate. Examples include but are not limited to belts, combs, pencils, files, compasses, aerosol sprays, scissors, etc.

2. Expulsion for a period of not less than one year.

The frame or receiver of any weapon described above  
any firearm muffler or firearm silencer  
any explosive, incendiary, or poison gas  
bomb,  
grenade,  
rocket having a propellant charge of more than four ounces,  
missile having an explosive or incendiary charge of more than one-quarter ounce,  
mine, or  
similar device

3. Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore or more than one-half inch in diameter.

### **Miscellaneous Procedures**

A. Emergency Procedures

B. **Fire Drills**

Instructions are posted in each room. Understand these directions so that in case of an emergency you will be prepared to act quickly and wisely. Observe the following rules during fire drills:

1. Leave books and other possessions in rooms.
  2. Walk in a single file.
  3. Walk quietly, rapidly, do not run.
  4. Move away from the building.
  5. Do not stay on roadway.
6. Do not re-enter the building until the appropriate announcement is made.  
NEVER ASSUME AN ALARM TO BE JUST A DRILL.

### **C. Tornado Watch and Disaster Plan**

**Warning Phase** -We will rely on the following sources for the warnings regarding the approach of a severe storm.

Local and County Police or Fire Department

Radio

Visual Sightings

#### **In-School Warning**

P.A. Announcement

In the event of a power outage, student runners from the nearest classes or official personnel will be used.

#### **Severe Storm or Tornado Drills**

Tornado drills will be run separate of fire drills.

Tornado drills will be run during the month of April and as needed.

#### **Emergency Plan**

Teachers and students will follow tornado drill evacuation procedures as noted on classroom tornado drill sheets. Teachers should bring Attendance sheets and account for all of their students. Students should sit on the floor, knees up, hands around knees / head down with hands covering head.

No students will be dismissed until threat of disaster has passed.

Staff will remain with students until threat of disaster has passed.

All fire doors will be closed.

Classroom doors will be closed.

#### **5. Lock-Down**

Classroom teachers are to retain students in their rooms lock doors, and continue classroom activities. If warranted, have students move away from door visibility.

Students are to remain in classroom until a general announcement is made ending the lock-down OR the classroom is cleared by administration or the police.

School employees are directed to take self-protective action as well, which includes staying out of the halls and locking office doors. Unless otherwise assigned, all professional and support personnel are responsible for ensuring their own safety and the safety of any students of which they have charge.

**B. Outside Permits**

Students leaving the building must sign out of the office and possess an outside permit. Failure to follow the proper procedure will be considered an unexcused absence.

**C. Hall Passes**

If you wish to see a teacher during his/her preparation period, you must make arrangements in advance. You must obtain a pass permitting you to be excused from study hall, under special or extreme circumstances, a class. Present your pass to your study hall teacher at the beginning of the period. Passes will not be given to use the restroom or to go to your lockers during class time or study hall time. However this is left up to the classroom teacher in case of emergency situations which may arise. No one should be in the halls or elsewhere without a pass.

**D. Telephone**

Phones in the office are only to be used for school related situations. Students receiving a call during school hours will not be called to the telephone except in an emergency.

**E. Office Behavior**

Students are not to come into the office for any reason unless permission is given by office personnel. Students are to use the office window.

**F. Lunch**

Students use an automated food service system where students will use a personal identification number.(PIN) Money will be accepted before school (prior to the first bell) and at lunch periods ONLY.

**G. Change**

Change will be given out before school (prior to the first bell) and at lunch periods ONLY.

**H. Parking**

Parking is restricted to the area directly in front of the pool. Students are not to park in the area used by faculty. When students arrive to school in cars they are to immediately enter school - no loitering in the parking lot - no returning to cars (unauthorized) until the school day ends. The parking lot is considered an unsupervised area of school. \*Failure to use appropriate driving practices may result in loss of parking privileges.

**I. Student Lockers**

Lockers are assigned by the office. LOCKERS ARE THE PROPERTY OF THE SCHOOL PROVIDED FOR STUDENT CONVENIENCE. LOCKERS MAY BE CHECKED AT ANY TIME BY THE PRINCIPAL OR HIS DESIGNEE WITH OR

WITHOUT STUDENT PERMISSION - WITH OR WITHOUT THE STUDENT PRESENT. NOTE: All lockers are new and have locks built into them. Combinations will be given out at pre-registration time. Students are to keep the locker assigned to them and under no circumstances change lockers or give their combination out to anyone else. Also, THE SCHOOL WILL NOT BE HELD LIABLE FOR LOST ITEMS.

**J. Textbooks**

Kickapoo High School loans students textbooks free of charge, but students are expected to maintain them in good condition or fines will be assessed. Some classes require students to purchase workbooks.

Fines- Students are expected to care for textbooks. If a textbook is misused, a fine will be imposed.

**K. Study Hall Procedures**

Study Hall students should always bring books with them.

Passes to the Library/computer lab need to show assignment/reason.

Students are not allowed to go to the library/computer lab if they are failing a class.

Study hall teachers will determine if any of their students are failing classes by checking Family Access at least one time per week and more often for at-risk students/student not bringing priority school work to study hall.

Procedure for students who are failing a course/s and don't do their work in study hall:

- study hall teacher consults with the student.
- if student refuses to comply, referral to the Guidance Counselor.
- if student continues to refuse, referral to the office-at this time a parent meeting will be required.

Consult with students on a daily basis if needed, regarding current assignments/tests/etc. and the classes they are failing and how to catch up.

**L. Resource Period**

The resource period will be from 3:00 – 3:20 every day except late start and early release days. The resource period will be used for activity meetings, class meetings, meeting with teachers, and/or study time. Students not attending an activity will remain in their 8<sup>th</sup> period classroom.

Students in grades 9<sup>th</sup> – 12<sup>th</sup> who are passing all their classes, have not used all their sick or personal days for the semester, have no missing assignments and have no behavior issues will have the opportunity to leave at the beginning of resource period (3:00) with parent permission. Additionally, students who do not attend required meetings may lose this privilege.

**M. Field/Athletic/Activity Trips**

All rules and regulations submitted by the transportation supervisor are in force at all times during any school sponsored/sanctioned trip.



All students participating in a "trip" activity are expected to travel with the group. Exceptions may be granted should valid reasons be presented. Such exceptions will have the following stipulations:

\* Students traveling with a parent must present a written request from the parent prior to the event. The parent must also present him/herself to the teacher in charge at the time of bus departure. This privilege does not apply to friends of a family - only to direct family members.

\* On rare occasions a student may be allowed to drive to an event rather than use bus transportation. Again, the reason must be valid. In this case the principal only will grant the privilege and only the single student will be allowed to drive - no friends. Written Parent permission must be granted prior to the event.

#### **N. Dances**

1.) Each school year the number of dances will be no more than the total of the average of one per month. This includes Homecoming, Prom, etc.

2.) Dances not following an event such as a game:

Homecoming or Prom 8:00 P.M. - 12:00

Other 8:30 P.M. - 11:30 P.M. (Note: tickets sold only during first 30 mins)

#### **Dances following a game:**

Twenty minutes following event until 11:30 p.m. (Note: Tickets sold only during those 20 minutes)

Students who leave the dance at any time will not be re-admitted.

3.) Each dance will have the following supervision requirement.

Two advisors and assurance of at least one adult of each sex.

Parents, if possible, and as approved in advance by advisors or principal.

One police officer if deemed necessary by the principal.

4.) At each dance the sponsoring organization is responsible for obtaining chaperones and a police officer. The organization is obligated to pay the cost of the officer.

5.) Each sponsoring organization is responsible for proper care of facilities and equipment.

Payment for any damages is the responsibility of the organization. Complete cleanup following a dance is part of these responsibilities.

6.) Dances are only for KHS students unless otherwise stipulated. Students wishing to invite guests outside of the student body must register such guests with the principal.

7.) The chaperones will set standards for the lights, music volume, and suitability. They will see that they are observed.

8.) Chaperones reserve the right and responsibility to refuse admittance to any student dressed inappropriately or behaving in an inappropriate manner.

9.) Anyone asked to leave the dance for any reason will forfeit dance attendance for the balance of the school year.

10.) Middle School students are not included at High School dances except on occasions granted by the principal and advisors. This includes dates of high school students.

11.) Dances and programs for Middle School students will be held according to requests by advisors.

12.) All financial considerations - ticket and concession change boxes, payment of disc jockeys or police officers, follow-up accounting - is the responsibility of the sponsoring organization. It must be thoroughly planned and carried out.

#### **O. Health Services**

##### **Insurance**

Injuries, even of minor nature must be reported to the office immediately by the injured person and/or faculty member.

The purpose of this program is to help pay the cost of hospital, medical and dental expenses incurred as a result of an accidental injury sustained by students while at school or while participating in school sponsored events. It is a supplemental insurance. Parents must file a claim with their own insurance company first. Any amounts left unpaid will be considered for payment by First Agency, Inc.

The company will, for example, consider payment for treatment of accidental bodily injury by a licensed physician, dental treatment of a sound and natural tooth, ambulance bills, and hospitalization. Some exclusions include treatment of an illness, disease, or infection, expenses for broken glasses, and costs of prescriptions. A brochure is made available which contains a more detailed listing of benefits, exclusions, and periods of coverage.

##### **Illness and Injuries**

Ill or injured students should report to the office. Students who are ill and do not report to their scheduled class or the office immediately are considered unexcused.

##### **Request for Physicals**

Upon request of School Board, nurse, or administration all students shall be required to have a physical examinations.

##### **Special Health Problems**

Students with health problems are to report to the school nurse at the beginning of the school year or when a problem arises. Problems include vision, hearing, diabetics, epilepsy, rheumatic fever, recent surgery medication or anything that might limit a student's attendance. Students receiving medications during school should follow School Board's policy available in the Office. **A consent to administer medication form must be completed. Information is available in the office.**

### **Kickapoo Area School District**

#### **Acceptable Use Policy**

The Kickapoo Area School District has developed this acceptable use policy to enhance student education through the use of Internet telecommunication resources, computers, and other technology available within the district.

The Internet allows your student the opportunity to immediately reach out to people and information anywhere in the world. The Kickapoo Area School District believes that the vast majority of the information on the Internet has positive educational value; however, some of the content and forums available to students might be considered objectionable. The district employs the use of Internet controls which restricts access to adult and undesirable content. However, it is not possible to completely block out all objectionable topics

A student who submits to the School, as directed, a properly signed Policy and follows the Policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new Policy each year during which they are students in the School District before they are given an access account.

With this educational opportunity comes personal responsibility. Please read the following guidelines and discuss them with your student. The Kickapoo Area School District is not responsible for the accuracy or the quality of information obtained through the Internet. Student files are not private. If routine maintenance of the system and monitoring of the system lead to the discovery of inappropriate material which violates the district Acceptable Use Policy, disciplinary action will be taken.

#### **Rules & Code of Ethics**

The student, under NO circumstances, will share their password.

The student will act honorably and in a manner consistent with ordinary ethical obligations.

The student will not use the computer resources for non-academic activities.

The student will not make unauthorized copies of software due to copyright laws.

The student will respect the rights and privacy of other computer users.

#### **Netiquette (Internet Etiquette)**

Be polite. Do not be abusive in any message to other people.

Use appropriate language. Do not use profanity, obscene comments, sexually explicit material, expressions of bigotry, racism, or hate. Illegal activities are strictly forbidden.

Do not reveal personal address or telephone numbers of self or others.

Do not use the network in such a way that you would disrupt the use of the network for others.

Policy 1025 ~ Cyberbullying

#### **Vandalism**

Computer vandalism is defined as any malicious attempt to harm or destroy electronic information, data, software, or hardware. Uploading or creation of computer viruses is considered computer vandalism.

#### **\*\*Publishing of Student Likeness and Work\*\***

It is the belief of the Kickapoo Area School District that the publishing of certain student likenesses and projects are to the benefit of the students and district involved. Publishing is defined as the printing, uploading, sharing of a student's picture, voice, or materials to print media, audio or video media, and web page media with the intent to share across or through these media to both the general public and for use within the school district.

However, it is of utmost concern to protect the students of this district. Therefore, a policy regarding the sharing of these types of media are as follows: **With parent permission:**

Students grades PK-12 may have their picture, first name or projects published.

## **VI. SCHOLASTIC/ACADEMIC CONSIDERATIONS**

### **Acceptable Use Policy (AUP)**

All students need to have an AUP filled out & on file with the High School Office to use the computers.

### **Family Access**

Any parent or student wanting to attain a login & password to check their students' grades can get the information at the High School Office

### **Graduation Requirements Grades 9-12**

Students must be enrolled in a minimum of six courses per year. During other periods a students will be assigned to a study hall. Courses required for graduation are: **Twenty-four credits are required for graduation:**

Four credits of English

Three credits of social studies (Students must also pass the civics exam as part of the graduation process. It will be administered their 11th grade year.)

One and one-half credits of physical education (.5 credits may be granted for participation in athletics)

Three credits of science

Three credits of mathematics

.25 credits careers

.50 credits health education

All coursework not found in the KHS course syllabus needs pre-approval of the School Board if to be used for credit for graduation.

### **Graduation**

Early graduates may participate in graduation ceremonies.

Students with unserved detentions, suspensions, and/or truancy status will not be permitted to participate in graduation ceremonies.

Students not participating in graduation ceremonies will be mailed diplomas.

Gold honor chords will be worn at graduation by students attaining a cumulative GPA of 3.50 after seven semesters of high school.

Participation in graduation ceremonies may be denied for disciplinary reasons.

### **Early Graduation Policy**

The Kickapoo Area School District believes that with rare exception the many benefits of a high school education cannot be realized in less than four years. Further, the entire senior year is viewed as an important period in which the student should be able to enjoy many experiences, providing him/her with academic growth and enrichment, exploration of new areas, and social growth and maturity.

Only in unusual or extenuating circumstances should a student forego the many opportunities available to him/her during the senior year, but for those who may have special needs or goals and who would benefit from early graduation, the following policy is established:

Students desiring early graduation from high school must meet the following requirements:

Complete all required courses and enough electives to equal or surpass the minimum number of credits required for graduation by the anticipated date of early graduation.

Have written approval of parent or guardian.

Complete a minimum of six semesters of high school work. Exceptions to this requirement may be made in unusual circumstances as approved by the Board of Education.

PASS course/s will not count toward early graduation unless the course/s are part of an I.E.P. or if extenuating circumstances necessitate the approval of administration.

Students desiring early graduation are to observe the following procedures:

Apply at least one semester before the planned date of early graduation.

Submit a letter of approval from his/her parent or guardian.

Consult with the principal about graduation procedures, class rank procedures, honors, and other considerations.

The following items that students and parents or guardians should consider before deciding about early graduation:

Students accepted for early graduation will be eligible for consideration of scholarships in the school year that they graduate. A list of early graduates will be submitted to any group considering scholarship applicants, along with the list of full-term graduates.

Class rank from the time the early graduate left high school will be noted on the list with full-term students.

Grade Classification:

Grade 9 Enrollment from eighth grade

10th - 6 graduate credits earned  
11th - 12 graduate credits earned  
12th - 18 graduate credits earned

Grades 6, 7, & 8

A student in grades 6, 7, & 8 will have completed:

Three (3) years of English / literature

Three (3) years of social science

Three (3) years of math

Three (3) years of science

Three (3) years of physical education.

Two (2) years of survey courses which will include agriculture, art, computers, health, Spanish, technology education, and STEM classes.

Band is offered to grade 6, 7, & 8 students.

Chorus is offered to grade 6, 7, & 8 students

### **Programming**

#### **Program Selection**

The programming/scheduling process begins in January. Using the updated course description booklet provided, students and parents must make decisions as to course selections for the next year.

#### **High School Program Changes**

Program changes can be made anytime after scheduling until no more than one week into the new school year. Thereafter, any course dropped will result in an "F" being recorded on the student transcript.

#### **Middle School Program Changes**

Middle School schedule changes will be made on a case by case basis with parent/guardian permission and administrative approval.

#### **Student Evaluation**

Kickapoo Middle/High School will report student progress by means of report cards four times throughout the school year. Report cards will be issued as soon as possible after each grading period.

Teachers may issue an "incomplete" (I) on the report card on rare occasion if a student has been absent due to conditions beyond the control of the student. In these cases, the teacher working with the principal, will determine the length of time necessary for making up the incomplete work. Schoolwork not made up by the predetermined time will receive a grade of "F". Quarter/semester grades will reflect any made up or lack of made up schoolwork during the period. An "Incomplete" will influence an athlete's eligibility.

#### **Semester Exams:**

All students in grades 9-12 will take semester exams.

Middle School students will take semester exams only if enrolled in High School classes.

Exams are to be comprehensive, i.e. designed to assess student learning over the semester. Exam content and design will vary according to course requirements. Exam length is two class periods and will be given on scheduled days only.

Exam grade will count 10% toward semester grade.

Credit earned depends on doing passing work each semester. Required courses failed must be repeated. Students may not substitute elective courses for required courses.

Letter grades of A, B, C, D, F with plus or minus will be used for most courses in grades 6-12. Some specialized courses will be graded on a pass/fail basis. The 4.33 scale will be the accepted grading system. It makes plus and minus grades more meaningful to the student and allows for a more accurate translation of letter grades to numerical grades. The following system will be used to compute grade point averages (GPA).

A+	=	4.33	C+	=	2.33
A	=	4.00	C	=	2.00
A-	=	3.67	C-	=	1.67
B+	=	3.33	D+	=	1.33
B	=	3.00	D	=	1.00
B-	=	2.67	D-	=	0.67
			F	=	0.00

For purposes of consistent grading throughout the school (grades 6-12), the following grading scale will be used to measure the quality of student work.

A+	=	98-100	C+	=	82-84
A	=	95-97	C	=	79-81
A-	=	93-94	C-	=	77-78
B+	=	90-92	D+	=	74-76
B	=	87-89	D	=	71-73
B-	=	85-86	D-	=	69-70
			F	=	0-68

### **STUDENT EVALUATION AND GRADING**

The Board of Education recognizes that evaluation and grading of students is a complex and involved process. The Board also recognizes that despite the many problems associated with evaluation and grading it is something that must be done. To assist the professional staff in this important task, the following general guidelines are established.

1. Instructional activities need to be provided which make achievement both recognizable and possible for each student.
2. Teachers will develop, with the knowledge of the building principal, formal and informal methods of measuring student progress. The criteria for grading

will be communicated in writing to the students at the beginning of the course. These methods should enhance self-image and develop the spirit of inquiry.

3. Teachers are expected to keep and record a reasonable number of daily grades, test grades, and other assignment evaluations on which to base final grades.
4. Grades will be reviewed by the administration only to determine that proper procedures are followed. When proper procedures are followed, teacher's judgment will be final.

The Board of Education will not review grades of any individual student. In those areas where more than one teacher is working in a specific area such as special education, the principal shall determine in advance the teacher directly responsible for assigning a grade.

5. Students or parent(s)/guardian(s) have an opportunity to appeal grading decisions which they feel are unjustified. The procedure for appeal follows:

- Step 1 - A student or parent(s)/guardian(s) is directed and encouraged to bring the complaint to the attention of the teacher within one week of the report.
- Step 2 - If the complaint is not resolved in Step 1, the complainant is asked to contact the principal. The principal arranges a conference within one week with the student, parent(s)/guardian(s), and the teacher to discuss the grading decision. Every effort will be made to resolve the issue at this step.
- Step 3 - If the complaint is not resolved in Step 2, the student and parent(s)/guardian(s) are asked to submit the complaint in writing to the district administrator. The district administrator makes arrangements for a conference within one week with the student, parent(s)/guardian(s), and the principal to discuss the grading decision. The district administrator will respond in writing within one week of the conference.

**Student Evaluation - Honor Roll**

An honor roll is published each quarter. Requirements are based on a system of: Straight A's; High Honors (3.50 or above Grade point average) and honors (3.00 - 3.49 GPA). Students receiving an F or D, and more than three C's, are not considered.

**National Honor Society (9-10-11-12)**

Students must have attended Kickapoo a minimum one semester. Students eligible for selection must maintain a cumulative 3.50 GPA during the Freshman, Sophomore, Junior, and Senior years. Selection is based on criteria established by the National Association of Secondary School Principals.

**Transcripts**

Needed for transfer, military use, scholarship consideration, college applications or prospective employers may be requested from the office. Seniors



should request supplementary transcripts of final grades so they can be sent to the college or university where he/she plans to enroll. Students should be aware that transcripts include attendance records (grades 9-12). Records of excused absences, unexcused absences and tardies are included.

#### **Guidance Services**

Guidance services are available to students. Services include assistance with educational planning, interpretation of test scores, occupational and career information, tutoring, home and school and/or social concerns, other personal questions.

#### **Testing Services**

Pupils are tested for scholastic ability, achievement and aptitude. Test results aid in course selections and help teachers to know more about each student. Provision is made for students to take college admission and achievement examinations. Test dates are available in the guidance office. Students will be notified of tests that pertain to them well in advance of the test date. Vocational skill tests will be given at the 10th and 12th grade levels. These tests are given by Civil Service Personnel in cooperation with the Armed Forces. Parents who do not want their child to take this test should provide written notice to the guidance director.

### **VII. ADMINISTRATIVE CONSIDERATIONS**

#### **Work Permits**

Students under the age of sixteen years, working for wages, must secure a work permit from the State Industrial Commission. Students must have (1) written permission from parents, (2) a copy of their birth certificate, (3) a written statement from the employer, and (4) social security card. Permits may be obtained from the central office. Fees are \$10.00 to be reimbursed by your employer.

#### **Selective Services**

Federal Law requires that male students register for Selective Service within 30 days after his 18th birthday at his local post office.

#### **Class Organizations & Fund Raising**

Class and activity funds are deposited in the office and are credited to the proper accounts. Receipts are given for each deposit. Fund raising projects must be approved by the principal. No door to door canvassing is permitted without school board approval. Middle/Senior high school students will not be allowed to sell merchandise to elementary students and teachers.

#### **GUIDELINES FOR FOOD AND BEVERAGES OFFERED TO STUDENTS AT SCHOOL FUNCTIONS.**

The Kickapoo Area School District encourages the use of nutrient dense foods for all school functions and activities. Nutrient dense foods are those that provide students with calories rich in nutrient content needed to be healthy. At any school function (parties, celebrations, feasts, sporting events, etc.) healthy food choice options should be available. Some suggested foods are listed below:

Raw vegetable sticks/slices with low-fat dressing or yogurt dip

Fresh fruit and 100% fruit juices

Frozen juice pops  
Dried fruits (raisins, banana chips, etc.)  
Trail Mix (dried fruits and nuts)  
Dry roasted peanuts, tree nuts, and soy nuts (not coconut or palm nuts)  
Low-fat meats and cheese sandwiches (use low-fat mayonnaise in chicken/tuna salads)  
Party mix (variety of cereals, nuts, pretzels, etc.)  
Low-sodium crackers  
Baked corn chips & fat free potato chips with salsa and low-fat dips (Ranch, French, Onion, bean, etc.)  
Angel food and sponge cakes  
Flavored yogurt & fruit parfaits  
Jell-O and low-fat pudding cups  
Low-fat ice creams, frozen yogurts, sherbets  
Low-fat and skim milk products  
Pure ice cold water (No soda pop will be sold on school premises to students.)

#### **Fundraising Activities and Concessions**

Any fundraising requires administrative approval. To create a school environment that supports the promotion of healthy food and beverage choices for children, it is important to consider all venues where food and beverages are consumed or sold. The following recommendations are made to promote healthy choices for children related to fund-raising activities supported by the school:

Offer only non-food items as the items that raise funds such as books, gift wrap, candles, plants flowers, school promotional items, etc.

Whenever food and beverages are sold that raise funds for the school include at least some healthy food choices.

Organizations operating concessions at school functions should include at least some healthy food choices in their offerings. It is recommended that groups market these healthy options at a lower profit margin to encourage selections by students.

#### **Parents/Guardians Visiting Classrooms**

We encourage and welcome parents/guardians to visit in their child's classroom. We ask that arrangements be made with the principal in advance of the visit. Parents will be asked to stop by the high school office to register and receive a visitor's pass

#### **Broadcast of Student Images**

At times there may be situations where digital student images will be broadcast via the local cable network. In the event you would like to permit this for your student a parental permission slip will need to be signed and kept on file with the school.

### **Visitors**

It is not in the best interests of the student or the school for students to bring friends or relatives to visit school. Requests for such privilege will rarely be granted. Such requests must be made at least two days prior to the visit. If granted, the visitor must be registered in the office. The student bringing the visitor will be responsible for the actions of the visitor. All requests for visitors should be submitted to the building principal.

### **Posters/Signs**

These items can add color and interest to a school building if done with class and in good taste.

Stipulations:

Principal's permission must be cleared.

Use scotch (transparent) tape on windows.

Use masking tape on painted surfaces.

Students are responsible for removal after reasonable time

### **College Visitations**

The guidance department will make all arrangements regarding college visits. Seniors are allowed two excused college visit days and juniors are allowed one excused college visit day.

### **Lost and Found**

Students must pay close attention to the care of personal items. The "lost and found" is located in the office. Lost and found items will be kept no longer than 1-2 weeks after which they will be donated to needy or charity groups. Lost or stolen items should be reported.

### **Immunizations**

State law requires that all students must have on file written evidence of immunization against certain diseases. We will be contacting you if requirements are not met.

**Course Fees** Fees are charged to students for consumable items. Fees may include:

Agriculture - individual projects

Art - individual projects

Home Economics - clothing material

Physical Education - golf balls, tennis balls and arrows

Tech. Ed - project materials

Band - reeds, etc.

### **Hot Lunch, Breakfast and Milk Prices 2017-2018**

**Lunch Prices:**

Grades K thru 5	Daily \$2.65	Weekly \$13.25
Grades 6-12	Daily \$2.85	Weekly \$14.25
Faculty	Daily \$3.85	Weekly \$19.25

**Reduced lunch for Grades K-12 is free**

**Breakfast is free to all students**

**Breakfast Prices:**

Adult	\$2.20	Weekly \$11.00
Milk:	Additional Milk \$0.30 per day	

**Varsity Athletic Tickets:**

Student tickets purchased at school	\$2.00
Adult single tickets	\$4.00

**Athletic Season Pass Tickets**

Family	\$70.00
Couple	\$55.00
Adult	\$35.00
Student	\$20.00
Senior Citizen Pass (62 and over)	Free

**Driver Education** – Classroom/Behind the wheel – Offered through StreetSmarts Driving School with no school affiliation ~ Call Kelly Olson with any questions or concerns @ 608-606-2371

**Swimming**

Out of District Swimming passes	<u>(Good for 1 calendar year)</u>
Family pass \$90.00	Couple Pass \$75.00
Adult Pass \$55.00	Student/Child Pass \$40.00
Daily Pass \$2.00	

Request for Transcript: \$1.00 Each Transcript

Faxes (receive /send): \$1.00 per page

Records Search: \$15.00 per hour

IX. **SCHOOL BOARD POLICY**

**Release of Directory Information**

The school may release directory information, student names and/or pictures to the newspaper, news media, and the school yearbook and newspaper as part of its normal school information service. If you object to the use of your name or picture

in these releases, you must give written notice stating this fact to the high school principal.

### **Student Records**

Two types of student records are kept by the school. Behavioral records are those records which include psychological test, personality evaluations, records of conversations, and written statements relating specifically to achievement or measurement of ability, the pupil's physical health records, and other pupil records which are not progress records. Progress records include the student's school co-curricular activities.

Student records are confidential and can only be provided to others when written permission is given by the parent, legal guardian or the adult student (student 18 years or older). Exceptions to the permission requirement exist when the records are to be used by licensed or certified school employees, the judge of any court, federal, state or local officials required to have the information, or officials of other schools which the student is transferring or entering.

Records can be examined by the parent or legal guardian or the adult student in the case of behavioral records, and by all of the preceding and the student in the case of progress records. In any case, those records can only be examined in the presence of a designated school employee.

An adult pupil or the parent or guardian of a minor pupil may request a hearing if they challenge the content of student records. The hearing will be conducted by a school official or other party who does not have direct interest in the outcome, and a written decision will follow within a reasonable time regarding the disposition of the questioned record. Parents and/or eligible students have the right to file complaints with the Office of Civil Rights concerning alleged failures by the school to comply with the federal records law.

Copies of student records can be provided to the adult student or parent or legal guardian at the cost of reproduction. Transcripts are kept in the District for an indefinite period. Behavioral records are kept for one year after graduation and then destroyed unless there is a request to keep them longer.

Smoking Or The Use of Tobacco Products, 1991 Wisconsin Act 95 section 1, 48.983 (2) (c) of the statutes The use of tobacco products shall be prohibited at all times on school premises. "School premises" include all property owned by, leased by, or under the control of Kickapoo Area Schools. (Includes possession of tobacco items)

There is no longer a designated smoking area on school grounds where any person --student, teacher, other school employee, parent or guest-- may smoke. Students who violate this policy will be subject to discipline for Severe Behavior and may be subject to a citation. (Statute 48.983.)

### **Nondiscrimination Policy**

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

or handicap. The district encourages informal resolution of complaints under this policy. If any person believes that the Kickapoo Area School District or any part of the school organization has failed to follow the law and rules of s. 118.13, Wis. Stats, or in some way discriminates against pupils on the basis listed above, he/she may bring or send a complaint to the administration office at the following address:

S6520 STH "131"  
Viola, WI 54664

**X. KICKAPOO SCHOOLS PROCEDURES FOR COMPLAINTS OF DISCRIMINATION**

STEP 1 A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the district employee designated to receive complaints. That employee shall send written acknowledgment of receipt of the complaint within 45 days.

STEP 2 A written determination of the complaint shall be made by the Board within 90 days of receipt of the complaint unless the parties agree to an extension of time: appeals under 20 USC s. 1415 and ch. 115, Wis. Stats., relating to the identification, evaluation, educational placement, or the provision of a free appropriate public education of a child with an exceptional educational need shall be resolved through the procedures authorized by ch. 115, subch. V, Wis. Stats, Complaints under 20 USC s. 123 1e-3 and 34 CFE s 6.780-76.782, commonly referred to as EDGAR complaints, that the state or a subgrantee is violating a federal statute or regulation that applies to a program shall be referred directly to the state superintendent.

STEP 3 If a complainant wishes to appeal a negative determination by the Board, he/she has the right to appeal the decision to the state superintendent within 30 days of the Board's decision. In addition, the complainant may appeal directly to the state superintendent if the Board has not provided written acknowledgment within 45 days of receipt of the complaint or made a determination within 90 days of the receipt of the written complaint. Appeals should be addressed to:

State Superintendent  
Wisconsin Department of Instruction  
125 South Webster Street  
P.O. Box 7841  
Madison, WI 53707

STEP 4 Discrimination complaints on some of the above bases may also be filed with the federal government at the Office for Civil Rights, US Department of Education, 300 South Wacker Drive, 8th Floor, Chicago, Illinois 60606.

### **Kickapoo Middle and High School Co-Curricular Code**

#### **Philosophy Statement**

The district believes that the opportunity to take part in school activities should be made available to as many students as possible. We believe that co-curriculars are an integral part of the total school experience. Our program is designed to help students develop their mental and physical abilities, attitudes and character, traits that lead to successful, upstanding citizens in our school, the community, the state and the nation.

The intent of this co-curricular policy is to provide you and your parents or guardian with a reference to your responsibilities and the district's expectations for your participation in the co-curricular program. Students who participate in this school's co-curriculars are expected to conduct themselves in a positive manner that will bring credit to themselves, their school and community. Participants must:

- 1) Display high standards of social behavior
- 2) Display good sportsmanship
- 3) Display proper respect for coaches and teammates
- 4) Display a spirit of cooperation
- 5) Display a strong desire to do one's best.

#### **Nondiscrimination Policy**

Kickapoo Area Schools does not discriminate against pupils on the basis of sex, color, religion, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap in its education programs or activities. The district encourages informal resolution of complaints under this policy. If any person believes that any part of the school organization has failed to follow the law and rules s.118.13, Wis. Stats; or in some way discriminates against pupils on the basis listed above, he/she may write a letter of complaint addressed, to the administration office at the

following address: District Administrator, Kickapoo Area Schools, S6520 STH  
131, Viola, WI 54664

### COMMUNICATIONS

Communication among or between participants, parents, coaches, advisors and school personnel is encouraged. The following criteria should be followed to enhance this communication.

1. Coaches/Advisors are required to operate under an open door policy where they will candidly respond to questions and concerns from either the participant or parent.
2. If the participant or parent has a question or concern about the program, the question or concern should be brought directly to the coach/advisor.
3. Contact with the coach/advisor should be during normal school hours. **(not immediately after or before a contest/event)**
4. Coaches/Advisors should schedule the meeting with the participant and/or parents in a private setting.
5. **Communication, by all parties, will be carried out in a rational, calm, mature discussion with respect shown to all.**
6. Coaches/Advisors are not required to respond to pressure groups.
7. In the majority of cases, the participant/parent and coach/advisor should be able to communicate and reach an amicable solution to concerns and/or questions.
8. If the participant/parent and coach/advisor cannot mutually resolve the concern or questions are not answered, **the subject should then be brought to the school athletic director/principal. If still not resolved, the next step is the District Administrator and the last step should be the school board.**
9. Parents, fans, school board members, and school administrators can assist the coach/advisor and school program by encouraging, supporting and being positive role models.
10. Coaches/Advisors are encouraged to have pre-season meetings with parents to encourage and enhance communications.

Negative approaches to problem solving do nothing but make the environment for all more destructive. Parents of participants, coaches/advisors and school administrators must work together in an atmosphere of mutual trust fostered by open communication.

#### **Expectations/Responsibilities of Coaches/Advisors:**

- Conduct a meeting with all parents/students to review/discuss the following:
- Parent/guardian contract



- Sports injuries
- Insurance and liability
- Equipment care and responsibility
- Fees (as appropriate)
- Coach's/ Advisor's philosophy.
- Set a good example for participants and fans to follow.
- Instruct participants in proper sportsmanship responsibilities.
- Respect the judgment of contest officials; abide by the rules of the event and display
- Behavior that could incite fans.
- Treat opposing coaches, participants and fans with respect.
- Shake hands with opposing coach or advisor following the event.
- Develop and enforce penalties for participants that don't abide by sportsmanship standards.
- Keep team rosters updated and submit rosters and agreement forms to the office.
- Remain at practice sessions and contests until all participants are gone home. See that all players wear protective equipment or appropriate clothing.

#### **Expectations of Student Participants**

- Follow all directives of the coach or advisor.
- Treat opposing coaches, participants and fans with respect and shake hands following each contest.
- Respect the judgment of contest officials, abide by rules of the contest and display no behavior that could incite fans.
- Cooperate with officials, coaches and fellow participants.
- Accept the responsibility and privilege of representing your school, community and yourself; display positive public behavior at all times.
- Live up to the high standards of sportsmanship established by your coach or advisor.

#### **Athletic Program Playing Time Philosophy**

##### All Levels

- Parents & Players are encourage to communicate openly with coaches
  - No playing time discussions will be held on game days.
  - Parents & Players must arrange a meeting with the coach to have playing time discussions

##### Youth Leagues & Elementary School (Grades 1-6)

- The focus is on playing time and skill development, not winning
- Coaches will get all kids a good, but not equal, amount of playing time
- Younger kids – as equally balanced in playing time as possible
- Older kids – more developed players get a bit more playing time, but it should still be balanced with the philosophy of skill development of all players

#### Middle School (Grades 7-8)

- The focus in middle high shifts to competitiveness, skill development, and preparation for HS athletics
- Coaches will do their best to play all kids, but nothing is guaranteed
- Playing time is earned, not given to, by those players who:
  - Work hard in practice
  - Put in time in the off season
  - Demonstrate better skill development
  - Show commitment to the team and sport
  - Have a positive attitude and good sportsmanship

#### High School - Freshman, C Team, and Junior Varsity (Grades 9-12)

- The focus will be preparation for varsity, skill development, strategy, and winning
- Coaches will do their best to play all kids, but nothing is guaranteed
- Playing time is earned, not given to, by those players who:
  - Work hard in practice
  - Put in time in the off season
  - Demonstrate better skill development
  - Show commitment to the team and sport
  - Have a positive attitude and good sportsmanship

#### High School - Varsity

- The focus will be playing the players that give the team the best chance to win.
- All players continue to have a role, even players who mostly play during practice help the team to improve.

#### **Expectations of Parents / Guardians**

- Support the coach's / advisor's philosophy of participation.
- Follow proper grievance procedures
- Help students acquire the necessary self-discipline skills for participation.
- Insure participant's daily attendance.
- Respect the judgment of contest officials, abide by rules of the event and display no behavior that may incite fans.
- Treat opposing coaches, participants and fans with respect.

#### **Policy**

The student will also be governed by: Kickapoo Middle / High School Student / Parent Handbook Rules and Regulations; WIAA Rules and Regulations; and Civil and Criminal Laws of the community, county, and state.

If placed on detention the student is required to fulfill the detention obligation before their activity obligation. After serving the detention the student may report to his/her scheduled activity. If the student is serving an out-of-school suspension, he/she will not be allowed to attend the scheduled activity, whether it is practice or a performance. Each individual coach / advisor can enforce his / her own team's rules once the participant returns to practice.

### **Reporting an Infraction**

A violation will be acted upon when reported by one responsible adult who witnessed or has knowledge of the act. Reports must be made within one week of the actual date of the infraction.

### **Statement of Participation**

As determined by the WIAA, the participation in high school athletics is a privilege not a right. The coach/advisor shall determine what students will play, who will start, and how long a student will play in any given contest. Athletes that participate in interscholastic high school athletics are not guaranteed any amount of playing time.

### **Two-Sport Agreement**

Any athlete at Kickapoo who wishes to compete in two sports in a given season must follow the following guidelines:

1. An athlete may only participate in one "team" sport (football, volleyball, basketball, baseball and softball) and one "individual" sport (cross country, wrestling, track, golf) in a given season.
2. The athlete must create a combined schedule using the practice and game schedules of both sports.
3. The "team" sport must be given the priority when scheduling as the "individual" sport may be practiced outside of the normal practice hours.
  - a. This priority of events must be followed
    - i. "Team" Sports Contests
    - ii. "Individual" Sport Contests
    - iii. "Team" Sport Practice
    - iv. "Individual" Sport Practice
4. Since "individual" sport practices are the seldom attended at normal practice times. The athlete must arrange to make up most or all of this missed practice time. These arrangements must be included in the combined schedule.
5. The combined schedule, created by the athlete, must be signed by the

head coach of each sport. A copy of the signed schedule must be submitted to both coaches and the athletic director.

#### **Equipment/Practice**

Participants will not be allowed to practice or draw equipment until their Co-curricular Guidelines Participant Acknowledgement agreement, WIAA physical examination card (for athletes), medical consent cards, medical history questionnaire, and permission for licensed athletic trainer to treat an injured athlete form are signed and returned to the athletic director, coach or advisor. Participants in other activities must also sign a Co-curricular Guidelines Participant Acknowledgement agreement.

#### **Physicals**

Athletes are required to have a physical examination every two years. Kickapoo Area Schools recommends that students have a physical examination during the summer of their freshman and junior years of high school. Physical cards, alternate year cards, Athletic Guideline Agreement, Notification of Risk of Injury can be picked up and returned to the athletic director.

#### **Transportation**

1. **Participants must return to Kickapoo Schools in the same vehicle they traveled to the contest or scrimmage unless the parent/guardian signs the required roster sheet from the coach.**
2. **If a parent requests that an athlete / participant returns from a contest with another parent / guardian, a signed note from that parent must be approved by the principal / coach / advisor one day in advance of the contest and the other parent / guardian will also sign the required roster sheet from the coach.**
3. **If a parent / guardian would like to transport their athlete / participant to a contest, the principal / coach / advisor must receive a signed written request one day in advance (emergency only – example is a doctors appointment).**

*Athletes / participants are required to ride only with parents/guardians after a coach / advisor personally receives a signature on the required roster sheet.*

**Consequence – will be determined by the principal / athletic director / coach / advisor. Not following transportation guidelines could result in denial of future requests.**

#### **VIOLATION OF CO-CURRICULAR ACTIVITY GUIDELINES:**

For the purpose of establishing standards to apply to many co-curricular activities offered in Kickapoo Area Schools, two categories of participation are defined. Any penalty imposed must be served in both category 1 and/or category 2 of participation **and in consecutive order of occurrence. *The following guidelines apply twelve months of the year.*** Any suspensions not fulfilled during the current season will be completed during the next season. **Students must end a**

**co-curricular in good standing before joining another in relation to a code violation.**

\*Students who are ineligible for grades will not sit out of activities that are part of the classroom curriculum. i.e. – musical in choir class. They will however need to sit out of the performances if they have a conduct violation.

*CATEGORY I*

Football  
Volleyball  
Cross Country  
Cheerleading  
Wrestling  
Basketball  
Baseball  
Softball  
Track  
Golf  
Athletic Managers  
Athletic Statisticians

*CATEGORY II*

FFA  
National Honor Society  
Student Council  
Spanish Club  
Forensics  
Jazz Band  
Pit Band  
Dorian Band  
State Band  
District Honors Band  
Solo Ensemble Band  
Solo Ensemble Choir  
Swing Choir  
Honors Choir  
Class Officers  
Homecoming / Prom Court  
Future Teachers  
Musical  
Trap Club  
Any other club or activity not specifically stated above, but

falling under Category II guidelines

**Elected Positions**

Students elected to class office, student council, Homecoming/Prom court are subject to the Kickapoo Middle/High School Co-Curricular Code. Students need to be in good school standing behaviorally and academically to participate.

If any suspensions from the previous school year are pending, a student cannot participate until the suspension is fulfilled. This includes

attendance, conduct, and/or academic suspensions. Coaches and advisors will report any suspensions not fulfilled to the athletic director and/or principal at the beginning of a new school year.

Just prior to elections, students will again be checked for eligibility. Students who have been suspended and/or failing grades at the time of elections will be ineligible to participate.

**Category I Penalties** for violation of the Co-curricular guideline agreement.

This area includes all interscholastic athletic activities and other activities directly related to athletics where involvement normally occurs outside of the regular school day but may also apply to summer vacation. These violations will carry over starting from the 6<sup>th</sup> grade through the 12<sup>th</sup> grade level.

**Category II Penalties** for violation of the co-curricular guideline agreement. This area includes all school clubs and activities (non-athletic).

## **ATTENDANCE**

### **Categories I & II**

#### **Grades 6 - 12**

Except in the case of an emergency, participants must be in attendance for all academic and required activities the entire school day to be eligible to participate in a co-curricular event/game or practice scheduled on that specific day. If a participant is absent from school the day of an event/game or practice, he/she is ineligible to participate in an event game or practice the following day unless the absence was due to a medical dental appointment (verified with an appointment card or physician statement) **or extenuating circumstances pre-excused by the building principal or athletic director.** ( a normal pre-excused absence for non – extenuating circumstances does not qualify as a reason to be absent from school.)

**In the event of a performance / game on a non-school day, the student must be in attendance the entire school day before the event / game. (Example: for a Saturday event / game, the participant must be in attendance the entire day on Friday, unless the absence is excused).If a participant is absent the day following a contest, he/she will not participate in the next contest unless the absence is excused.**

**Any student who is considered unexcused (for any part of the school day) will be considered ineligible to participate in practice/game/activity that same day. They are still expected to attend practice.**

Students are expected to attend every practice session of the activity unless excused by the coach / advisor. Any student practicing with the team that is suspended from contests / performances must sit with the team as a team member during the contest / performance. Non-compliance can result in further suspension or dismissal. **The principal will decide on consequences related to attendance with input from the coach / advisor.**

**Violations - Rules of Conduct/Alcohol and Other Drugs**  
**Category 1**  
**Grades 6-12**

At all times, participants shall refrain from conduct that violates the ideals, principles, and standards of Kickapoo Area Schools. Participants that violate these expectations shall lose eligibility.

Ethical and behavioral ideals include, but are not limited to, negative and/or illegal acts against persons or property, involvement in acts which are viewed as contrary to accepted moral and legal standards; including severe profanity, harassment, abusive language, vandalism, fighting, possession, use, or sale of tobacco, alcohol, and /or unauthorized drugs, theft or any other acts that are deemed unbecoming of an athlete. \*Use, possession, or sale of tobacco, alcohol, and/or unauthorized drugs is a mandatory offense with consequences listed below.

**Consequences:** (Students shall practice during suspension.)

**First Violation:** The student shall be suspended from playing in a game or contest for a minimum period of 20% of the season. Should the participant(s) turn themselves into the principal or athletic director, within 7 days of the violation, the initial violation will be reduced to 10% of the season.

**Second Violation:** The participant shall be suspended from playing in a game or contest for a minimum period of 50% of the season. Should the participant(s) turn themselves into the principal or athletic director, within 7 days of the violation, the violation will be reduced to 40% of the season.

**Third Violation:** Calendar year suspension (12 months from the date of penalty)

**Fourth Violation:** Loss of eligibility in all co-curricular participation for the remainder of the student's high school enrollment.

\*Students in violation of the code are not eligible for any team or conference awards and honors for activities involved in at the time of the violation.

**Other**

1. A student placed on out of school suspension is ineligible to participate in athletics during that period and will sit out a minimum of one contest.
2. A student entering grade 9 with a behavior and conduct violation will be suspended from contests for 15 practice days and a minimum of one contest (next date) not including scrimmages. After suspension the 9<sup>th</sup> grade student will be given a clean record.
3. Conduct unbecoming of a student in or out of school, is defined as conduct that at any time reflects unfavorably on the

school. Discipline measures will be determined by principal, athletic director, coach / advisor.

4. According to WIAA rule: "A student / athlete who is disqualified from a contest for flagrant or unsportsmanlike conduct, is suspended from one (1) contest for the next competitive event.
5. A student who repeatedly or willfully demonstrates behavior which shows disregard for school rules and regulations such as insubordination to school personnel, or school work, shall be ineligible for a minimum of one contest. Any student who receives a discipline referral from a teacher or administration may be suspended for one or more contests as determined by the principal, athletic director, coach.

\*Determination of final consequences is at the discretion of the administration.

## **RULES OF CONDUCT / ALCOHOL AND OTHER DRUGS**

### **Category II**

#### **Grades 6 - 12**

**First Violation:** The student shall be suspended from participating in an event / contest / performance for a minimum period of 20% of the season. Suspension will begin with the first scheduled event/ contest / performance, excluding practice, Sundays, and legal holidays when school is not in session. All guideline rules must be followed by suspended students. Any remaining days of the suspension not served during the initial activity's season shall be applied toward the season of the next activity in which the student participates. Should the participant(s) turn themselves in to the principal / athletic director and/or advisor; within 7 days of the violation, the initial violation will be reduced to 10% of the season.

**Second Violation:** The student shall be suspended from participating in an event / contest / performance for a minimum period of 50% of the season. Suspension will begin with the first scheduled event / contest / performance, excluding practice, and **excludes** Sundays and legal holidays when school is not in session. All guideline rules must be followed by the suspended students. Any remaining days of the suspension not served during the initial activity's season shall be applied toward the season of the next activity in which the student participates. Should the participant(s) turn themselves into the principal or athletic director, within 7 days of the violation, the violation will be reduced to 40% of the season.

**Third Violation:** Calendar year suspension (12 months from the date of penalty) and forfeiture of all awards and honors at the time of violation.

**Fourth Violation:** Loss of eligibility in all co-curricular participation for the remainder of the student's high school enrollment.



\*Students in violation of the code are not eligible for any awards and honors for activities involved in at the time of the violation.

**Excessive Violation**

**Categories I and II**

**Grades 6-12**

Except as herein above covered, a student/participant, whether or not a juvenile, who has been charged or could be charged with committing a crime or what could be a crime if the student is not a juvenile [examples covered include but are not limited to: vandalism, breaking and entering, stealing, assault, attempted assault, (i.e. striking a staff member), possession of a weapon or otherwise endangering the safety of others] shall be held accountable as follows: Participant/Athletes in Category I or Category II activities will be immediately suspended from participation, activities, contests, and practice until an appeal process has established the student's innocence. If guilty or determined to be delinquent or if there is informal or other disposition which would show that the student committed prohibited acts, the student shall be suspended for one (1) calendar year from the date of infraction.

Regardless of the findings of civil authorities, if school authorities find that the student in question has committed prohibited acts, as proscribed above, the student shall be suspended from participation for one (1) calendar year from the date of infraction.

**ACADEMICS**

**Categories I & II**

**Grades 6 – 12**

The student will maintain passing grades in all subjects and must be enrolled in school as a full-time student.

**CONSEQUENCES:**

1. A student not passing all courses at the end of each quarter grading period is ineligible from participation in events / performances /contests for 5 (Middle School) / 15 (High School) scheduled practice days and nights (as approved by the A.D., principal, coach and advisor)., and a minimum of one contest (scrimmage is not a contest). The student, on the last day of suspension, will be checked by the Athletic Director for eligibility. If there is no progress report or a progress report indicates a failing grade, the student will be ineligible until all grades are passing.
2. Fall Eligibility Period – The maximum ineligibility period shall be the lesser of: a) 21 consecutive calendar days beginning with the date of the earliest allowed competition in a sport; or b). one-third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction). Games / meets at different levels of

competition (var., J.V., freshmen) may not be combined to reach the number of games/meets an athlete must sit out.

3. After the end of the second semester, the ineligibility period begins at the start of the next school year or the next season the student participates in.
4. A student entering grade nine that has had an academic violation occur during grade eight (4<sup>th</sup> term) will be suspended from contest for 15 scheduled practice days and nights and a minimum of one contest (a scrimmage is not included).
5. Incomplete – a student regains eligibility immediately, if incompletes are made up with a passing grade within two weeks after grade reporting period.

**Suspension starts on the day following the day grades are due in the office.**

**\*Unless a student has 2 or more F's during the ineligibility period they will not sit out more than 20% of the season.**

#### C. EXCEPTIONS

1. A student enrolling from another school, grades 6-12 must have maintained passing grades. Verification of eligibility will be obtained from the previous school by the athletic director. All WIAA requirements must be met before the student may participate (written documentation must be presented).
2. A student enrolling from another school under special considerations shall not be eligible until all W.I.A.A. regulations have been met. Examples are: foster home students, legal custody, etc.

#### UNACCEPTABLE GATHERINGS

##### Categories I and II,

##### Grades 6-12

Participants charged with attendance at an unacceptable gathering of secondary school students or recently graduated students which is not chaperoned by a parent(s) where alcohol, tobacco, or controlled substances are present and being consumed shall be held accountable as follows:

**First Violation:** Suspension from one extracurricular event/contest. If the student is participating in more than one co-curricular they would be suspended from one contest / event from each. Following the infraction(s) the student will be required to continue practicing.

**Second Violation:** The participant shall be suspended from playing in a game or contest for a minimum period of 50% of the season.

Should the participant(s) turn themselves into the principal or athletic director, within 7 days of the violation, the violation will be reduced to 40% of the season.

**Third Violation:** Suspension from all participation in Category I and Category II activities for one (1) calendar year from the date of the rule infraction.

Examples of acceptable gatherings are those with adult family members or close parental family friends, anniversaries, etc. which have parental permission and are well publicized community related affairs. The intent is to discourage participants:  
a)Attending peer group parties where there is known use of alcohol or controlled substances, b )After arrival at a party the student finds illegal use of alcohol or controlled substances to be a fact and fails to depart the premises immediately.

### **WIAA Tournaments**

If a student/athlete violates any of the violations stated in Category I or Category II during a WIAA tournament series, the student will be suspended from the remainder of the tournament.

### **Appeal Process Related to the Co-Curricular Guidelines**

When a report of a violation of the co-curricular code is made, an investigation will be made by the athletic director and/or the principal or designee. The student involved will be questioned at this time regarding the alleged incident. After the investigation, the principal / advisor and/or athletic director or designee will notify the student involved about the penalties for the violation. The parent(s) of the student will be notified by letter regarding their child's violation and the penalties associated with the infraction(s). If the parent(s) of the student do not agree with the decision, they have the right to appeal to the Co-curricular Board. This panel will consist of the principal, athletic director, advisor, and a faculty member uninvolved with the activity. The parental appeal must be in writing and to the athletic director and/or principal within three school days of receipt of notification. The Co-curricular Board will hear any relevant and pertinent information regarding the violation at this appeal. After hearing all information, the Co-Curricular board will render a decision on the violation. The Co-Curricular Board will act on the appeal within three (3) school days. Written notification of the decision of the Athletic Board will be made to the student and their parent(s). All decisions of the Co-Curricular Board are final. Revisions on penalties may be made at the discretion of the Co-Curricular Board according to the circumstances of the violation. Minimum requirements of the WIAA must be followed.

**The following paper work must be completed before a student can participate in the Kickapoo Athletic Program.**

**Please return the following pages to your coach (page 16 to the end).**

**This includes:**

**The “Parent-Student Participation and Acknowledgement Agreement”**

**Permission for Licensed Athletic Trainer to treat an injured**

**Athlete.**

**The “Parental Insurance Waiver”**

Note: Before a student can participate he/she must give to the coach:

A PHYSICAL CARD, dated, signed by a parent, signed by a doctor (usually grades 6,8,10,12) or a ALTERNATE YEAR CARD dated and signed by a parent. (usually grades 7,9,11)

A SCHOOL EMERGENCY CARD. Coaches are required to carry this card to games for emergency use.

Kickapoo Area School District

INTERSCHOLASTIC INSURANCE/INSURANCE WAIVER FORM

Dear Parents:

The Kickapoo Area School District does not provide any type of health or accident insurance for injuries incurred by your child while participating in school interscholastic sports. Since children are susceptible to injuries, please review your present health and/or accident insurance policies to determine if your coverage is adequate. If you do not feel your insurance is adequate or if you do not have insurance, we encourage you to consider the First Agency, Inc. insurance program.

**Do not send either the application and/or your payment for insurance to school.**

To enroll your child in this accident plan, it is necessary to proceed as follows:

1. Request one application for each student from Melissa Powell, Asst. Bookkeeper, 627-0104, or Kent Petersen, Athletic Director, 627-0142.
2. Complete the form(s) and enclose one form per envelope provided, the correct premium(s) (check or money order only), seal and return to First Agency, Inc. Coverage becomes effective as soon as the application and premium(s) are received by First Agency, Inc.
3. Premium cannot be accepted unless received in envelope provided. You must complete the waiver form below and return it to the coach prior to the first day of practice.

Thank you,

Douglas Olsen  
Superintendent

-----KI  
CKAPOO AREA SCHOOL DISTRICT  
1028

## **BULLYING POLICY**

The Kickapoo Area School District believes that a safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, or other similar disruptive behavior.

- Bullying includes aggressive or hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. It is typically repeated over time.
- Bullying takes many forms, including, but not limited to, physical or verbal assaults, nonverbal or emotional threats or intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages. (See Cyber Bullying in Policy 1025)
- Bullying is a form of victimization and is not necessarily a result of or part of an ongoing conflict.
- Bullying can also be characterized by teasing, put-downs, name-calling, cruel rumors, false accusations, and hazing.

“School district property” or “at school-related functions” means all school district buildings, school grounds, school property, school technology, school bus stops, school buses, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and anywhere students are under the jurisdiction of the Kickapoo Area School District. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees, as well as bullying by an adult staff member bullying a student or another staff member.

No employee of the Kickapoo Area School District shall permit, condone, or tolerate bullying.

Consent by a student being bullied does not lessen the prohibitions contained in this policy.

Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

A person who engages in an act of bullying, reprisal, or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and building procedures.

The school district may take into account but not be limited to the following factors: the developmental and maturity levels of the students involved; the circumstances; the severity of the behavior; and past incidences or continuing patterns of behavior.

Consequences for students who commit acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, tolerate or engage in bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in acts of bullying may include, but not be limited to, exclusion from school district property and events.

The school district will act to investigate all complaints of bullying and will discipline or take appropriate action against any student or employee of the school district who is found to have violated this policy.

While it is the intent of the school district to prevent bullying, take actions to stop bullying, and protect reporters of bullying, the school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel.

#### REPORTING PROCEDURE

- A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to the building employee most closely connected to the student or the incident. This reporting procedure is not intended to prevent any person from reporting bullying directly to the building principal or school district superintendent.
- B. Any employee that receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying, is required to report to the building principal or principal's designee in a timely manner.
- C. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school building office. However, oral reports shall be considered complaints as well. Anonymous reports will be investigated but the school district's ability to take action on such reports may be limited.

- D. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- E. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.
- F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.

#### SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable school district policies, and other regulations.

#### REPRISAL

The school district will discipline or take appropriate action against any student or employee of the school district who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

#### TRAINING AND EDUCATION

- A. The school district annually will provide information and any applicable training to school district staff and bus drivers regarding this policy.
- B. The school district annually will provided education and information to students regarding bullying, including information regarding this school district policy prohibiting

bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.

C. The administration of the school district will implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.

NOTICE

The school district will give annual notice of this policy to students, parents or guardians, and staff, will publish in the back to school edition of the school district newsletter, and a summary of this policy shall appear in the student handbook.

Adopted: May 2018





