

VIROQUA AREA SCHOOLS
HIGH SCHOOL / MIDDLE SCHOOL
PARENT-STUDENT HANDBOOK 2023-2024



...because the children are our future
Revised and Board Approved - July 17, 2023

We are Mobile! To receive school delay and closing information, announcements, event calendars, daily menus and much more go to the App store on your phone and search "Viroqua Area Schools" and the Apptegy App should be your top choice. It's free! Just click and download. There is also a link to the App stores at the bottom of our school website - [Viroquaareaschools.com](https://viroquaareaschools.com)

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See our website for a full version of Viroqua Area Schools, Board of Education approved policies and curriculum.
[VAS Board Policy](#)

VIROQUA AREA SCHOOLS DISTRICT MISSION

The Viroqua Area Schools provides a quality education for all students that inspires continuous learning, positive relationships, curiosity and compassion in an environment that welcomes diversity while developing respectful and responsible citizens.

Nondiscrimination and Access to Equal Educational Opportunity (Policy #2260)

The Board of Education is committed to providing an equal educational opportunity for all students in the district.

The Board of Education does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to, sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional, or learning disability in any of its student program and activities.

In order to achieve the aforesaid goal, the Board directs the District Administrator to:

- A. Curriculum Content
Review current and proposed courses of study and textbooks to detect any bias based upon race; color; age; pregnancy; marital or parental status; sex or sexual orientation; religion; national origin; ancestry; culture; creed; or physical, mental, emotional, or learning disability, ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both sexes various races, ethnic groups, etc. toward the development of human society.
Provide that necessary programs are available for students with limited use of the English language.
- B. Staff Training
Develop an ongoing program of staff training and in-service training for school personnel designed to identify and solve problems of race; color; religion; age; pregnancy; marital or parental status; sex or sexual orientation; physical, mental, emotional, or learning disability; national origin; ancestry; creed; cultural; or other bias in all aspects of the program.
- C. Student Access
Review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of race; color; religion; age; creed; pregnancy; marital or parental status; sex or sexual orientation; physical, mental, emotional, or learning disability; national origin; or ancestry, in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations.
- D. District Support
Require that like aspects of the district program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters.
- E. Student Evaluation
Require that tests, procedures, or guidance and counseling materials, which are designed to evaluate progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of race; color; religion; age; creed; pregnancy; marital or parental status; sex or sexual orientation; physical, mental, emotional, or learning disability; or national origin.

The District Administrator shall appoint and publicize the name of the compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any inquiries or complaints regarding discrimination or equal access are dealt with promptly in accordance with law. They shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and VII of the Civil Rights Act of 1964, Title IX of the Education

Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973, is provided to students, their parents, staff members, and the general public.

The District Administrator shall attempt annually to identify children with disabilities, ages 3-21, who reside in the district but do not receive public education. In addition, they shall establish procedures to identify students with limited English proficiency and to assess their ability to participate in district programs.

HIGH SCHOOL AND MIDDLE SCHOOL OFFICE STAFFS

ADMINISTRATION

District Administrator, tburkhalter@viroquablackhawk.org, Tom Burkhalter 637-1187

High School Principal, jcress@viroquablackhawk.org, Jason Cress 637-1605

Middle School Principal, schristianson@viroquablackhawk.org, Steven Christianson 637-1603

Student Services Director, creed@viroquablackhawk.org, Cathy Reed 637-1182

STUDENT SERVICES TEAM

Alissa Uttech, uttali@viroquablackhawk.org, MS School Counselor 637-1535

Jenny Schneider, jschneider@viroquablackhawk.org, HS School Counselor 637-1607

Andrea Cunha, cunand@viroquablackhawk.org, School Psychologist 637-1534

Jamie Reese, reejam@viroquablackhawk.org, Community Engagement Coordinator 637-1511

NURSE

To Be Determined 637-1509 or 637-1103

SECRETARIES

Sue Conaway, consus@viroquablackhawk.org, High School/Middle School Office 637-1600

Becky Volk, volbec@viroquablackhawk.org, High School/Middle School Office 637-1500

STUDENT SUCCESS COORDINATOR

Eric Anderson, anderi@viroquablackhawk.org, 637-1610

ATHLETICS

Dan Brown, dbrown@viroquablackhawk.org, Athletic Director 637-1610

Matt Durrstein, durmat@viroquablackhawk.org, Trainer 637-1659

Please reference the Viroqua Area Schools website for the staff directory for teaching staff contacts and additional district contacts. [Viroqua Area School Staff](#)

ACADEMIC RESPONSIBILITIES

Academic Honesty

Students are expected to behave and communicate with honesty and integrity. The following actions may be taken with students found cheating on work/tests, copying or submitting others work, willfully allowing others to cheat off your work, or other forms of plagiarism (listed below):

- Classroom instructor communicates “academic honesty” violation to student, parent, and administration.
- Student may receive the score of ‘0’, receive a reduced score, and/or be required to resubmit/retake coursework, quiz, or assessment or an alternative assignment.
- Administrative conversation with a detention assigned and/or a parent conversation.

All of the following are considered plagiarism:

- turning in someone else’s work as your own,
- copying words or ideas from someone else without giving credit,
- failing to put a quotation in quotation marks,
- giving incorrect information about the source of a quotation,
- changing words but copying the sentence structure of a source without giving credit,
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on ‘fair use’ rules),
- having an artificial intelligence (AI) program complete the assignment.

Most cases of plagiarism can be avoided, however, by citing sources. Simply acknowledging that certain material has been borrowed and providing your audience with the information necessary to find that source is usually enough to prevent plagiarism. See www.plagiarism.org.

Academic Eligibility for Participation in Extra-Curricular

All students participating in extra-curricular activities must meet the academic eligibility requirements listed in the district’s activities code handbook.

Grading System

Viroqua Area Schools shall evaluate student achievement in grades kindergarten through 12. The issuance of grades on a regular basis serves to promote continuous evaluation of students, to inform the student and his/her parents of student progress, and to provide a basis for bringing about change in academic performance.

The grading system for grades five through twelve will be as follows:

94 - 100	A	4.0
91 – 93.99	A-	3.7
88 – 90.99	B+	3.3
85 – 87.99	B	3.0
82 – 84.99	B-	2.7
79 – 81.99	C+	2.3
76 – 78.99	C	2.0
73 – 75.99	C-	1.7
69 – 72.99	D+	1.3
65 – 68.99	D	1.0
60 – 64.99	D-	0.7
Below 60	F	0.0

Weighted Grades for AP Courses

High School students taking an Advanced Placement Class (course offered through the College Board of Princeton, New Jersey) will be given a weighted grade for that class. An additional .036 bonus grade points will be added to the student’s cumulative grade point average for each full credit earned for an AP course. Both the earned credit and bonus grade points are pro-rated each term. The cumulative grade point average will be calculated each term and rounded to three decimal points.

Graduation Requirements

English	4 credits
Mathematics	3 credits
Science	3 credits

Social Studies	3 credits (U.S. History and World History)
Physical Education	1.5 credits (in three different years)
Health	0.5 credit
Required Courses	15 credits
Electives	11 credits
Civics Requirement	0 credits awarded / 65% needed to pass
Total	26 CREDITS

Wisconsin Civics Graduation Requirement (Act 55)

Students, starting with the class of 2017, must correctly answer at least 65 of 100 questions identical to the INS citizenship test in order to graduate from a Wisconsin public, charter, or private school participating in a parental choice program. IEP teams will determine if the test is appropriate for each individual student with an IEP. Students identified as LEP may take the test in their language of choice. Student transcripts will indicate a student has “passed” the civics test requirement.

Honor Roll

3.3 – 3.59 = Honors, 3.6 – 3.99 = High Honors, 4.0 = Distinguished Honors

To be considered for the Honor Roll, the following criteria will be used:

1. Must be in a minimum of three graded classes.
2. A student with an F for the grading period will be removed from consideration for the Honor roll.

The numerical values used to calculate the Honor Roll are listed above.

Class Rank / Honors

Class rank has implications for higher education and scholarship opportunities. In order to be eligible for class rank in a Viroqua High School graduating class, students must have a cumulative grade point average with less than half of their classes being pass / fail.

Gold cords are presented at graduation to students with a 3.6 and above cumulative grade point.

In order to be eligible for gold cords or highest honors, at least half of a student’s classes must be graded.

The Viroqua High School valedictorian and salutatorian are determined after eight semesters of classes. All classes, including Early College Credit Program courses count towards the determination of valedictorian and salutatorian. The Academic Excellence Scholar shall be determined after seven semesters of classes.

Students returning after their first four years of attendance are not eligible for class rank. Laurel High School and Better Futures High School students are not eligible for Viroqua High School class rank. Credits earned by foreign exchange students in their home country will be entered as pass / fail.

The Viroqua Area School District shall not discriminate in regard to class rank/honors on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, emotional, or learning disability.

Middle School Retention

Retention is the process of not permitting a student to advance to the next grade level with their classmates. Per board policy 5410, a student shall be promoted from 8th to 9th

- A. Receive a score of “basic” or above in four (4) of the five sub-tests on the Wisconsin 8th Grade Examination and a score of 3.5 or above on the writing sub-test on the exam.

AND

- B. Pass eighty percent (80%) of all eighth grade classes.

A student who does not meet these criteria or who does not take the Wisconsin 8th Grade Examination must satisfy the following criteria:

Receive a 6th, 7th, and 8th grade cumulative grade point average of 1.0 in all classes at the end of 4th quarter of 8th grade year.

A student who does not satisfy this criterion must satisfy the following criterion for promotion to ninth grade: Review by a committee appointed by the principal to consider whether the student should be promoted to ninth (9th) grade. The review committee shall consider information pertaining to the criteria established by the District for promotion under this policy.

Special Consideration When Appropriate:

1. IEP team recommendation based on student attaining stated IEP goals and/or objectives.
2. 504 Plan criteria have been met.

Incomplete Grades

Incomplete grades will only be given for medical emergencies, family emergencies, and extenuating circumstances.

1. All incomplete grades must be approved by administration.
2. Incomplete grades must be made up within 2 weeks of the assignment of the incomplete grade.
3. If an incomplete grade is given, the instructor will notify the student and their parent of the incomplete and the date that the incomplete needs to be turned in by.
4. Incompletes not made up will become a failing grade and will not receive any course credit.

Report of Student Progress

With Modified Block scheduling we divide our school year into two semesters. The school year is divided into the following categories:

First Semester

Term 1 – First Nine Weeks

Term 2 – Second Nine Weeks

Second Semester

Term 3 – Third Nine Weeks

Term 4 – Fourth Nine Weeks

One-credit courses will be completed in two terms (in either term 1 & 2 or 3 & 4), while half credit courses will be completed in one term (9 weeks). One-credit courses in the Modified Block will be completed in one year. Reports of student progress will be sent out to all students and parents at the mid-term of each course. This is not a permanent grade, but an indication of how the student is doing at that particular point in time in that course. We believe this reporting procedure will better communicate student progress to parents. Parent-teacher conferences will be held near mid-term of each nine weeks at the high school. Report cards will be sent out at the end of each term.

Parent(s)/guardian(s) will be notified by the teacher if there is a significant drop in their child's performance. For example, a drop of two or more letter grades, a change in attitude, attendance, or productivity would initiate a phone call and/or letter about the student's behavior and academic progress. Parents should contact their child's teacher if there is a concern or question about their child's progress.

High School Drop/Add Policy

Any student wishing to drop or add a class after the first three days of a semester for full credit courses or term for half credit courses will need to do the following:

1. Meet with the school counselor.
2. Complete a schedule change form, along with a written reason from both the student and the parent/guardian on why the change is necessary.
3. Receive Administrative approval. (Administration will attempt to consult with the classroom teacher on the issue before a final decision is made.)
4. Students dropping a course after eight (8) school days will receive a failing grade for the course.

Middle School Drop/Add Policy

Classes will be changed only during the first week of the semester. The only elective course to change would be the music block. All other courses are required. Procedure for class change is listed below:

1. The teacher gives permission to drop/add the class, provided there is room in the class.
2. Receive a drop/add slip from the school counselor.
3. Have the drop/add slip signed by the teacher, parents, and principal.
4. Return the drop/add slip to the guidance department. The school counselor will work with the schedule and teacher for the schedule change.

No classes will be changed after the first week of the semester. The only exceptions are for At Risk placement or academic problems. These special situations require parental contact with the principal or school counselor.

Early College Credit Program

The 2017 Wisconsin Act 59 eliminated the Course Options and Youth Options programs. The Youth Options statute (118.55) was renamed the Early College Credit Program. The statute allows Wisconsin public and private high school students to take one or more courses at an institution of higher education for high school and/or college credit. Under this section, "institution of higher education" means an institution within the University of Wisconsin System, a tribally controlled college, or a private, nonprofit institution of higher education located in the state. While technical colleges are not eligible institutions under the new program, pupils that have completed 10th grade will continue to have the option to take courses at technical colleges through a separate statute, 38.12(4). All changes are effective 7/1/2018.

Start College Now

(Formerly Youth Options) Due to the need for high school students to take college-level courses while in high school, the "Start College Now" program has been developed and allows high school students the opportunity to take college courses at Wisconsin Technical Colleges. Any public school student who satisfies the following criteria may apply to attend a technical college for the purpose of taking one or more courses:

- The student has completed the 10th grade.
- The student is in good academic standing.
- The student received Board of Education approval of their intentions by March 1st if the student intends to enroll in the fall semester and by October 1st if the student intends to enroll in the spring semester.
- The student is not a child at risk, as defined in statute 118.153(1)(a).
- The list of a student's ineligibility is defined at mywtcs.wtcsystem.edu

Contact high school counselor, Jenny Schneider at 637-1607 for more information.

Individual Online Course Guidelines

- A student is allowed to take one online course per semester.
- A student must be a junior or senior to be allowed to take an online course.
- A student in 7th or 8th grade is allowed to take an online foreign language course.
- A student must be earning a GPA of 3.0 or above in their core subjects to be considered for an online course.
- Students may be given 3a or 3b as extra time to work on the online course – blocks will not be used as online work-time. This time must be requested and agreed upon by the student, parents, and school counselor/principal.
- Students must receive permission from the high school counselor and high school principal to take an online course.
- All online “schools” must be approved by Viroqua Area Schools.
- All materials/resources needed will be purchased by the school district.
- All online grades earned will be transferred to the student’s VHS transcript.
- Students who choose to drop a course must do so within the first 3 days of the class.
- Students who fail an online course will not be allowed to take another online class until they have demonstrated appropriate academic achievement as determined by the district.
- Students will only be allowed to take online courses that are NOT offered at the high school during the present academic school year.
- Students who fail a Viroqua High School course in any given semester are not allowed to take an Online Course the following semester unless the online course is recovery credit and approved by the high school counselor/principal.
- Any exceptions to these guidelines require administrative approval.

AGE OF MAJORITY

Student/Parent Rights (Policy #5780)

The Board of Education recognizes that students possess not only the right to an education but the rights of citizenship as well. The district policy related to student/parent rights can be found on the district website.

ATTENDANCE RESPONSIBILITIES

Student Attendance Policy (Policy #5200)

State law requires the Board of Education to enforce the regular attendance of students. Further, the Board recognizes that the District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays, excepted during the full period and hours that kindergarten is in session until the end of the school term.

Written Excuse Required

The District Administrator shall require, from the parent or guardian of each student or from an adult student, who has been absent for any reason a written, signed, dated statement stating the reason for the absence and the time

period covered by the absence. The Board reserves the right to verify such statements and to investigate the cause of each single absence.

School Attendance Officer

The District Administrator shall designate an administrator at each school to be the School Attendance Officer. The School Attendance Officer shall perform any duties and responsibilities they are required to perform by State law, this policy, and any administrative guidelines issued by the school. The duties of the School Attendance Officer shall include, but not be limited to, the following:

- A. Determining daily attendance from attendance reports submitted by teachers which students enrolled in the school are absent from school and whether the absence is excused.
- B. Submitting to the District Administrator, on or before August 1st of each year, a report of the number of students enrolled in the school who were absent in the previous year and whether the absences were excused. The District Administrator shall then submit this information to the State Superintendent.
- C. Providing student attendance information to individuals and agencies for purposes authorized by State law and the Board's Policy 8330 - Student Records.

Absences and Tardies

When it is necessary for a student to be absent, a parent/guardian is required to call 637-1500/1600 for the high school/middle school office before 8:00 a.m. on the day of the absence and indicate the reason for the student's absence. Absences are unexcused until parent contact is made. All absences are to be excused within 24 hours of the initial absence. Failure to contact the school may result in an unexcused absence or a telephone call to the parent(s)/guardian(s). Excused and unexcused absences will be determined by the school. Perfect attendance is defined as no tardiness or any type of absence.

Tardiness and Late Arrivals

All students are expected to be in class on time. Students that arrive late to school at the start of the day or after lunch should report to the office upon arrival at school. Consequences for tardiness:

1. Tardiness may be counted as truancy.
2. A student who is repeatedly tardy after teacher intervention may be referred under the Student Discipline Policy (Policy #5600) and may result in disciplinary actions including detention(s) to make up time.

Advanced Make-Ups

Students who know in advance that they will be absent from school for part of a day or days should have their parent or guardian contact the office.

Excused Absences

The responsibility for regular school attendance of a child rests upon the child's parents/guardians. All excused absences require parents/guardians written/verbal verification which is to be submitted to administration, or designee, in advance or prior to student's readmittance to school. Parents or guardians may excuse their student for 10 days or less in a school year by state statute. Parents of students who reach this limit of 10 will be notified and will be required to provide a medical excuse for days beyond 10. Failure to do so will result in subsequent absences being coded as unexcused. The Viroqua School Board has determined that only the following circumstances are to be valid causes for a student's excused absence:

1. Physical or Mental Condition - Confirmation from parent/guardian. A note from a doctor, school nurse, or county nurse will be required after three (3) consecutive absences.
2. Serious illness in the immediate family.
3. Death in the immediate family or a funeral for an immediate family member. Other considerations may be made with prior approval.

4. Professional appointments (Medical, dental, chiropractic, etc.). Parents/guardians are requested to make these appointments during non-school hours.
5. Religious holidays.
6. Family trips that cannot be scheduled during school breaks and/or summer vacation.
7. Court appearances or other legal procedures.
8. Quarantine as imposed by a public health official.
9. Attendance at special events of educational value as approved by administration.
10. College visitations (2) per year.
11. Military visitations for testing or physicals (Limited to juniors and seniors)
12. Emergency work at home (prior approval needed from administration).
13. Days missed due to school-issued suspensions
14. Special circumstances that show good cause which are approved in advance by administration.

Steps for Attendance Procedures for All Schools:

1. The attendance secretary will document student attendance and provide occurrence reports to the building principal. The building principal will review attendance reports and attendance issues as a recurring agenda item during building Student Services Team meetings.
2. The building team will provide consistent responses for attendance issues including attendance interventions and support, communication with parents, documentation of progress, and reporting of habitual truancy. Teams will include this information regarding students in team meeting notes.
3. The District Administrative Team will review attendance data to monitor as a component of student performance.

Homework and Testing Responsibilities After an Excused or Unexcused Absence

All students with excused or unexcused 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 make arrangements with each teacher for making up class work missed during their absence (excused or unexcused).
2. Students who miss classes for reasons that are determined to be excused will be given the opportunity to make up the work they missed and will earn full credit for any homework, quiz, or test made up from an excused absence.
3. Students are allowed, for each day excused, one day to complete homework and two days to make up any quiz or test missed.
4. Students are expected to make up all work after an unexcused absence, however, their grade for the work they missed may be reduced by up to 25%. Students are permitted to make up examinations missed during an unexcused absence and must be prepared to take the exams and/or turn in the projects on the day they return to school.
5. It is the teacher's discretion to allow additional time dependent on the circumstances. Teachers shall have the discretion to assign substitute coursework and examinations.

Unexcused Absences

Unexcused absences are considered a serious matter and can lead to consequences that include detention, referral to Teen Court, and/or referral to the Viroqua Police Department for truancy.

Truancy Plan (Policy #5200)

The Board will issue a Truancy Plan based upon the recommendations of the County Truancy Committee convened under State law, the Board's policies and procedures, and applicable provisions of State law. The Board will review and, if appropriate, revise the Truancy Plan at least once every two (2) years. The district policy related to the truancy plan can be found on the district website.

Homebound Instruction Program (Policy #2412)

The Board of Education shall provide, pursuant to rules of the Department of Public Instruction or appropriate State agency and State/Federal law, individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Applications for homebound instruction shall be made by a physician licensed to practice in this State and shall:

- A. Certify the nature of the medical disability;
- B. State the probable duration of the confinement;
- C. Request such instruction;
- D. Present evidence of the student's ability to participate in an educational program.

Applications must be approved by the Director of Student Services.

The District shall begin the instruction as soon as practicable after the date of notification for students without an Individualized Education Plan (IEP). In the case of students under an IEP, the instruction is to begin as soon as practicable after the IEP team has met to develop an appropriate IEP. The program of homebound instruction given each student shall be in accordance with rules of the Department of Instruction or other appropriate agency.

Where permitted by law, the District reserves the right to withhold homebound instruction when:

- A. The instructor's presence in the place of a student's confinement presents a hazard to the health of the teacher;
- B. A parent or other adult in authority is not at home with the student during the hours of instruction;
- C. The condition of the student is such as to preclude his/her benefit from such instruction.

Parent Absenteeism

If parents/guardians are leaving town for any period of time, an adult should be authorized as a temporary guardian and the school should be notified of this guardianship in writing. The purpose of this is two-fold: (1.) the guardian would have the authority to excuse an absence of the student, and (2.) the guardian would have the authority to give permission for emergency medical treatment.

Homeless Students

Homeless children and unaccompanied youth within Viroqua Area Schools must have access to public school educational programs and services that allow them to meet the same challenging state academic standards to which all students are held.

- Homeless children and youth are identified as individuals who lack a fixed, regular, and adequate night-time residence. The term includes children and youth who are:
- Sharing the housing of other persons due to loss of housing, economic hardship, or similar reasons;
- Living in motels, hotels, trailer parks, or campgrounds;
- Living in emergency or transitional shelters;
- Abandoned in hospitals;
- Awaiting foster--care placement;
- Living in a primary night-time residence not used as a regular sleeping accommodation;
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and/or
- Migratory children living in any of the circumstances described above.

If you are personally aware of or are acquainted with any children who may be homeless, please contact, Cathy Reed, Director of Student Services, at 637-1182 or creed@viroquablackhawk.org.

Vacations

If a family vacation or trip is scheduled during the school year, the parent(s)/guardian(s) shall notify the building principal prior to leaving on the trip. The purpose of this notification is to review the student's attendance record, check on the student's performance in their classes, and set up a reasonable make-up period for work. Student trips without parent/guardian accompaniment may not be excused. Vacations do count towards the 10 days parents/guardians are allowed by state statute to excuse their child without medication documentation.

Extenuating Circumstances / Non-Vacation

At times, students may need to miss school for an extended amount of school time. In this case, the parent(s)/guardian(s) must contact the building principal with the reason why the student is not in school and a time frame for the student's return. A parent meeting may be scheduled to plan for the student's return to school.

Change of Address, Student Name, Parent / Guardian

If at any time during the school year, a student moves to a different address within the district, the change must be reported to the office. This also holds true for changes in telephone numbers or changes in student or parent/guardian name. It is extremely important that the current telephone number and address information be on file with the school office in case of emergency notification. Please remember also, that if you have blocked private numbers from your phone, we may be unable to reach you. Please, also, contact the office to report changes of the name and/or phone numbers for the person(s) listed as emergency contacts on your child's emergency card.

DAILY SCHEDULE (High School and Middle School)

Grade 5	Grade 6	Grades 7-8	High School
Block 1, 8:00-9:15 Snack/Recess, 9:18-9:31 Block 2, 9:34-10:49 Hawk Time, 10:52-11:22 Lunch, 11:24-11:54 Block 3, 11:56-1:07 Specials, 1:09-2:32 Enrichment, 2:35-3:05	Hawk Time, 8:00-8:35 Snack, 8:35-8:40 Block 1, 8:40-9:52 Recess, 9:55-10:07 Block 2, 10:10-11:22 Lunch, 11:24-11:54 Block 3, 11:56-1:07 Specials, 1:09-2:32 Resource, 2:35-3:05	Block 1, 8:00-8:40 Snack, 8:42-8:52 Block 1, 8:52-9:32 Specials, 9:35-10:59 Lunch, 11:01-11:31 Block 2, 11:33-12:47 Block 3, 12:50-2:04 Resource/Hawk Time, 2:07-3:05	Block 1, 8:00-9:23 Snack, 9:23-9:33 Block 2, 9:37-10:59 Block 3a, 11:03-11:45 Lunch, 11:45-12:19 Block 3b, 12:23-1:05 Block 4, 1:09-2:31 Resource, 2:35-3:08

DEFINITIONS

Closed Campus: The student will attend all classes and will not leave the building during the lunch period.

In-School Suspension: A suspension served in a designated room for a length of time determined by the administration or designee. The student will not attend classes and will not leave the building during the lunch period. The student will not leave the room without a pass from the designated teacher. Class work will be provided. The student will not be allowed to attend any extra-curricular activities. This may include after school detention.

Out-of-School Suspension: A suspension that must be served away from the school building and grounds. The student will not be allowed to attend any extra-curricular activities. The length of suspension will be determined by administration or designee. An out of school suspension is an excused absence.

Expulsion: An action taken by the school board to prohibit an enrolled pupil from further attendance for a period of time determined at the time of the expulsion hearing. The school board determines expulsions. Students may be suspended up to 15 days pending an expulsion hearing.

Behavioral Agreement: A written contract identifies the desired behavior and sets a future time to meet and discuss with the student and parent the progress that the child is making toward fulfilling the agreement. Eighteen-year-olds not making satisfactory progress towards graduation or not attending school regularly will be subject to a formal contract which would allow them to continue attending Viroqua High School.

Police Referral: Acts which are illegal under the Criminal Code of Wisconsin will be reported to the police. This referral does not replace the application of school disciplinary action for the same incident. Conversely, the police and the district attorney share information regarding student behavior.

DUE PROCESS PROCEDURES

Due Process Rights (Policy #5611)

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

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

- A. Students subject to suspension: The suspended student, and if a minor, the parent of the suspended minor student shall be given prompt notice of the suspension and the reason for the suspension. The student or the student's parents may within five (5) school days following the beginning of the suspension, have a conference with the District Administrator. This conference will serve as the opportunity for the student to respond to the charges against him/her. If the Administrator finds that the student was suspended unfairly or unjustly or that the student suffered undue consequences as the result of suspension, the student's record shall be expunged.
- B. Students subject to expulsion: Prior to expelling a student, the Board must hold a hearing. A student and his/her parent must be given written notice of the intention to expel and the reasons therefore, at least five (5) days prior to the date of the hearing. The hearing is the opportunity for the student and his/her parent to appear with a representative or legal counsel before the Board to answer the charges. The Board will keep written minutes of the hearing. The hearing will be closed. The student and/or his/her parent may appeal the expulsion consistent with Chapter 120.13, Wis. Stats.

HEALTH INFORMATION

Medication

The school district has a policy on medication in line with Wisconsin Act 334 concerning the administration of medication to students.

1. Medication prescribed by a physician may be given in school only if the following guidelines are met:
 - a) Written instructions from the physician for the administration of medication are provided.
 - b) A written statement signed by the parent authorizing the school to give student medication and releasing the school personnel from liability arising from the administration of the medication is provided.
 - c) Medications are brought to school and stored in the appropriate pharmacy labeled bottle.
 - d) Medications are brought to school by a parent/guardian to provide student safety. Please call the school nurse (637-1509) if other arrangements need to be made.
 - e) Medications are picked up by a parent/guardian at the end of each school year. Again, please call the school nurse (637-1509) if other arrangements need to be made.
2. The following over the counter (OTC) medications will be supplied by the school: Tylenol, Ibuprofen, Benadryl, cough drops, antibiotic ointment, pain-relieving ointment, antacids, and hydrocortisone. Parents

must have a consent signed for us to administer these medications to your student. Medications will only be given according to package directions. Parents may bring their own OTC medication to the health office in the original, labeled container and the parent consent form.

3. Students with asthma may carry and self-administer metered dose inhalers. The students must have the written approval from the parent/guardian and the health care provider along with the Asthma Action card. These forms are to be updated annually.

If you have any questions, please call the Health Office at 637-1509.

Student Immunization Law Age / Grade Requirements

IMMUNIZATIONS

Department of Health Services, Division of Health, State of Wisconsin P44021 Rev.07/09) s.252.04, Wis. Stats.

The following are the minimum required immunizations for each grade level. It is not a recommended immunization schedule for infants and preschoolers. For that schedule, contact your doctor or local health department.

Age/Grade	Number of Doses
Pre K (2 yrs. through 4 yrs.)	4 DTP/DTaP/DT2 3 Polio; 3 Hep B; 1 MMR; 1 Var; 3 Hib; 3 PCV
Grades K - 6	4 DTP/DTaP/DT 4 Polio; 3 Hep B; 2 MMR; 2 Var
Grades 7 - 12	4 DTP/DTaP/DT 1 Tdap; 4 Polio; 3 Hep B; 2 MMR; 2 Var

1. Children 5 years of age or older who are enrolled in a Pre-K class should be assessed using the immunization requirements for Kindergarten through Grade 6, which would normally correspond to the individual's age.

2. D = diphtheria, T = tetanus, P = pertussis vaccine. DTaP/DTP/DT/Td vaccine for all students Pre-K through 12: Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. Note: A dose four days or less before the 4th birthday is also acceptable.

3. DTaP/DTP/DT vaccine for children entering Kindergarten: Each student must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th dose) to be compliant. Note: a dose four days or less before the 4th birthday is also acceptable.

4. Tdap is an adolescent tetanus, diphtheria, and acellular pertussis combination vaccine. If a student received a dose of a tetanus containing vaccine, such as Td, within five years before entering the grade in which Tdap is required, the student is compliant and a dose of Tdap vaccine is not required.

5. Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. Note: a dose four days or less before the 4th birthday is also acceptable.

6. Laboratory evidence of immunity to hepatitis B is also acceptable.

7. MMR is measles, mumps, and rubella vaccine. The first dose of MMR vaccine must have been received on or after the 1st birthday. Laboratory evidence of immunity to all three diseases (measles and mumps and rubella) is also acceptable. Note: A dose four days or less before the 1st birthday is also acceptable.

8. Varicella vaccine is chickenpox vaccine. Students with a reliable history of varicella disease are not required to receive the Varicella vaccine. A parent or guardian may indicate that their student has had chickenpox on the Student Immunization Record form (F-04020L).

Meningococcal Disease: Protect Your Child

Public health authorities recommend that teenagers and college-bound students be immunized against a potentially fatal bacterial infection called meningococcal disease, a type of meningitis.

The Centers for Disease Control and Prevention (CDC) and other leading medical organizations recommend routine meningococcal immunization for adolescents during the preadolescent doctor's visit (11 to 12 year-olds), adolescents at high school entry (15 year-old), if they have not previously been immunized and for college freshmen living in dormitories.

Meningococcal disease is a rare but potentially fatal bacterial infection that can cause severe swelling of the brain and spinal cord (meningitis) or a serious blood infection (meningococcemia). Meningococcal disease strikes up to 3,000 Americans each year; nearly 30 percent of these cases are among teenagers and college students.

A meningococcal vaccine is available for use among persons aged 11 to 55 years, which provides protection against four of the five types of bacteria that cause meningococcal disease. Many parents are unaware of the dangers the disease poses to their children and that a vaccine is available that may help to prevent up to 83 percent of cases among teens and college students. Immunization is the most effective way to prevent this very serious disease. Symptoms of meningococcal disease may include high fever, severe headache, stiff neck, nausea, vomiting, sensitivity to light, confusion, exhaustion and/or a rash.

Meningococcal disease is spread through direct contact with respiratory and/or oral secretions from infected persons (for example, kissing or sharing drinking containers). Approximately 10% - 14% of people that contract the disease die from it.

To learn more about meningococcal disease, vaccine information, and public health resources, visit the following web site: www.cdc.gov – This CDC website includes the CDC recommendations and information on the meningococcal vaccine.

Parents are Required to Have Their Children Vaccinated or Claim A Waiver.

1. What do parents need to do?

Have your child vaccinated with TDAP and/or varicella vaccine if he or she has not already received the vaccine(s). Record the date(s) of the immunization(s) in the bold outlined box(s) on the enclosed Student Immunization Record, sign it, and return it to your child's school. Be sure to add the TDAP and varicella vaccine dates to the permanent immunization record you keep for your child at home. In the future, your child may need to give these dates to other schools, colleges, or employers. To claim a waiver for health, religious or personal conviction reasons, follow the instructions on the Student Immunization Record and return the signed form to your child's school.

2. Are there exceptions to the TDAP and varicella vaccine requirements?

Yes. If your child had received a tetanus-containing vaccine (such as TD vaccine after an injury) within the last 5 years of entering the grade it is required, your child is compliant and TDAP vaccine is not required. Check the box marked "TD" on the Student Immunization Record, enter the date it was received and return the signed form to school. If your child had chickenpox disease or shingles, even after the 1st dose of varicella vaccine, further dose of

the vaccine are not required. Check the “Yes” box to the chickenpox disease question on the Student Immunization Record and return it to school.

3. If my child meets the TDAP and varicella requirements, will he or she need to get another dose in a different grade in school?

No. When a child meets the vaccine requirements for the grade to which the requirements apply (i.e. receives the vaccine or does not receive the vaccine because of an exception (see #3 above), no further doses are required. For example, if a child received a dose of TD vaccine because of an injury within 5 years of entering 6th grade, that child has met the TDAP requirement (even though he/she has not actually received TDAP vaccine) and will not be required to receive TDAP vaccine now or in a future grade.

4. If my child already had pertussis (whooping cough) disease, should he or she still get the TDAP vaccine?

Children who have had pertussis disease should receive TDAP because the length of protection provided by disease is unknown and because the diagnosis can be difficult to confirm. A previous history of pertussis is not an exception to the TDAP requirement.

5. Where can I get TDAP and/or varicella vaccine for my child?

These vaccines are available from your child’s doctor or local health department. Please have your child immunized well in advance of school opening to avoid the late summer rush at doctor’s offices and immunization clinics.

6. Why are these requirements being made?

From 1986 through 2004, Wisconsin had the 5th highest rate of pertussis in the nation with almost 5,000 cases being reported in 2004 alone. Pertussis outbreaks occur because protection declines 5-10 years after completion of childhood DTP/DTAP vaccinations. TDAP is a new vaccine that is recommended for adolescents and is anticipated to help prevent pertussis from occurring, including pertussis outbreaks in schools. Pertussis is a serious disease, particularly in young infants, and it can place a significant burden on families, as a person with pertussis must stay home from work and school for a minimum of 5 days of antibiotic treatment. Two doses of varicella vaccine have been shown to be more effective than one dose, and prevent “breakthrough disease,” a mild form of the disease that can result in several lost school days. Recommendations for both TDAP and varicella vaccines are made by the Advisory Committee on Immunization Practices to the Center for Disease Control and Prevention (CDC).

NUTRITION PROGRAMS

SNACK / BREAKFAST: A school snack program is available to all students. The program is approved by the Wisconsin Department of Public Instruction. Middle school students are served at scheduled times prior to 9:23 a.m. Serving begins at 9:23 a.m. for high school students.

LUNCH: The school operates a lunch program which is approved by the Wisconsin Department of Public Instruction. Choices are offered daily for students along with a variety of fresh fruits and vegetables.

Extra milk is available and may be purchased in the lunch line. Meal/milk charges will be deducted from the family account from student PINs (personal identification numbers). Students will enter their number when they exit the serving line.

Dietary Modification: School food authorities will require parents to provide a statement from a recognized medical authority that indicates the food to be withheld or modified and states alternate foods that will meet the child’s special dietary needs. Parents may request a medical form from the Food/Nutrition Office (also available on the district website) or a request may be sent directly from your health provider to the Food/Nutrition Office. NOTE: Students will not receive alternate menu options unless a statement is provided.

PAYMENTS:

Meal/milk purchases are to be paid for in advance with participants maintaining a positive balance. Payment balance (Parents may send one payment for all members of the family. Payments will only be accepted in the Business

Office, the HS/MS Office, or the District Food/Nutrition Office during normal business hours, through the online payment service using the District website, or by mail to the following address: Viroqua Area Schools (attention Food/Nutrition Service, 100 Blackhawk Drive, Viroqua, WI 54665.

FREE/REDUCED PRICED MEALS: The Viroqua Area School District offers a free or reduced meal program for income eligible families (Policy #8531). Applications can be obtained from the office, on the district website, or will be mailed upon request. Families participating must reapply every school year, otherwise free or reduced status will be deactivated. Families may apply for these benefits at any time during the school year.

Families with account balances at or below \$5.00 per student will be notified by email or mailed balance statement. Families may sign up for email notification about their low balance lunch accounts through Family Access. Students may also be notified of low account balances in the serving line. Calls from the administration will be made when unacceptable negative balances occur. For family accounts that fall below a positive balance, the procedure outlined according to the Viroqua Area School Board Policy #8531 Rule will be followed.

Students who carry lunch with them from home will eat their lunches in the cafeteria or commons. Students should bring healthy foods. Sodas are not allowed in the cafeteria. Do not send food/drink in glass containers. Milk may be purchased to drink with their meal, charged to the child's lunch account. If you qualify for free or reduced meals, but choose to send a lunch from home, any milk will be charged to your account at regular cost. Students are not allowed to bring restaurant food into the cafeteria.

Food Services (Policy #8500)

The Board of Education shall provide cafeteria facilities in all school facilities where space and facilities permit, and will provide food service for the purchase and consumption of lunch for all students. The district policy related to food services can be found on the district website.

OBLIGATIONS **FOR HIGH SCHOOL STUDENTS ONLY**

Student obligations must be met. Seniors will not be allowed to go through graduation ceremony until obligations/fees are met. Other restrictions may be imposed.

OPEN CAMPUS **FOR HIGH SCHOOL STUDENTS ONLY**

An open campus, one that allows students to leave the building during the noon hour, is a privilege. If a student violates rules that create a disturbance in the community or displays any other activity in violation of school rules, they may have their open campus privilege revoked. The duration of revocation will be determined by administration. If a student does not return after the lunch period for Block 3B they have the responsibility to do the following:

1. Have parents call school to verify that the student will not be returning. The call must be made before Block 3B begins. This will negate another telephone call or signed excuse.
2. Students will call school to explain their absence. A telephone call or written excuse from the parents will then be necessary before the student returns to school.

OPEN ENROLLMENT PROGRAM (INTER-DISTRICT) (Policy #5113)

The School District will participate in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and the relevant policies and rules of the district, all as amended from time-to-time. Go to www.viroquaareaschools.com to read complete policy.

STUDENT PICTURES

High School and Middle School student pictures will be taken by Jostens in the fall. All students are required to take a photo even if they do not plan to purchase a photo package. Student photos are placed on the district computer program, Skyward. Photo orders take place online and information will be e-mailed out prior to picture day. Photo order forms will also be available in the high school and middle school office. Picture Retake Day will follow a month or two later.

POSSESSION OR USE OF WEAPONS

Weapons (Policy #5772)

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the district for the purpose of school activities approved and authorized by the district including, but not limited to, property leased, owned, or contracted for by the district, a school-sponsored event, or in a district vehicle, to the extent permitted by law.

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

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

Policy exceptions include:

- A. Weapons under the control of law enforcement personnel;
- B. Items pre-approved by a Building Principal, and the District Administrator as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms, except those protected at all times by a cable or trigger lock, and live ammunition will never be approved;
- C. Theatrical props used in appropriate settings; and
- D. A lockback knife having a blade no longer than three (3) inches in length, a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the student's class work.

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

PUBLIC ATTENDANCE AT SCHOOL EVENTS POLICY

Public Attendance at School Events (Policy #9160)

The Board of Education welcomes the attendance of members of the community at athletic and other public events held by the schools in the district, but the Board also acknowledges its duty to maintain order and preserve the facilities of the District during the conduct of such events. The district policy related to public attendance at school events can be found on the district website.

RELIGIOUS ACCOMMODATIONS

The Viroqua School District will provide reasonable accommodations for religious beliefs. We will do our best to reserve Wednesday nights for church/family activities.

RULES AND EXPECTATIONS

There is no list of rules or consequences that can be all inclusive. Any time student behavior is disruptive, illegal, or inconsiderate of others, they will be subject to disciplinary action. These rules apply while in school, on school district property, on a school bus, on a school-sponsored field trip, and while in attendance at co-curricular activities in which the Viroqua School District is participating. The administration shall be responsible for seeking the assistance of counselors, teachers, school psychologists, social workers, and other professionals to assist students in correcting their behavior.

Student Expectations and Guidelines

To meet the goals of our mission statement, Viroqua High School/Middle School must be a place where:

1. Staff and students are engaged in learning and/or enhancing the learning environment.
2. Everyone is safe and respected.
3. School expectations and policies are followed.
4. State laws and local ordinances are followed.

The following is a list of some, but not all, expectations that fall under the above statements:

1. The student will contribute responsibly to the learning environment.
 - a) Students will first report to the office and secure permission to leave the school grounds for any reason during the school day.
 - b) Food and drink will not be allowed in classrooms during regular class time. Water will be allowed with teacher permission.
 - c) Students will obtain passes to be out of the classroom.
 - d) Prompt, regular attendance is expected. Students not in attendance during the school day are not allowed at after-school/evening co-curricular events/contests unless permission to attend is given by the building principal.
2. The student will respect themselves, others, and the environment.
 - a) The uses of sarcasm, ridicule, insults, profanity, belittling statements, or sustained yelling are considered disrespectful communication.
 - b) Students need to properly care for lockers and all other school property, including locking their lockers during the school day.
 - c) Water will continue to be the only option allowed in class but will not be required to be in a clear container. Many students drink water throughout the school day, but with the variety of kinds of containers, it is impossible to keep this rule in place. We always reserve the right to check to see what is in the container.
3. Use of I-Pods, cell phones, and other electronic devices
 - a) Any device being used that distracts from the learning environment are prohibited in the halls, bathrooms, classrooms, locker rooms, cafeteria and any other area of the building and must be turned off throughout the school day unless being used in a classroom for instructional purposes.
 - b) High School students will be allowed to use electronic devices in the Commons Area and Halls only before and after school and during the lunch hour and must be used appropriately at all times.
 - c) Earbuds and/or headphones will not be allowed in classrooms or in halls-at any time throughout the school day with the exception during lunch time and/or with teacher permission.
 - d) Students are not allowed to take pictures of one another in any area of the school throughout the school day.
 - e) Any student using a device inappropriately throughout the school day and/or according to the guidelines listed above will be required to give the device to the teacher immediately. If the student refuses, they will be required to go to the office and turn in their device for the remainder of the day.
 - f) All confiscated devices turned into the office by the teacher/staff, on multiple occasions, may require a parent to pick up the device and a possible consequence will be earned by the student.

4. The student will contribute to make a healthy and safe environment.
 - a) During the school day, book bags, backpacks, coats/jackets must be kept in lockers. Head apparel (such as hats, bandanas, etc.) must be taken off and kept in the locker throughout the school day. Hoods on hooded sweatshirts must be worn off of the student's head throughout the school day. If a student is found with their hood on multiple times, they will be asked to take the sweatshirt off. The school day is defined as 8:00 until 3:08 p.m.
 - b) Factors such as health, hygiene, safety and habits of self-discipline in student dress and grooming are essential. Students, staff, and guests shall maintain their hygiene in a manner that is sanitary and neutral in fragrance to others around them. They shall wear footwear as well as a shirt and bottoms with fabric on the front, back, and sides that cover private areas. Additionally, clothing must be worn in a way that does not expose any undergarments including underwear and bras (waistband and bra straps excluded). Clothing and accessories shall be appropriate for the specific school activity and be free from prohibited messaging related to drugs, alcohol, tobacco, vaping, profanity, profane gestures, violence, and/or hate speech. Accessories may not include chains that hang from pants or studded wristbands/necklaces.
 - c) Students will follow teacher directives during emergency drills.
 - d) Fighting or insubordinate behavior will not be tolerated.
 - e) Consumption and/or possession or being under the influence of alcohol, tobacco, and/or other controlled substances on school grounds and/or at school activities is prohibited.
 - f) Students in possession of knives, firearms, firecrackers, bows or other forms of weapons and facsimiles of them are subject to expulsion.
 - g) Uses of materials which may cause an accident or injury are prohibited.
 - h) Students may be asked to complete an evaluation of the School District of Viroqua before graduating from Viroqua High School.
 - i) Students are required to use their own lock and locker and may not share a locker with another student.

If the student's behavior or conduct is in violation of these provisions, the principal or designee will expect the student to make the appropriate correction. Additional consequence besides the administrative conference may include, but are not limited to: confiscation of prohibited item(s) or nuisance item(s), loss of privileges, detention, parent meetings, in-school suspension, out-of-school suspension, restitution, referral to law enforcement, and expulsion.

Teachers and Administrators will request to review/read student communication during instructional time to uphold academic integrity and school safety. This may include reviewing material on an iPod, cell phone, email, internet/technological communication, and pen and paper notes.

SAFETY NOTIFICATION

The safety of our students is and always will be the number one concern of the Viroqua Area School district. We cannot be alone in this very important endeavor. We must count on you, our families and community, to assist us to make this happen. Nearly all communities in Wisconsin currently house, have in the past housed, or will sometime in the future, house a convicted sexual predator. As a school, we remain vigilant with the assistance of the Vernon County Sheriff's Department and our local police departments. A website and phone number are provided below for the State of Wisconsin Department of Corrections, Division of Community Corrections. If you have questions or concerns related to the Wisconsin Sexual Offender Registry, the website and phone number provided are your resource by which to have your questions answered. Our district does want our community to know that we take this very seriously and, with your help, will do everything we can to keep our students safe. The website is: www.widocoffenders.org. The phone numbers which may be a resource for you are: Paula Armentrout, Registration Specialist (608) 647-4194. For updates: 1-888-963-3363; Sex Offender Registration Program Main Line (608) 240-5830.

SCHOOL ADMISSION - RESIDENCY ADMISSIONS

Eligibility of Resident/Non-Resident Students (Policy #5111)

The Board of Education establishes the policy for determining the eligibility of students to attend the schools of this District and this policy can be found on the district website.

SCHOOL GROUNDS

Unless a student has an appointment with a teacher, involved in a student activity, engaged in research & study, or serving a detention, they are asked to arrive no earlier than 7:30 a.m. and exit the building no later than 3:30 p.m. The playground equipment, area, or activity is not supervised before the school day begins or after the school day ends. Viroqua Area Schools utilizes continuously recording surveillance cameras in public areas of the building and grounds for security and safety.

SCHOOL TRIP POLICY

Field and Other District Sponsored Trips (#2340)

The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. The policy related to field and other district sponsored trips policy can be found on the district website.

SEARCHES – (LOCKER, PERSONAL STUDENT, AND VEHICLE)

Search and Seizure (Policy #5771)

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

School Property

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The district retains ownership and possession control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official. The Board directs the School Principals to provide students with written notice of this policy at least annually and that routine inspections be done at least annually of all such storage places.

The Board directs that searches may be conducted by the District Administrator, Building Principal, acting Building Principal, or Police.

Student Person and Possessions

The Board recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion that the search will turn up evidence that the student has violated or is violating either a particular law or a particular rule of the school. Any search under this paragraph must be reasonable in scope and reasonable in the manner, in which it is conducted. The extent of the

search will be governed by the seriousness of the suspected infraction, the student's age and gender, the student's disciplinary history, and any other relevant circumstances or information.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Parking Permit Not Required

Where a student may bring a vehicle on school property without a permit, a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of a particular law, a school rule, or a condition that endangers the safety or health of the student driver or others, should request written consent to search the vehicle and all containers inside the vehicle. If consent is not given, a school administrator may proceed with the search.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal. They shall attempt to obtain the freely-offered written consent of the student to the inspection; however, provided there is a reasonable suspicion pursuant to the above paragraphs, they may conduct the search without such consent. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable suspicion that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and in a manner that is minimally intrusive to the student based on the reasonable suspicion justifying the search.

Use of Dogs

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

- A. The presence of the dogs on school property is authorized in advance by the District Administrator, except in emergency situations, or is pursuant to a court order or warrant.
- B. The dog must be handled by a law enforcement officer or certified organization specially trained to safely and competently work with the dog.
- C. The dog is represented by the Sheriff or Chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or devices.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The District Administrator may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the District Administrator, the search shall be conducted by the law enforcement officers at the direction of a District official. Law enforcement searches conducted independent of any District official request or direction shall be conducted based on standard applicable to law enforcement.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a particular law or school rule or which endangers the safety or health of any person shall be seized and properly

cataloged for use as evidence if appropriate. Seized items shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items that may not lawfully be possessed by the owner shall be turned over to law enforcement.

The District Administrator shall prepare administrative guidelines to implement this policy and shall provide students and staff with written notice of this policy and guidelines at least annually.

SPORTSMANSHIP INFORMATION

Wisconsin Interscholastic Athletics Association (WIAA) Statements

Viroqua High School and Middle School athletics follows the WIAA Parental Guide to Sportsmanship. WIAA Sportsmanship information can be found online at <https://www.wiaa.org/schools/sportsmanship#43351100-additional-resource-materials>

STUDENT ACCIDENT INSURANCE

When a student is injured at school, they should inform the teacher or other adult on duty immediately. If the school nurse feels the student needs medical attention, the parent will then be notified. In the event the school nurse is unavailable, her assistant or the office personnel will contact the parent to make the decision. If the parent is unable to be reached, the person listed on the emergency card will be called.

Viroqua Area Schools provides accident insurance that provides coverage after your family insurance. The School Nurse coordinates this process and will send the necessary forms after receiving a completed accident report from the adult on duty. If you receive an insurance form from the school and your child did not go to the doctor, or you know your insurance will pay everything, you are not obligated in any way to send the insurance form in. If, however, you do not receive an insurance form within one week of the injury and your child was seen by a doctor, please contact the School Nurse. Also, if you have any questions or concerns, please feel free to call 637-1103/1509.

Which students will be covered under Student Accident Insurance? Coverage would be in force for all participants in school sponsored and supervised student activities including interscholastic athletics and sponsored group travel.

What is an accident? An accident is defined as an unexpected, sudden and definable event, which is the direct cause of a bodily injury, independent of any illness, prior injury or congenital predisposition.

What are covered expenses? The coverage would be for those medical/dental expenses incurred within 52 weeks from the date of the original accident. Treatment must begin within 60 days from the date of the accident by a legally licensed medical or dental practitioner (not a member of the insured's immediate family).

Is there any deductible? A \$100 deductible, which may be satisfied by other insurance payments, will be applied to each claim.

Do I need to use my family insurance first? YES. Payment of all medical/dental expenses incurred from accidents is made only in excess over any family or employer group coverage or plan that must contribute its maximum before this coverage has any liability. This is a program of supplemental coverage designed to pick up eligible balances left by the family or employer group insurance or plan and, if no other coverage plan is available to pay the medical/dental expenses incurred to the limit stated in the policy.

Am I covered if my family is an HMO or PPO? If the insured's primary coverage is an HMO (health maintenance organization) or PPO (preferred provider organization), this plan will provide benefits in excess of coverage provided by the insured's HMO or PPO. If the insured chooses not to use an authorized medical vendor (under HMO or PPO), this plan will cover the expense incurred that would have been honored had he/she used the proper medical vendor.

What is the basic coverage? Athletic Accident - \$100 to \$24,900; Student Accident - \$100 to \$24,900

Student Accident Insurance (Policy #8760)

The Board of Education recognizes the need for insurance coverage for injuries to students caused by accidents occurring in the course of attendance at school and participation in the athletic and co-curricular programs of the schools. Therefore, at the beginning of each school year, the Board shall offer parents the opportunity to participate in group accident insurance paid for by the district.

A signed statement of insurance coverage on the part of the student's parent or guardian shall be a prerequisite for student registration in any school activity having a potential for personal injury.

The District Administrator shall recommend suitable and qualified insurance carriers and notify all parents of their availability.

120.13(2)(a), Wis. Stats.

STUDENTS DRIVING TO SCHOOL

Driving a vehicle to school and parking on school property is a privilege and can be revoked due to irresponsible behavior. Cars are not to be used during the day (except at lunch) without approval from the office. Students are not allowed to sit on or in their cars at lunch or loiter around them at any time. All students must park in the front (East) parking lot.

Any student found driving irresponsibly, making excessive noise, or speeding while driving in the parking lot and away from school may not be allowed to park on school property for one week. A second offense will result in a possible year-long suspension from parking in the school parking lot.

Any student driving to school must have their vehicle(s) make/model/license plate number on record in the high school office.

STUDENT HARASSMENT

Student Anti-Harassment (Policy #5517)

Prohibited Harassment

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

For purposes of this policy, "School District community" means individuals subject to the control and supervision of the Board including, but not limited to, students, teachers, staff, volunteers, and Board members. "Third party" means individuals outside the School District community who participate in school activities and events authorized by the Board including, but not limited to, visiting speakers, participants on opposing athletic teams, and vendors doing business with, or seeking to do business with, the district.

Harassment means behavior toward a student or group of students based, in whole or in part, on their sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or any other characteristic protected under State, Federal, or local law, which substantially interferes with the student's school or academic performance or creates an intimidating, hostile, or offensive school environment. Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. Examples of conduct that may constitute harassment include:

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

Sexual Harassment

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

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

Sexual harassment may include, but is not limited to:

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

Examples are:

- A. Repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
- B. Rating a person's sexuality or attractiveness;
- C. Staring or leering at various parts of another person's body;
- D. Spreading rumors about a person's sexuality;
- E. Letters, notes, telephone calls, or materials of a sexual nature;
- F. Displaying pictures, calendars, cartoons, or other materials with sexual content.

- G. Inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life.

It is further the policy of the Board that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the workplace, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student.

Disability Harassment

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

Reporting Procedures

The District Administrator shall prepare written administrative guidelines for individuals to report alleged harassment prohibited under this policy to appropriate school administrators. The reporting procedures shall, at a minimum, provide as follows:

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

Investigation Procedure

The District Administrator shall prepare written administrative guidelines for investigating complaints of harassment. These procedures will, at a minimum, provide as follows:

- A. The Complaint Coordinator or another individual designated by the District Administrator (the "Investigator") shall conduct an investigation immediately. The District Administrator, or his/her designee, shall oversee the investigation. The District Administrator will also take immediate action, as may be appropriate, to prevent further violations of this policy while the investigation is being conducted.

- B. The investigation shall consider all relevant facts, documents, witness accounts, and other relevant information.

The investigation should be completed as soon as possible, but no later than thirty (30) calendar days from receipt of the complaint, unless additional time is needed to conduct a thorough and objective investigation and the complainant is informed of the need for additional time. The Investigator shall make a written report to the District Administrator upon completion of the investigation. If the complaint involves the District Administrator, the report shall be filed directly with the Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy. The Investigator may conduct the investigation whether or not a criminal investigation involving the same or similar allegations is also pending or has been concluded.

School District Action

Upon receipt of a report that a violation has occurred, the district will take prompt, appropriate formal or informal action to address, and where appropriate, remediate the violation. Appropriate actions may include, but are not limited to, counseling, awareness training, parent-teacher conferences, warning, suspension, exclusion, transfer, remediation, termination, or discharge. District action taken for violation of this policy shall be consistent with the requirements of applicable collective bargaining agreements, State and Federal law, and District policies for violations of a similar nature or similar degree of severity.

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

To the extent consistent with State and Federal laws regarding privacy and other rights, the District Administrator shall provide the complainant and other parties with a written answer to the complaint as quickly as possible, but not more than thirty (30) calendar days from receipt of the Investigator's report, unless the District Administrator determines that additional investigation is justified, in which case the complainant will be informed of the need for further investigation.

Appeal Provision

The District Administrator may also develop written procedures for the complainant and alleged harasser to appeal the District Administrator's answer. These procedures may include a means for these individuals to appeal the answer to the District Administrator and the Board.

Formal Complaint Investigation

The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy and administrative guidelines or in such other manner as deemed appropriate by the Board or its designee.

Reprisal

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

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

Miscellaneous

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

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

The Board will develop a method of discussing this policy with the School District community. Training on the requirements of non-discrimination and the appropriate responses to issues of harassment will be provided to the School District community on an annual basis, and at such other times as the Board in consultation with the District Administrator determines is necessary or appropriate.

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

The Board will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as practicable, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery, disclosure, or other legal obligations.

48.981, Wis. Stats.

118.12, Wis. Stats.

P.I. 9, 41 Wis. Admin. Code

Fourteenth Amendment, U.S. Constitution

STUDENT RECORDS

Confidentiality (Policy #8350)

State and federal law requires that student education records be maintained as confidential. See Policy 8330. State law further exempts certain information and records from public disclosure. See Policy 8310. As such, the Board of Education is obligated to take appropriate steps to maintain certain information and records as confidential.

Individuals who have access to student education records may not remove them from Board property without express permission from their building principal or supervisor. An individual authorized to remove student education records from school property is responsible for the safety and security of the records and for returning them to the district intact. Confidential information and records may not be disclosed except as authorized by Board policy and administrative guidelines. Individuals who have access to confidential information and records while employed by the Board are reminded that their legal obligation to maintain such confidences extends beyond their term of employment in the district and they are prohibited from releasing, disclosing or otherwise disseminating confidential information or records subsequent to leaving the Board's employ. The Board directs the District Administrator to prepare guidelines concerning Board employees' duties to maintain certain information and records as confidential.

It is further the policy of the Board of Education that when the district receives in trust from a public agency information identified to be confidential or exempt from disclosure under the Public Records Law, Common Law,

Privilege Case Law, or Federal Law, the District will maintain the confidentiality of said information to prohibit its unauthorized disclosure.

The following portions of this policy apply only to identified confidential information received from a public agency. In order to prohibit the unauthorized disclosure of information identified as confidential by the sending public agency, the Board may seek to obtain court protection by:

- A. denying requests for release of such information absent subpoena or court order;
- B. pursuing motions to quash or protective orders to prohibit unauthorized disclosure.

When possible, the Board will attempt to notify the sending public agency of the request for release of such information prior to complying with the request.

STUDENT RESPONSIBILITIES

The role of staff and administrators in the school is to serve as facilitators who work with parents and students in a collaborative effort to bring about conflict resolution fairly. Our mission, to educate students, is based upon the following fundamental and basic principles:

1. Students allow teachers to teach.
2. Students allow other students to learn.
3. Positive self-esteem requires cooperation, hard work, dedication, and a respect for fellow students.

Code of Student Conduct

The district owes its students the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and disruption, particularly by those relatively few students who are unwilling, unprepared or unable to avail themselves of the opportunity for an education. A student may be removed from class for conduct or behavior which:

1. Violates the District's policies on suspension and expulsion.
2. Violates behavioral rules and expectations in the Student Handbook or classroom rules
3. Is disruptive, dangerous or unruly.
 - a) Inappropriate physical contact intended or likely to hurt, distract or annoy others, such as hitting, biting, pushing, shoving, poking, pinching or grabbing.
 - b) Inappropriate verbal conduct intended or likely to upset, distract or annoy others, such as name calling, teasing or baiting.
 - c) Behavior that may constitute sexual or other harassment.
 - d) Repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (e.g. lecture by teacher, response by other student, presentation by visitor) or during quiet study time.
 - e) Throwing any object, particularly one likely to cause harm or damage.
 - f) Inciting other students to act inappropriately or to disobey the teacher or school or class rules, including without limitation inciting others to walk out.
 - g) Destroying the property of the school or another person.
 - h) Loud, obnoxious or outrageous behavior.
 - i) Theft and any other behavior that could cause police intervention.
4. Interferes with the ability of the teacher to teach effectively.
 - a) Open defiance or disrespect of the teacher, manifest in words, gestures or other overt behavior.
 - b) Other behavior likely or intended to sabotage or undermine the instruction
5. Is inconsistent with class decorum and the ability of others to learn.
6. Inappropriate use of phones/technology.

Viroqua High School and Middle School practices and focuses on the fundamental belief that behavior is a communication of need. When students exhibit an unexpected behavior, we focus on the root cause of that behavior and gaps in skills. The response is one that focuses on ensuring that learning has not yet happened for the student and on improving the student's behavioral skills.

Disorderly Conduct Policy #5520

The Board of Education recognizes the right of each student to attend school for the purpose of receiving an education. The disruption of the educational program of the schools by disorder or any other purposeful activity will not be tolerated.

For purposes of this policy, disorder shall be any deliberate activity by an individual or a group, whether peaceful or violent, which is reasonably likely to disrupt the normal operation of the school.

The Board, having the responsibility for providing an educational program for the students of this District, shall have the authority to preserve order for the proper functioning of that program.

Students shall not be disturbed in the exercise of their constitutionally guaranteed rights to assemble peaceably and to express ideas and opinions, privately or publicly, provided that such exercise does not infringe on the rights of others and does not interfere with the operations of the schools.

SUSPENSION and EXPULSION (Policy #5610)

The Board of Education recognizes that exclusion from educational programs of the School District, by suspension or expulsion, is a substantial sanction and that such action must comply with the student's due process rights.

Suspension

For purposes of this policy, "suspension" shall be the short-term exclusion of a student from a regular District program.

The District Administrator, the Principal, or a teacher designated by the District Administrator may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days, or ten (10) consecutive school days for each incident if the student is eligible for special education services under Chapter 115, Wis. Stats.

The suspension must be reasonably justified based upon the grounds authorized under Sec. 120.13, Wis. Stats., which include, but are not limited to: noncompliance with school rules or board rules; knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; conduct by the student while at school or while under the supervision of a school authority that endangers the property, health, or safety of others; conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of others at school or under the supervision of a school authority; or conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of any employee or School Board member of the District in which the student is enrolled.

The District Administrator, the Principal, or a teacher designated by the School District Administrator shall suspend a student if the student possessed a firearm, as defined in 18 U.S.C. 921(a)(3), while at school or while under the supervision of a school authority.

The parent of a suspended minor must be given prompt notice of the suspension and the reason for the suspension. The student's suspension from school shall be entered in the student's record as required by the rules adopted by the Board concerning the content of the student records. The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator, who shall be someone other than a principal, administrator or teacher in the suspended student's school, to discuss removing from the student's records reference to the suspension. Reference to the suspension on the student's school record shall be removed if the District Administrator finds that: the student was suspended unfairly or unjustly; the suspension was inappropriate, given the nature of the alleged offense; or the student suffered undue consequences or penalties as a result of the suspension.

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

In the event a student is classified as Homeless, the Building Principal shall consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The Homeless Coordinator will assist administration and the student's parents or guardian in correcting conduct subject to disciplinary action that is caused by homelessness.

Expulsion

Under this policy, expulsion shall mean the Board will not permit a student to attend school at all for a specified period of time. If the student is expelled, the Board will determine the length of the expulsion period, which may extend at a maximum to the student's 21st birthday.

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

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

The district shall refer any student who brings a firearm (as defined in 18 U.S.C. 921(a)(3)) or a weapon to school to the criminal justice or juvenile delinquency system.

As required by 20 U.S.C. 7151, the District Administrator will ensure that the following information is sent to the Wisconsin Department of Public Instruction: a copy of this policy; a description of the circumstances surrounding

any expulsion(s) for violating the above-stated firearms policy; the name of the school; the number of students expelled; and the types of firearms involved.

Prior to expelling a student, the Board shall provide the student with a hearing. Prior written notice of the hearing must be sent separately to both the student and if the student is a minor, to his/her parent(s) or guardian(s). The notice must be sent at least five (5) days prior to the date of hearing, not counting the date notice is sent. The notice must also satisfy the requirements of Sec. 120.13(1)(c)4, Wis. Stats.

An expelled student or, if the student is a minor, the student's parent(s) or guardian(s) may appeal the Board's expulsion decision to the Wisconsin Department of Public Instruction. An appeal from the decision of the Department may be taken within thirty (30) days to the circuit court for the county in which the school is located.

In the event a student is classified as Homeless, the Building Principal shall consult with the Homeless Coordinator to determine whether the conduct is the result of homelessness. The district will not expel a homeless student for conduct that is caused by the student's homelessness. The Homeless Coordinator will assist in administration and the student's parents or guardians in correcting conduct subject to disciplinary action that is caused by homelessness. If the conduct in question is determined not to be caused by the student's homelessness, the district shall proceed with expulsion proceedings as outlined in this policy.

119.25, 120.13, Wis. Stats.

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

20 U.S.C. 7151

42 U.S.C. 11431 et seq.

STUDENT USE OF CELLULAR PHONES, BEEPERS/PAGERS OR TWO-WAY ELECTRONIC COMMUNICATION DEVICES

Use of Cameras and Other Recording Devices in Locker Rooms (Policy #9151)

The Board of Education recognizes the importance of protecting the privacy interests of the district's students and is committed to safeguarding students' privacy in the locker room facilities.

As required by law, the Board establishes the following locker room privacy policy.

To protect the privacy of students, non-staff access to locker rooms for the purpose of interviewing or seeking information from any student in the locker room is prohibited.

The local press and student reporters are encouraged to wait outside the doors of the locker room to get necessary interviews/photographs.

Parents may enter the locker room on a limited basis, with prior approval of the coach or teacher. The parent is not permitted to interview or seek information from any student or use a recording device to record or transfer images. A "recording device" means a camera, a video recorder, cell phone with video and/or photograph capabilities, or any other device that may be used to capture, record, or transfer images.

No images of a nude or partially nude person in the locker room may be captured, recorded, or transferred under any circumstances by any individual.

To protect the privacy of the district's students, parents, other adult residents of the community, and any public that may utilize the locker room facilities, no person may use a cell phone to capture, record, or to transfer a representation of a nude or partially nude person in the locker room.

Furthermore, the Board believes that safety is of the utmost importance. Therefore, notwithstanding the provisions of this policy, if necessary, emergency rescue personnel will be permitted into the locker room and will be given access

to any tools necessary to do their job. District officials may refer any violations of this policy to law enforcement for possible criminal prosecution who violate State law.

Wireless Communication Devices (Policy #5136)

Students may use wireless communication devices (WCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g. extracurricular activities), or at school-related functions. Use of WCDs, except approved laptops and PDAs, at any other time is prohibited and they must be powered completely off and concealed and secured in hall lockers (but not locker room lockers) or vehicles or stored out of sight.

A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), BlackBerries/Smartphones, WiFi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school. "Students may use WCDs while riding to and from school on a school bus or other vehicle provided by the Board or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated."

Also, during after school activities when directed by the administrator or sponsor, WCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight.

The requirement that WCDs must be powered completely off will not apply in the following circumstances when the student obtains prior approval from the Building Principal:

The student is a member of a volunteer fire company/department, ambulance or rescue squad.

The student has a special health circumstance (e.g. an ill family member, or his/her own special health condition).

The student is using the WCD for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision. However, the use of any communication functionality of the WCD is expressly prohibited. This includes, but is not limited to, wireless Internet access, peer-to-peer (ad-hoc) networking, or any other method of communication with other devices or networks. In no circumstances shall the device be allowed to connect to the district's network. The preceding prohibitions do not apply to Board-owned and issued laptops, PDAs or authorized assistive technology devices.

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the Building Principal. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may have their WCD confiscated and held until the end of the school year.

"Sexting" is prohibited at any time on school property or at school functions, while under the supervision of school authorities, or transmitted to others at school. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. This also explicitly includes displaying images received to a third party. Such conduct not only is potentially dangerous for the involved students but can lead to unwanted exposure of the messages and images to others and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

WCDs, including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Building Principal has authority to make determinations as to other specific locations and situations where possession of a WCD is absolutely prohibited.

No expectation of confidentiality will exist in the use of WCDs on school premises/property.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior.

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

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The Building Principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. Any WCD confiscated by District staff will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. WCDs in District custody will not be searched or otherwise tampered with except in accordance with Policy 5771 - Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis. If the WCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed.

A person who discovers a student in possession of or using a WCD in violation of this policy is required to report the violation to the Building Principal.

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

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day.

SUBSTANCE USE AND ABUSE

Drug Prevention (Policy #5530)

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

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

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

- A. All dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- B. All chemicals which release toxic vapors;

- C. All alcoholic beverages;
- D. Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. "Look-alikes";
- F. Anabolic steroids;
- G. Any other illegal substance so designated and prohibited by law.

The Board prohibits the use, possession, concealment, or distribution of any drug and any drug-paraphernalia at any time on District property or at any District-related event.

The District Administrator shall prepare guidelines for the identification, amelioration, and regulation of drug use in the schools. Such guidelines shall:

- A. Emphasize the prevention of drug use;
- B. Provide for a comprehensive, age-appropriate, developmentally-based drug and alcohol education and prevention program which:
 - 1. Addresses the legal, social, psychological, and health consequences of drug and alcohol use;
 - 2. Provides information about effective techniques for resisting peer pressure to use illicit drugs and alcohol;
 - 3. Assists students to develop skills to make responsible decisions about substance abuse and other important health issues;
 - 4. Promotes positive emotional health, self-esteem, and respect for one's body;
 - 5. Meets the minimal objectives as stated in the essential performance objectives for health education as established by the State's Department of Education;
- C. Include a statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
- D. Provide standards of conduct that are applicable to all students which clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity;
- E. Include a clear statement that disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school standards of conduct and a description of those sanctions;
- F. The sanctions may include, together with punitive action, voluntary referral to appropriate persons or agencies for screening and assessment. Such referral may only be made to qualified and properly licensed individuals or programs.
- G. Provide information about any drug and alcohol counseling and rehabilitation and reentry programs available to students and provide procedures to direct students and their parents to the appropriate programs;
- H. Require that all parents and students be given a copy of the standards of conduct regarding the unlawful possession, use, or distribution of illicit drugs and alcohol by students;
- I. Require the notification to parents and students that compliance with the standards of conduct is mandatory;
- J. Provide a biennial review of the school district's program to determine its effectiveness and implement changes as needed and to ensure that disciplinary sanctions are consistently enforced;
- K. Establish means for dealing with students suspected of drug use or suspected of possessing or distributing drugs in school and ensure that the District's Policy 5610 and Policy 5771 - on Search and Seizure and Suspension and Expulsion are complied with fully.

The District Administrator shall ensure that the warning notice concerning anabolic steroids is installed and properly maintained in each of the district's locker rooms or athletic dressing areas.

Professional staff members are not liable for referring a student to law enforcement or for removing a student from school premises or from participation in a school-related activity for suspicion of possession, distribution, or consumption of any alcoholic beverage or a controlled substance.

TECHNOLOGY INFORMATION

Technology Acceptable Use Policy

Information technology, such as the Internet, is the major global platform for education, research, public service, business, and information that makes it possible to share information and resources quickly and easily. The networks are owned by commercial, research, governmental, and educational organizations as well as individuals, and contain continually changing information.

Viroqua Area Schools provides students access to information technology as a means to further the educational goals and objectives of the district. Information technology enables students to explore thousands of libraries, databases, research facilities, and bulletin boards.

Any student using information technology will be instructed in its proper and ethical use and will be expected to abide by established acceptable use guidelines. Internet access is a privilege, not a right. Information technology may be used for educational, research, and communication purposes, consistent with the educational goals and objectives of the district. Misuse of information technology may result in loss of use privileges and/or disciplinary action. If the misuse constitutes a criminal offense, appropriate legal action may be taken.

In accordance with federal law requirements, a technology protection measure (i.e., internet filter) shall be in operation on the network as one measure to limit access to inappropriate or harmful material on the Internet including visual depictions that are obscene or child pornography. The classroom teacher is responsible for supervision of students while they are using information technology. The building principal or designee shall oversee information technology use by students and staff in their building.

Technology Acceptable Use Rule

1. Privileges

District hardware and software are the property of Viroqua Area Schools. Because the use of the network is a privilege and not a right, inappropriate use will result in the cancellation of use privileges. The building principal/designee will deem what is inappropriate use and their decision is final. In addition, the faculty and staff of Viroqua Area Schools may request the building principal/designee to deny, revoke, or suspend a student's use of the network.

Each student who uses the network will be informed of its proper and ethical use. Each student will also be required to agree to an "Acceptable Information Technology Use Agreement" and obtain a parent/guardian signature before being allowed access to the network including the Internet.

2. Ethical and Appropriate Use of Information Technology/Network Use

The use of network hardware and/or software must be consistent with the educational goals and objectives of Viroqua Area Schools. Information technology may be used for educational, communication and research purposes only. Accessing Internet sites or transmitting materials or images that could be obscene, sexually explicit (pornographic), harmful to minors or inappropriate, is prohibited.

Users are expected to abide by the generally accepted rules of information technology/network use. These include, but are not limited to the following:

- a. Information technology/network shall not be used in such a way that would disrupt the use of information technology/network by others.

- b. All communications and information accessible via the Internet and/or information technology/network shall be assumed to be the property of the originator and shall not be copied or used by others without permission of the owner of the information. Users must abide by state and federal copyright laws and regulations.
- c. Illegal activities are strictly forbidden. Transmission of any material in violation of any federal or state law or regulation is prohibited. Any malicious attempt to harm, modify, or destroy data of another user is prohibited. An attempt to gain unauthorized access to system programs or equipment is prohibited.
- d. Electronic communications composed, sent, or received are the property of Viroqua Area Schools. The district has access rights to all such communication.
 - Users should use appropriate etiquette when using electronic communication messages.
 - Electronic communications shall not be used to transmit illegal or inappropriate images (e.g., pictures or images promoting drug or alcohol abuse, nudity, pornography, or physical abuse.)
 - Electronic communications shall not be used to transmit illegal messages (e.g., messages that bully, frighten, intimidate, threaten, abuse or harass another person) or messages relating to or in support of illegal activities. Hate mail, discriminatory remarks and other antisocial behaviors are unacceptable.
 - Students must comply with district anti-harassment and bullying policies.
- e. Use of appropriate language is expected when using electronic communication. No swearing, use of vulgarities or other inappropriate language is permitted.
- f. Students will not reveal their personal addresses, phone numbers, or any other personal identifiers or those of other students on-line.
- g. Any attempt to gain unauthorized access to system programs or computer equipment is prohibited.
- h. Any attempt to obtain, modify, or destroy data of another user is prohibited.
- i. Students may not represent Viroqua Area Schools or its activities on district or personal technology without the authorization of the building principal or district administrator.

3. Class On-Line Discussion Forums

Viroqua Area Schools provides opportunities for on-line discussion forums to assist the learning process for designated courses. On-line discussions increase communications, share ideas beyond the walls of the classroom, and support just-in-time learning. Students will have opportunities to share in on-line discussions and receive course feedback as determined by the instructor.

All messages composed, sent, or received through on-line discussions remain under the jurisdiction of the district. The district reserves the right to monitor use and disclose communications therein in order to ensure the network is being used for approved purposes only.

Students are prohibited from communicating or otherwise using classroom on-line discussion forums for activities including but not limited to:

- Distributing or maintaining discriminatory, offensive, obscene, or defamatory material
- Harassment or bullying of others
- Engaging in non-district related activities for gain or profit
- Advertising or seeking solicitations for fundraising purposes
- Improperly disclosing confidential information
- Attempting to gain unauthorized access to system programs or computer equipment
- Malicious attempts to harm, modify, or destroy data of another user

Students are expected to abide by the rules of network use. These include, but are not limited to, using appropriate language, respecting the privacy of other users, keeping passwords confidential, observing copyright and maintaining the integrity of the network. Should students choose to deviate from these guidelines, on-line discussion forums, Internet and/or other information technology, privileges will be revoked and additional disciplinary measures may occur.

4. Use of Personal Hardware and Devices

Students may bring personal laptop and handheld computers or other devices to school under certain conditions and, in some instances, formal agreements.

The computer or other electronic device is to be used in compliance with the policies, rules and regulations of the district. The Parent/Guardian and the Student will be bound by all policies and regulations of the district applicable to the use of instructional technology and access to the Internet. Any violation of such policies, rules and regulations may result in the exclusion of the device from school.

The district may examine computers and other electronic devices and search their contents, if there is a reason to believe that school policies, rules, or regulations have been violated. Individuals should have no expectation of privacy in the use of the district network. The administration will follow all applicable policies, procedures and the law in relation to any and all violations of the Technology Acceptable Use Policy.

5. Responsibility for Information Obtained/Lost

Viroqua Area Schools makes no warranties of any kind, whether expressed or implied, for the network services it is providing. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services, including the Internet.

Use of any information obtained via the Internet is at the user's own risk. The district will not be responsible for any damages a user may suffer, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence or errors or omissions.

6. Security

Security on any network is a high priority, especially when the system involves many users. If a user identifies a security problem on the network, he/she must notify a staff member. The user may not demonstrate the problem to other users. Attempts to log on the network as a system operator or administrator will result in cancellation of user privileges. Any users identified as a security risk or having a history of problems with other network or equipment shall be denied access to the network.

7. Vandalism

Vandalism will result in cancellation of privileges and restitution. Vandalism is defined as any malicious attempt to harm or destroy hardware, software and wiring, as well as the data including that of another user. This includes, but is not limited to, malware and/or cyber-sabotage and the uploading or creation of computer viruses. (Malware shall be defined as software designed to infiltrate or damage a computer system without the owner's informed consent. Cyber sabotage shall be defined as deliberate and malicious acts that result in the disruption of the normal processes and functions or the destruction or damage of equipment or information.)

Technology Acceptable Use Agreement

This document is given to all student users of information technology in Viroqua Area Schools. Each student must sign the agreement and obtain a parent or guardian's signature before being allowed to access information technology including the network and the Internet.

Internet access is available to students in Viroqua Area Schools. It offers vast, diverse, and unique resources to both students and staff.

The Internet is an electronic network connecting thousands of computers all over the world and millions of individual subscribers. It provides students with access to electronic communication; information and news; public domain software and shareware of all types; discussion groups; information from universities and from commercial, governmental, and other sources.

In accordance with federal law requirements, a technology protection measure (i.e., filtering) shall be in operation on all district computers with Internet access as one measure to protect against access to inappropriate or harmful material on the Internet, including visual depictions that are obscene or child pornography. On a global network, however, it is impossible to control all materials and a persistent user may discover controversial information. The district believes that the benefits of Internet access to students, in the form of information resources and opportunities for collaboration, far exceed any disadvantages.

The continued availability of information technology, including the Internet in the school district, relies upon the proper conduct of end users. Guidelines are provided so that students and their parents or guardians are aware of the responsibilities that accompany the privilege of using the network, including Internet access.

Guidelines for Use of Information Technology

1. The use of school computers must be consistent with the educational goals and objectives of Viroqua Area Schools. Accessing Internet sites or transmitting materials or images that could be obscene, (pornographic), harmful to minors or inappropriate is prohibited. Bullying, hate mail, harassment, discriminatory remarks, materials, and images promoting drug or alcohol abuse, physical abuse, and other antisocial behaviors are unacceptable.
2. Illegal activities are strictly forbidden. Transmission of any material in violation of any federal or state law or regulation is prohibited. This includes, but is not limited to, copyrighted materials and threatening or obscene material.
3. District information technology including network, hardware, and software are the property of Viroqua Area Schools. System operators have access to all accounts and files.
4. Users shall abide by the rules of network use. These include using appropriate language, respecting the privacy of other users, and not disrupting the use of information technology or the network by other users.
5. Users should not reveal any personal addresses or phone numbers or any other personal identifiers or those of others online.
6. All communications and information accessible via the network should be assumed to be intellectual property and subject to copyright protection. Use of these sources shall be credited appropriately as with the use of any copyrighted material. In some cases, authors' permission may need to be obtained before materials may be used.
7. Any attempt to gain unauthorized access to system programs or computer equipment is prohibited.
8. Any malicious attempts to access, harm, modify, or destroy data, or data of another user is prohibited.
9. Students may not represent Viroqua Area Schools or its activities on district or personal technology without authorization of the school principal or district administrator.

Supervising instructors shall monitor network and Internet activities of students in library media centers, computer labs and classrooms. Supervising instructors will monitor and enforce information technology use guidelines.

Procedures for Reporting Violations - If a student is believed to be in violation of this policy, the person who suspects the violation is to report the incident to one or more of the following: The staff member supervising the student, any additional staff member, or the building administrator.

Due to the nature of technology, a possibility exists that this policy will be violated unintentionally. To help students protect themselves, the students shall perform the following steps when an unintentional violation occurs:

- If applicable, return to a condition that is not in violation of this policy (i.e. if a student unintentionally visits a site with inappropriate content, close the browser or use the browser's "back" feature to return to an appropriate site).
- The student who unintentionally violates the policy shall immediately notify the adult supervising the students.

Consequences - Violations of this policy may be handled in conjunction with other school district or building level policies. Consequences may include but are not limited to:

- Direct Supervision
- Revocation of Access Privileges
- Suspension
- In addition, law enforcement and/or state agencies may be notified.

There is no list of rules or consequences that can be all inclusive. Any time student behavior is disruptive, illegal, or inconsiderate of others, they will be subject to disciplinary action. These rules apply while in school, on school district property, on a school bus, on a school-sponsored field trip, and while in attendance at co-curricular activities in which Viroqua Area Schools is participating. The administration shall be responsible for seeking the assistance of counselors, teachers, school psychologists, social workers, and other professionals to assist students in correcting their behavior.

If the student's behavior or conduct is in violation of these provisions, the principal or designee will request the student to make the appropriate correction. If the student refuses, the parent/guardian will be notified and asked to make necessary corrections. The principal will take appropriate corrective and disciplinary action following the guidelines established for violence, aggression and threatening behavior.

Teachers and Administrators will request to review/read student communication during instructional time to uphold academic integrity and school safety. This may include reviewing material on an iPod, cell phone, email, internet/technological communication, and pen and paper notes.

The technology acceptable use agreement is located in the back of this handbook. Every high school and middle school student and their parent/guardian must sign this agreement and return it to the high school or middle school office.

Student Network and Internet Acceptable use and Safety (Policy #7540.03)

The district makes access to interconnected computer systems within the district as well as the Internet available to students to provide various means of accessing educational materials and opportunities. The district policy related to the student network and internet acceptable use and safety can be found on the district website.

TITLE I PARENTAL INVOLVEMENT POLICY

Parent Participation in Title I Programs (Policy #2261.01)

In accordance with the requirements of Section 1118 of Title I, programs supported by Title I funds must be designed and implemented in consultation with parents of the students being served. The district policy related to parent participation in Title I programs can be found on the district website.

TRANSPORTATION INFORMATION

Bus Rider Conduct and Discipline

Good bus rider conduct and appropriate disciplinary measures for misconduct are keys to safe transportation for students. The bus driver is responsible for maintaining discipline on the bus. When necessary, the bus driver will stop the bus for the purpose of addressing student behavior. The following rules, in addition to all other school rules, apply to any school sponsored transportation or trip. The bus driver shall post these rules on the bus.

1. Loading/Unloading
 - a) Students shall ride on assigned buses. Parental requests for exceptions shall be made to the building administrator or the Director of Transportation.
 - b) Students shall get on and off the bus at their regular stop unless a written parental request for change, approved by the Transportation Director or the building administrator has been requested to the bus driver. A bus pass will be provided to students for this purpose.
 - c) Students shall be on time at the designated school bus stop.
 - d) Buses will only stop at designated points.
 - e) Parents should inform the bus driver or the Director of Transportation, if possible, when the rider will be absent.
 - f) Bus drivers will assure that an adult is present in the home when dropping off a child, who is in the Early Childhood Program, students with disabilities who are provided with special transportation, and children who are in the Four-Year-Old Kindergarten Program.
 - g) Students shall walk on the side of the road facing traffic to get to the bus stop and shall stay off the road while waiting for the bus.
 - h) When leaving the bus, students should cross the road at least 10 feet in front of the bus, but only after checking to be sure no traffic is approaching and after receiving a signal from the driver.
 - i) Students shall be courteous, behave in an orderly fashion, and seek to provide for the comfort and safety of small children.
2. Conduct While on the Bus
 - a) Students shall obey the instructions of the driver and/or chaperones.
 - b) Students shall assist in keeping the bus safe and sanitary at all times.
 - c) Students shall sit in their assigned seats, if applicable, and remain seated while the bus is in motion.
 - d) Students shall not throw anything inside the bus or out of the bus windows and should keep hands and head inside the bus at all times.
 - e) Students shall never tamper with the bus or any of its equipment. Damage to the bus shall be paid for by the offender.
 - f) Students shall refrain from loud talking, laughing, or unnecessary confusion. When approaching a railroad crossing stop, riders shall remain silent.
 - g) Students shall remain in the bus in the event of a road emergency unless directed to do otherwise by the driver.
 - h) Transporting live animals or glass articles, on the bus is not permitted.
 - i) Large items (i.e. hockey bags or musical instruments) will not be permitted unless they fit under the seats.
 - j) Students shall keep personal items out of the aisles.
 - k) Obscene or vulgar language is not allowed.
 - l) Food and beverages are not to be consumed on the regular bus routes and possession of alcohol, tobacco, or illegal drugs are not permitted.
 - m) Harassment, abuse, or discrimination of students is prohibited.
3. Disciplinary Procedures
 - a) Bus riding is considered a privilege and an extension of the school day. Inappropriate behavior on a school bus can be potentially dangerous and must be dealt with in a consistent manner on a timely basis. The consequences for failing to follow the rules are listed below. In all cases except the first incident, the driver shall file a Bus Misconduct Report with the Director of Transportation. If the driver determines it is necessary depending on the nature of the incident, a Discipline Report may be filed in conjunction with a first incident.

- First Incident: Verbal Warning
- Second Incident: Written Discipline Report
- Third Incident: Five Day Bus Suspension
- Fourth Incident: Loss of Riding Privileges

The Director of Transportation or the building administrator may increase the disciplinary action if it is determined that the inappropriate behavior is of serious nature. The district retains the right to suspend all bus riding privileges at any time based on the nature of the offense.

4. Severe Clause

- a) Physical assault, possession or use of any weapons, alcohol, tobacco, or other illegal substances will result in an immediate referral to the building administrator. Law enforcement authorities may be contacted in these situations.

In-Town Transportation Stops

The stops in town are: (Pick up and drop of times will be approximately 7:35 a.m. and 3:25 p.m.)

Bethel Home Corner of Maple & Garfield, Bus #13

Pleasant Ridge East Court Street, Bus #18

English Lutheran Church 741 N. East Avenue, Bus #19

Viroqua Day Care 628 W. Decker Street, Bus #11

Abbey Addition Abbey Addition, Bus #6

VIROQUA AREA SCHOOLS ADDITIONAL INFORMATION

Complaint Procedure for Federally Funded Programs

Any organization or individual who believes that Viroqua Area Schools is in violation of a federal statute or regulation that applies to a federally funded program may file a complaint with the Department of Public Instruction (DPI). The complaint must be in writing, signed and include a statement that the district has violated a requirement of a federal statute or regulation and the facts upon which this allegation is based. A decision on the complaint will be made within 60 days after the Department of Public Instruction receives the complaint. An Independent on-site investigation may be conducted to resolve the complaint.

Public Notice Regarding Directory Information

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Viroqua Area Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Viroqua Area Schools may disclose appropriately designed "directory information" without written consent, unless you have advised the district to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Viroqua Area Schools to include this type of information from your child's education records in certain school publications. Examples include:

- a) A program for a drama production.
- b) The yearbook.
- c) Honor roll or other recognition.
- d) Graduation Programs.
- e) Sports or Activity Programs.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory categories

– names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior consent.

The right to consent to disclosure of personally identifiable information in the student’s education records, except to the extent that federal and state law authorize disclosure without consent. The exceptions are stated in 34 CFR 99.31, Family Educational Rights and Privacy Act regulations; Sec. 9528, PL107-110, No Child Left Behind Act of 2001; and Section 118.125(2)(a) to (m) and sub.(2m), Wisconsin Statutes. One exception that permits disclosure without consent is disclosures to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member.

If you do not want Viroqua Area Schools to disclose directory information from your child’s education records without your prior consent, you must notify the district office in writing.

Viroqua Area Schools has designated the following information as directory information:

- Student’s name, address
- Telephone
- Photograph
- Field of study, dates of attendance
- Grade level, activity participation
- Degrees, honors, and awards
- Weight, height for athletic teams

Public Notice regarding Student Records - Student Records (Policy #8330)

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students’ privacy and restrict access to students’ personally identifiable information. The district policy related to public notice regarding student records can be found on the district website.

VISITORS

School Visitors (Policy #9150)

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to establish visitor guidelines. These guidelines can be found in the district policy related to school visitors on the district website.

WEATHER/EMERGENCY ANNOUNCEMENTS

Sign up on our website www.viroquaareaschools.com to receive school delay and closing information!

In an attempt to provide children with the knowledge of appropriate courses of action in different situations, periodic fire drills and emergency plans are practiced with the students. Students are taught a variety of escape routes as well as specific areas of assignment where they should report during these situations.

On school days when weather conditions or other emergencies make it extremely hazardous or unsafe for students to attend school, school will be canceled, delayed two hours, or the day will be turned into a flexible learning day. An announcement concerning late starting times or closings for Viroqua Area Schools will be announced as early as 6:00 a.m. in these outlets:

- Viroqua Area Schools (VAS) social media outlets

- The Live Feed on the VAS website (www.viroquaareaschools.com)
- On the following television and radios stations:

WVRQ AM (1360) and FM (102.3)
 WKTY AM (580)
 KCLH FM (94.7)
 WKLJ AM (1290)
 WLRX FM (104.9)
 WFBZ FM (105.5)
 KQEG FM (102.7)
 WXOX TV 19
 WKPO FM (105.9)

WIZM AM (1410) and FM (93.3)
 WRQT (95.7)
 WCOW FM (97.1)
 WQCC FM (106.3)
 WLFN AM (1490)
 WKBH FM (100.1) AM (1570)
 WBOG FM (94.5)
 WKBT TV 8

It is important to keep the telephone lines open when school is called off or delayed because a large number of phone calls must be made in a short amount of time to get the information to bus drivers and the media. Phone calls to school officials, radio, and television stations, the school bus garage, or school offices to inquire about school closings or delays should not be made. Please check the school website for delays, early dismissals, etc.

WELLNESS INITIATIVE

Viroqua Area Schools is encouraging healthy snacks, as a part of our Wellness Initiative. Wellness influences a child's development and overall potential for learning, academic stamina and performance.

This list does not include peanuts, tree nuts or peanut butter treats, not because they are not good snacks, but we have children with severe allergic reactions to these foods. The following list includes some suggestions of healthy snacks.

Bananas, Apples, Oranges (already peeled), Grapes, Melons, Pineapple, Cheese and Crackers, String Cheese, Cereal (non-sugar), Honey Nut Cheerios, Cheerios, Chex Mix, Bagels, Muffins, Fruit, Breads, Popcorn, (low fat) Cheese Curds, Animal Crackers, Granola Bars, Ham/Turkey rolls with Cream Cheese, Raw Vegetables, and Low-Fat Ranch Dressing.

TECHNOLOGY ACCEPTABLE USE AGREEMENT

Please complete the agreement below and return to the high school or middle school office.

STUDENT AGREEMENT

I understand and will abide by this Technology Acceptable Use Agreement. I further understand that any violation of these guidelines may result in my technology, network, and Internet use privileges being restricted or revoked and also may result in school disciplinary action. If the violation constitutes a criminal offense, appropriate legal action may be taken.

Student's Name (please print) _____

Student's Signature _____

School: _____ Date signed: _____

PARENT OR GUARDIAN AGREEMENT

As the parent or guardian of the above named student, I have read the Technology Acceptable Use Agreement. I understand that this network access is designed for educational, research, and communication purposes. I recognize that some controversial materials exist on the Internet. I will not hold the school district responsible for materials acquired by my child on the network. I hereby give permission for my child to use information technology including the Internet at school.

Parent or Guardian's Name (please print) _____

Parent or Guardian's Signature _____

Date signed: _____