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2019-2020  
GREENWOOD  
MIDDLE-HIGH SCHOOL  
**STUDENT  
HANDBOOK**



*To meet the needs of every student every day*



# 2019-20 GREENWOOD MIDDLE/HIGH SCHOOL STUDENT HANDBOOK

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## **FOREWORD**

The Student/Parent Handbook is given out to all Middle and High School students as part of their registration packets. Please retain this copy as an informational reference for the school year. Complete Greenwood School District Policies are available on the school district website and in the school office.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

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

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

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

Adult students [age eighteen (18) or older] are expected to follow all school rules. If residing at home, adult students should include their parents in their educational program.

## **STUDENT RESPONSIBILITIES**

Students also have certain responsibilities, both as citizens and as members of the school community. These responsibilities are present when the student is on school property, at a school-sponsored activity, under supervision by a school authority, or traveling to or from school via transportation provided by the school system. In order to guarantee these rights, each person must assume responsibility for his or her own behavior and refrain from infringing upon the rights of others.

## **PARENT RESPONSIBILITIES**

1. Support school officials in their efforts to develop and maintain well-disciplined schools.
2. Maintain an active interest in the student's school work and activities.
3. Advocate for quality education for the child.
4. Require prompt and regular attendance at school.
5. Teach the child to be accountable for his/her own actions and help the child to grow and develop into self-disciplined citizen.
6. Share the responsibility for student conduct with the school.
7. Teach the child to have respect for law, authority, and the rights and property of others.
8. Teach the child socially acceptable standards of behavior.

## **DISTRICT MISSION STATEMENT**

*To meet the needs of every student, every day.*

## **SECTION 1 – GENERAL INFORMATION**

### **ACCIDENT, INJURY AND ILLNESS**

It is extremely important that parents/guardians provide the school office with the current home, work, and emergency telephone numbers to be used should a student become ill or injured during the school day. Ill or injured students who cannot participate in routine classroom activities will be sent home. Children with a known fever of 100 degrees Fahrenheit or higher and complaining of not feeling well, will be sent home.

All injuries must be reported to a teacher, coach or to the office staff. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures. To act in the best interests of students, the school reserves the right to take any action deemed necessary in a given situation.

A student who becomes injured or ill during the school day should request permission from the teacher to go to the office. No student will be released from school without proper parental permission.

### **DIRECT CONTACT COMMUNICABLE DISEASES**

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

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

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

### **\*\*EMERGENCY MEDICAL AUTHORIZATION**

**The Board has established a policy stating that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities.**

### **\*SCHOOL DISTRICT OF GREENWOOD MEDICATION POLICY**

*\*Parents and students are encouraged to read the full text of the Board of Education policy governing Administration of Medication/Emergency Care 5330 available on the District web site or by contacting the school main office.*

The School District of Greenwood medication policy and procedures will comply with section 118.29 of Wisconsin Statutes, "Administration of Drugs to Pupils and Emergency Care", and 119.04 "Possession and Self-Administration of Inhalers by Asthmatics, while in School".

Understanding that school is primarily an educational setting rather than a health care facility, and staff and resources are limited, the school requests parents and physicians to limit the administration of medications at school whenever possible and that medications be given at home. The school district will act in accordance with the Wisconsin State statutes to address emergency medical situations.

**No** medication or drug will be administered to a student without the written authorization of a parent/guardian. A Medication Consent Form will be provided that must be completed and will be kept on file at the school office. The school has the right to refuse to administer any medication where a parent/guardian has not fully complied with the medication policy. Medication will only be given if prescribed within normal therapeutic ranges based on the Physicians' Desk Reference.

An appropriately signed Medication Consent Form must be on file for each medication to be given at school. Students, with a school Medication Consent form, signed by a parent and on file in the high school office, may keep "over the counter" medications **for their personal use, in the front office. (Please clearly identify/label medication)**. When a prescription medication is to be taken at school the prescribing physician must sign the School Medication Consent form. All medications must be in the unaltered original medication containers.

# 2019–20 GREENWOOD MIDDLE/HIGH SCHOOL STUDENT HANDBOOK

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Prescription medications must have the name of the medication, dosage, directions for use, and the name of the prescribing physician on the container. All prescription and non-prescription medications, **except prescribed inhalers (for asthmatic use), insulin/glucagon, and epi-pens**, will be kept in the high school office. A parent/guardian of the affected student will notify the school nurse, at the beginning of each year or when an inhaler/epi-pen is prescribed, if the student is to use an inhaler or carry an epi-pen or insulin/glucagon. A parent/ guardian is responsible for obtaining all medication. The school will attempt to notify a parent/ guardian when a medication refill is needed. The school cannot administer an expired medication.

It is the responsibility of the student to come to the office and ask for the prescribed medication at the appropriate time. The School District of Greenwood, its employees and its agents who are acting within the scope of their duties, will not normally call students to the office to take their medications.

## **INDIVIDUALS WITH DISABILITIES AND LIMITED ENGLISH PROFICIENCY\***

*\*Parents and students are encouraged to read the full text of the Board of Education policy governing Individuals with Disabilities 2260.01 and English Language Proficiency 2260.02 available on the District web site or by contacting the school main office.*

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

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is generally required. More importantly, the school encourages parents to be active participants. To inquire about Special Education programs and services, a parent should contact the Director of Student Services.

## **STUDENT RECORDS**

The school maintains academic, attendance, activity, behavioral, and health records. It is the parent's responsibility to update, alert, or bring attention to health/safety issues concerning their children at the beginning of each school year or when changes take place. Parents should not assume that the "school knows."

It is essential that any unusual medical condition, medicinal/food allergies, or physical problems be brought to the attention of the school and updated by parents each year so that health records can be marked and staff notified, if necessary. Any "need to know" information concerning court findings, custody, visitation rights or other legal issues must be delineated with clear legal documentation.

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

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

## **RIGHT TO PRIVACY**

\*All parents and guardians have the right to exclude their child from having pictures or work released to the media, school webpage, or district newsletter. Student pictures or work, if identified, will be identified by first name, or first name and first initial of last name. Activity rosters will include full names. Parents or guardians must make this request in writing. This request must be submitted to the school office.

**Digital Recording** – The use of a digital recording device such as an audio-visual aid has proven to be effective as a teaching tool. As such, there may be times during the school year where a recording device is used in the classroom and music or athletic events. The School District of Greenwood has adopted a policy whereby it guarantees that the rights of individual students are not abridged during the course of the recording process.

**Directory Data** – Directory information can be given to any person or organization for non-commercial or non-business purposes when requested, unless the parents of the student object in writing to the disclosure as required under school policy and State and Federal law. The Board designates as student "directory information": a student's name; address; photograph; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

## **PERSONAL PROPERTY**

Although the school supplies lockers for students to store their belongings, it cannot take the responsibility for these belongings. The student is responsible for their own locker, and the locker should be kept locked at all times. When property is lost, it is usually through carelessness. Students frequently lose/forget their wallets and purses because they are left on tables/chairs. Responsibility for personal property rests with the student. Valuable property should not be brought to school. In the case of money, it should be deposited with the school secretary for safekeeping. Students should carry only as much money as is needed for the day. Lost and found items are kept in the school office. If you find or lose anything, report it to the school office at once.

## **PRIVACY IN LOCKER ROOMS, RESTROOMS AND OTHER DESIGNATED CHANGING AREAS**

Locker rooms are provided for the use of physical education students, athletes, and other groups or individuals who are authorized to be present in school facilities pursuant to District policy. Students, school employees, and other persons present on school property are expected to comply with rules and procedures developed by the District and to, at all times, respect and protect the privacy interests of individuals who are using a locker room. No student should be present in a locker room unless he/she is using facility for an authorized purpose.

1. Use of recording devices is strictly prohibited.
  - a. No person may use any device with the capability to capture, record, transmit or transfer video, photos, or other images or representations of persons while in a District locker room, restroom or other designated changing area, without the prior written permission of the school's Principal, a designated facilities supervisor, or the Superintendent. No such permission shall be granted or exercised in circumstances when persons present in the locker room may be actively using the locker room as a changing area, shower facility and/or restroom facility. Any person granted such permission shall use the approved device openly without any attempt to conceal his/her use of the device.
  - b. No person may ever use a camera, video recorder, cell phone or any other recording device at any time to capture, record, transmit or transfer an image or representation of a nude or partially nude person who is in any locker room, restroom or other designated changing area.
2. No person shall view or attempt to view from any concealed location, or in an otherwise secret or hidden manner, a nude or partially nude person who is using a locker room, restroom or other changing area.
3. All items and objects placed or stored in a locker room by a person using the locker room facility remains subject to the District policies concerning lockers and locker searches.
4. Students or staff members violating the Board Policy and rules established relating to locker room privacy (and for other similar areas of a school) shall be subject to school disciplinary action and possible legal referral, if applicable.

## **LUNCH/CAFETERIA**

1. Students must eat in approved areas.
2. Students attending a club or group meeting may be allowed to eat at the site of their meeting with teacher approval.
3. During the lunch period students must remain in the cafetorium. Students will be allowed to use the restroom and to leave the cafetorium with an appropriate pass from a staff member (provided the passes are obtained in advance), or by following proper sign out procedures. Students will be allowed to sign out to their lockers during the lunch period (please plan ahead if you have homework to complete), no loitering in the hallways will be permitted as classes are taking place during this time.
4. Students will form a single line and behave appropriately while waiting to be served. Students are to walk quietly to the cafeteria as other classes may be in session.
5. After eating, dispose of recyclable materials and garbage properly and put trays/utensils in proper area. Make sure you have cleaned up your eating area.
6. Students must have a positive balance in their lunch account in order to purchase lunch.
7. Students are to follow any further directions of the lunchroom supervisors and kitchen staff. Disciplinary consequences will result from infractions of any lunchroom rules.

## **EMERGENCIES AND DRILLS**

### **FIRE DRILLS**

Drills will be held periodically according to law. It is the responsibility of each student to be familiar with the drill procedure, regardless of location in the building. A direction/information sheet is posted in each room. Willful tampering with warning, safety, or emergency equipment is against the law and will be dealt with very severely.

Take all drills seriously, as lives may be saved during an emergency. Teachers need to escort students out of the classroom and close classroom doors. Other school personnel will check the bathrooms.

### **TORNADO DRILLS**

Students should move to safer areas and take the proper safety position according to the National Weather Service. Lay face down, draw your knees up under you; cover the back of your head with your hands. Teachers need to close all classroom doors and make sure all exit doors are closed.

- Upper west wing classrooms, cafetorium, and stage areas move downstairs to the lower level to the IMC back stairwell, and overflow into artifact room, computer lab and non-windowed area of W103B.
- Office and lobby areas move to office bathrooms, safe and sick room.
- IMC and W103 move to computer lab, back stairwell, and overflow into artifact room and non-windowed area of W103.
- West gym moves to locker rooms.
- All east wing areas move to lower hallway and overflow into boy's locker rooms, and hall bathrooms.

### **LOCK DOWN DRILLS**

The middle/high school has procedures to protect students from external and internal danger.

### **OPENING DOORS**

Students should not open building doors for visitors. All visitors must enter the building through the main office [Door 1]. Student should not prop open doors as this breaches building security.

### **EMERGENCY CLOSINGS**

The decision to cancel or delay school will be made by 6:00 AM.

**If school is canceled, or dismissed early due to inclement weather, ALL afterschool and evening school activities, practices, and games are also cancelled.**

Information regarding school closings, late starts and early dismissal will be shared with the public in several ways:

- 1) SkyAlert Message Center-our automatic phone message system.
- 2) Skyward Family Access will generate email messages to households with email setup.
- 3) TV Stations-WEAU TV 13, WSAW TV 7, WAOW TV 9.  
Radio Stations-WDLB AM 1450, WCCN AM 1370, WCCN FM 107.5, WAXX FM 104.5, I-94 FM 94.1
- 4) The District's webpage will also post any closings, delays or dismissals.

### **VISITORS**

Parents and alumni are welcome and encouraged to visit. However, it is necessary to check in and out at the office. Student visitation is discouraged. The only circumstance is a prospective student with prior permission of Administration. Visitors must register in the office at the time of arrival. No loitering by unauthorized individuals is allowed in the building or on the school grounds.

# 2019–20 GREENWOOD MIDDLE/HIGH SCHOOL STUDENT HANDBOOK

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## **LOST AND FOUND**

A lost and found department is maintained in the main office. Every year, many valuable personal items and articles of clothing are left unclaimed. Students are also urged to take necessary steps to protect against theft of valuable items or money. Students can deposit such items in the office safe for the day if they wish.

## **ANNOUNCEMENTS**

Announcements must be submitted in writing to the office before 8:00 a.m. with approval from a faculty member or the principal. Communication between the school and parents is also done via the school website and through family access. The schools web site is <http://www.greenwood.k12.wi.us>.

## **\*STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY PERSONAL COMMUNICATION DEVICES (PCD) AND OTHER ELECTRONIC DEVICES\***

*\*Parents and students are encouraged to read the full text of the Board of Education policy governing Personal Communication Devices 5136 available on the District web site or by contacting the school main office.*

**Middle School— Students in grades 7 & 8 may use their phone before and after school. Middle School students are not allowed to use their cell phone at any time during the school day. Phones, head phones, and ear buds should be kept in student lockers during the school day.**

**High School—Students in grades 9-12 may use their phone before and after school and during lunch. Phones, head phones, and ear buds should be kept in student lockers during scheduled class time.**

All students must adhere to the Student Handbook, Acceptable Use Policy (AUP), and all Board policies.

Electronic devices must be shut off in a school bathroom, locker room or other dressing area AT ALL TIMES (note privacy in locker rooms/restrooms and other designated dressing rooms section of the handbook for more information).

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.

## **ELECTRONICS PRIVILEGE GUIDELINES**

- Students are expected to practice proper etiquette/netiquette when using electronic devices.
- Students who possess an electronic device do so at their own risk to possible loss, damage or liability.
- Use of electronic devices for field trips, sporting events, or other activities during or after school hours will be at the discretion of the advisor/coach/teacher.
- Reasonable suspicion that the electronic device has been used for an inappropriate act or in violation of a school policy may constitute a basis for searching the contents of an electronic device by administration. Examples that would be considered as criteria for reasonable suspicion include, but are not limited to the following:
  - a) Refusing to immediately allow confiscation of an electronic device.
  - b) The removal of the battery of an electronic device before confiscation.

**Consequences for violating the electronics policy include but are not limited to:**

**\*\*\*POSSESSION OF PERSONAL COMMUNICATION DEVICES (PCDs)**

### **FIRST OFFENSE**

1. PCD is turned over to the staff member and taken to the office
2. The student may pick it up at the end of the day from the office
3. Disciplinary Referral is recorded in Skyward

# 2019–20 GREENWOOD MIDDLE/HIGH SCHOOL STUDENT HANDBOOK

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## **SECOND OFFENSE**

1. PCD is turned over to the staff member and taken to the office
2. Parent/Guardian will be notified
3. Student may pick up PCD at the end of the day from office
4. Disciplinary Referral is recorded in Skyward

## **THIRD OFFENSE**

1. PCD is turned over to the staff member and taken to the office
2. Parent/guardian must pick up the PCD
3. Disciplinary Referral is recorded in Skyward
4. Cell phone must be kept in the office during the school day for 1 week

## **FOURTH OFFENSE**

1. PCD is turned over to the staff member and taken to the office
2. Parent/guardian must pick up the PCD
3. Disciplinary Referral is recorded in Skyward
4. Half- day in-school suspension is assigned
5. Cell phone must be kept in the office during the school day for 2 weeks.

## **ADDITIONAL OFFENSES**

- 1-4. will be applied as above
5. 2 weeks will be added to the loss of cell phone access during the school day per offense.

## **WEAPONS\***

*\*Parents and students are encouraged to read the full text of the Board of Education policy governing Weapons 5772 available on the District web site or by contacting the school main office.*

The School Board 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, explosives and any chemical (pepper spray).

'Possession' means having a weapon on one's person or in an area subject to one's control in a school location.

Pupils found to have brought firearms or weapons to school will be referred to criminal justice or juvenile justice authorities. In addition, appropriate school discipline will be applied. School discipline may include suspensions from school and may even include a possible hearing with the school board to consider expulsion.

## **VIDEO SURVEILLANCE**

The School Board has authorized the use of video surveillance and electronic monitoring equipment at various locations throughout the school district and on buses. Any person who takes action to block or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action. Parents/students shall have no expectations to access or review video surveillance.

# 2019–20 GREENWOOD MIDDLE/HIGH SCHOOL STUDENT HANDBOOK

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## **DRESS AND GROOMING\***

*\*Parents and students are encouraged to read the full text of the Board of Education policy governing Dress and Grooming 5511 available on the District web site or by contacting the school main office.*

While fashions change, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting. Clothing should always completely cover the torso from above chest cleavage to mid-thigh.

The following styles or manners of dress are prohibited:

- Clothing items such as backless tops, halter tops, strapless tops and tube tops
- Any fashion (dress, accessory, or hairstyle) that is distracting from the learning process or presents a safety risk, displays suggestive, offensive, obscene, sexually degrading, or racially motivated graphics or statements or pertains to drugs, alcohol or tobacco products
- Head coverings (hats, caps, bandanas, hoods, etc.) or pajamas are not to be worn during school hours or in the cafetorium.
- Shoulders must always be covered with straps of at least 2" wide.
- Gang colors, symbols or identification may not be worn.
- Visible Undergarments
- Pants and shorts must not be worn below the waistline

Any article of clothing or accessory that administration perceives to be dangerous, distracting, or offensive will be required to be removed and/or stored in locked locker or kept at home.

- Tattoos that, by their content, violate any provisions of this dress code must be covered at all times while students are on school property and/or in attendance at school-sponsored activities.
- Shoes, sandals or boots must be worn on school grounds at all times. Footwear that may damage facilities is prohibited which includes shoes with rollers, cleats, spikes, heel plates, etc.
- Coats and other forms of outdoor wear are not to be worn or brought into the classroom. They are to be stored in the lockers. If a student is cold, he/she should bring a sweater or sweatshirt to wear in class.

## **BACKPACKS, MESSENGER BAGS AND PURSES**

Students may use backpacks, purses and messenger bags to bring books and supplies to and from school. However; for safety reasons, these items must stay in their locker during the school day.

## **LOCKERS**

All lockers in the school are the property of the School District of Greenwood. Students are hereby notified that, while assigned a locker for their use during the school year, they should not consider the locker as their own personal property. Students are not allowed to decorate their lockers in any way that permanently changes the look or function of the locker. Pictures or decorations depicting partially clothed individuals or that promote alcohol, drugs, or tobacco products are forbidden. School officials are charged by the state with operating the school and safeguarding the health, welfare, and safety of students and school personnel; therefore, when drugs, weapons, dangerous materials, or suspected stolen property or any other material which is in violation of school board policy is suspected, the principal and/or Superintendent not only has the right, but the duty, to make a thorough investigation of the lockers and their contents.

Any non-school lock will be removed. Students should lock their lockers.

# 2019-20 GREENWOOD MIDDLE/HIGH SCHOOL STUDENT HANDBOOK

## **STUDENT PARKING**

For those students choosing to drive to school, parking is available in two areas. Students may park on the streets surrounding the school and in the North-East parking lot (Outside the East Gym). All other lots are reserved for staff and visitor parking (24/7). Violation of the parking rules will result in disciplinary action. Transportation to school is provided by the school district. Students may have access to their vehicles during the school day with permission of the office or administration.

## **BELL SCHEDULES**

### **2019-20 BELL SCHEDULE**

#### **HIGH SCHOOL**

DOORS OPEN .....7:30 AM  
HR 1 ..... 8:00-8:43 AM  
HR 2 (Announcements) ..... 8:46-9:34 AM  
HR 3 ..... 9:37-10:20 AM  
HR 4 ..... 10:23-11:06 AM  
HR 5 ..... 11:09-11:52 AM  
LUNCH ..... 11:52 AM-12:22 PM  
HR 6 ..... 12:25-1:08 PM  
HR 7 ..... 1:11-1:54 PM  
HR 8 ..... 1:57-2:40 PM  
RICE ..... 2:43-3:20 PM

#### **MIDDLE SCHOOL**

DOORS OPEN .....7:30 AM  
HR 1 ..... 8:00-8:43 AM  
HR 2 (Announcements) ..... 8:46-9:34 AM  
HR 3 ..... 9:37-10:20 AM  
HR 4 ..... 10:23-11:06 AM  
HR 5 ..... 11:09-11:52 AM  
LUNCH ..... 11:52 AM-12:22 PM  
HR 6 ..... 12:25-1:08 PM  
HR 7 ..... 1:11-1:54 PM  
HR 8 ..... 1:57-2:40 PM  
RICE ..... 2:43-3:20 PM

43-MINUTE CLASS PERIODS | 3-MINUTE PASSING TIMES  
RICE PERIOD: ADVISORY (MONDAY), RICE (TUESDAY-FRIDAY)

### **2019-20 EARLY RELEASE BELL SCHEDULE**

#### **HIGH SCHOOL**

DOORS OPEN .....7:30 AM  
HR 1 ..... 8:00-8:27 AM  
HR 2 (Announcements) ..... 8:30-8:57 AM  
HR 3 ..... 9:00-9:27 AM  
HR 4 ..... 9:30-9:57 AM  
HR 5 ..... 10:00 – 10:27 AM  
HR 6 ..... 10:30-10:57 AM  
HR 7 ..... 11:00-11:27 AM  
LUNCH ..... 11:27-11:57 AM  
HR 8 ..... 12:00-12:30 PM

#### **MIDDLE SCHOOL**

DOORS OPEN .....7:30 AM  
HR 1 ..... 8:00-8:27 AM  
HR 2 (Announcements) ..... 8:30-8:57 AM  
HR 3 ..... 9:00-9:27 AM  
HR 4 ..... 9:30-9:57 AM  
HR 5 ..... 10:00 – 10:27 AM  
HR 6 ..... 10:30-10:57 AM  
LUNCH ..... 10:57-11:27 AM  
HR 7 ..... 11:30-11:57 AM  
HR 8 ..... 12:00-12:30 PM

27-MINUTE CLASS PERIODS | THERE IS NO RICE PERIOD ON EARLY RELEASE DAYS  
CWETN STUDENTS MAY NEED SPECIAL ACCOMMODATIONS DUE TO THE SCHEDULE CHANGE.

## **SECTION 2 – ACADEMICS**

### **ACADEMIC INTEGRITY**

The School District of Greenwood values academic integrity and does not permit any form of dishonesty or deception that unfairly, improperly or illegally enhances a grade on an individual assignment or in a course. The following is a list of behaviors that constitute academic dishonesty. Academic dishonesty includes, but is not limited to:

#### **Cheating on Assessments**

1. Copying from others (i.e., passing off someone else's as your own personal work).
2. Having or using notes, formulas or other information without the approval of the teacher.
3. Having or using a communication device or electronic device to send or obtain unauthorized information.
4. Taking an exam for another student, or permitting someone else to take a test for you.
5. Providing or receiving information about all or part of a test, quiz, or exam, including answers.
6. Gaining or providing unauthorized access to examination materials.

#### **Plagiarism in Papers and Assignments**

1. Giving or getting improper help on an assignment meant to be your own work.
2. Including the following:
  - a. Using the services of a commercial term paper company.
  - b. Using the services of another student.
  - c. Copying part or all of another person's paper and submitting it as your own.
3. Submitting a paper in more than one course without consulting both teachers (self-plagiarism).
4. Making up data for an experiment.
5. Citing nonexistent sources (articles, books, etc.).

#### **Misuse of Computers**

1. Copying bits and pieces from a variety of Internet sources and representing this as your own work.
2. Misrepresenting your academic accomplishments.
3. Purposely circumventing Internet blocks to access forbidden sites or write or read forbidden communications.

#### **Other**

1. Violating copyright.
2. Deceiving a teacher to get special consideration.
3. Failing to promptly stop work on an exam when the time allocated has elapsed.
4. Forging a signature.
5. Hoarding or damaging library materials.

Note: Attempted academic dishonesty, even if unsuccessful, will be treated as academic dishonesty.

### **CONSEQUENCES**

The consequences for academic dishonesty will be based on the severity and frequency of the violation. Consequences for lesser violations will be handled by the teacher and may range from having to redo and resubmit documents to total loss of credit for the test, paper or project. In repeat cases, or when it is clear that the dishonesty was premeditated and severe, the teacher will consult with a principal to determine the appropriate consequences. In every case, administrators and parents will be notified and the case documented.

If an athlete or involved in an activity this is considered a code violation and will result in a consequences or suspension. See Activities Code.

### **ACADEMIC REGISTRATION RESPONSIBILITIES**

1. Students must enroll in a minimum of 7.0 credits per year with the following exceptions:
  - A. 9<sup>th</sup> graders will be allowed 6.5 credits.
  - B. Band/Choir students may be allowed 6.5 credits due to scheduling constraints.

# 2019–20 GREENWOOD MIDDLE/HIGH SCHOOL STUDENT HANDBOOK

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- C. Students may take 8.0 credits with parental and administrative approval.
2. Make sure that classes and credits are in alignment towards graduation.
3. Counseling or administrative services may be utilized for academic guidance. However, it is the student's responsibility to maintain a course of study that will fulfill their needs.
4. Parents are encouraged to be involved in scheduling process.
5. Changes in schedule will require the approval of parents and the administrator.
6. No schedule changes will be allowed *two weeks after the start of the school year*, except for the following reasons:
  - A. A school error was made on the schedule.
  - B. A student fails a prerequisite course and is not eligible for the class.
  - C. If graduation is in jeopardy.
  - D. In case of extenuating circumstances, including health, injury, or incorrect placement, a change could be made prior to the start of the school year. Your parent/guardian must contact the principal or guidance counselor. The final decision rests with the principal.
  - E. Students who fail the first semester of a year-long elective course could drop and add at the beginning of the second semester.
  - F. If a course is dropped after two weeks, and "F" may be recorded on the report card with administrative approval.
  - G. If the student is deemed in need of academic assistance.
  - H. The building principal will have final say in all add or drop requests.

## **ACADEMIC LETTER/AWARDS**

Students who excel in the classroom will qualify for academic excellence awards.

Level 1 .....	Certificate .....	6 accumulated pts.
Level 2 .....	School Letter.....	12 accumulated pts.
Level 3 .....	Medallion.....	18 accumulated pts.
Level 4 .....	Plaque .....	24 accumulated pts.

The academic awards are based each semester on accumulated academic points. For graduating seniors, awards will be calculated based on the third quarter.

## **COMMENCEMENT**

Participation in the commencement ceremony is a privilege. It shall be reserved for those senior students who have met all the graduation requirements as outlined in Board Policy, have participated in practice for commencement (unless excused) and are abiding by the rules for participation in the ceremony established by the principal, have fulfilled all school obligations including serving all detentions/suspensions, and payment of fees/fines, are not serving an out of school suspension or expulsion that would prohibit involvement in school activities on the date of commencement.

## **DANCES**

Two main dances – homecoming and prom – are scheduled each year and are open to students from other schools, (age 14-19), provided guests are signed up and approved ahead of time. Additional dances may be scheduled during the school year with approval from the principal. A dance GUEST FORM must be filled out prior to the dance to be allowed in. Calls may be made to other schools to check on discipline issues involving student guests. All other dances that are scheduled during the year are open to Greenwood students only unless approval is given by the principal to invite students from other schools. Middle School dances are for Greenwood students only.

## **FOOD/BEVERAGES**

Snacks and beverage consumption in between classes and at break time is considered a privilege, and will be allowed as long as students are respectful of the building. Wrappers and trash must be disposed of properly. If you spill, clean it up.

Food is allowed in the classroom only with permission by the teacher.

## **FOOD SERVICE PROGRAM**

The Greenwood School District participates in the federal Food Nutrition Program. The Food and Nutrition Program is a vital part of the education services provided to the children of Greenwood School District. We offer the following services for students: breakfast, lunch, and after school bag lunches. We are proud of the high quality of food provided for the children.

Parents may buy any number of meals in advance and are encouraged to pre-pay rather than sending cash with students every day. Families may apply at any time for the free or reduced lunch program. Send checks payable to the School District of Greenwood with your child or mail payment to the school. Please send one check per family. Please refer to the School Lunch Program newsletter which is mailed out to each family, or pick one up at either school office at the beginning of the school year for complete details on the food service program. Ala Cart items may be purchased with a signed parent permission form. This form will be available during student registration or can be picked up in the office throughout the school year.

## **GRADING**

Greenwood High School has high expectations. Each student is expected to do the best work they are capable of doing. Quarterly report cards will be issued approximately every nine weeks. Grading is the responsibility of the classroom teacher and grades issued by teachers are considered final. Any issues/conflicts involving grades should be discussed with the specific teacher.

## **INCOMPLETES**

Students who do not complete all requirements for a course will not receive credit. All requirements must be completed by the end of the second week of the new marking period. If this requirement is not met, the student will receive the grade at that point. If this grade is a failing grade, the course must be repeated for credit if credit is to be earned.

## **INDEPENDENT STUDY**

Juniors and seniors may request an Independent Study to replace a **study hall** if at least one of the following criteria is met:

- The course is required for graduation, and there is no other opportunity to take it.
- The student has taken all courses offered during a time slot.
- There is a conflict with other enrichment activities, e.g. Distance Learning, Early College Credit Program, Start College Now, Youth Apprenticeship, etc.
- Student has completed all courses available in that department.
- The course is consistent with post high school career or educational pursuits as defined in the student's individual Academic and Career plan.

### **Other Considerations:**

- The student must have demonstrated aptitude and interest in the subject.
- The student's attitude, effort and citizenship will be considered as part of the approval process.
- A teacher agrees to instruct, review and evaluate the independent study course at no extra cost to the district.

## **INDEPENDENT STUDY ACADEMIC PLAN (REQUIRED)**

1. State expectations and academic goals of the Independent Study
2. Outline assignments/projects/assessments
3. Establish due dates
4. Describe how assignments will be evaluated
5. Indicate how often and when teacher and student will meet to assess progress
6. The deadline for submitting the independent study requests is 2-weeks prior to the end of the previous semester

Final approval for independent study courses rests with the Independent Study Committee (potential advising teacher, counselor, and administrator)

# 2019-20 GREENWOOD MIDDLE/HIGH SCHOOL STUDENT HANDBOOK

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## **FINAL EXAMS**

One or two days at the end of each semester will be devoted to comprehensive final exams. Exams will be given in every high school class and cannot count for more than 15% of the course grade. These exams will be comprehensive, which means that they will include material from the entire course. This will raise the academic bar across the board as well as better prepare our students for post-secondary education. It is imperative that students are present on these designated days.

## **GRADING SCALE (7-12 GRADE TEACHERS WILL USE THIS SCALE)**

A.....	94-100	C.....	73-76
A-.....	90-93	C-.....	70-72
B+.....	87-89	D+.....	67-69
B.....	83-86	D.....	63-66
B-.....	80-82	D-.....	60-63
C+.....	77-79	F.....	BELOW 60

## **GRADE POINTS**

<b>GRADE</b>	<b>POINTS</b>	<b>GRADE</b>	<b>POINTS</b>
A.....	4.00	C.....	2.00
A-.....	3.67	C-.....	1.67
B+.....	3.33	D+.....	1.33
B.....	3.00	D.....	1.00
B-.....	2.67	D-.....	0.67
C+.....	2.33	F.....	0.00

## **CREDIT REQUIREMENTS FOR HIGH SCHOOL CLASS PLACEMENT**

- Freshman ..... 0 to 4 credits
- Sophomore..... 4.5 to 12.5 credits
- Junior ..... 13 to 19 credits
- Senior ..... 19.5 credits

# 2019–20 GREENWOOD MIDDLE/HIGH SCHOOL STUDENT HANDBOOK

## **CREDIT REQUIREMENTS FOR GRADUATION**

Minimum Requirements for Graduation

<b>PHYSICAL EDUCATION</b> .....	<b>1.50 cr.</b>	
<b>HEALTH</b> .....	<b>.50 cr.</b>	
<b>FIRST AID/CPR</b> .....	<b>.50 cr.</b>	
<b>ENGLISH</b> .....	<b>4.00 cr.</b>	
<b>SOCIAL STUDIES</b> .....	<b>3.00 cr.</b>	
American Government .....	.50 cr.	(Required 9 <sup>th</sup> grade)
World History I .....	.50 cr.	(Required 10 <sup>th</sup> grade)
U.S. History I & II .....	1.00 cr.	(Required 11 <sup>th</sup> grade)
*Elective Social Studies.....	1.00 cr.	(Must take 2 of the following courses: World History II, Contemporary US History 1950-Present, Current Issues, Sociology, or Psych)
<b>MATHEMATICS</b> .....	<b>3.00 cr.</b>	
<b>SCIENCE</b> .....	<b>3.00 cr.</b>	
Physical Science .....	1.00 cr.	(Required 9 <sup>th</sup> grade)
Biology.....	1.00 cr.	(Required 10 <sup>th</sup> grade)
Elective Science or Ag Science .....	1.00 cr.	(May be satisfied by 2 agricultural science credits at ½ value. Intro to Ag will be a full .5 credit)
<b>CAREER/TECHNICAL EDUCATION..</b>	<b>2.00 cr.</b>	
*Personal Finance.....	.50 cr.	(Required starting with class of 2020)
Micro Computer Apps. 1 .....	.50 cr.	(Required)
Elective Voc. Ed.....	1.00 cr.	(May be satisfied with any Business, Tech Ed. Agriculture or Family/Consumer Science classes.)
<b>ELECTIVES</b> .....	<b>8.50 cr.</b>	
<b>TOTAL CREDITS FOR GRADUATION</b>	<b>26.00 CREDITS</b>	

- All students must maintain a class load of 7.0 credits per year.
- Band/Choir students may be allowed 6.5 credits minimum due to scheduling.

\*Board Approved 1/8/18

## **RICE (REMEDIAION\*INTERVENTION\*CORRECTION\*ENRICHMENT)**

In an effort to better meet the needs of our students, Greenwood Middle-High School provides a daily RICE period at the end of the day. Students may seek additional help from teachers, teachers may request students to attend RICE in their classroom, students may utilize the time as a study hall.

The goal of RICE is to increase learning and reduce failures by providing students with access to their teachers; and teachers with access to their students during the school day.

## **HEALTH EDUCATION**

Greenwood schools offer health education including units on human sexuality. Parents have the option to hold their son or daughter from any portion of this curriculum if they put the request writing. However, parents are welcome and encouraged to come into the school to review the educational materials before making a final decision.

## **HONOR ROLL**

Honor roll is calculated each term/quarter for students in grades 7-12. The "High Honor Roll" lists students with GPA's of 3.500 to 4.000; and the "Honor Roll" lists students with a GPA of 3.000 to 3.499.

## **EARLY COLLEGE CREDIT PROGRAM**

**Effective July 1, 2018-** 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. Students must notify district of intent to enroll in Early College Credit Program courses by **March 1st** (for fall courses) and **October 1st** (for spring courses). No specification for summer course application deadline.

Any student in 11th or 12th grade may enroll in the Early College Credit Program providing s/he meets the requirements established by law and by the District and subject to the approval of the Board of Education on an annual basis. Any interested student should contact their Guidance Counselor to obtain the necessary information.

## **START COLLEGE NOW**

Start College Now (Formerly Youth Options) Effective 7/1/18 - “Start College Now” will allow high school students the opportunity to take college courses at Wisconsin Technical Colleges. The process is very similar to Youth Options. **38.12 (14)** will lay out all the aspects of the program. In addition, feel free to review and download the **application**. Students looking to take courses in the fall semester must turn in the application by **March 1, 2018**. For spring semester courses the same application is used, however the due date is **October 1, 2018**.

Any student enrolled full-time in the District may apply to take a course(s) in another educational institution under the Course Options Program in accordance with state law. A student may attend no more than two (2) courses at any time at another educational institution under the Course Options Program.

## **DISTRICT ACCEPTABLE USE POLICY\***

*\*Parents and students are encouraged to read the full text of the Board of Education policy governing the District Acceptable Use Policy 7540.03 available on the District web site or by contacting the school main office.*

## **SCHOOL SPONSORED PUBLICATIONS AND PRODUCTIONS**

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

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

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

All school-sponsored student publications and productions are nonpublic forums. While students may address matters of interest or concern to their readers/viewers, as nonpublic forums, the style and content of the student publications and productions can be regulated for legitimate pedagogical, school-related reasons. School officials shall routinely and systematically review and, if necessary, restrict the style and/or content of all school-sponsored student publications and productions prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker.

## 2019–20 GREENWOOD MIDDLE/HIGH SCHOOL STUDENT HANDBOOK

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Legitimate pedagogical concerns are not confined to academic issues, but include the teaching by example of the shared values of a civilized social order, which consists of not only independence of thought and frankness of expression but also discipline, courtesy/civility, and respect for authority. School officials may further prohibit speech that is grammatically incorrect, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

The Board expressly authorizes the publication/performance of a student media outside the school community (i.e. to the general public). See Board Policy 9160.

The Board expressly authorizes the publication/performance of only the following student media outside the immediate school community (i.e. to the general public): high school yearbook. See Board Policy 9160.

### **SENIOR PRIVILEGES**

#### **Seniors must meet following criteria:**

- GPA or higher during quarter/term grading period. Students will not be eligible until the end of quarter/term 1. Midterms are not included for determination.
- Students earning a “D” or “F” during eligible grading periods will be not be eligible for privileges.
- 90% attendance in the last grading period. (Medical appointments with documentation will not be counted against the 90%).
- No more than one (1) unexcused tardy in the last grading period.
- No detentions, behavior referrals or code violations in the last grading period.
- Signed parent approval.

#### **SENIOR PRIVILEGES:**

- If a student has study hall during first or eighth hour of the day, they will be allowed to sign out during that period. If a student has a CWETN class during these same times and the course is not in session, students must notify the supervisor prior to signing out. Signing in and out of the office is required.
- Students must check-in with study hall teachers before going to approved alternate locations.
- Eligible students shall be granted senior lunch release and be permitted to leave campus. Students must sign-in and out of the office.

#### **PRIVILEGE PARAMETERS INCLUDE:**

- At no time may you disturb classes.
- You are not allowed to leave the building. Unless you sign in/out through the office.
- Privileges must not be flaunted or abused.
- Seniors are reminded that these are privileges, not rights and can be revoked at any time.
- Senior Privileges eligibility will be reviewed after each grading period.
- Failure to adhere to school rules will result in loss of privileges.
- Parents also reserve the right to rescind permission for these privileges by contacting the High School Office.

### **TRIPS**

The principal must approve all trips. Coaches/advisors must require pupils who go on school activity trips to go and return with the group unless released to a parent. Parents must notify coach/advisor in writing of taking their son/daughter home. Any other type of transportation arrangements must be approved by the principal and must be made by parents in writing prior to the trip. All school trips and activities must be chaperoned by the advisor or some designated faculty member. Parent permission slips must be turned in before leaving. Any out of state or overnight trip must have advance approval of the school board.

## **SECTION 3 – STUDENT CONDUCT**

### **ATTENDANCE**

Regular school and classroom attendance is a prerequisite for academic success and social responsibility. Excessive absenteeism, whether excused or unexcused, will potentially result in the loss of credit from classes. Excessive absenteeism is defined as when a student's absenteeism in a class has reached a point where the student can no longer satisfy the requirements of the course. That point will be determined jointly by the classroom teacher and the principal.

A child may be excused for up to 10 days in a school year by parent/guardian for any reason per state statute. However, absences beyond 10 days require a note from a physician. Previously excused absences due to approved school related activities or when medical notes were provided do not count towards the 10 days.

School attendance matters. It is arguably one of the most important indicators of school success.

### **REGULATIONS AND POLICIES**

The Greenwood School District School Board has designated the school administrators and Dean of Students as School Attendance Officers. They are designated to deal with matters relating to school attendance and truancy. *Section 118.15 of the Wisconsin Statutes requires attendance at some school regularly, to the end of the school term, quarter, semester, or other division of the school year in which the student is 18 years of age (unless child has a legal excuse) during the full period and hours that the public, parochial or private school, in which such child should be enrolled, may be in session.*

According to Wisconsin State Statute, the responsibility for regular school attendance of a child rests with the child's parent or guardian. *It is the belief of the Greenwood School District that the parents/guardians, students, and school district personnel share the responsibility. Each group must do their part to ensure that students attend school regularly and take advantage of the quality educational experience that is being offered.*

### **ATTENDANCE FOR SENIORS**

All seniors are required to maintain 90% attendance second semester in order to participate in the commencement ceremony. In other words, if a senior missed more than 9 days or more than **72** class periods (even if parent permission was granted) he/she may not be allowed to participate in the graduation ceremony.

Note: medical excuse slips and/or college visits (with documentation) are the only exceptions to this rule.

### **AGE OF MAJORITY**

All students at Greenwood Middle/High School are subject to school rules. Students who have reached their 18<sup>th</sup> birthday are still under the domain of their parents and are not permitted to generate their own excuses for absences.

### **TYPES OF EXCUSED ABSENCES**

**PARENT-EXCUSED ABSENCE:** Based on Wisconsin State Statute 118.15(3)(c), parents/guardians are authorized to excuse their child/children from school attendance for any reason, up to a maximum of ten (10) days in a school year, provided they **notify the school in advance**. (A school day is defined as all or any part of a day.) Examples of absences that would fall under this category include: driver licensing, deer hunting, family vacation, court appearances, funeral services, and family emergencies.

**SCHOOL-EXCUSED ABSENCE:** Based on Wisconsin State Statute 118.16(4)(a), with the exception of the ten-day Parent/Guardian provision, it is the school that determines whether absences are excused or unexcused. The following reasons for absence will be excused by the Greenwood School District:

- a. Student illness. When contacting building secretary about your child's illness, be specific about illness (e.g. vomiting, diarrhea, strep, influenza) because it is helpful in the control of communicable disease.
- b. Medical, dental or other valid professional appointment. We encourage parents to have their student return to school following appointments and to come to school to start the day if the appointment is a late morning or afternoon appointment. A written note will be required to verify appointment from health professional.

## 2019–20 GREENWOOD MIDDLE/HIGH SCHOOL STUDENT HANDBOOK

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- c. College visits/testing with documentation & prior approval.
- d. Religious holiday observances.
- f. Quarantine by public health official.
- g. Special rare circumstances that show good cause and are approved in advance by the principal.

Absences due to oversleeping, missing the bus, errands, work, shopping, tanning, babysitting or other transportation-related reasons will be coded as unexcused unless parents choose to use a parental day.

**MEDICAL EXCUSE NOTE:** The district may request the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the child. Such excuse shall be made in writing, shall state the valid period and shall not exceed 30 days without review. This request may be made after seven (7) absences due to illness in a given school year.

**VERIFICATION:** The administration may choose to verify any questionable absences with additional phone contacts to parent/guardian and/or medical personnel.

### **REPORTING AN ABSENCE TO BE EXCUSED**

In order for an absence to be coded as excused, students and parents/guardians must follow the following reporting procedure.

Parent/guardian must notify the school office by 9:00 a.m. the morning of the absence (calls can be made 24 hours a day by calling 267-6101 and leaving a message); or parent/guardian must provide a signed note to the school office, the following day. The note must include the reason for the absence and the date(s) that is/are to be excused.

Absences that are not reported by 9:00 a.m. the morning of the absence with a phone call or are not followed up with a valid note the following day, will be automatically be coded as unexcused – no matter what the reason for the absence and will not be permitted to be changed.

Whenever a student is absent from school, it will be the responsibility of the student to communicate with the teacher to determine what school work was missed and when it needs to be made up.

### **UNEXCUSED ABSENCES/TRUANCIES**

An unexcused absence is any absence from school for reasons other than those defined as excused. The major consequences of an unexcused absence are missing out on the learning experience of the time missed and not being able to receive credit for work missed. In addition, students who leave the school building without permission once school has started for the day or stay in the building but fail to report to their assigned class or study hall will be assigned one school detention for each class period missed. The time will need to be made up. Failure to make up time in a reasonable timely fashion will equal an in-school suspension.

### **EXTRA/CO-CURRICULAR ACTIVITIES AND ATTENDANCE**

All students involved in activities as a participant during or after school hours must be in full attendance in school from 8:00 a.m. unless other arrangements were **pre-arranged or approved** by the school principal or Dean of Students.

Students who were not in attendance during the school day should NOT attend games, activities, or performances that afternoon or evening.

### **MAKE-UP WORK FOLLOWING AN ABSENCE**

#### **A. EXCUSED ABSENCE**

If the absence is excused, the student will be allowed the number of days absent plus one to complete all make-up work (assignments, tests, quizzes, projects, etc.). Example: A student absent for 3 days has 4 days to complete coursework. Assignments that were due on the day of an absence or tests/quizzes that were taken on the day of an absence should be handed in or taken on the day the student returns to school.

**Students attending a school activity will be expected to have their work completed as communicated by the teacher.**

# 2019–20 GREENWOOD MIDDLE/HIGH SCHOOL STUDENT HANDBOOK

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**Note:** The time allowed for make-up work begins when the student returns to school, not when a note is presented. *Exceptions to this provision may be granted at the discretion of the individual instructor.*

## **B. UNEXCUSED ABSENCE**

In the case of unexcused absences, a student **may not receive credit** for class work handed in or completed on the day the student was absent. Whether credit is awarded or not, missed work is to be handed in according to the days absent plus one timeline stated above. Major tests (chapter, unit, and grading period) **can be made up for credit** in accordance with the same timeline. Tests not made up according to the timeline will be recorded as zeros.

## **TARDINESS**

Tardiness disrupts the orderly progress of a class and is seldom excusable after the first day or two of the school year. Being on time is an important part of being successful, whether it is at school or on the job. Students must be in class when the bell rings and abide by individual classroom procedures listed in class syllabus, so each class can start on time.

**Late to School:** Students that are late to 1st period must report to the office.

**Late to Class:** Students that are late to class are to report directly to class and present a pass with an approved signature.

**Missing more than 15 minutes of class will be considered an absence. Students are to be in class at 8:00 am. If a student arrives after 8:20 a.m. without an acceptable excuse it will be considered an unexcused absence. If excused it will count as a parentally excused day and count as one of the 10 parental days allowed.**

**Unexcused tardies** will be dealt with by the main office. After three unexcused tardies in a semester students will receive an after school detention for each unexcused tardy thereafter. (Each semester a student will start fresh).

## **TRUANCY**

“**TRUANCY**” means any absence of part or all of one or more days from school during which the school attendance officer, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. It also applies intermittent attendance carried on for the purpose of defeating the intent of the state attendance statute 118.15.

“**HABITUAL TRUANT**” means a student who is absent from school without an acceptable excuse, based on the district attendance policies, for part or all of five (5) or more days on which school is held during a school semester.

When a student is determined to be truant, a referral may be made to the Greenwood City Police Department.

*Note: While all trancies are unexcused absences, not all unexcused absences are trancies.*

## **CITY OF GREENWOOD TRUANCY POLICY**

Sec. 11-5-7. - Truancy.

(a) **Definitions.** For the purpose of this Section, the following definitions shall be applicable:

- (1) **Acceptable Excuse.** The meaning as defined in Wis. Stats. §§ 118.15 and 118.16(4).
- (2) **Act of Commission or Omission.** Anything that contributes to the truancy of a juvenile, whether or not the juvenile is adjudged to be in need of protection or services, if the natural and probable consequences of that act would be to cause the child to be truant.
- (3) **Dropout.** A child, who has ceased to attend school, does not attend a public or private school, technical college or home-based private educational program on a full-time basis, has not graduated from high school and does not have an acceptable excuse under Wis. Stats. § 118.15(1)(b)—(d), (3).
- (4) **Habitual Truant.** A pupil who is absent from school without an acceptable excuse under Wis. Stats. §§ 118.15 and 118.16(4), for part or all of five (5) or more days on which school is held during a school semester.
- (5) **Truant.** A pupil who is absent from school without an acceptable excuse under Wis. Stats. §§ 118.15 and 118.16(4), for part or all of any day on which school is held during a school semester.

(b) **Truancy.** No person under eighteen (18) years of age shall be truant. Upon conviction thereof, the following dispositions are available to the court:

## 2019–20 GREENWOOD MIDDLE/HIGH SCHOOL STUDENT HANDBOOK

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- (1) An order for the person to attend school.
  - (2) A forfeiture of not more than Fifty Dollars (\$50.00) plus costs for a first violation, or a forfeiture of not more than One Hundred Dollars (\$100.00) plus costs for any second subsequent violation committed within twelve (12) months of a previous violation, subject to Wis. Stats. § 938.37, and subject to a maximum cumulative forfeiture of not more than Five Hundred Dollars (\$500.00) for all violations committed during a school semester. All or part of the forfeiture plus costs may be assessed against the person, the parents or guardian of the person, or both.
- (c) **Habitual Truancy.**
- (1) No person under eighteen (18) years of age shall be a habitual truant.
  - (2) If the court determines that a person is a habitual truant, the court may order one or more of the following dispositions:
    - a. Suspension of the person's operating privilege for not less than thirty (30) days nor more than one (1) year. The court shall immediately take possession of any suspended license and forward it to the Wisconsin Department of Transportation together with a notice stating the reason for and the duration of the suspension.
    - b. An order for the person to participate in counseling or a supervised work program or other community service work as described in Wis. Stats. § 938.34(5g). The costs of any such counseling, supervised work program or other community service work may be assessed against the person, the parents or guardian of the person, or both.
    - c. An order for the person to remain at home except during hours in which the person is attending religious worship or a school program, including travel time required to get to and from the school program or place of worship. The order may permit a person to leave his/her home if the child is accompanied by a parent or guardian.
    - d. An order for the person to attend an educational program as described in Wis. Stats. § 938.34(7d).
    - e. An order for the Wisconsin Department of Work Force Development to revoke, under Wis. Stats. § 103.72, a permit under Wis. Stats. § 103.70, authorizing the employment of the person.
    - f. An order for the person to be placed in a teen court program as described in Wis. Stats. § 938.342(1g)(f).
    - g. An order for the person to attend school.
    - h. A forfeiture of not more than Five Hundred Dollars (\$500.00) plus costs, subject to Wis. Stats. § 938.37. All or part of the forfeiture plus costs may be assessed against the person, the parents or guardian of the person, or both.
    - i. An order placing the person under formal or informal supervision, as described in Wis. Stats. § 938.34(2), for up to one (1) year.
    - j. An order for the person's parent, guardian or legal custodian to participate in counseling at the parent's, guardian's or legal custodian's own expense, or to attend school with the person, or both.
    - k. Any other reasonable conditions consistent with this Section, including a curfew, restrictions as to going to or remaining on specified premises and restrictions on associating with other children or adults.
- (d) **Dropouts.**
- (1) No person who is at least sixteen (16) years of age but is less than eighteen (18) years of age may be a dropout.
  - (2) If the court determines that a person is at least sixteen (16) years of age but is less than eighteen (18) years of age and is a dropout, the court may suspend the person's operating privilege until the person reaches the age of eighteen (18). The court shall immediately take possession of any suspended license and forward it to the Wisconsin Department of Transportation, together with a notice stating the reason for and the duration of the suspension.
- (e) **Dispositional Orders and Sanctions.** The court is hereby authorized to exercise each and every kind of authority granted to courts under Wisconsin law. Specifically, the court is hereby authorized to exercise the authority granted to it in Wis. Stats. § 938.355, and is hereby authorized to exercise the authority granted it in Wis. Stats. § 938.355(6m).
- (f) **Adopted Terms.** As used in this Section, the terms "truant", "habitual truant", "operating privilege", and "dropout" have the meanings provided in Wis. Stats. § 118.163. Those definitions are hereby adopted and incorporated herein as if fully set forth. Any future amendment of any such definition is hereby adopted and is incorporated herein as if fully set forth as the effective date of such future amendment.
- (g) **Failure to Cause a Child to Attend School Regularly.**

## 2019–20 GREENWOOD MIDDLE/HIGH SCHOOL STUDENT HANDBOOK

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- (1) Unless the child is accepted or excused under Wis. Stats. § 118.15, or has graduated from high school, any person having under his/her control a child who is between the ages of six (6) and eighteen (18) years shall cause the child to attend school regularly during the full period and hours, religious holidays excepted, that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter or semester of the school year in which the child becomes eighteen (18) years of age.
- (2) This Section does not apply:
  - a. To a person who has under his/her control a child who has been sanctioned under Wis. Stats. § 49.26(1)(h).
  - b. To a person who proves that he/she is unable to comply with the requirements of this Section because of the disobedience of the child, in which case the action shall be dismissed and the juvenile officer of law enforcement authority shall refer the case to the District Attorney's Office.
  - c. Unless evidence has been provided by the school attendance office that the activities under Wis. Stats. § 118.16(5), have been completed.

### **MEDICAL EXCUSES**

Medical excuses used **to excuse a student** from any classes, such as physical education, must be presented to the principal's office. Excuses must state the period of time the student is excused and be signed by a professional. This must be renewed on a semester basis.

#### **PHYSICAL EDUCATION MEDICAL EXCUSES**

All students required to take 1.5 credits of physical education unless medically excused. If a student is to be medically excused, he or she must:

1. Obtain a written excuse from medical personnel and give to the office.
2. The medical excuse will be filed in the office, as well as presented to the instructor so appropriate physical activity may be designed.
3. Attend class, if held in school, for "short term" excuses and observe. Teachers may assign a project or paper to the student as a substitute for participation.
4. Receive no grade if the absence is for a majority of a grading period. The student will then be rescheduled for the class at a later time when the medical condition is cleared.
5. A written notification clearing the student from medical excuse from medical personnel must be received to allow the student to return to full participation.
6. If a student presents a medical excuse, under no circumstances should a student be permitted, encouraged, or required to actively participate.

### **DISCIPLINE & STUDENT CONDUCT**

The Greenwood School District is committed to maintaining a favorable academic atmosphere. Teachers are expected to create a positive learning climate for students in their classrooms and to maintain proper order. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their lesson plans and students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the Board, administration and their classroom teachers.

While in the school building or involved in school functions, all students are expected to behave in a manner that shows RESPECT, RESPONSIBILITY and SAFETY. During the school day, students are expected to be on task, engaged in student learning as deemed appropriate by the instructor or study hall supervisor. Such behavior that is contrary could result in disciplinary action.

Student behavior that is dangerous, disrespectful, disruptive or unruly or that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and may be subject to disciplinary action. In addition, if the action is appropriate, the student may face charges as the school system and its representatives may forward any information concerning illegal activities to the appropriate Law Enforcement agencies. If a student is taken into Law Enforcement custody, parents will be notified.

Academic detentions could be assigned if the student is falling behind in their coursework.

# 2019–20 GREENWOOD MIDDLE/HIGH SCHOOL STUDENT HANDBOOK

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## **CLUBS AND ORGANIZATIONS:**

Students in school-based clubs and organizations are held to all school rules regarding academics, attendance, behavior and conduct.

### **ACADEMICS**

A student is eligible if he or she is in regular attendance in grades 9, 10, 11, and 12.

1. A student with a failing grade at the end of a quarter is ineligible from the date the grades are made available to the staff to participate in any co-curricular activity for ten (10) calendar days. Following the suspension the student will be required to get a signed statement from their teachers verifying that passing work is being achieved in all courses and present this statement to the Dean of Students, before they can regain eligibility.
  - For eligibility purposes, the quarter grades will be used to determine eligibility, NOT THE SEMESTER GRADES.
2. If school is not in session, then a student will be suspended from participation as defined below.
  - The student will be suspended from participation in any culminating activity during the summer if they receive a failing grade at the end of the fourth quarter during the previous school year. If there is no culminating activity during the summer, the student will be ineligible for ten (10) calendar days at the beginning of the school year.
3. The student must practice/participate with the group during the period of ineligibility.

### **CONDUCT**

Violations for alcohol use/possession, illegal drug use/possession, misuse of legal drugs, tobacco use/possession, includes electronic smoking devices, vandalizes or steals district property, or exhibits behavior unbecoming or commits a crime (misdemeanor or felony).

The student will be suspended from participation for thirty (30) calendar days and nights.

### **SELF-REPORTING**

1. To avoid a penalty of guilt by association, if a club or organization member finds themselves at a party/location where alcohol, drugs, and/or tobacco are present, they must leave the party/location IMMEDIATELY without use and report their attendance to the principal or dean of students before the end of the next school day.
2. If the violation occurs over the summer or on a weekend, the student has 24 hours to report to the principal or dean of students, leaving a detailed voicemail, email, or text message.
3. Self-reporting allows students who know they did something wrong or were in the wrong place to confess and receive a lesser penalty. This only applies to the first offense violations.
4. If a student commits a code violation during the school year, or while a student is participating in a co-curricular organization, the suspension may be reduced to fifteen (15) calendar days.
5. If a student commits a code violation during the time period outside the school year the suspension may be reduced to fifteen (15) calendar days, the suspension would start on the first day of the school year.

### **ADDITIONAL VIOLATIONS:**

1. If a second violation occurs within one year from the first violation, the student will be suspended from co-curricular participation for a period of one year from the date of the second violation.
2. If a second violation occurs after one calendar year from the first violation, then the student will be suspended under the same guidelines as a first violation.
3. Any student receiving a fourth violation will be ineligible from any and all co-curricular participation for the remainder of their high school careers.
4. Any student who commits a “conduct violation” will forfeit any officer or leadership position for the remainder of the school year in which the violation occurred.

**SCHOOL SUSPENSION:** A student who is suspended from school cannot participate or practice during the suspension period.

**Additional consequences may also be dictated by club or organizational bylaws.**

## **DISCIPLINARY ACTION PROCEDURES**

**LEVEL ONE: Detention (DET).** Administrators can assign students to detention for minor classroom or school offenses. Students will be assigned to a detention after school from 3:30-4:00 p.m. at the discretion of the administrator or Dean of Students depending on the severity and/or frequency of the misbehavior. Teachers will have the ability to assign detentions in lieu of removing students from the classroom for minor offenses, this includes lunch time detentions. Detentions will have to be served within a timely fashion. **(1-2 days)** Missing an assigned detention will result in being assigned an additional detention. (Missing any of these detentions would result in an in-school suspension.)

**LEVEL TWO: In-School Suspension (ISS) or Out-of-School Suspension (OSS) (1-3 days).** In-School-Suspension and Out-of-School Suspension will be used for offenses deemed more severe in nature. The penalty will be preceded by a conference with the principal or Dean of Students. A discipline referral notice/letter will inform the parent/guardian of (a) the suspension and (b) the reason for the suspension. ISS/OSS will formally be documented in a student's records. A parent conference may be required before the student is returned to class, especially for repeat offenses.

- **Offenses may include, but are not limited to:** behavior which stops class from functioning and disrupts the learning of others, profanity, failure to follow school rules, insubordination, direct defiance, illegal actions, pornography – possessing pornographic material or observing pornographic material, Indecent Exposure (i.e., publicly displaying one's private parts), and any other referrals that may be deemed level two. Suspensions may also be assigned for repeated minor offenses when the assigning of detentions or other disciplinary consequences does not cause a change in behavior. Each incident will be reviewed at the principal's discretion.

### **IN-SCHOOL SUSPENSIONS (ISS)**

Students may be placed on in-school suspension for any reason that they may be suspended from school. A student may be suspended in school for a period of up to three days, depending on the severity of the case.

During an in-school suspension, a student will be under supervision at all times, including lunch and washroom breaks. Students will not be allowed to attend classes but must obtain work and materials from their teachers. If a student does not have schoolwork to do, he/she will be given work to do. Cell phones and other electronic devices will not be allowed during in-school suspensions.

If a student misses a scheduled ISS, they will serve it the next day they return to school.

### **OUT OF SCHOOL SUSPENSIONS (OSS)**

A student may be suspended for a violation of school rules, for conduct while either at or not at school, or under or not under the supervision of a school authority

**LEVEL THREE: ISS or OSS (up to five consecutive days).**

Like level two, the penalty for level three offenses will be preceded by a conference with the principal, referral/discipline notice, and formal documentation in the student's records. Level three may also include a pre-expulsion meeting with the appropriate school officials and may lead to an expulsion hearing.

- **Offenses may include, but are not limited to:** profanity - directed toward school personnel in a disrespectful way, pushing or striking a student or staff member, insubordination or obstruction, threats/ intimidation, physical or verbal abuse, physical or verbal assault or confrontation including fighting, harassment/ discrimination, taunting, baiting, inciting and/or encouraging a fight or disruption, disruption and intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations, possession of dangerous items, tobacco use/possession, unauthorized use of safety equipment, falsification of identification or records, trespassing, hazing, theft, vandalism, or destruction of property (in addition restitution will be made), repeated failure to follow school rules, obstruction, illegal actions. Each incident will be reviewed at the principal's discretion.

**Non-Consensual Sexual Contact / Sexual Assault** – Intentionally and with the specific purpose of (1) touching, either directly or through clothing, the intimate parts of another person by the use of any body part or object; (2) forcing a person to touch the intimate parts of another person, either directly or through clothing; or (3) initiating other non-consensual physical contact that is done for the purpose of sexually degrading the other person, or sexually arousing or satisfying the pupil initiating the physical contact.

**Consensual Sexual Activity** – Participation in consensual sexual conduct or other inappropriate consensual sexual contact; Removing or adjusting, or attempting to remove or adjust, the clothing of another person (including, for example, pulling down another student's pants) in a manner that causes, or was an attempt to cause, the exposure of the other person's undergarments and/or intimate parts.

Sexing or other use of a PCD to transmit or post images or messages of a sexual nature is prohibited. If school administration becomes aware of such activity it may constitute reason for disciplinary action or referral to the law enforcement officials.

# 2019–20 GREENWOOD MIDDLE/HIGH SCHOOL STUDENT HANDBOOK

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**LEVEL FOUR:** Immediate suspension followed by an expulsion hearing. Like levels two and three, level four actions will be preceded by a conference with the principal, a report to parents/guardians, and formal documentation in the student's records.

- **Offenses may include, but are not limited to:** illegal actions, possession of firearms, use of an object as a weapon, using an object as a weapon to convey a threat or to intimidate a person, inflicting bodily harm upon others, illegal entry, burglary or robbery, possession/ use/ manufacture or distribution of illegal, mood altering or illicit drugs or chemicals including alcohol, repeated tobacco use/ possession, repeated failure to follow school rules, bomb threats, possession of explosives or poisons, extortion or terrorism, obstruction, arson, endangering the property, health or safety of others, and any other referrals that may be deemed level four.
  - **ADDITIONAL NOTES REGARDING STUDENT DISCIPLINE & CONDUCT**
  - **FIGHTING:** If physical contact (fighting) occurs when students are in conflict on school grounds police may be called. Disorderly conduct fines are usually assessed to the instigator and often to all participants. Students may also receive additional disciplinary action ranging from suspension to expulsion. Fighting on school grounds will result in a minimum disciplinary action of 1/2 day suspension.
  - **INSUBORDINATION:** Students are expected to follow the reasonable directions and requests of all staff. Failure to do so may result in a minimum disciplinary action of a 1/2 day suspension.
  - **COOPERATING WITH AN INVESTIGATION:** In order to maintain a safe and orderly school environment, it will be the expectation and duty of all students to cooperate and assist with investigations conducted by administration. If it is determined that an individual has been uncooperative, untruthful or in some other way has impeded an investigation, disciplinary action may result.
  - **DISORDERLY CONDUCT:** Using offensive, obscene, or abusive language, using language which is disrespectful or threatening to others, making obscene gestures to others or engaging in inappropriately boisterous and noisy conduct or fighting will result in disciplinary action. Any behaviors disruptive to the educational process can be considered disorderly conduct. The police may be called and citations issued.
  - **PARTICIPATION & ATTENDANCE AT SCHOOL EVENTS**

Suspended students are not permitted to participate or attend any school events, or be on school property during the time they are suspended.
  - **REPEATED VIOLATIONS OF SCHOOL RULES CAN LEAD TO EXPULSION**

Students who break multiple rules over the course of a school year may also be recommended for expulsion, even when there were no "aggravating factors" associated with the individual incidents. All students should be aware that they are risking possible expulsion from school any time their record shows multiple violations of "Level III" and/or "Level IV" rules.
  - **OFF CAMPUS ACTIVITY:** Students may be disciplined for off campus activity/speech/bullying.

## **CLOSED CAMPUS**

Students may be only in designated areas during the school day. Students may not leave school grounds at any time during the school day including lunch hour, unless permission has been granted through the office.

## **CARE OF PROPERTY**

Students are responsible for the care of their own personal property. The school will not be responsible for the loss of personal property. Valuables such as jewelry or irreplaceable items should not be brought to School. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Code of Conduct. Criminal damage to property is considered grounds for either suspension or expulsion from school.

## **DRUG ABUSE PREVENTION**

The Board of Education recognizes that substance misuse 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 substance use disorders and help those with substance abuse disorders 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.

## **DISCIPLINE PROCEDURES**

1. **Distribution, Sale or Manufacture** of alcohol, illegal substances, mood or mood altering substances, controlled substances, drug paraphernalia:

### **CONSEQUENCE:**

- A. The principal shall notify the police and commence expulsion proceedings. The student will be suspended for a time period not to exceed 15 days, pending an expulsion hearing.

2. **Possession or Use** (including being under the influence) of Alcohol, Illegal Substances, "Look-Alikes", Mood or Mind-Altering Substances (including inhalants), Controlled Substances or Drug Paraphernalia or Refusal to Take Test.

### **CONSEQUENCES:**

- A. The student will meet with school administration and Counselor to set up a behavioral plan, which may include assessment, referral, in-school AODA education or whatever else is deemed appropriate by the administration consistent with legal requirements.
- B. The student will be suspended for 5 days. (Possible referral to police)

### **REPEATED OFFENSES:**

1. The student will be suspended for a time period not to exceed 15 school days, pending an expulsion hearing. (Possible referral to police)
2. The principal may commence expulsion proceedings.

## **FOLLOW-UP PROCEDURES**

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

The student's parent(s)/guardian will be notified as soon as possible if the student has not reached the age of majority.

A conference will be held or attempted to be held with the student and his/her parent(s)/guardian.

## **SMOKING AND TOBACCO USE/POSSESSION**

*\*Parents and students are encouraged to read the full text of the Board of Education policy governing Use of Tobacco by Students 5512 available on the District web site or by contacting the school main office.*

## **2019–20 GREENWOOD MIDDLE/HIGH SCHOOL STUDENT HANDBOOK**

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In accordance with state statutes, as well as to provide an educational experience for students and to promote the wellness of students and employees, smoking and other use of tobacco/nicotine products by students, employees and others is prohibited on premises owned or rented by or under the control of the Board and in all vehicles owned or leased by the District. In addition, smoking and other use of tobacco/nicotine products by students is prohibited while participating in or attending school-sponsored activities or events that take place off school premises.

Students who are observed violating this policy shall be disciplined according to provisions in the student handbook. Spectators or visitors who fail to abide by the policy shall be reminded by the principal, supervisor or his/her designee, of the Board's smoking and tobacco/nicotine use policy. If a spectator or visitor refuses to stop smoking or using tobacco/nicotine products, he/she shall be asked by the principal, supervisor or his/her designee to leave school premises.

Posted notices shall be used to inform spectators and visitors of the Board's policy on smoking and tobacco/nicotine use.

For the purposes of this policy, using or possessing tobacco/nicotine in any form includes, but not limited to: cigars, cigarettes, pipes, cigarette look-a-likes (electronic cigarettes or vapor), snuff, and chewing tobacco. This policy also includes student possession of tobacco/nicotine products.

### **SEARCHES**

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

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

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

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

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

School officials may search the contents of a vehicle that is owned or operated by a student that is parked on school grounds if there is probable cause for a search.

### **POLICE CANINE SEARCHES**

The Greenwood School District authorizes the use of canine units to detect prohibited substances or drug paraphernalia in school buildings and grounds and to perform other tasks for which the canine unit is trained in order to maintain a safe and drug free environment. Planned, non-emergency searches will be conducted at the discretion of the building principal. Searches may be conducted without prior notification to students and/or school personnel. Individuals found to be in possession of prohibited substances or paraphernalia will be subject to prosecution by civil authorities and disciplinary consequences from the Greenwood School District.

### **POLICE USE OF PBT (PERSONAL BREATH TESTER)**

In the event the building principal or designee suspects a student may have consumed alcohol or is under the influence, a breath test may be administered at the school by the local police department. Civil and school district procedures and penalties will apply in the event of a positive reading.

### **HARASSMENT POLICY**

*Parents and students are encouraged to read the full text of the Board of Education policy governing Anti-Harassment 5517 and Bullying 5517.01 available on the District web site or by contacting the school main office.*

# 2019–20 GREENWOOD MIDDLE/HIGH SCHOOL STUDENT HANDBOOK

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## **SUMMARY OF BOARD POLICY**

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

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

- Harassment
- Sexual Harassment
- Bullying

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, marital status or disability (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location).

"Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

"Menacing" includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

"Harassment, intimidation" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
- creating a hostile educational environment

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition of and instances that could possibly be construed as hazing, consult Policy [5516](#).

## **REPORTING PROCEDURES**

Students and all other members of the School District community, as well as third parties, are encouraged to promptly report incidents of harassing conduct to a school staff member (teacher, counselor, or principal, for example) so the conduct can be addressed before it becomes severe, pervasive, or persistent. The District will investigate such complaints. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that is false.

The reporting procedures are as follows:

1. Any student, parent of a student, teacher, school staff member, or school community member is encouraged to report the alleged act(s) to the school principal or district compliance officer.
2. The reporting party shall be encouraged to use a report form available in each school main office, but oral reports shall be considered complaints as well.
3. 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 will designate one male and one female staff person (designated as Complaint Coordinators) to receive reports of harassment prohibited by this policy.

## **CONFIDENTIALITY**

The District will make all reasonable efforts to protect the rights of the complainant and the respondent. The District will respect the privacy of the complainant, the respondent, and all witnesses in a manner consistent with the District's legal obligation under state and federal law.

**Sanctions and Monitoring** the Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonable calculated to stop the harassment and prevent further such harassment. A violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension /expulsion of a student. In addition, legal consequences may be imposed. All disciplinary action will be taken in accordance with applicable law and the ages and maturity levels of the students.

## **RETALIATION**

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

## **\*BULLYING POLICY**

*\*Parents and students are encouraged to read the full text of the Board of Education policy 5517.01 governing bullying available on the District web site or by contacting the school main office.*

The School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business.

Bullying is deliberate or intentional behavior using word or actions, intended to cause fear, intimidation, or harm. Bullying is a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of bullying behavior need not be based on any of the legally protected characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyber bullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Any student that believes s/he has been or is the victim of bullying or believes that they have seen bullying behavior directed toward another student should immediately report the situation to the building principal or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal. All complaints about behavior that may violate this policy shall be investigated promptly by the building principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

## **\*NONDISCRIMINATION POLICY**

*\*Parents and students are encouraged to read the full text of the Board of Education policy governing Nondiscrimination 2260 available on the District web site or by contacting the school main office.*

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

## 2019–20 GREENWOOD MIDDLE/HIGH SCHOOL STUDENT HANDBOOK

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The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability (“Protected Classes”) in any of its student program and activities.

It is the policy of the District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person’s race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability in any of its student program and activities.

The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the Greenwood Schools.

### **SCHOOL DISTRICT OF GREENWOOD DISCRIMINATION COMPLAINT PROCEDURE**

Students who believe they have been denied equal access to District educational opportunities, in a manner inconsistent with this policy may initiate a complaint and the investigation process that is set forth below. Initiating a complaint will not adversely affect the complaining individual’s participation in educational or extracurricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

The Board designates the following individuals to serve as the District’s Compliance Officers:

**Joe Green**, Elementary Principal  
700 East Division Street | PO Box 310  
Greenwood, WI 54437  
[jogreen@greenwood.k12.wi.us](mailto:jogreen@greenwood.k12.wi.us)  
Phone: 715-267-7211

**Jean Zimmer**, Director of Business Services  
306 W. Central Ave | PO Box 310  
Greenwood, WI 54437  
[jezimmer@greenwood.k12.wi.us](mailto:jezimmer@greenwood.k12.wi.us)  
Phone: 715-267-6101

### **\*MANDATORY REPORTING**

*\*Parents and students are encouraged to read the full text of the Board of Education policy governing Nondiscrimination and Access to Equal Educational Opportunity 2260 and Student Anti-Harassment 5517 available on the District web site or by contacting the school main office.*

Wisconsin state law requires that school personnel, who in the performance of their duties, encounter a child they suspect has been physically or sexually abused, is experiencing neglect or emotional damage, or is threatened with injury, to make a report to child protective services through the Human Services or Social Services department in the county in which the child resides.

A report of suspected abuse or neglect of requires child protective services to respond, investigate, and, in some instances, notify law enforcement.

A report to authorities may not be delayed beyond the time the student leaves the supervision of school staff on the day that the suspected/threatened abuse or neglect occurs. Also, relaying suspicions to an administrator or other staff member does not absolve the individual from the responsibility of reporting to the appropriate child protection service agency. Anyone who in good faith is participating in the making of a report or is participating in any pursuant investigation is immune from liability.

Clark County Contact Information:

Department of Social Services – (715) 743-5233

Clark County Sheriff’s Department – (715) 743-3157

**SECTION 4 – TRANSPORTATION**

**BUS SERVICE**

**BEHAVIOR GUIDELINES:**

Students are expected to obey the bus driver and the following rules:

1. Students will be held responsible for any damage done on the bus.
2. Students must remain seated when the bus is moving, keeping arms and legs inside the bus and out of the aisles.
3. Yelling, singing, swearing, and inappropriate language will not be tolerated.
4. Bus riders will not be allowed to transport any of the following on the bus: weapons, look-alike weapons, helium/Mylar balloons, pets, skateboards, lasers, squirt guns, and water balloons.
5. No food or drink is to be consumed on bus during regular bus routes, unless medically necessary.
6. When boarding and unloading, students are to walk around the front of the bus when it is necessary to cross the road. **Never walk behind the bus.**
7. Once a student is on the bus, he/she may not exit the bus except for an emergency.
8. Students who ride the bus to any school event must ride the bus back. **Only written parental permission will be accepted for a change.**

**CONSEQUENCES:**

1. Parents and the school will be notified of any misbehavior on the bus. Recommendations for resolution of the issue will be discussed.
2. If problems persist, parents will be expected to meet with the school principal and bus company representative.
3. If problems continue or are severe in nature, student(s) may be suspended from the bus for a specific period of time, including the rest of the school year.

**THE SCHOOL DISTRICT OF GREENWOOD'S TRANSPORTATION POLICY, PROCEDURES, AND CONSEQUENCES HAVE BEEN ESTABLISHED FOR THE SAFETY OF ALL STUDENTS.**

The School Board authorizes the District Administrator to install and operate video cameras on District buses or to require by contract, a transportation carrier to install and operate cameras on District Buses to enhance student safety, security and well-being.



**SCHOOL RESPONSE**

Reported Incidents: \_\_\_\_\_

**DISCIPLINARY ACTION TAKEN:**

- \_\_\_\_\_ **1<sup>ST</sup> REPORT:** Please review bus rider rules with your child. Principal or designee may speak with student.
- \_\_\_\_\_ **2<sup>ND</sup> REPORT:** Principal or designee will call parents; student may be assigned to a seat.
- \_\_\_\_\_ **3<sup>RD</sup> REPORT:** Principal or designee will meet with parents and student to discuss corrective action.
- \_\_\_\_\_ **4<sup>TH</sup> REPORT:** Student will be suspended from riding the bus for 3 days.
- \_\_\_\_\_ **5<sup>TH</sup> REPORT:** Student will be suspended from riding the bus for 5 days.
- \_\_\_\_\_ Any additional report after 5 reports will result in a minimum 5-day bus suspension up to the loss of transportation privileges for the remainder of the school year.

**BEHAVIORS WHICH RESULT IN AN IMMEDIATE BUS SUSPENSION:**

- |   |  |
|---|--|
| _____ Fighting, hitting, spitting, tripping, etc. | _____ Alcohol/drugs/smoking              |
| _____ Destruction of property                     | _____ Possession of weapons              |
| _____ Inappropriate physical contact              | _____ Possession/Use of lighters/matches |

**DISCIPLINARY ACTION TAKEN FOR SERIOUS OFFENSES:**

- \_\_\_\_\_ **1<sup>ST</sup> OFFENSE:** 3-day Bus Suspension
- \_\_\_\_\_ **2<sup>ND</sup> OFFENSE:** 5-day Bus Suspension
- \_\_\_\_\_ **3<sup>RD</sup> OFFENSE:** TBD-Bus Suspension, Alternative Transportation, Loss of all bus privileges

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
PRINCIPAL OR DESIGNEE

\_\_\_\_\_  
DATE

**WHITE-PARENT**

**YELLOW-SCHOOL**

**PINK-BUS COMPANY**



**STUDENT ACCEPTABLE USE POLICY /  
STUDENT HANDBOOK VERIFICATION**

Please check each of the following statements, sign and return the form to the School Office.

\_\_\_\_\_ I/we have read the Student Handbook and agree to abide by the policies, rules and procedures outlined.

_____	_____	_____
STUDENT'S NAME (PRINT)	GRADE	STUDENT'S SIGNATURE
_____	_____	_____
PARENT'S NAME (PRINT)	DATE	PARENT'S SIGNATURE