

New Lisbon
Jr. High/High School



Student / Parent
Handbook

2019 - 2020



Student/Parent Handbook

New Lisbon Junior High and High School

500 South Forest Street

New Lisbon, WI 53950

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Student Handbook Revised on August 15, 2019

Welcome

Welcome to the New Lisbon School District. All the members of the staff and I are pleased to have you as a student and will do our best to help make your experience here as productive and successful as you wish to make it. If there is anything I can do to make your experience better, please ask. **HAVE A GREAT SCHOOL YEAR!**

| | | |
|-------------------------------------|----------|-----------|
| Gary Syftestad, Principal | 562-3700 | ext. 1533 |
| Mark Hansen, Guidance Counselor | | ext. 1364 |
| Monica Bork, Guidance Counselor | | ext. 1365 |
| Jenny Dvorak, School Secretary | | ext. 1302 |
| Dennis Birr, District Administrator | | ext. 1522 |

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NOTE: Copies of the New Lisbon Athletic Code of Conduct can be obtained in the high school office, there is also a copy of the Code of Conduct at the end of this handbook on pages 43-53. If you have any questions you may contact Mr. Brad Bever at 608-562-3700 ext. 1353

Annual Notices

The School Board of the School District of New Lisbon has adopted the Common Core State Standards as the educational standards for the district for 2019-2020. The district staff has developed their own curriculum to help meet these standards.

A link to the New Lisbon School Accountability Report Card can be found on the district website. Educational Options for students residing in the School District of New Lisbon include the New Lisbon Public Schools, a charter school in collaboration with CESA 5, open enrollment to public schools, Youth Options to take a postsecondary class at a UW institution, a Wisconsin technical college or other participating private college, Course Options to take a class at another Wisconsin school district, participate in a home-based private educational program, open enroll to a virtual school or participate in a private school choice program such as St. Patrick's school in Mauston. This enrollment may include a special needs voucher.

FOREWORD

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

Because the handbook also contains information about the student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact Mr. Syftestad. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. If any of the policies or administrative guidelines referenced herein is revised after June 30, 2019 the language in the most current policy or administrative guideline prevails.

VISION OF THE SCHOOL

"The vision of New Lisbon Schools, as a proud community of lifelong learners, is to develop well-educated, self-reliant, ethical, and involved citizens equipped to succeed and contribute in a changing world."

EQUAL EDUCATION OPPORTUNITY/ANTI-HARRASSMENT

It is the policy of the District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's **sex, gender identity, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional, or learning disability** or other protected characteristics as well as place of residence within District boundaries, or social or economic background.

Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services. Parents who have questions should contact Mr. Syftestad at 562-3700 ext. 1533.

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

Gary Syftestad JH/HS Principal

562-3700 ext. 1533

562-5333 Fax number if confidential

The complaint procedure is described **in Board Policy 2260. The policy and form are available in the School office.**

The complaint will be investigated, and a written acknowledgement given to the complainant within forty-five (45) days of receipt of a written complaint and a determination of the complaint within ninety (90) days, unless the parties agree to an extension, or unless the complaint is within the procedures of Chapter 115 of the Wisconsin Statutes governing exceptional educational needs. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

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

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

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

SEXUAL HARASSMENT

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

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

Sexual harassment may include, but is not limited to:

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

- F. Unwelcome behavior or words directed at an individual because of their sex or sexual orientation;
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. Remarks speculating about a person's sexual activities or sexual history or remarks about one's own sexual activities or sexual history.

Sexual harassment examples include, but are not limited to:

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

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

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

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

BULLYING

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

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

All complaints about aggressive behavior that occur on school property and during school hours or activities that may violate this policy shall be promptly investigated. If the investigation finds that aggressive behavior has occurred, it will result in prompt and appropriate disciplinary action up to and including suspension or expulsion. Individuals may also be referred to law enforcement officials.

SCHOOL SAFETY REPORTING PROCESS

If you feel unsafe or know of someone who feels unsafe, you should report it to a staff member in the school.

If the situation presents an immediate threat to you or someone else's life, call 911 immediately. Individuals who have concerns that a person may hurt themselves or another are encouraged to report this information to a trusted adult immediately or call The National Suicide Prevention Lifeline toll-free to get help at 1-800-273-TALK (8255).

STAY SAFE. SPEAK UP!

SCHOOL DAY

HS

8:00-9:29- 1st Block
9:33-11:02- 2nd Block
11:06-11:53- 3A
11:57-12:22- ELT
12:22-12:56- Lunch
12:56-1:42- 3B
1:46-3:15- 4th Block

JH

8:00-8:43- 1st Period
8:46-9:29- 2nd Period
9:32-10:16- 3rd Period
10:19-11:05- 4th Period
11:08-11:33- ELT
11:33-12:10- Lunch
12:10-12:54- 5th Period
12:57-1:41- 6th Period
1:44-2:28- 7th Period
2:31-3:15- 8th Period

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of The New Lisbon School District 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 and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from Mr. Syftestad.

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

All students must have an emergency medical card completed, signed by a parent or guardian, and filed in the nurse's office.

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

INJURY AND ILLNESS

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

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

SECTION I – GENERAL INFORMATION

ENROLLING IN THE SCHOOL

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

Students that are new to New Lisbon are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

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

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

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

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

OPEN ENROLLMENT

Students that do not reside within the New Lisbon School District may apply to attend New Lisbon Schools through the Wisconsin open enrollment program. Applications may be obtained from any school district, or are available on-line at the DPI (Department of Public Instruction) website: <http://dpi.wi.gov/index.html>

The enrollment period generally runs for eight to 12 weeks beginning in February. You must apply during the open enrollment period for the upcoming school year. Please check with DPI for the exact open enrollment dates. The New Lisbon School District requires students that wish to extend their open enrollment status in high school to re-apply the spring of their 8th grade year. Informing the JH/HS office of your intent to continue your education at New Lisbon Schools is also advisable.

(Secondary level)

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

COURSE/SCHEDULE CHANGE REGULATIONS

After the semester begins, requests for program changes may be made for only the following reasons:

1. Adding courses required for graduation
2. Correction of student errors made during registration (no prerequisite, already took course, etc.)
3. Correction of office errors made during registration.
4. Correction of schedule due to semester failure and a need to repeat a course.

Exceptions to these policies will be considered only after parent/teacher conference and counselor/administrator approval. Program changes made during the first two weeks of school are discouraged and may only be considered after a parent/teacher conference has occurred. Any courses dropped after the first two weeks shall result in a failing grade for the semester.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or person whose signature is on file in the school office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) or guardian.

TWO-HOUR DELAY

Rather than call school off for the entire day, we may attempt to have school by starting classes two hours later than usual. **Even after waiting two hours, it may still be necessary to cancel school.**

The two-hour delay plan is as follows:

1. Bus pickup time will be two hours later than the regular pickup time.
2. The school buildings will not be opened until 9:40 a.m. Students are not to come to school before that time.
3. The following modified schedule will be used on days when it is necessary to have a two-hour weather delay:

Two-Hour Delay Modified Schedule

| HS | JH |
|-------------------------------------|--------------------------------------|
| 10:00- 11:06- 1 st Block | 10:00- 10:33- 1 st Period |
| 11:10- 12:16- 2 nd Block | 10:36- 11:09- 2 nd Period |
| 12:16- 12:49- Lunch | 11:09- 11:41- Lunch |
| 12:53- 1:26- 3A | 11:41- 12:14- 3 rd Period |
| 1:30- 2:04- 3B | 12:17- 12:50- 4 th Period |
| 2:08- 3:15- 4 th Block | 12:53- 1:26- 5 th Period |
| | 1:29- 2:02- 6 th Period |
| | 2:05- 2:38- 7 th Period |
| | 2:41- 3:15- 8 th Period |

*On school days we have a two-hour delay we will not have Extended Learning Time.

Please continue to listen to the radio as it is possible that the delayed start could be changed to a cancellation.

TRANSFER OUT OF THE DISTRICT

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

WITHDRAWAL FROM SCHOOL

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

IMMUNIZATIONS

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

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy 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, and co-curricular activities.

The school has made the Emergency Medical Authorization Form available to every parent at the time of enrollment. A student's failure to return the completed form to school may jeopardize the student's participation in school activities.

USE OF PRESCRIBED MEDICATIONS

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

- A. Parents should, with their physician's advice, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. All medications **to be administered during school hours** must be registered with the nurse's office or the junior high/high school office. All medications are to be administered under the supervision of school personnel. **Medication is never to be administered by a student to another student.**
- C. Medication that is brought to the office will be properly secured.
- D. Medication may be conveyed to school directly by the parent.
- E. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- F. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

ASTHMA INHALERS AND EPI-PENS

Students, with appropriate written permission from the physician and parent, may possess and use a method dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Inhalers and Epinephrine (Epi-pen) can be administered only in accordance with conditions confirmed by the school nurse and updated annually.

USE OF NONPRESCRIBED (Over-the-Counter) MEDICATIONS

Staff and volunteers will not be permitted to dispense non-prescribed, over-the-counter (OTC), medications to any student without written parental consent.

Parents may authorize the school to administer a non-prescribed medication using a form that is available at the nurse's office. A physician does not have to authorize such medication, but all of the other conditions previously described above under Use of Prescribed Medications will also apply to non-prescribed medication. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and may be disciplined in accordance with the drug-use provision of the Code.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

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

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

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

DIRECT CONTACT COMMUNICABLE DISEASES

In the case of 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 member have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

DIRECTORY DATA

State statutes regulate the maintenance of records relating to students in Wisconsin Public School Districts.

"Directory Data" means those pupil records which include the pupil's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received, and the names of the school most recently previously attended by the pupil.

This information may be given out to any person who asks.

If you do not want your student's information to be released, please fill out the Release of Information form, which can be requested in the JH/HS office.

PICTURES, VIDEOS, AND PUBLICATIONS

Periodically the school district will distribute pictures, videos, or publications of students on our website, school display board, or give access to the local media. The School District of New Lisbon will use these multimedia tools to highlight the school or an individual student's achievements. If as a parent/guardian, you do not wish your student's name and image used you must fill out a form in the JH/HS office revoking consent to the school district thus not granting consent to the school district to use.

If you do not want your student's information to be released, please fill out the Release of Information form, which can be requested in the JH/HS office.

STUDENT FEES, FINES, AND CHARGES

~~The New Lisbon School District implemented yearly student registration fees effective the 2009-2010 school year. The fees for grades 9-12 are \$50.00, grades 7-8 are \$40.00, and grades PK-6 are \$20.00 per student with a \$10.00 reduction for paying in full by the 1st semester break. The fee will be non-refundable and not prorated.~~ **ALL REGISTRATION FEES FOR THE 2019-2020 SCHOOL YEAR HAVE BEEN SUSPENDED. ALL FEES OWED FROM PRIOR YEARS ARE STILL VALID AND MUST BE PAID.**

Students using school property and equipment can be fined for excessive wear and abuse. The fine will be used to pay for the damage, not to make a profit.

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

HIGH SCHOOL CLASS DUES

Students of the Class of 2020, and 2021, are required to pay \$10.00 per year or \$35.00 by the end of their freshmen year, which covers dues for all four years. Students must be current in payment of class dues before participating in their Class graduation ceremony. The Class of 2022 AND 2023 will not be required to pay a class due.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers:

- A. Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
- B. A student will not be allowed to participate in a fund-raising activity for a group in which they are not a member without the approval of the student's teacher or counselor
- C. Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for..." will be monitored by a staff member in order to prevent a student from overextending himself/herself to the point of potential harm.
- D. All fund-raising must meet then standards of the school districts wellness policy.

ACCIDENT INSURANCE

The School District of New Lisbon no longer carries an insurance plan for students.

Any accident occurring on school property causing physical injury must be reported immediately to the teacher/coach in charge of the activity. A record of all injuries will be kept in the nurse's office.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables. Furthermore, the school district will not be obligated to look on the cameras if a student did not have their valuables locked up or secured.

MEAL SERVICE

The school participates in the National School Lunch Program and makes lunches available to students for a fee. Students may also bring their own lunch to school to be eaten in the school's cafeteria.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. Extra applications can be obtained in the school office.

CLOSED CAMPUS

All students will remain on campus during lunch and all other parts of the school day from 8:00-3:15 unless the student is excused by their parent or guardian for any of the following reasons;

- A. A school-sponsored trip.**
- B. A medical appointment.**
- C. A prearranged legal excuse.**
- D. An emergency (determined by the Junior High/High School Principal).**

All other absences will be treated as unexcused and will be subject to discipline up to suspension. Students may go outside the building but cannot go into the parking lots or into the streets during lunch period. Student will not be permitted to go to their vehicles unless they have permission from the office during lunch or any other part of the school day. **All JH/HS students leaving the school must report to the main office to be properly excused out of the building. All athletes or category 2 participants must be in attendance during the entire day (including lunch period) in order to participate in that night's event, whether it is a game or practice.**

FIRE AND TORNADO DRILLS

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

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm system for tornadoes is different from the alarm system for fires.

EMERGENCY CLOSINGS AND DELAYS

The school day may be shortened or canceled if weather conditions are considered dangerous for bus travel. Notification of school-opening delays or closings will be broadcast over:

| RADIO | | | TV | | | | |
|-------|--------|----|---------|------|---------|----|-----------|
| WRJC | 1270.0 | AM | Mauston | WISC | Channel | 3 | Madison |
| WRJC | 92.1 | FM | Mauston | WKTW | Channel | 8 | La Crosse |
| WCOW | 97.1 | FM | Sparta | WMTV | Channel | 15 | Madison |
| WBOG | 96.1 | FM | Tomah | WKOW | Channel | 27 | Madison |
| | | | | WXOW | Channel | 19 | La Crosse |

In the morning, the announcements will start, if possible, at 6:30 a.m. and continue as long as the stations broadcast them.

VISITORS

Parents and alumni are encouraged to visit New Lisbon Schools. It is necessary to register in the office upon arrival. The following regulations pertain to visitors:

1. All visitors must register in the office if they attend areas other than the office.
2. NO visitors may be dropouts of school age.
3. Students from other schools will NOT be allowed to visit during the school day without permission of the Principal.
4. Parents who are "dropping off" items for students are asked to bring them to the office. The student will be called to the office to receive them.

INSTRUCTIONAL MATERIALS CENTER

(LIBRARY)

The IMC is a resource center for students and teachers located in room 224.

Use of the IMC

1. The IMC is available for use Monday – Thursday from 7:45 a.m. until 3:45 p.m., and 7:45 a.m. – 3:00 p.m. on Friday.
2. Students need to bring a valid pass from a classroom teacher to work in the library and may not leave the IMC until the end of the class period, unless the teacher has designated an earlier departure time.
3. Students may check out materials for two weeks using their patron number.
4. Lost materials will result in a complete reimbursement at current market cost plus shipping charges to replace the lost item.
5. No other materials will be allowed to be checked out if a student has any overdue materials.
6. Overdue materials carry over into the next school year, until materials are returned or paid for.
7. SENIORS: all fines must be paid, and materials returned to the IMC in order for you to participate in the graduation ceremony.
8. The library collection may be accessed and searched from any computer in the world at: <http://www.newlisbon.k12.wi.us/media>
9. Small groups of students sent for working must have their teacher call in advance to assure there is ample space.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom. Use of any other school equipment or facility requires permission of the building principal. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

LOST AND FOUND

The lost and found area is in the JH/HS office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

USE OF SCHOOL TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

USE OF CELL PHONES, OR ELECTRONIC COMMUNICATION DEVICES

Cell phones and personal electronic devices will not be allowed to interfere with the educational process.

1. **Students are allowed to use these devices before and after school, during passing time, and during lunch. Personal communication devices are not to interfere with academic instruction time.**
2. All personal communication devices are the responsibility of the individual student.
3. The School District of New Lisbon is not responsible for any lost, stolen, or damaged personal communication devices.
4. Cell Phone, iPods/MP3's-Use is not permitted in classrooms unless the classroom teacher approves it.
5. **Students are not allowed to take pictures on school grounds without the express permission or supervision of a staff member.**
6. Portable music devices without other communication capabilities may be allowed in the classroom at the discretion of the teacher.

NOTE: Refusal to give up your cell phone or personal electronic device upon request will be considered insubordination and will be grounds for further discipline including detention, in-school suspension, or out of school suspension.

Any student found violating this policy will surrender the communication device and be subject to disciplinary action, which includes:

- 1st Offense: Results in device confiscation until the end of the day and a parent/guardian will be contacted about the infraction.
- 2nd Offense: Results in device confiscation and a parent/guardian will be required to personally come to the office to claim the device.
- 3rd Offense: Results in device confiscation and the device will be kept in the office for 15 days at the beginning of each school day.

Prohibited Use of Equipment Capable of Storing, Recording or Sending Pictures in Any Format

The use of any audio and/or video equipment such as, but not limited to, print cameras, picture phones, and video cameras capable of storing, recording, or sending pictures in any format are prohibited in all school locations where there is an expectation of privacy, such as locker rooms or bathrooms. This covers all such locations in district buildings or those under its control. Persons in violation of this policy are subject to disciplinary action including suspension, expulsion, or dismissal. A referral to the police may be made for consideration of legal proceedings.

ADVERTISING OUTSIDE ACTIVITIES

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

The school has a central bulletin board located outside the JH/HS office that may be used for posting notices after receiving permission from the Principal.

VIDEO SURVEILLANCE

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

SECTION II – ACADEMICS

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. The district requires a signed parental consent form in order for students to participate in off-site activities. Attendance rules and the Code of Conduct apply to all field trips.

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for formal and summative assessments.

GRADES

The teachers have a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students attain grades based upon formative and summative assessments in their classes. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. **If a student is not sure how his/her grade will be determined, they should ask the teacher.**

The School uses the following grading system:

A=Excellent achievement

B=Good achievement

C=Satisfactory achievement

D=Minimum-Acceptable achievement

F=Failure

I=Incomplete

P=Acceptable achievement

NEW LISBON JH/HS GRADING SCALE

| | |
|----|--------|
| A | 100-94 |
| A- | 93-92 |
| B+ | 91-90 |
| B | 89-85 |

| | |
|----|-------|
| B- | 84-83 |
| C+ | 82-81 |
| C | 80-76 |
| C- | 75-74 |
| D+ | 73-72 |
| D | 71-67 |
| D- | 66-65 |

ACADEMIC AWARDS

The following academic awards will be decided at the end of the 7th semester grading period. This method is comparable to the method used in determining the Wisconsin Academic Excellence Scholarship.

1. Valedictorian - the graduating senior with the highest-grade point average. A recognition award will be presented to the student(s).
2. Salutatorian - the graduating senior with the second highest grade point average. A recognition award will be presented to the student.

Rank in Class

The procedure for determining a student's rank in his or her class is as follows:

1. All final grades in subjects beginning with grade 9 through grade 12 for which credit toward graduation is given are used.
2. Each letter grade is given the following numerical equivalent:

A = 4.00 B = 3.00 C = 2.00 D = 1.00 F = 0.00
3. The cumulative Grade Point Average (GPA) determines the rank in class.

Honor Roll

Honor Roll=3.00 to 3.59
 High Honors=3.60 to 3.99
 Highest Honors=4.00

Grade Reports

Parent Teacher Conferences are held twice a year. Parents are encouraged to use the schools (SIS) Student Information System (Infinite Campus) to access their student's progress and real time grades. Parents are also encouraged to contact a teacher at any time if they would like to discuss their child's progress. All contact information for school staff can be found off of the school website.

GRADUATION REQUIREMENTS

1. Twenty-six and one-half (26 ½) credits are needed to graduate from New Lisbon High School.
2. Three (3) credits of Social Science are required.
3. Four (4) credits of English are required.
4. Three (3) credits of Science are required.
5. Three (3) credits of Math are required.

6. One (1) credit of Personal Finance.
7. Three (3) units of Physical Education are required, for a total of one and one half (1 ½ credits).
8. Two (2) Vocational or Fine Arts electives and ten (10) additional electives.

****NOTE:** Students may accrue up to one math credit in half-credit increments from the following Career and Technical Education classes:

| | | |
|--------------------|---------------------------|------------------|
| Personal Finance | Food, Family, and Finance | Woodworking |
| Design Engineering | Construction Tech. | Adv. Woodworking |
| Welding I | Adv. Design Engineering | Adv. Welding |

Students meeting certain criteria may be eligible to graduate early their senior year. See your school counselor for details. Time lines are in place and must be met to qualify.

The school may grant a high school diploma to a student who has not satisfied the requirements under this policy if the student was enrolled in an alternative education program and the school determines that the student has demonstrated a level of proficiency in the subjects required under this policy.

Graduation Ceremony Policy

Participation in New Lisbon's High School graduation ceremony is a privilege rather than a right. Therefore, a student must have completed all of the requirements in order to participate in the graduation ceremony.

The graduation ceremony shall be reserved for those senior students who:

1. Meet all the credit and class requirements as outlined by the School Board. (Coursework must be completed and passing grades must be submitted prior to the ceremony.)
2. Attended school at least 90% of the school days/class periods in both the first and second semester of their senior year. When non-professional or unexcused absences exceed nine days or 63 class periods per semester, the student's individual situation must be reviewed by the high school administration. The principal may reinstate the privilege of participating in the ceremony. NOTE: A full block class will count as two class periods. This rule also applies to early graduates at semester
3. Participate in the graduation practice. The principal may waive this.
4. Abide by the rules for participation in the ceremony as established by the high school administration. (free from the influence/use of drugs and alcohol, proper dress, no noisemakers, etc.)
5. Have not been suspended (either in-school or out-of-school) during the week prior to or the week of the graduation ceremony. (last 10 school days)
6. Have resolved all fees, fines, and any other obligations prior to the practice session.

ADDITIONAL REGISTRATION REQUIREMENTS

1. All high school students must register for 5 classes per term.
2. All students must meet the prerequisites before registering for classes.
3. Parent signature is required on registration sheets for students under 18 years of age.
4. All class changes must have parental and instructor's permission and be made through the guidance office.

UW/System College Core Required Credits (17 units)

| | | | |
|-------------------------|-------------------------|-------------------------|-------------------------------|
| <u>MATHEMATICS</u> (3): | <u>SCIENCE</u> (3): | <u>ENGLISH</u> (4): | <u>SOCIAL STUDIES</u> (3): |
| Algebra (1) | Physical (1) | English 9, 10, 11, & 12 | US History I (1) |
| Geometry (1) | Biology (1) | | US History II (2) |
| Advanced Algebra (1) | Upper Level Science (1) | | Additional Social Studies (1) |

ADDITIONAL ELECTIVES (4 or more):

Foreign Language (1-3) **Upper Level Math (1-2) Upper Level Science (1-2)
Business or Fine Arts (1-2) Additional Social Studies (1) Additional English (1)

*College Preparatory English Recommended (1)

** UW/Madison and UW/Eau Claire require at least 2 credits of the same Foreign Language

*Advanced Placement courses-See your Guidance Counselor for AP opportunities and classes offered. A chance to earn college credit(s) while still in high school. The possibility exists of an AP reciprocity with Necedah or Royall School District's. See the high school principal or guidance counselor for details.

Remember to see your counselor for up-to-date information and admission requirements for any college you are considering.

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

A student may be denied participation in graduation activities for disciplinary reasons and for nonpayment of fees.

JUNIOR HIGH CLASSES

The following classes are required for students in grades 7 or 8:

| | | |
|-------------|--------------------|----------------|
| Mathematics | Literature | Social Studies |
| Science | English | Health |
| Business 8 | Art | Physical Ed. |
| Agriculture | Consumer Education | Tech. Ed. |

Elective Classes offered in grades 7 and 8:

Band Chorus

YOUTH OPTIONS PROGRAM

The Youth Options program allows all public high school juniors and seniors who meet certain requirements to take post-secondary courses at a UW institution, a Wisconsin technical college or one of the state's participating private, nonprofit institutions of higher education. *

The program (which replaces the previous Post-Secondary Enrollment Options program which began in the 1992-93 school year) opens the door to greater learning opportunities for students who are considering a technical career, students wishing to begin college early, or students who want to prepare to enter the work force immediately after high school graduation.

Students are limited to no more than 18 post-secondary credits. The student does not have to pay for a post-secondary course if the school board determines the course may receive high school credit and the course is not comparable to a course offered in the school district. (Under some circumstances a school board does have to pay for a comparable technical college course. See payment of tuition and fees for more details). If approved by the school board, the student will receive both high school and post-secondary credit for a successfully completed course. The high school will grant a diploma to a student who has successfully completed high school graduation standards, regardless of whether the requirements were met at the high school or the college. Changes in state law allow the school district to seek reimbursement from the parent/guardian of the student if he or she is an adult for any class that a student drops or fails under the Youth Options Program.

*An institution of higher education (IHE) includes a center or institution within the UW system, a tribally controlled college or a private, nonprofit institution.

FOR INFORMATION CONTACT:

Your high school counselor or local college admissions representative or contact the Wisconsin Department of Public Instruction @ 1-800-441-4563.

RECOGNITION OF STUDENT OF THE MONTH

Each month a senior student is nominated and selected by the high school faculty for the Student of the Month. The award is based on: (1) involvement in school organizations and their functions; (2) academic achievements in the classroom; and (3) promotion of a positive attitude towards the school environment and school attendance and exemplifies the Life of a Rocket pillars.

Students will receive a certificate and their accomplishments will be highlighted in an article in the Messenger newspaper. Students will also be recognized in the High School office with their picture and accomplishments displayed for the entire school year.

STUDENT NETWORK, EMAIL AND INTERNET ACCEPTABLE USE AND SAFETY

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

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

Use of the Network to engage in “cyberbullying” is prohibited. ““Cyberbullying” involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal Web sites or social network accounts, and defamatory online personal polling Web sites, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.”

Cyberbullying includes, but is not limited to the following:

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

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct. (*Substantial Disruption to the School Day*)

If you object to your student using school email or internet, please fill out the form found on the school website and turn it into the high school office.

STUDENT ASSESSMENT

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

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

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

Vocational and interest surveys may be given to identify particular areas of student interest or talent. The guidance staff often gives these.

If necessary intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

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

College entrance testing information can be obtained in the Guidance office.

EXTENDED LEARNING TIME (ELT)

- Any teacher can request a student he or she sees daily with the following guidelines:
 - o Did not complete daily work
 - o Needs additional assistance
 - o Missing work because of absences
 - o A group may be requested to complete a project
 - o This is NOT a discipline intervention
 - o Guidance may request students
 - o All hallways must be empty. Once you have reached your final destination, you must remain there for the remainder of ELT unless you have a pass to go elsewhere and it is for an academic purpose.
 - o Students that are remaining in the classrooms that are not requested by teacher can work on daily homework or can bring a book to read. This is not a social time.
 - o The computer lab will be open for students to use for academic purposes only.
- *** Core areas and graduation requirements trump electives/tutor requests/organization requests if more than one teacher is requesting a student.

2019 – 2020 Teaching Assignments

High School Teachers

| | |
|----------------|--|
| Ms. Adank | English, G.I.V.E. Advisor, Forensics, Advisor- Class of 2023 |
| Ms. Bernhagen | English, Yearbook Advisor, Advisor- Class of 2020 |
| Mr. Bever | Physical Education/Health |
| Mr. Buchholz | Mathematics, Advisor - Class of 2020 |
| Ms. Costello | Art, VAC Team Advisor, Student Council Advisor, Advisor – Class of 2021 |
| Mrs. Dorn | Agriculture Education, FFA Advisor, Advisor – Class of 2021 |
| Mr. Hein | Science, Advisor – Class of 2020 |
| Mrs. Jones | Social Studies, Advisor – Class of 2023 |
| Mr. Lenz | Physical Education/Health |
| Mrs. McCann | At Risk |
| Ms. Mecikalski | Instructional Support and Transition, Advisor – Class of 2020 |
| Mr. Morey | Technology & Engineering Education, Advisor – Class of 2023 |
| Mrs. Morey | Family & Consumer Education, Student Council Advisor, – Class of 2023 |
| Mr. Pfaff | Social Studies, NHS Advisor, Advisor – Class of 2022 |
| Mrs. Pedersen | Science, Advisor – Class of 2022 |
| Mrs. Rood | Vocal Music, Musical, Show Choir, Advisor – Class of 2020 |
| Mrs. Simmons | Mathematics, Advisor – Class of 2022 |
| Mr. Spicer | Instrumental Music, Advisor – Class of 2022 |
| Ms. Turner | Library Media Specialist, Facebook Moderator |
| Mrs. Wendt | Business and Information Technology, FBLA Advisor, Advisor – Class of 2021 |
| Mrs. Wolf | Spanish, Spanish Club Advisor, Advisor – Class of 2021 |

Jr. High Teachers

| | |
|--------------|------------------------------------|
| Mrs. Bever | Literature/English |
| Mr. Bever | Physical Education |
| Mr. Buchholz | Mathematics |
| Ms. Costello | Art |
| Mrs. Dorn | Agriculture Education |
| Mrs. Hansen | Social Studies |
| Mr. Hartman | Mathematics |
| Mrs. Jensen | Science |
| Mr. Lenz | Physical Education/Health |
| Mr. Morey | Technology & Engineering Education |
| Mrs. Morey | Family & Consumer Education |
| Mrs. Pudenz | Literature/English |
| Mrs. Rood | Vocal Music |
| Mr. Spicer | Instrumental Music |
| Ms. Twite | Instructional Support |
| Ms. Turner | Library Media Specialist |
| Mrs. Wendt | Business 8 |

SECTION III- STUDENT ORGANIZATIONS

Student Council – Advisors, Mrs. Morey and Mrs. Costello

The central organization of students and student activities at school is the Student Council. The basic underlying function of this council is to make our school a better school. For that reason, its organization and its operation are, or should be, of vital importance to you. The Student Council provides for the expression of student opinion; it tries to build a good relationship between students and faculty; it is a means of coordinating student activities; it endeavors to keep the school spirit on a high level; and it carries out many worthwhile projects and activities

National Honor Society – Advisor, Mr. Pfaff

NHS a student organization whose members are selected on the basis of scholarship, character, leadership and service to the school and community. This organization tries to serve the school and community by participating in activities like the Adopt-a-Highway program and organizing a holiday food drive for the food pantry. The NHS is also responsible for hosting the annual post-prom lock-in.

Spanish Club – Advisor, Mrs. Wolf

This is an organization that does fun activities related to Spanish-speaking cultures. Some of the activities that we do are: crafts, field trips to restaurants or shows, cooking, or taste-testing foods from other countries. We intend to plan a trip to a Spanish-speaking country once every four years (hopefully in 2019, 2023, 2027, etc.).

Future Business Leaders of America – Advisor, Mrs. Wendt

FBLA is national vocational student organization for students interested in business and/or business-related fields. The New Lisbon Chapter has been in existence since 1991, and members participate in various social, community service, and fund-raising projects. Some of these projects include Adopt-a-Highway, answering letters to Santa, trick or treating for the food pantry, job shadowing, touring businesses, and attending conferences at the regional, state, and national levels. Membership is open to students in grades 9-12.

Visual Arts Classic Team – Advisor, Ms. Costello

VAC is an organization that competes individually and as a team. This group is for any student interested in art of many kinds. There are eleven categories to choose from and a new theme every year. This group meets to work on projects and prepare for the competitions that are held in March and April.

Yearbook – Advisor, Ms. Bernhagen

A cross section of the student population that creates lasting memories of life during high school. They work together with weekly meetings to create, promote, layout, plan, design, and put together a school yearbook that depicts what has happened throughout the school year.

High School Show Choir – Advisor, Mrs. Rood

An extracurricular musical performing group, that meets once a week before school throughout the year. Members perform music of all kinds - Broadway; show tunes, pop, and more. They are involved in solo-ensemble competition during the spring and are available to perform for various organizations during the year. Eligibility is through advisor approval.

National FFA Organization – Advisor, Mrs. Dorn

FFA is a national organization that works hand in hand with agricultural education, but its impact reaches far beyond by preparing students for careers in the food, fiber and natural resource systems. FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success. FFA members develop the ability and confidence to become leaders by conducting meetings, serving in elected offices and participating in competitions. They broaden their perspective by attending conferences and workshops, participating in community programs and group activities. The FFA program helps students be prepared to move successfully from school to work.

Forensics – Advisor, Ms. Adank

Forensics is a high school academic team in which members prepare a speech or dramatic performance. Our season typically begins in late fall with the student selecting one of the fifteen speaking categories to compete in: Demonstration Speaking, Extemporaneous Speaking, Farrago, Four-Minute Speaking, Group Interpretive Reading, Moments in History, Oratory, Play Acting, Poetry Reading, Prose Reading, Public Address, Radio Speaking, Solo Acting, Special Occasion Speech, and Storytelling. Students then work with the coach to prepare and practice delivering the speech. The performance schedule includes the Wisconsin High School Forensics Association series of meets, sub-district, district, and state. Some students will also perform at our annual Fine Arts Night.

G.I.V.E. (Getting Involved through Volunteer Experience)- Advisor, Ms. Adank and Mrs. Hatfield

The G.I.V.E. organization works to provide opportunities for high school students to get involved with our community. Our focus is on creating relationships between students and the community, by recognizing areas of need and working to meet the current needs of our community members. We aim to find ways to show students that they have gifts and talents that are needed and can help improve their community. Our goal is that each member achieves 10 hours of community service each year.

Other Activities at New Lisbon High School:

Basketball, Baseball, Cheerleading, Cross Country, Dance Team Football, Musical/Play, Softball, Track, Volleyball, & Wrestling

Any student convicted legally of a serious criminal offense or engages in criminal behavior or who is on legal probation may be required to forfeit the privilege of representing the school in any public activity.

SECTION IV – STUDENT CONDUCT

ATTENDANCE

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

Compulsory Student Attendance

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays exempted, that the school is in session.

Attendance is also defined as participation in the various forms of distance learning including videoconference, satellite, Internet or other electronic information and telecommunications technologies.

Excuse for Absence

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teachers(s) to make necessary arrangements.

Wisconsin law provides a parent the opportunity to excuse their child from school for any reason for a total of 10 dates per school year.

Stated specifically, the law reads: 118.15(3)(c) "Any child excused in writing by his or her parent or guardian before the absence. The school board shall require a child excused under this paragraph to complete any course work missed during the absence. A child may not be excused for more than 10 days in a school year under this paragraph".

When a student will be missing school for a medical appointment, court appearance, to attend a funeral or other excusable reason according to attendance laws, a note or phone call to the office must be made prior to the absence. Upon return, the student then will need to provide appointment verification. Most medical offices provide students verification slips; simply ask for a verification slip from your provider before you leave your appointment.

Parents: If your child will not be in school due to illness or emergency, you are asked to phone the school office (562-3700 ext. 1302) the day of the absence, indicating that the student will not be in attendance and the reason why. Calls should be placed between 6:30-9:00 a.m. All absences should be excused within 24 hours of the initial absence.

When absent, and a call has not been received in the office, a student must report to the office immediately upon returning with a valid excuse from the parent/guardian. The excuse should contain the following:

1. Exact date or hours the student was absent.
2. The reason why the student was absent.
3. Signature of parent or guardian.

The responsibility for regular school attendance of a student rests upon the student's parent/guardian. All excused absences require parent/guardian verification that is to be submitted to the high school secretary in advance of the absence or prior to returning to school.

As per state statute: The school attendance officer is empowered to approve a legal excuse to any student for the following reasons:

1. Evidence that the student is not in proper physical or mental condition to attend school or an education program. 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 student. Such excuse shall state the period of time for which it is valid.
2. An illness in the immediate family that requires the absence of the student because of family responsibilities. 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 family member. Such excuse shall state the period of time for which it is valid.
3. Medical, dental, optometry, chiropractic or other valid professional appointments. Parents/guardians are requested to make their students' appointments during non-school hours.
4. A death in the immediate family or funerals for close relatives.
5. Religious holidays.
6. Family trips that can be taken only during the normal school term. The intent of this statement is to provide opportunity for students to accompany their parent/guardian on a vacation that cannot be scheduled when school is not in session. A parent/guardian shall be required to notify the school secretary prior to leaving on vacation of the pending absence for the purpose of reviewing the student's attendance record and overall performance record. Student vacations or trips without parent/guardian accompaniment are not excused absences.
7. A court appearance or other legal procedure which requires the attendance of the student.
8. A quarantine, as imposed by a public health officer.
9. Attendance at special events of educational value.
10. Approved school activities during class time.
11. Special circumstances that show good cause.

Preplanned Absences

When it becomes apparent that a student will need to miss school, the following steps should be completed prior to the absence. This includes medical appointments, family vacations, etc.

1. The student must bring written notification from the parent/guardian stating the reason and time for the absence prior to the student being absent.
2. Teachers will be notified by office personnel of the student's absence.
3. Students will be responsible for contacting their teachers for the assignments they will be missing.

Failure to follow the above stated procedures will result in your absence considered unexcused.

Leaving School

Students are not to leave the school building, without first receiving permission from the office and a pass. Students can only leave if parents are notified and agree. No person other than the administration or designated authority in the High School and Junior High has the legal right to allow a student to leave school. If a student becomes ill while at school, or is injured and must leave school, the office must be informed. If, for an appointment or other good reason the student's parents or guardians want him/her to leave school during school hours, a valid excuse must be presented to the office before the student is excused. If a person other than a parent or guardian is to pick up the student, a note stating this must be presented to the office. Parents of Junior High students must come into the main office to pick up their child when leaving during the school day.

Tuancy

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

Unexcused Absences

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

- A. Counseling the student;
- B. Requiring the student to make-up lost time;
- C. Requiring the student to make-up course work and/or examinations, as permitted under this guideline;
- D. Conferring with the student's parents;
- E. Suspending the student from school

Habitual Tuancy

A student is considered a habitual truant if he or she is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester. At that point a warning letter will be sent home to the parents/guardians.

Parent/Guardian Responsibilities

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

Student Responsibilities

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

Students Leaving School During the School Day

- A. No staff member shall permit or cause any student to leave prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parents.
- B. No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by principal.

Make-Up Course Work and Examinations

Excused Absences

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

Unexcused Absences

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

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

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

If make-up work is allowed, it is the student's responsibility to contact his or her teachers to determine what course work and examinations must be made-up. Teachers shall have the discretion to assign substitute course work and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours.

The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances.

Tardiness

Promptness is a skill that is absolutely necessary for success in school, at work, and with people. When a student accumulates 3 unexcused tardies within 1 classroom, that student will be issued a 30-minute detention to be served with that teacher. The teacher will determine when the detention must be served by. The teacher has the right to add another detention if the original detention is not served in the time allowed by the teacher. If the student is referred to the office for not serving a teacher issued detention(s), the student will serve an office detention and still be expected to serve the teacher issued detention(s). Failure to serve detentions could result in an in-school or out of school suspension.

Athletes must serve their detention before they are eligible to attend practice or participate in sporting events.

The only way to be admitted to class is to have a pass from the office or from the teacher the student was with. Teachers are responsible for observing the scheduled class times. If a student is late because of time spent with a teacher, that teacher must send the student, with a pass, to the next class or contact the teacher to notify them of the student's tardiness. This over class time should not exceed ten minutes. A student with a pass from a teacher will be marked tardy excused by the teacher who receives the pass.

CODE OF CONDUCT

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

Expected Behaviors

Each student shall be expected to:

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

Personal Expression

The New Lisbon School District recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges,

or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines.

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

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

Dress and Grooming

Dress Expectations:

The school is interested in three factors related to student dress: cleanliness, safety, and decency. The school has a responsibility for developing a businesslike attitude towards dress in school. In developing the standards of dress, it is recognized that clothing styles frequently change, and the fads are common. The following shall be applied in determining dress standards: **Is it a distraction of the educational process? Is it detrimental to the health or safety of the students?** Footwear shall be required at all times. You may be sent home to change your clothing, or a request will be made that you put on other appropriate clothing. A request may also be made of your parent/guardian that appropriate clothing be brought to school for you to wear. In some cases, the office may also have clothes for you to change to.

The following guidelines are in place for appropriate dress:

1. *Pants, shorts and skirts worn at the waist.*
2. *Tops may not expose the midriff or cleavage, and clothing must cover undergarments at all times.*
3. *Hats, bandanas, coats/jackets, blankets, covers, and sunglasses will not be worn, or carried, once inside the school. They are to be kept in lockers.*
4. *Clothing, medallions, pins, or jewelry with suggestive double meanings, sexual innuendos, suggestive pictures, gang symbols, racial or gender slurs, the Confederate Flag, Hooters, vulgar or obscene language, or promoting drugs, tobacco, or alcohol are not permissible.*

Students who are representing our school at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

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. Reports of theft will not necessarily be taken if the student did not have their valuables locked and secured. **Backpacks, bags, and purses are to be stored in the student's locker and are not allowed in the classroom. If a student shows up to class with a bag they will be asked to take it back to their locker for storing or asked to leave the bag in the hallway during class.**

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.

STUDENT CONDUCT

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

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

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

1. Possession or use of a weapon or look-alike or other item that might cause bodily harm to persons. Pepper Spray and Mace are included.
2. Being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy.
3. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment.
4. Arguing, taunting, baiting, bullying, cyber-bullying, inciting, or encouraging an argument or disruption or group posturing to provoke altercations or confrontations.
5. Pushing, striking, or other inappropriate physical contact with a student or staff member.
6. Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to violence, force, coercion, threats, intimidation, fear, or disruptive means.
7. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder.
8. Restricting another person's freedom to properly utilize classroom facilities or equipment.

9. Repeated classroom interruptions, confronting staff argumentatively, making loud noises, refusing to follow directions, and repeatedly violating classroom rules.
10. Throwing objects in the classroom.
11. Behavior that causes the teacher or other students fear of physical or psychological harms.
12. Willful damage to or theft of school property or the property of others.
13. Repeated use of profanity.
14. Using tobacco.
15. Failure to report knowledge of a weapon, bullying, or threat of violence.
16. Purposely setting a fire.
17. Plagiarism and falsification of identification or school documents.
18. Issuing a false alarm or false report.
19. Trespassing.
20. Persistent absence or tardiness.
21. Assisting another person to violate a School rule.
22. Violation of specific classroom or activity rules.
23. Violation of bus rules.
24. Refusal to accept discipline.
25. Criminal conduct.

DRUG ABUSE PREVENTION

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

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

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

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

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

USE OF TOBACCO IS PROHIBITED

The Board prohibits students from using or possessing tobacco or nicotine in any form including, but not limited to cigarettes, E-cigarettes, vapers, Juulers, Hookahs, cigars, snuff, and chewing tobacco on school premises, in school vehicles, within any indoor facility owned or leased by the New Lisbon School District.

It shall be a violation of this policy for any student of New Lisbon School District to possess, consume, display, promote, or sell any tobacco products, tobacco-related devices, imitation tobacco

products, or electronic smoking devices at any time on school property or at off-campus, school sponsored events.

It shall be a violation of this policy for any staff, administrator, or visitor of New Lisbon School District to consume, display, promote, or sell any tobacco products, tobacco-related devices, imitation tobacco products, or electronic smoking devices at any time on school property or at off-campus, school sponsored events.

STUDENT CODE OF CLASSROOM CONDUCT

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

Grounds for Removal of a Student from Class

Any teacher cannot permit disturbances that interrupt the learning process. A teacher may temporarily remove a student from the teacher's class if the student violates the Code of Classroom Conduct. Additionally, the student may be removed from the class for a longer period of time within the discretion of the principal. A student removed from class may also be placed in an alternative education setting.

Removal of a student from class for violating the Code of Classroom Conduct or placement of the student in an alternative educational setting does not prohibit the school from further disciplining the student for the conduct that caused removal or placement including, but not limited to detention, suspending or expelling the student.

It is neither possible nor necessary to specify every type of improper or inappropriate behavior for which a teacher may remove a student from class. A teacher may remove a student from class for conduct or behavior that:

- A. Would result in suspension or expulsion under the Board's policies and procedures;
- B. Violates the behavioral rules and expectations of the classroom and/or school
- C. Is dangerous, disruptive or unruly.

Procedure for Student Removal from Class

When a student is removed from class, the teacher shall send or escort the student to the principal's office and inform the principal of the reason for the student's removal from class.

OTHER FORMS OF DISCIPLINE

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

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Informal Discipline

Informal discipline takes place within the school. It includes:

Change of seating or location;

Lunch time detention;

After-school detention;

In school restriction;

Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation.

Detention notices that are given out by a teacher must be served with that teacher unless other arrangements are made.

In-School Discipline

Assigned students will attend a continuous thirty (30) minute period. Each student shall arrive with sufficient educational materials to be busy during this thirty (30) minute detention period.

The following rules shall apply to detention time:

Students are required to have class assignments with them.

Students are not to communicate with each other unless given special permission to do so.

Students are to remain in their designated seats at all times unless permission is granted to do otherwise.

Students shall not be allowed to put their heads down or sleep.

No radios, cards, magazines, or other recreational articles shall be allowed in the room.

No food or beverages shall be consumed.

SUSPENSION AND EXPULSION

A. Suspension

1. Duration and Grounds for Suspension

The principal or a person designated by the principal may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days or ten (10) consecutive school days if the student is eligible for special education services under Chapter 115, Wis. Stats., if the suspension is reasonable justified and based upon any of the following misconduct:

- a. Noncompliance with school or School Board rules;
- b. Knowingly convey in any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- c. Conduct by the student while at school or while under the supervision of a school authority that endangers the property, health or safety of others;
- d. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of others at school or under the supervision of a school authority;
- e. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of any employee or School Board member of the school district in which the student is enrolled.
- f. Under paragraphs c, d, and e above, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.
- g. Depending on the nature of the incident the offender may be referred to the local police department for investigation and a possible disorderly conduct fine.

The District Administrator, or any principal or teacher designated by the District Administrator shall suspend a student if the student possessed a firearm while at school or while under the supervision of a school authority.

The suspension period applies to "school days." Thus, a suspension period does not include weekend days or vacation days.

2. Suspension Procedure

Prior to being suspended, on the day of the alleged infraction or as soon thereafter as is practicable, the student will be advised orally or in writing of the reason for the proposed suspension and given an opportunity to explain his or her conduct.

The principal, within his or her discretion, may also inform the student's parents or guardian of the reason for the proposed suspension prior to suspending the student.

3. Notice of suspension

The parent or guardian of a suspended minor student shall be given prompt written notice of the suspension and the reason for the suspension by mail. Oral notice may also be given to the student's parent or guardian; however, it will be confirmed in writing.

4. Opportunity to Complete School Work

A suspended student shall not be denied the opportunity to take any quarterly, semester or grading period examinations or to complete course work missed during the suspension period. Such work shall be completed pursuant to the procedures established by the School Board. The suspended student may communicate with their teachers by way of email or phone to obtain work missed during the suspension time period. Note: While suspended a student is not allowed on school grounds and not allowed to attend any school events or functions during the suspension period.

5. Reference to the Suspension in the Student's Record

The student's suspension from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator or his or her designee, who shall be someone other than a principal, administrator or teacher in the suspended student's school, to discuss removing reference to the suspension from the student's records.

Reference to the suspension in the student's school record shall be removed if the District Administrator finds that:

- a. The student was suspended unfairly or unjustly;
- b. The suspension was inappropriate, given the nature of the alleged offense; or
- c. The student suffered undue consequences or penalties as a result of the suspension.

The District Administrator, or the administrator's designee, shall make his or her finding within fifteen (15) days of the conference.

B. Expulsion

1. Grounds for Expulsion

The School Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and it finds that the student:

- A. Repeatedly refused or neglected to obey the rules established by the School District.
- B. Knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- C. Engaged in conduct while at school or while under the supervision of a school authority that endangered the property, health or safety of others;
- D. Engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or School Board member of the School District in which the student is enrolled.

Under this section, conduct that endangers a person or property includes threatening the health or safety of a person or threatening to damage property.

Discipline of Disabled Students

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.)

SEARCH AND SEIZURE

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

Students are provided lockers, 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 classroom, 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. Student should have no expectation that any information contained on such systems is confidential or private.

The District with or without the student's knowledge or permission may do review of such information. 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.

SECTION V – TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

Bus transportation is provided for all eligible students. The bus schedule and route are available by contacting Rich Brown at 562-3700 ext. 560.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal. Bus will take a student to an alternate stop with a bus pass as long as there is seating available on the bus. Bus will not deviate off its regular route to go to an alternate location.

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

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

Previous to loading (on the road and at school)

Each student shall:

- A. Be on time at the designated loading zone;
- B. Stay off the road at all times while walking to and waiting for the bus;
- C. Line up single file off the roadway to enter;
- D. Wait until the bus is completely stopped before moving forward to enter;
- E. Refrain from crossing a highway until the bus driver signals it is safe;
- F. Go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

During the trip

Each student shall:

- A. Remain seated while the bus is in motion;
- B. Keep head, hands, arms, and legs inside the bus at all times;
- C. Not litter in the bus or throw anything from the bus;
- D. Keep books, packages, coats, and all other objects out of the aisle;
- E. Be courteous to the driver and to other bus riders;
- F. Not eat, play games or play cards, etc.;
- G. Not tamper with the bus or any of its equipment.

Leaving the bus

Each student shall:

- A. Remain seated until the bus has stopped;
- B. Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- C. Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless they have proper authorization from school officials.

PENALTIES FOR INFRACTIONS

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

PARKING POLICY

1. All vehicles must be parked in designated parking spots. The administration exercises the right to tow illegally or inappropriately parked vehicles. Student parking is not allowed in front of the IMC during school hours.
2. Speeding, reckless operation or making excessive noise on or near school property will not be tolerated. Speed limit on school grounds is 5 mph.
3. Failure to observe the above procedures may result in suspension, loss of parking privilege, and/or referral to the New Lisbon Police Department.
4. Repeated violation of school rules and regulations may result in the suspension of the driving privilege.

***New Lisbon School District is not responsible for damage to vehicles or contents.**

- Flagrant violation of attendance, behavior, or safety rules.
- Vandalism or theft involving property of the New Lisbon School District or other school districts.
- Gross misconduct, acts of violence, vandalism or theft outside of school jurisdiction.

SECTION VI – ATHLETICS

NOTE: Copies of the New Lisbon Athletic Code of Conduct can be obtained in the high school office. If you have any questions you may contact Mr. Brad Bever at 608-562-3700 ext. 1353

NEW LISBON CO-CURRICULAR CONDITIONS OF PARTICIPATION

Brad Bever-Athletic Director

Grades 7-12

NEW LISBON SCHOOL DISTRICT MISSION STATEMENT

The School District of New Lisbon recognizes and appreciates the differences within our society and understands that students come to school with a diversity of backgrounds. Consequently, the Board of Education, Administration, Faculty, Community, and Staff believe that the educational experience should provide each student an opportunity to develop academically, technologically, physically, emotionally, and socially. In order to achieve that end, the school environment will provide a safe, healthful learning atmosphere that nurtures responsibility and self-worth and celebrates intellectual development within our students.

NEW LISBON CO-CURRICULAR PHILOSOPHY

Students participating in a school board sponsored co-curricular activity in grades 6-12 have certain responsibilities. **It is a privilege, not a right, as a registered, eligible student in the New Lisbon School District to participate in co-curricular activities.** Because it is a privilege, participation in co-curricular activities carries with it certain responsibilities and expectations that promote growth toward becoming a responsible member of society.

The New Lisbon community expects participants to be a credit to themselves, their family, their school, and their community. As such, all participants must abide by all rules and responsibilities at all times (24 hours a day/365 days per year) in order to continue participating in co-curricular activities.

It is recognized that personal problems can interfere with the health and well-being of students and their ability to participate in co-curricular activities. This code therefore includes provisions for support, intervention, and referral in order to help students achieve their full potential.

Parents/guardians have a responsibility to cooperate with the school district in assuring that the student will comply with the rules and standards of the co-curricular program.

PURPOSE

The purpose of the New Lisbon Co-Curricular Code of Conduct is to establish clear academic and behavioral expectations for students to follow if they choose to participate in co-curricular activities.

Parents/Guardians of students involved in athletic programs are required to attend fall, winter or spring informational meetings.

W.I.A.A.

Students participating in interscholastic athletics must also abide by the specific rules of eligibility as stipulated by the Wisconsin Interscholastic Athletic Association. (www.wiaawi.org)

DEFINITION OF CO-CURRICULAR ACTIVITIES

Co-curricular activities include any school-related, organized activity that is offered outside of academic class requirements. Co-curricular activities are divided into two distinct categories, each of which will be explained in the sections that follow. School district policies and school rules govern all student activities. In addition, each category has unique rules and expectations, which regulate participation. Suspensions will be cumulative over a participant's high school career.

GOALS OF CO-CURRICULAR ACTIVITY PARTICIPATION

The co-curricular activity program is an important part of the educational experience. It provides opportunities for learning experiences difficult to duplicate in regular school activities. Co-curricular participation has the following major objectives:

- To teach attitudes of responsibility and cooperation and to help students realize that participation in co-curricular activities is a privilege with accompanying responsibilities.
- To help students learn good habits of health, personal hygiene, and safety.
- To provide activities that help to create school unity.
- To provide activities for learning self-discipline, loyalty, team play, personal pride, pride in the organization, respect for the rights of others, and the will to be successful.
- To provide students with opportunities for competition.
- To provide students with opportunities to place the unit, team, squad, class, and school above personal desires.

TRANSPORTATION TO SCHOOL ACTIVITIES

The school will provide transportation to school activities for co-curricular participants. At the discretion of the coach, participants will ride the school transportation to and from the activity. The only exception is to have a parent/guardian write a request or contact the coach directly for approval to have their child ride home with them.

STATEMENT OF RISK

All athletic programs involve some contact. Consequently, athletes may be at risk for serious injuries. Although the Board of Education and the New Lisbon School District endeavor to operate athletic activities in a safe manner, it is impossible to eliminate risks associated with physical activity and/or sports. Therefore, parents and athletes should consider these risks carefully before deciding to participate in interscholastic athletic activities. **NOTE: New Lisbon School District does not carry any insurance policies for an individual student-athlete.**

ATTENDANCE

Unless excused, a participant must be in school for the entire day in order to participate in that day's practice or event. Participants with an unexcused absence during any part of a school day following an event will be ineligible to participate in that evening's practice or event. Illness is considered an unexcused absence when pertaining to participation in a practice or event. Any participant with an unexcused absence for any period of time during a school day is ineligible to participate in that day's practice or event. Unless there are extenuating circumstances, as determined by the principal, a student is required to be in class the entire day after an athletic contest. Furthermore, a student-athlete that is tardy at the beginning of a school day will be required to serve an after-school detention before attending practice or event. This is in effect for two tardies, the third tardy and any subsequent tardy thereafter of an athletic season would mean that the student-athlete is ineligible to attend practice or an event that day. To participate in a contest, event, or practice held on a school day a student must be in attendance during the entire day, unless absent due to the following:

- A. A school-sponsored trip.
- B. A medical appointment. NOTE: The student-athlete must present a note of verification of the appointment.
- C. A prearranged legal excuse.
- D. An emergency (determined by the High School Principal).

SUSPENSION/EXPULSION FROM SCHOOL

Any athlete who is suspended or expelled from school shall be ineligible for all athletic participation including practices during the period of suspension or expulsion. Anytime an athlete is suspended, in-school or out of school, they are automatically ineligible for their next athletic event, regardless of which sport season the suspension is handed out.

DETENTIONS

Any detention administered by faculty or administration must be served by the student before they can participate in practice or a contest. The detention will be 30 minutes in length. The detention will be served at the discretion of the person administering the detention.

ACADEMIC ELIGIBILITY

Eligibility requirements shall commence upon initial enrollment in the first co-curricular activity. In order to be academically eligible for co-curricular activities, a participant must satisfy district, DPI, and if applicable, W.I.A.A. requirements defining a full-time student.

Student-athletes shall become scholastically ineligible in the following way:

- a. Earn a failing grade in one or more classes in any 9-week grading period. (A failing grade in any course-9-week grading period will constitute ONE failing grade.)

The high school administration reserves the right to void eligibility requirements in special situations. The participant, his/her parent/guardian, athletic director, and the coach must schedule a meeting with the administration in such instances.

SCHOLASTIC REQUIREMENTS

High School

1. All participants must comply with all of the W.I.A.A requirements.
2. A minimum of 4 classes must be carried by all participants.
3. Students receiving an F in any one class will be ineligible for athletic participation for the following number of contest dates:

| | | |
|------------------|---|---------------------------|
| 8 games or less | = | 1 contest date suspension |
| 9-14 games | = | 2 contest date suspension |
| 15-19 games | = | 3 contest date suspension |
| 20-24 games | = | 4 contest date suspension |
| 25 or more games | = | 5 contest date suspension |

4. Students receiving 2 F's in any 2 different classes will be held to the W.I.A.A. minimum ineligible guidelines.
5. Ineligibility is calculated on grades received at the end of every nine weeks grading period.
6. During the period of ineligibility, the student may continue to participate in practices.

7. At the end of the suspension, the athletes are placed on academic probation for the remainder of the grading period they were suspended for. During this probationary period, athletes will be required to go to the high school office and get a game day signed by an approved office personnel. If an F is indicated as the athlete's grade, they will then be ineligible for athletic participation.
8. All incoming freshmen that are out for a fall sport that received an F on their report card for the last quarter of their 8th grade year, will start the year on probation for the entire 1st nine week grading period. During this probationary period, athletes will be required to go to the high school office and get a game day signed by an approved office personnel. If an F is indicated as the athlete's grade, they will then be ineligible for athletic participation.

Junior High

In order to make school academic policies for eligibility equal, taking into consideration the Junior High's divided sports schedule, the following rules apply to all athletes:

- Game Day Sheets must be completed and signed by the student's teachers on the first school day (usually Monday) of a competition week.
- A student is eligible for competition if they are passing all of their classes.
- A student receiving an "F" on their Game Day Sheet is automatically ineligible for the next contest. During the period of ineligibility, the student will continue to participate in practices.
- On weeks where there is multiple contests a failing student may raise their grade above failing to become eligible after sitting the required one game. If the student does not raise their grade by the second game of the week they are ineligible for the remainder of the week.
- If a student is ill on the day the Game Day Sheets are signed and turned in, they must get it signed when they return to school.
- If there is a substitute teacher, the athlete must go to the Athletic Director to get their Game Day Sheet signed.

NOTE: A participant must be academically eligible to participate before they may start serving a code of conduct violation.

PARTICIPANT INJURIES

- Any participant who is injured during a practice or event must report the injury immediately to the coach/advisor, who will refer him/her to the Licensed Athletic Trainer. The LAT has the final say on the participant's return unless a physician is seen.
- If the injury requires a physician's care, an accident report must be filed by the coach/advisor with the activities office and a physician's permission to return letter must be presented before the participant is allowed to return.
- Should an injury be discovered after the athlete has returned home, the coach/advisor should be contacted as soon as possible.
- In the event of any serious injury during a practice or event, the nearest emergency medical service will be obtained.

EQUIPMENT

It is expected that participants will take excellent care of their equipment. Each participant is responsible for the school equipment issued. The participant is financially responsible for all lost, misplaced or stolen equipment. Each participant will be responsible for the return of the original equipment issued. Substitutions will not be allowed.

- School equipment and/or uniforms may be worn on the day of the athletic event during school hours as directed by the head coach. It may not be worn during any physical education classes or any other period of exercise outside the time required for practice sessions and/or game situations.
- A participant will not be allowed to participate in another activity until he/she has either returned or paid for all equipment that was issued to him/her.

PRE-SEASON MEETING

This code shall be distributed in the New Lisbon High School Student Handbook as well as made available to each participant during the specific activities' pre-season meeting or on the first day that he/she reports for a co-curricular activity. Copies shall be placed on file with the activity director and/or principal. Participants should read all items and ask for clarification from the coach or advisor of any items not understood.

- Parental/guardian attendance at pre-season meetings is critical and involvement throughout the season is encouraged.

ADMINISTRATIVE SUSPENSION

Participants representing the New Lisbon School District by their involvement in the activities program are expected to be law-abiding students. A participant is expected to follow school rules and policies applicable to all students. An administrative suspension or dismissal from participation may be administered by New Lisbon administration for actions such as:

- Flagrant violation of attendance, behavior, or safety rules.
- Vandalism or theft involving property of the New Lisbon School District or other school districts.
- Gross misconduct, acts of violence, vandalism or theft outside of school jurisdiction.

CODE VIOLATIONS

All violations will be enforceable for the student-athlete's career on a year-round basis. Any information or evidence considered to be relevant, valid, and accurate by any person(s) reviewing a particular alleged violation shall be considered. Parties who provide anonymous information will be asked to provide specific names, dates, times, and infractions. If hearsay evidence cannot be substantiated on the basis of subsequent investigation, it will be treated as rumor.

NOTE: (FELONY) Any student charged and/or convicted of a felony shall, upon the filing of felony charges, become ineligible for all further participation until the student has paid his/her debt to society and the courts consider the sentence served (including probation, community service, etc.).

CATEGORY 1 – ATHLETICS

Interscholastic athletics are governed by the New Lisbon School District co-curricular code and the Wisconsin Interscholastic Athletic Association (W.I.A.A.). The W.I.A.A. is a voluntary, incorporated, and nonprofit organization located in Stevens Point, Wisconsin. All public high schools in the State of Wisconsin with interscholastic athletic programs are members. The W.I.A.A. prohibits the use of tobacco, alcoholic beverages, and the use of controlled substances when a student is a participant or would-be participant in athletics and cheerleading or related endeavors such as managers:

Category 1 Activities Include:

- Fall:** Boys – Football, Cross Country
Girls –Volleyball, Cross Country
- Winter:** Boys – Basketball, Wrestling
Girls – Basketball, Wrestling
- Spring:** Boys - Baseball, Track
Girls –Softball, Track

CATEGORY 1 ACTIVITIES - DISCIPLINARY ACTIONS

Participants will be suspended from all Category 1 activities in which they are involved at the time of the suspension or their next activity season if they are not currently out for an activity. The participants of the above-mentioned activities will refrain from the use of alcoholic beverages, controlled substances or tobacco in any form. Use, possession, buying, or selling of: drugs, alcohol, tobacco products, inhalants, other illicit substances, or their look-alikes is prohibited. Willful representation of the use, possession, buying or selling of illegal substances and misuse of over-the-counter or prescription medications is also prohibited. The student who indulges in or who is in possession of alcohol, controlled substances, or tobacco will have the following penalty:

1. First Offense

- a. Suspension from participation in 25% of contests scheduled.
- b. Student must meet with a member of the Pupil Services Team for an AODA assessment before returning to competition.
- c. 4 hours of administrator or athletic director approved community service
- d. Presentation to an elementary classroom.

2. Second Offense

- a. Suspension from participation in 50% of contests scheduled.
- b. The student must meet with a member of the Pupil Services Team for an AODA assessment before returning to competition. The student will only be able to return to competition after the suspension time has been served and the assessment has been completed. The student must supply the school with the results of the assessment.
- c. 8 hours of administrator or athletic director approved community service

3. Third Offense

- a. Suspension from participation in all Category I Activities for one (1) calendar year.

4. Subsequent Offenses

- a. Student will be referred to the Pupil Services Team to determine future opportunities to participate.

NOTE: The student-athlete serving a code violation must complete the athletic season for the code violation to be considered served. A student-athlete that quits or is removed from a sport must serve the contest ineligibility portion of the code violation in the next sport they participate in.

CATEGORY 2 – COMPETITIVE, LEADERSHIP, & PUBLIC RECOGNITION ACTIVITIES

Activities that are competitive in nature or which may include tryouts, as well as activities that have as their membership representatives elected or appointed to positions of leadership and public recognition, are governed by the same code requirements as interscholastic athletics and any applicable national or written club rules.

Category 2 activities include, but are not limited to, the following: All Class Officers, Forensics, Madrigal Singers, Musical, NHS, Play, and Student Council.

CATEGORY 2 ACTIVITIES - DISCIPLINARY ACTIONS

Participants will be suspended from all Category 2 activities in which they are involved at the time of the suspension.

1. **First Offense** – The participant will be suspended from one event, the definition of which shall be determined by the advisor and building principal, the student will meet with a member of the Pupil Services Team for an AODA assessment and serve four hours of community service.
2. **Second Offense** – The participant will be suspended from two events and the student must meet with a member of the Pupil Services Team for an AODA assessment before returning to competition and serve eight hours of community service. The student will only be able to return to competition after the suspension time has been served and the assessment has been completed. The student must supply the school with the results of the assessment.
2. **Third Offense** – The participant will be suspended one calendar year (twelve months from the date of the offense).
3. **Subsequent Offenses** – The student will be referred to the Pupil Services Team to determine future opportunities to participate.

PROVE INNOCENCE CLAUSE – FOR POTENTIAL AODA OFFENDERS RESPONSIBLE TO THE CODE

If a participant is at a gathering where alcohol or other illegal drugs are present or introduced, he/she must leave immediately upon gaining knowledge of the presence of the substances. If the police are summoned and the participant is inadvertently detained while in the act of leaving under the aforementioned conditions, **it will be the student's responsibility to provide the burden of proof that they did not consume any alcohol or other illegal substances.** If such proof is presented and verified, no suspension will be applied.

HOSTING A PARTY

Any person who has a gathering at their home/property where alcohol or drugs are being used will be given a penalty at the next highest level above the level they would normally be suspended. Example: If a student hosts a party and it is their first violation, since the party was at their home/property they would be given a violation as their second offense. NOTE: A student who hosts a party may not use the honesty penalty reduction.

HONESTY PENALTY REDUCTION

Students in Category I activities who turn themselves in to school authorities and/or their head coach, prior to the school obtaining any information, and who do not attempt to deceive or mislead school officials, shall receive a one contest suspension from Category I activities. **Any student involved in a co-curricular code violation for which there is a police report or involvement of a police department may not self-refer under this honesty reduction.** A student will receive this penalty reduction only once during their high school career and it must be used in connection with the first violation. The student has 48 hours to self-refer themselves from the time of the incident. If a student is confronted or questioned about a possible code violation and has been found to have lied or mislead the athletic director or building principal, the offense step will double.

IMPACT OF QUIT/REMOVAL

A student who is dropped from one athletic activity for disciplinary reasons shall be ineligible to participate in another activity during that season.

A student who quits a seasonal athletic activity shall be ineligible to participate in another activity during that season, unless he/she receives consent from the coaches involved. This does not apply if the activity meets all year or if a student is cut from a team. If eligibility is denied by a coach, the coach will meet with the administrative team to justify their position.

SIMULTANEOUS CATEGORY I/CATEGORY II CONSEQUENCES

Participants may participate in simultaneous activities; however, if a participant incurs a violation, he/she shall be suspended according to the code of conduct for both activities (Ex: Football and Student Council). Furthermore, if a student is serving a code of conduct suspension and the suspension is not completed during the immediate sports season the suspension will carry over to the next sports season of participation.

SPECIAL AWARDS RESTRICTION

Participants who violate the code of conduct will be ineligible for any special awards during the season of participation as well as any season in which the suspension is served. No student with a Code of Conduct violation may be nominated for any special end of season award. This shall include, but not be limited to, MVP, MIP, Coaches' Award, Captain, Letter Winners, All-Conference, All-Area, and All-State.

REGARDING ESTABLISHMENTS

Point of Clarification: Presence in bars or attendance at parties where drinking of alcoholic beverages or use of illegal drugs is occurring is prohibited. This rule is not meant to include presence in an establishment that is primarily an eating-place or presence in such places with parents, or to prevent being employed at such places. It also is not meant to include presence in places like golf courses or bowling alleys where alcoholic beverages are served. Participants should avoid placing themselves in situations where their guilt or innocence is questioned.

WEDDINGS/REUNIONS/ETC.

Participants are not prohibited from attending weddings, reunions, anniversaries or other ceremonial functions where alcohol is served, but they may not consume alcohol or be in possession of alcoholic beverages even though they have parental permission. **Parental/guardian permission does not override the provisions of this code.**

W.I.A.A. NON-SCHOOL PARTICIPATION RULES

W.I.A.A. regulations state that a student owes loyalty and allegiance to the school and team of which he/she is a member during the season of a given sport. A student becomes ineligible in a sport for the remainder of the season for competing in a non-school game, meet, or contest in the same sport during the season of practice and competition established by the school and under W.I.A.A. provisions and rules.

TECHNOLOGY AND VIOLATIONS (Social Media Clause)

Students are responsible for information in written or electronic transmission (i.e. texts, e-mail) and any information posted on a public domain (i.e. internet, chat rooms, Facebook, You Tube). Students are not precluded from participation in such social network sites or technology; however, any student that is identified on a social networking site which depicts illegal, inappropriate behavior, or presents one-self improperly in social media may be considered in violation with the co-curricular code.

CONDUCT UNBECOMING OF AN ATHLETE

Discipline measures which may involve suspensions for a violation unbecoming of an athlete and not specifically covered by the Code of Conduct, student handbook, or W.I.A.A. policy, or other activity governing body may be determined by the activity board or the Athletic Director directly.

PENALTY FOR CONDUCT UNBECOMING AN ATHLETE

The Athletic Director, administration, or the Activity Board can issue one of the following penalties:

1. No practice or no-contest suspension.
2. A one-contest suspension or five days of ineligibility from practices or contests.
3. A two-contest suspension or 10 days of ineligibility from practices or contests.

ACTIVITY BOARD: The Activity Board may deal with any disciplinary items not specifically covered in the Code of Conduct, student handbook, or W.I.A.A. policy, or other activity governing body at the discretion of the Athletic Director and/or Principal. The Activity Board shall consist of members appointed by the Athletic Director and/or Principal.

1. New Lisbon Principal
2. Two faculty members
3. One head coach
4. One assistant coach
5. The District Administrator or his/her designee (This person may vote only in the event of a tie)

The Hearing: If it is determined that an activities board is needed to hear a case, the Athletic Director/Principal may call a hearing of the activities board after the investigation of a case has been completed and it has been determined by the Athletic Director that a violation has occurred. At the hearing, the Activities Board will hear all evidence collected in the investigation. The Athletic Director will present the information using a neutral format (by not using the involved participant(s) name(s)). Once all information has been disseminated (in both written and oral form), the Athletic Director will leave the hearing, so the Activities Board can make its decision.

APPEAL PROCESS

In the event of disciplinary action, students will be offered due process, along with the ability to appeal decisions as follows:
NOTE: The athlete is allowed one appeal during their high school career and they are considered ineligible for practice and contests during the appeal process.

- Step 1 Any person wishing to appeal a decision regarding application of the athletic code shall make that appeal directly to the Athletic Director and High School Principal. An appeal meeting will commence within 48 hours or 2 school/business days of written notice from the student or their representative.
- Step 2 If the appeal is not resolved through the Athletic Director and High School Principal the student's appeal then moves to The Activity Board. **The Activity Board can be used to resolve an appeal if it is felt this is the best due process. The person(s) making the appeal may request the Activity Board as a consideration. **The New Lisbon School District administration would decide the appropriate appeal process to be used.
- Step 3 If the appeal is not resolved through the Activity Board, Athletic Director, and High School Principal, the student may appeal the decision directly with the District Administrator. This appeal shall take place within 48 hours or 2 school/business days of written notice from the student or their representative.

****At the Appeals Hearing:**

1. The Athletic Director will present the evidence for the basis of the code violation that applies in the case.
2. The student and representatives will be provided with an opportunity to testify and present other evidence on his/her behalf at the hearing.
3. After hearing all testimony from the appealing party and Athletic Director, the Activity Board must resolve the appeal by doing one of the following:
 - a. Uphold the original penalty issued by the Athletic Director.
 - b. Modify the original penalty issued by the Athletic Director.
 - c. Nullify the original penalty issued by the Athletic Director.
4. The Activity Board will communicate the decision in writing to the Athletic Director within 24 hours of the hearing.
5. The Athletic Director or HS Principal will communicate the decision via phone call and will be put in writing and placed in the student' incident file in the Athletic Director's office.

DISCLAIMER

This guideline attempts to present a simplified summary of the regulations of the W.I.A.A., the Scenic Bluffs Conference, and the New Lisbon School District. A guideline of this kind cannot cover every possibility. Should questions arise, the participant and/or parent/guardian should consult the coach/advisor or activity director.

Any situation or problem that may arise that is not specifically covered above may be reviewed by the high school administration for possible action. Coaches/advisors may adopt appropriate rules and disciplinary action for violations of their activity rules; however, these rules must not be in conflict with the code of conduct and must be approved by the building administration.

EXPECTATION OF CONTEST PARTICIPATION

The School District of New Lisbon understands that co-curricular activities can and do hold an important place in the educational experience of those students who choose to become involved. The different levels at which students participate (i.e., junior high, c-squad, junior varsity, and varsity) are separate and distinct from each other, but at the same time connected by a common thread of learning experiences. Each competition level will teach the importance of being a member of a team while at the same time stressing the importance of valuing the individuals who make up the team.

The following summary further describes the expectations of the various levels:

Junior High School athletics will be for participation and learning. This is a time for young athletes to learn the game and to start to develop an understanding of what is required in being a member of a team. Under the direction of the varsity coaches, who oversee individual programs, fundamentals that enhance the entire program will be stressed. Participation will be encouraged, and to the degree possible, be equal for all. Winning, while a nice reward, is not regarded as a measure of success.

C-squad athletic teams will stress learning, understanding the game, and team play. This is a time for athletes to begin to hone their abilities and skills while at the same time developing an understanding of the levels of competition at the high school where cuts will be made if necessary. Under the direction of the varsity coach, a greater emphasis will be placed on developing the ability of each athlete to contribute to the team as a whole. Participation will be encouraged and used to increase the abilities of both the individual and the team. Winning, again a nice reward, will hold more importance but will not be the most important measure of the success of the team. Coaches will work with their individual athletes to point out areas that should be developed during the off-season so that these young athletes can continue to build skills that will allow them to advance to the next level of competition.

Junior varsity athletic teams will use the skills that have been attained in order to prepare the athletes for varsity level competition. At this level, the importance of the team working together to achieve the goals the coach/team has established will be stressed. Winning will gain in importance as the athletes begin to understand the common goals that bind a team together. The varsity coach will work with the junior varsity coach to assure the athletes are working on skills that will enhance the program's goals. Once again coaches will work with the individual athletes, pointing out skills that need to continue to be worked on in the off-season so that the opportunity of advancing to the varsity level of competition is there.

Varsity athletic teams are the culmination of any sports program. At this level, the importance of winning instead of participation becomes a significant component of competition. To that end, the varsity coach is entrusted with the responsibility of building a team that performs to the highest level possible. The coach's responsibility also extends to include making each player understand his/her role on the team and the importance of that role no matter how large or small.