

Crivitz High School
Student Handbook

2018-19



REACH, LEARN, GROW!

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INTRODUCTION

The purpose of this handbook is to provide students, parents and faculty members with information quickly and conveniently. It is endorsed by the Crivitz School Board as a vital part of implementing district policy. The rules and regulations in this handbook are approved school policy.

It is understood that the rules contained in this handbook are not all inclusive. The administration and teachers may take such action as is necessary and not forbidden by law to ensure the discipline and orderly conduct of the school. Action may be taken with respect to any offense which interferes with the orderly conduct of the school or which affects the safety and welfare of the students either individually or collectively regardless of the existence or non-existence of a rule covering the offense. **School rules apply to all students enrolled regardless of age.**

INSTRUCTIONAL STAFF DIRECTORY

2018-19 School Year

(715)854-2721

<u>Teaching Staff</u>	<u>Assignment</u>	<u>Extension</u>	<u>Email</u>
Bernier, Mr. Matt	Physical Education	316	bernier@crivitz.k12.wi.us
Robinson, Mrs. Kelly	Special Education	325	krobinson@crivitz.k12.wi.us
Brown, Mrs. Jill	Science	364	jbrown@crivitz.k12.wi.us
Diaz, Mrs. Valerie	Spanish	318	diaz@crivitz.k12.wi.us
Dorschner, Mr. Jeff	Social Studies	343	dorschner@crivitz.k12.wi.us
Kirchberg, Mr. James	Social Studies	344	kirchberg@crivitz.k12.wi.us
Kopffhammer, Mr. Brian	Band	371	bkopffhammer@crivitz.k12.wi.us
Kanestrom, Mrs. Jane	Chorus	371	kanestrom@crivitz.k12.wi.us
Meyers, Mrs. Molly	Math	342	meyers@crivitz.k12.wi.us
Ott, Mr. Jeff	Math	365	ott@crivitz.k12.wi.us
Plucker, Mrs. Traci	English	346	plucker@crivitz.k12.wi.us
Prange, Mrs. Dana	English	322	dprange@crivitz.k12.wi.us
Reichardt, Mr. Ryan	Health	351	reichardt@crivitz.k12.wi.us
Retza, Mrs. Julie	Science	317	retza@crivitz.k12.wi.us
Sommerfeldt, Mr. Daren	Business	341/348	sommerfeldt@crivitz.k12.wi.us
Taylor, Mr. Brad	Special Education	351	taylor@crivitz.k12.wi.us
Tomaszewski, Mrs. Debra	Special Education	303	dtomaszewski@crivitz.k12.wi.us
Worley, Mrs. Natalie	Art	301	worley@crivitz.k12.wi.us

ADMINISTRATIVE, SUPPORT, AND DISTRICT STAFF

2018-19 School Year

(715)854-2721

ADMINISTRATION

Mr. Patrick Mans	District Administrator	mans@crivitz.k12.wi.us
Mr. Jeff Baumann	Principal	baumann@crivitz.k12.wi.us

OFFICE PERSONNEL

Mrs. Nicole Tomaszewski	High School Secretary	tomaszewski@crivitz.k12.wi.us
Mrs. Jannie Marsolek	Administrative Secretary	jmarsolek@crivitz.k12.wi.us
Mrs. Linda Tarmann	Finance	tarmann@crivitz.k12.wi.us

GUIDANCE

Mrs. Alexandria Graves	High School Counselor	johnson@crivitz.k12.wi.us
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NURSE

Mrs. Cynthia Kubicek	School Nurse	kubicek@crivitz.k12.wi.us
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AIDES

Mrs. Kay Biernasz	Library Aide	biernasz@crivitz.k12.wi.us
Mrs. Shelba Rhode	Special Education Aide	swanson@crivitz.k12.wi.us
Mrs. Patricia Lawrence	Special Education Aide	plawrence@crivitz.k12.wi.us

HOT LUNCH STAFF

Mrs. Stacey Cooper	Food Service Director	cooper@crivitz.k12.wi.us
Mrs. Pauline Banaszak	Cook	pbanaszak@crivitz.k12.wi.us
Sherry Kwiatkowski	Cook	kwiatkowski@crivitz.k12.wi.us
Donna Klatkiewicz	Cook	dklatkiewicz@crivitz.k12.wi.us

CUSTODIAL STAFF

Mr. Tom White	Buildings and Grounds Director	white@crivitz.k12.wi.us
Mr. Tim Corrigan	Maintenance	tcorrigan@crivitz.k12.wi.us

2018-19 SCHOOL CALENDAR

August 27-30	Teacher In-service days
August 31	Open House
September 4	First day of school for all students
October 3	Parent-Teacher Conferences – 4:00-7:30 p.m.
October 10	Teacher In-service – no school for students Parent-Teacher Conferences – 1:30-6:00 p.m.
November 2	End of 1 st Quarter
November 6	Early Dismissal – 1:19 p.m.
November 19-23	Thanksgiving Vacation
December 4	Early Dismissal – 1:19 p.m.
Dec. 24 – Jan. 1	Christmas/New Year's Vacation
January 8	Early Dismissal – 1:19 p.m.
January 18	End of 2 nd Quarter/1 st Semester
February 5	Teacher In-service – no school for students
February 13	Parent-Teacher Conferences – 4:00-7:30 p.m.
March 5	Early Dismissal – 1:19 p.m.
March 11-15	Spring Break Vacation
March 28	End of 3 rd Quarter
April 2	Teacher In-service – no school for students
April 19	Easter Vacation
May 7	Early Dismissal – 1:19 p.m.
May 18	Senior Graduation Ceremony
May 27	Memorial Day Vacation
June 5	Early Dismissal – 11:27 a.m. – Last day of school/End of 4 th quarter & 2 nd Semester

CRIVITZ HIGH SCHOOL COLORS

The Crivitz High School colors are royal blue, gold, and white.

CRIVITZ HIGH SCHOOL SONG

On CHS, On CHS, plunge right through that line.

Throw the ball right in the basket, two more points each time.*

(You! Rah! Rah!) On CHS, On CHS, fight on for your fame,

Fight fellas fight, fight, fight to win this game.

*For football: substitute for the underlined: down the field, touchdown sure each time.

HIGH SCHOOL CLASS BELL SCHEDULE

EARLY DISMISSAL SCHEDULE

7:58	Warning Bell	7:58	Warning Bell
8:00 – 8:48	First Period	8:00 – 8:32	First Period
8:52 – 9:40	Second Period (Including Announcements)	8:36 – 9:09	Second Period
9:44 -10:32	Third Period	9:13 – 9:43	Third Period
10:36 – 11:24	Fourth Period	9:47 – 10:18	Fourth Period
11:24 – 11:54	Lunch 9-10/ACP 11-12 (T/TH)	10:22 – 10:52	Fifth Period
11:54 – 12:24	Lunch 11-12/ACP 9-10 (T/TH)	10:56 – 11:26	Lunch 11/12-ACP 9-10 (T/TH)
12:28 – 1:16	5 th Period	11:30 – 12:00	Lunch 9-10 – ACP 11/12 (T/TH)
1:20 – 2:08	Sixth Period	12:04 – 12:34	Sixth Period
2:12 – 3:00	Seventh Period	12:34 – 1:10	Seventh Period
3:04 – 3:24	Resource Period		

BOARD OF EDUCATION

Mr. Mike Dama – President

Mr. Cory Sotka – Vice-President

Mrs. Kris Heidewald – Clerk

Mr. Lyle Cherry – Treasurer

Mr. Gary Huc – Member

Mr. Travis Mueller – Member

Mrs. Amy Grandaw – Member

ADMINISTRATION

District Administrator – Mr. Patrick Mans

Business Administrative Assistant – Mrs. Linda Tarmann

High School Principal – Mr. Jeff Baumann

Regular school board meetings are held on the third Wednesday of each month and begin at 6:00 PM.

MISSION STATEMENT

The School District of Crivitz is committed to providing all the skills and opportunities necessary for every student in our district to receive the best education possible. This will be accomplished through the responsible and effective use of the resources entrusted us in a manner reflecting the moral and ethical standards of our community, demonstrating integrity in all our actions, respecting the opinions and input of others. This is to ensure that all our students are prepared as successful citizens in our local and global society.

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

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

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

The Board is also committed to equal employment opportunity in its employment policies and practices as they relate to students. The Board's policies pertaining to employment practices can be found in Policy [1422](#), Policy [3122](#), and Policy [4122](#) - Nondiscrimination and Equal Employment Opportunity

Reporting Procedures

Students, parents and all other members of the School District community are encouraged to promptly report suspected violations of this policy to a teacher or administrator. Any teacher or administrator who receives such a complaint shall file it with the District's Compliance Officer at his/her first opportunity.

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

District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs").

Kelly Robinson

Principal

718 Hall Hay

715-845-2721

walsh@crivitz.k12.wi.us

Jeff Baumann

Principal

400 South Ave

715-854-2721

baumann@crivitz.k12.wi.us

PARENT NOTIFICATION REQUIREMENTS RELATED TO TEACHER QUALIFICATIONS

Federal law gives parents the right to request information on the qualifications of their child's teachers. Under the No Child Left Behind Act of 2001, parents may request the following information:

- Whether the teacher has met state qualifications and has a license for the grade level and the subject area he or she teaches
- Whether the teacher has an emergency or provisional license
- What degrees the teacher holds and the field of discipline of his or her certification or degrees
- Whether the child is being provided services by paraprofessionals and, if so, their qualifications

PROCESS FOR DEALING WITH PARENT CONCERNS/ISSUES

As a parent if you have a concern with a staff member, the District asks that you please attempt to resolve the concern by first speaking directly to the staff member with whom you have the concern. If after this you still have a concern, please contact the building Principal and attempt to resolve the concern. If the concern is not resolved with this step, please contact the Superintendent. If after consulting with Superintendent the matter remains unresolved, the Superintendent will facilitate a closed session meeting with Board of Education at which you may seek resolution with the Board.

CRIVITZ HIGH SCHOOL GRADUATION REQUIREMENTS

The state of Wisconsin requires fifteen (15) credits as follows:

A. English	4.0 credits
B. Social science	3.0 credits
C. Mathematics	3.0 credits
D. Science	3.0 credits
E. Physical education	1.5 credits
F. Health education	0.5 credits
G. Personal Finance	0.5 credits *** (Crivitz High School graduation requirement)

The following list details the graduation requirements for all four classes:

- A. Class of 2018 – 26 credits (including personal finance, civics, and ACP requirements)**
- B. Class of 2019 – 26 credits (including personal finance, civics, and ACP requirements)**
- C. Class of 2020 – 26 credits (including personal finance, civics, and ACP requirements)**
- D. Class of 2021 – 26 credits (including personal finance, civics, and ACP requirements)**

Typical requirements met at each grade level are:

Grade 09: English, physical education, health education, science, social studies and mathematics

Grade 10: English, physical education, science, mathematics, social studies

Grade 11: English, physical education, science, social studies, mathematics

Grade 12: English, social studies

During the seven (7) period day students must take seven (7) classes and one resource period.

COLLEGE PREPARATION: If a student plans to enter college in the University of Wisconsin system, the minimum classes needed to enter college are:

- Four years of English, including writing classes.
- Three years of social studies, including history.
- Three years of mathematics, including algebra, geometry and higher math.
- Three years of science, including laboratory courses such as biology, chemistry or physics.
- Two years of the same foreign language.
- Elective areas such as foreign languages, fine arts, computer science, accounting and vocational selections.

TECHNICAL PREPARATION (TECH PREP): If you plan to enter a two year technical college program, which could also lead to a four year degree, an apprenticeship training program to the general workforce in business and industry, high expectations are also present for mathematics, science, communications, social interaction, problem solving and high school vocational/technical courses. Tech prep students could prepare themselves in one or more of six major occupational clusters described as: agribusiness and agri-science, business, family and consumer education, health and medical services, technical, industrial and marketing.

Employers in the workforce many times experience shortages of skilled labor which hampers their ability to compete. In today's highly technological workplace, most entry level jobs require higher levels of problem-solving mathematics and critical thinking skills than was the case previously.

TECH PREP students must work closely with the school guidance department and teachers while selecting elective courses that best meet individual needs.

ADVANCED PLACEMENT (AP) / YOUTH OPTIONS / ONLINE & BLENDED COURSES

Advanced Placement courses - These courses offer curriculum defined by the College Board. The Advanced Placement Examination is offered in the spring and may be taken by any high school student as well as those enrolled in the advanced placement course. Based on his/her advanced placement test scores, a student may earn college credit or course advancement. It is the responsibility of the student to contact the college to confirm acceptance of the A.P. credit.

Dual Credit is either an advanced standing or a transcribed credit program in which students can earn credit at both the high school and post secondary institution. We currently offer the following courses as dual credit classes: History of Civilization 1 and 2, oral communications, college chemistry, and structure and function.

Youth Options classes are offered through Crivitz High School and allow students to earn college credit and high school credit at the same time. Students can earn .5 high school credits for every 1 college credit.

Online & Blended Courses – Online courses and blended courses are offered to enhance our course selection at Crivitz High School. Online courses are done completely online, while blended courses are a combination of online material and material presented by a teacher in the classroom. Approval is needed by the counselor and the principal to enroll in these courses. **THE CREDIT EARNED IN AN ONLINE OR BLENDED COURSE WILL ONLY COUNT AS ELECTIVE CREDIT. THE CREDIT EARNED IN THESE COURSES CANNOT FULFILL THE REQUIRED COURSE CREDITS AS MANDATED BY THE STATE.**

A satisfactory attendance record is required to stay enrolled in AP, dual credit, or youth options classes.

FOUR YEAR COURSE SELECTION PLAN

To provide possible course direction/career choice based on diploma options, plan for your four years of study at Crivitz High School.

For example:

Freshmen:

Math	Algebra I & II
English	English 9 I & II
Science	Physical Science/Biology
Social Science	World History 1 – Semester I

World History 2 – Semester II

Physical Education

Elective

Elective

PE 1

(Spanish)

(Band)

FRESHMAN YEAR

Math _____

English _____

Soc. Sci. _____

Science _____

Electives _____

SOPHOMORE YEAR

Math _____

English _____

Soc. Sci. _____

Science _____

Electives _____

JUNIOR YEAR

Math _____

English _____

Soc. Sci. _____

Science _____

Electives _____

SENIOR YEAR

Math _____

English _____

Soc. Sci. _____

Science _____

Electives _____

In addition, please feel free to seek help from guidance concerning any area. Also, please check district and Department of Public Instruction requirements necessary for graduation.

ATTENDANCE POLICY

All students, regardless of their age, are expected to attend school for 7 class periods and resource period per day plus lunch and to be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Participation in class is an important aspect of the learning process and can only take place when a student is in attendance. Therefore, it is an important component of the grading system of every teacher.

Compulsory Attendance

If your child has an unexcused absence and is over the cumulative 10 days/80 hours of absences, your child will be issued a citation for Truancy for each additional unexcused absence. This citation will hold a minimum fine of \$114.00. Please remember that once a student is over 10 days/80 hours of absences, a parent/guardian written excuse or phone call will not excuse your child from school. At that point, the child must be excused by a doctor or the school nurse. Also, for each citation your child receives for truancy, the parent/guardian may be issued a citation for Parental Responsibility of a Juvenile holding a minimum fine of \$208.50. Once your child receives four truancy citation, any additional citations will be considered habitual truancy, holding a minimum charge of \$177.00. Any truancy citations issued are given by the Village of Crivitz Police Department according to Wisconsin state law and are in addition to any disciplinary action which may be taken by the school.

We understand that you as parents feel that you should be able to excuse your child from school, but that is only allowed for up to 10 days. After that, you must, according to Wisconsin State Law, get a doctor's excuse or receive a citation. Please also understand that you are bound to these laws even if you don't sign the agreement included in this handbook because they are laws of the state of Wisconsin.

Please review the table below outlining this policy according to state statutes. If you have further questions regarding citations, please feel free to contact the Municipal Court located in the Village of Coleman at (920) 897-2680.

Number of Days Absent	Description	Minimum Fine
1-10 (0-80 Hours)	No citations given for truancy	\$0.00
11-14**	Truancy (child) Parental Responsibility (parent/guardian)	\$114.00 for each day \$208.50 for each day
15+	Habitual Truancy (child) Parental Responsibility (parent/guardian)	\$177.00 for each day \$208.50 for each day

Procedures for Excused Absences

When a student is absent from school (other than a pre-arranged absence), a parent/guardian must telephone the high school office (715-854-2721) by 9:00 a.m. and report the reason for the absence.

1. The following reasons are considered excused absences:
 - a. Student illness (a doctor's excuse will be required if the student is absent 3 or more consecutive days or if the student has 10 cumulative absences). Any medical excuse accompanied by a doctor's written approval is not included within the 10 days;
 - b. Serious illness or death in the family;
 - c. Absence resulting from a grave emergency at home as determined by the principal;

- d. Participation in official school functions that are directly related to the Crivitz School curriculum or extra-curricular activities;
 - e. Jury duty;
 - f. Court appearance.
2. If a student leaves at any time during the day, he/she must have written approval from his/her parent/guardian and the school office before he/she leaves. The student **MUST** sign out in the office prior to leaving and **MUST** sign in if returning the same day.
 3. Requests for student homework should be made to the office as soon as possible so that assignments and books can be gathered and made ready for pickup from the office at the end of the school day.
 4. A student cannot practice, participate, or be in attendance of any extra-curricular activity if absent from school during the 2nd half of the day, including suspensions. Exceptions include a note from the doctor/dentist, a family emergency, a funeral, a court appearance, or another event that has prior administrative approval.
 5. **All students with excused absences will be given the opportunity to make up work missed in accordance with the following guidelines:**
 - a. It is the student's responsibility to contact the teacher(s) to make arrangements for making up work missed during an absence from school.
 - b. Students who miss classes for reasons that are determined to be excused will be given the opportunity, whenever possible, to make up work missed when they return to school.
 - c. Work and tests which were assigned before the student's absence shall be due upon the student's return to school.
 - d. Teachers will be asked to grant two (2) days for each day absent to make up work. This provision applies to all work assigned during absence(s). For extended absences, the make up period will be determined on an individual basis.
 - e. Examinations missed during an excused absence will be permitted to be taken at a time mutually agreed upon by the student and teacher.
 - f. Students may be required to do alternative assignments in place of missed classroom activities.

Procedures for Unexcused Absences

1. No written excuse or parent call – The student is to report to the office upon returning to school. The absence will be marked "unexcused," and he/she will have 24 hours to bring a written parental excuse. The written parental excuse must indicate one of the reasons found in the "excused absence" section on the previous page.
2. The following reasons for class absence **are not** and **cannot** (under 118.16) be considered justified and excused:
 - a. Leaving school during the day without signing out in the office;
 - b. Shopping trips, hair/beauty shop/tanning appointments, picture taking, etc., even though approved by parent/guardian;

- c. Working, child care, or helping out at home;
 - d. "Skip" days;
 - e. Other conditions that would warrant an unexcused absence as deemed by the administration
3. Consequences for unexcused absences will result in one or more of the following:
- a. One detention per class period missed. If a student has an unexcused absence for an entire day, he/she will be given 8 detentions for 8 missed classes.
 - b. Phone call to parent;
 - c. Parent conference;
 - d. Possible restriction from extra-curricular activities;
 - e. Legal notice of truancy;
 - f. Legal action under Wisconsin State Statute 118.15 and 118.16
4. **All homework is due on the day a student returns from an unexcused absence. The student may be allowed to make up work or take tests but will only be given 70% credit.** The student will have the obligation to understand, retain for future reference, and use all materials presented during their unexcused absence.

Tardiness

A reasonable amount of time is available (four minutes) for students to pass from one class to the next. The officials of the School District of Crivitz attempt to reinforce the premise that arriving on time to class is important. This is a reflection of our societal expectations in the workplace and elsewhere. Being prompt centers around students accepting personal responsibility and learning how to function effectively in group situations. No one has the right to interrupt the education of another because of this irresponsibility.

Tardiness to class (10 minutes or less) will generally be handled by the teaching staff. Teachers will attempt to work things out with students as much as possible for making up tardiness time. If it becomes necessary to refer students to the office for tardiness, progressive actions will be taken.

A student will be allowed one 1st hour tardy per semester – all others will be considered an absence.

Student Incentives for Good Attendance

According to our semester exam policy, a student who meets the following criteria will be exempt from **all to one** semester exam if he/she chooses:

0 periods missed	Exempt from all (7) exams; money drawing
1-2 periods missed	Exempt from 6 semester exams
3-4 periods missed	Exempt from 5 semester exams
5-6 periods missed	Exempt from 4 semester exams
7-8-9 periods missed	Exempt from 3 semester exams
10-11-12 periods missed	Exempt from 2 semester exams
13-14 periods missed	Exempt from 1 semester exam

If a student has earned an "A" during BOTH quarters of a semester, he/she can also opt out of the semester exam. Consider the following example: Bob has missed 11 periods from school during second semester and he earned "A's" during both quarters of the semester in 3 classes. He would be exempt from **5 exams**:

11 periods missed = 2 semester exam exemptions + 3 semester "A's" = 5 total exam exemptions.

Please be aware of 2 important points involving semester exams:

1. **A STUDENT CAN TAKE EXAMS EVEN IF EXEMPT:** The student should discuss with the teacher before exams whether the exam grade will count toward the semester grade.
2. **STUDENTS ARE NOT REQUIRED TO BE IN THE BUILDING IF THEY ARE NOT TAKING AN EXAM.** Please discuss your child's semester exam schedule with him/her and arrange for transportation if he/she is not taking exams.

All absences, except for school business and a death in the immediate family will be used for this policy. If a student is not in his/her scheduled class, for whatever reason other than school business, it will be considered an absence.

There will be a money drawing at the end of the school year for those students who have perfect attendance.

If a student has earned an "A" in a class the first quarter and an "A" the second quarter, he/she may opt out of taking the 1st semester exam in that class. If a student has earned an "A" in a class the third quarter and an "A" the fourth quarter, he/she may opt out of taking the 2nd semester exam in that class. 93% and above is considered an "A."

Students must take the exam in a class they have failed for the semester – even if they have attendance exemptions.

Responsibilities for Attendance

1. Parent(s)/Guardian Responsibility:
 - a. When a student is absent, his/her parent(s) or guardian shall contact the school **by 9:00 A.M.** Failure to contact the school will result in a telephone call to the home or work place of the parent or guardian.
 - b. Parents or guardians are required to provide a written explanation of absences at the time the student returns to school, or in the case of anticipated absences, prior to the absence. Anticipated absences shall receive prior approval of the school attendance officer or designee.
2. Student Responsibility:
 - a. Students are required to attend all of their scheduled classes, resource periods, and lunch periods, unless they have obtained parental permission and a pass approved by the student attendance officer or designee.
 - b. A student who has been absent, or is anticipating an absence, shall be expected to provide a written explanation of the absences signed by his/her parent(s)/guardian.
 - c. Students must always check in and out of the high school office when they leave and return to school.
 - d. If a student has to leave school, he/she is to exit the building through the south doors in the main hall corridor after obtaining an Off Campus Permit and signing out in the office.
 - e. If a student arrives at school late, he/she is to enter the building through the south doors in the main hall corridor and **sign in at the office.**
3. Teacher Responsibility:

- a. Teachers are required to emphasize the importance and necessity of good attendance. Classroom procedures and grading requirements will be developed which reflect the importance of daily assignments, classroom discussion and examinations in grading students.
 - b. Teachers are required by law to take daily attendance at the beginning of the period in their classes and **maintain a record of absences**.
 - c. Teachers must ask for an absence slip if the student was absent the day before, or a pass if the student is late.
4. Principal's Responsibility:
- a. The principal shall request from each teacher the procedures used for grading students. All grading systems throughout the school district should reflect the importance of daily assignments and classroom discussion in grading students.
 - b. The principal shall maintain office records for all excused and unexcused absences that occur in the school building.
 - c. Students will receive written notice at 5 days absence, 7 days absence, and 10 days absence.
5. School Board Responsibility:
- a. The school board has a responsibility to stress, on a routine basis, the importance of regular school attendance to students, parents, employers and the community.
 - b. The school board shall promote activities that increase the community awareness of school attendance issues and regulations. This will be done by:
 - i. Annually publishing the district's attendance policy and state attendance law prior to the start of the school year.
 - ii. Providing speaking opportunities for local service club programs and public service radio programming.
 - iii. Encouraging employers to establish work schedules which reduce interference with school attendance and scheduled detentions.
 - c. The school board shall promote home-school cooperation in the implementation of the district's attendance policy and procedures. This will be done by:
 - i. Providing information relative to the attendance policy and procedures, along with rationale, to parents and students each year.

ACCIDENTS, ILLNESSES, AND INJURIES

A student incurring an injury or illness while in school or participating in a school-related activity must inform the teacher in charge. If a student becomes ill during the school day, the student should report to the principal's office. The parents will be informed of the situation. **A student may not leave the building without permission from the principal and without signing out.**

ACTIVITY ACCOUNTS

All organizational and class funds must be handled through the activity accounts because these funds are subject to audit and are of public interest. All high school activity accounts are under the jurisdiction of the principal. Each organization should have its treasurer keep its own books. It is recommended that students and advisors do not make expenditures without approval from the organization under whose name the funds are carried.

ADDRESS AND TELEPHONE NUMBER CHANGES

Any changes in address or telephone numbers should be reported to the high school secretary as soon as possible so that the correct information on each student is available at all times, especially if an emergency should occur.

ANNOUNCEMENTS

Announcements will be read at the beginning of second hour. Any student wishing to have an announcement read must have a written statement turned in to the office secretary, signed by a teacher or activity advisor, prior to announcement time.

AUTOMOBILES, MOTORBIKES, MOTORCYCLES, SNOWMOBILES, AND ATV'S

Driving, riding, or being in a vehicle during the noon period or during the school day is prohibited unless permission from the principal is obtained. Park your vehicle and lock it.

Parking permits – The student and a parent must sign a written consent form for the student to be subjected to random suspicionless drug testing in order to secure a parking permit. An outline of the suspicionless random drug testing procedure is listed on the parking permit form and in the Extra-Curricular Activities Code. An authorized parking permit must be displayed in every car. Applications and permits may be obtained in the high school office at times other than class time. A parking permit may also be revoked at any time for inappropriate behavior in the lot.

Starting during the 2018-19 school year, snowmobiles and ATV's will park in a designated area in the high school parking lot.

BULLYING

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while traveling to or from school and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional or learning disability. It would

include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

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

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated.

If the investigation finds an instance of aggressive behavior has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any officer position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). 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. Some examples of bullying are:

- 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. "Cyber-bullying" – 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."

The Board recognizes that cyber-bullying can be particularly devastating to young people because:

1. Cyber-bullies more easily hide behind the anonymity that the Internet provides;
2. Cyber-bullies spread their hurtful messages to a very wide audience with remarkable speed;
3. Cyber-bullies do not have to own their own actions, as it is usually very difficult to identify cyber-bullies because of screen names, so they do not fear being punished for their actions; and
4. the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission is all but been erased when it comes to cyber-bullying activity.

Cyber-bullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
2. sending e-mail 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 of students;
4. posting misleading or fake photographs of students on web sites.

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

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

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

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

- A. physically harming a student or damaging a student's property;
- B. knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
- C. creating a hostile educational environment.

Staff includes all school employees and Board members.

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

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The District Administrator or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines on aggressive behavior and bullying, will be age and content appropriate.

The District Administrator is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the District Administrator shall be followed.

BUS TRAVEL

Students riding on the bus must sit in their seats while the bus is moving. There will be no loud or profane talking, no shoving or pushing, no throwing or tossing objects, or any unruly behavior. Students will not harass or injure any other students. The principal may deny a student the privilege of riding on the bus if the student does not behave.

BULLETIN BOARDS

Please watch the main bulletin board in the hallway for important announcements. If your organization has an announcement, be sure to receive permission from the principal before posting it. **Only bulletin boards** may be used to display announcements. Signs, posters, etc. **will not** be taped to the walls of the building at any time.

CHEATING

A student caught cheating as it relates to their classroom grades and how it affects that grade will not be tolerated and a consistent, thorough manner of punishment will be enforced by all staff members. Students are to be informed that copying another person's paper, talking during a test or quiz, stealing a test or being in possession of a stolen test, changing a grade, letting other students copy from them, or other acts that may be construed by the staff as deceiving will be considered as cheating and will be handled accordingly.

When a student is caught cheating the parents will be informed by telephone or mail.

The punishment for cheating will be as follows:

1. Stealing or in possession of a stolen test: a zero will be given for that test and the student will be suspended from school – the number of days will depend on past infractions, but will not be more than three days.
2. Changing a grade by the student in a grade book or other records: this is tampering with official records and as such is very serious. A three-day suspension will be given and the student will be removed from that class for the remainder of the grading period and will receive no credit for that grading period.
3. Use of "crib notes" during a test or quiz: a zero will be given.
4. Copying homework: a zero will be given for that period of time covered by the homework.
5. Knowingly letting other students copy from you: all will receive a zero for work involved.
6. Talking to another student or looking at another student's paper during the quiz or test: a zero will be given for that quiz or test.
7. Text messaging, pictures (cell), transmission of information: A zero will be received for the work involved.
8. Staff members may also have specific rules towards cheating listed in their class expectations.

Any other acts that are determined to be cheating will be punished as the seriousness of the infraction may warrant.

It should be emphasized that continuous cheating by a student may incur more severe punishment than indicated in previous paragraphs.

CLASSIFICATION OF STUDENTS

At Crivitz High School, students progress toward commencement by earning credits at each grade level. The minimal number of credits needed to advance through the freshmen, sophomore, junior and senior years are:

Freshmen	fewer than six and a half (6.5) credits
Sophomore	six (6.5) through eleven (13.5) credits
Junior	twelve (13.5) through seventeen (20.5) credits
Senior	eighteen (20.5) or more credits

COMMENCEMENT

The commencement ceremony highlights the academic career of high school students completing graduation requirements of the Crivitz School District including thirteen (13) state requirements.

Processional:

1. Graduates will enter the venue in alphabetical order, except for the class president, class vice-president, salutatorian, valedictorian, and scholastic medallion award recipients who will enter last.
2. Class president, salutatorian and valedictorian shall deliver addresses of approximately five (5) minutes in length.
3. Class members who are interested shall have the option of preparing a vocal selection to be sung during the ceremony.
4. Students who participate in the graduation ceremony shall wear proper attire.

Non-Graduation - the Crivitz School District Board of Education requires timely and periodic notification of a student possibly not being able to graduate from Crivitz High School. Timely notification is defined, but not limited to:

1. Parental/student notification in writing of deficiencies;
2. Weekly progress of courses presently being taken;
3. Parent/student documented deficiencies;
4. Documented correspondence of information on alternative/correspondence courses, alternative programs/schools, etc., if district diploma completion will not be met;
5. Telephone and written follow-up by the guidance counselor of diploma requirements not met or district graduation requirements not met.

COMPUTER LAB REGULATIONS

1. The computer lab is available for use by classes only.
2. Teachers may bring their classes to the lab by reserving the dates and periods, if available, with the librarian.
3. Teachers must accompany their classes to the computer lab and remain with them at all times. **Teachers** are to continually **monitor what their students are working on** while in the lab.
4. The lab may be used for school assignments only. No games, non-school storage devices, or personal projects are allowed.
5. All school rules will be enforced. This includes no food, beverages, hats, or jackets allowed.

DANCES

School dances and other school functions are held to provide organized, supervised activities for students in grades 9-12.

Arrangements for social functions must receive approval by the principal.

Teachers and/or parents, including both sexes, must be at all school dances. A police officer may be required to prevent outside interference with the social event. The sponsoring group will pay the cost of hiring the police officer.

The following regulations will be in effect:

1. All school dances except homecoming and prom are "closed". However, students may bring a guest from another school by obtaining and filling out a permission form and then turning it in to the principal.
2. A student leaving the building will not be allowed to re-enter.
3. The sponsoring organization will set and publish the dress standards in conjunction with the approval of the principal.
4. Hours for the function must be approved by the principal.

Your cooperation and adherence to the above will assure the continuation of a social events calendar.

Clean Up: Every sponsoring organization should clean up the next day after the dance. Failure to clean up will result in forfeiture of future dances and an assessment for cleanup services from the sponsoring organization's treasury.

Dance Court Nominations:

1. Students will vote and determine who will be on the court.
2. The vote will be a written (closed poll) vote.
3. One cannot be on extra-curricular suspension.
4. One must have a good attendance record.

5. If a person rejects a nomination he or she will be removed from nomination. A person must accept or reject the nomination before the vote.
6. If a person has been representative before, he or she cannot be a representative again, but can be a king or queen. If a person has been a king or queen he or she cannot be on another court.

DETENTION, SUSPENSION, AND EXPULSION

Whenever a student's behavior in school deviates too far from limits of acceptability and the efforts of the staff to correct the behavior are fruitless, students will become liable for progressive actions that restrict privileges and rights of school attendance. Progressive actions may be of three (3) kinds:

DETENTION

Detentions assigned for disciplinary reasons through the office or for academic reasons by classroom teachers shall be served by a specific date from 7:30 a.m. – 8:00 a.m. in a designated room on Monday through Friday. All detentions will be assigned a due date. Information will be sent home notifying parents of the detention (s) and due date. **If a student has an overdue detention(s) he/she may be assigned an in-school or out-of-school suspension on the day following the due date and will not be allowed to participate in or attend any after school activity on the day of suspension.**

If the student is absent from school when the detention is to be served, the student is to serve the detention when he/she returns to school. It will be necessary for parent/guardians, and/or students to make arrangements for transportation on the days of detention.

Detention Room Rules

1. Detentions will begin at 7:30 a.m. and end at 8:00 a.m. in a designated room Monday through Friday. If one is not on time it will not count.
2. Students will bring schoolwork to do while on detention or it will not count.
3. There will be no talking while in detention or it will not count.
4. Students are not to bring anything to eat or drink to detention or it will not count.
5. No one will be allowed to sleep while serving a detention or it will not count.
6. It will be the student's responsibility to know which teacher is responsible for monitoring detentions each week. A schedule will be posted in the high school office lobby.

SUSPENSION

Suspension is defined as a temporary termination of enrollment until certain conditions are met. Responsibility for suspending pupils resides with the school administrators, (State Statute 120.13(1) (b)). Generally, suspensions are for one, two or three days, either in-school or out-of-school depending on the circumstances. If a notice of expulsion hearing has been sent, the administrators may suspend pupils for not more than fifteen (15) consecutive school days for non compliance with school board policies (state Statute 119.25(1)).

In-School Suspension Rules

1. In-school suspension will be held in a specific room. The student will bring all writing utensils, books, and other necessary material to the room.
2. Students will be given schoolwork to do while in suspension, which will be turned in to the supervisor. Private reading material will not be allowed unless it is part of an assignment. If a student does not have any work to do, the supervisor will give some to them.
3. There will be no talking unless granted by the supervisor.
4. Students are not to bring anything to eat or drink.
5. No one will be allowed to sleep.
6. Students will be given one bathroom break in the morning and one in the afternoon. (one at a time) They will eat their lunch at the beginning of lunch A.
7. No cell phones will be allowed at any time.
8. Any rules not followed by a student will cause a parent to be called. The parent will be told to come and pick up their son or daughter. The in-school suspension will be assigned again another day. Repeated misconduct and non-compliance with school rules will result in a recommendation to the school board for expulsion from school.

Although not considered to be exhaustive, students in the School District of Crivitz can be suspended for the reasons listed below:

1. Insubordination – unwillingness to submit to authority; disobedience, neglect or refusal to obey. If a student deliberately refuses to follow the directions of a teacher or leaves a classroom without the consent of the instructor, the student will be considered insubordinate. The individual may be subject to a change in his/her learning environment.
2. Skipping detentions or not making up tardiness time;
3. Unauthorized driving or riding in a vehicle during the school day;
4. Use or possession of tobacco on school premises;
5. Attendance and truancy violations;
6. Assault and battery/fighting at school (police intervention);
7. Vandalism;
8. Slander, libel, obscenities, vulgarities (Statute 944.21);
9. Disorderly conduct - (Statute 947.01) (probable police intervention);
10. Inappropriate displays of affection toward the opposite sex;
11. For conduct while not at school or not under the supervision of a school authority which endangers the property, health or safety of any employee or school board member of the school district in which the student is enrolled (Wisconsin Act 284 effective April 28, 1994).

EXPULSION

Expulsion is defined as a termination of enrollment permanently or for an extended period.

Expulsion shall be exercised only through formal action by the board of education (State Statute 119.25(1)). Expulsion is desirable only as the very last measure. The school board may expel a pupil from school whenever it finds the pupil guilty of repeated refusal or neglect to obey the rules (State Statute 120.13(1)(c)).

In the Crivitz School District, three suspensions in a school year could be considered to be repeated refusal or neglect to obey the rules.

A student could also be expelled if he/she engaged in conduct while not at school or while not under the supervision of a school authority, which endangers the property, health, or safety of any employee or school board member of the school district in which the student is enrolled. In such case, the school board must be satisfied that the interests of the school demand the expulsion.

If a student is suspended for whatever reason the first and second time, either in school or out of school, on both occasions it will be made clear that a third suspension could result in an administrative recommendation to the board of education to expel the student from school.

To support the recommendation, the school administration shall present a comprehensive written report of the measures taken by staff to correct the student's conduct. The board will ascertain whether the student's parents have been kept informed of the developments, whether their cooperation has been sought in the corrective efforts and whether they have been notified by certified mail of their right to be present at the meeting during which the expulsion of their child is to be considered.

At the time of the expulsion, the board shall set the duration of the expulsion. Action of the board will be necessary for any possible readmission to school. Expulsion actions shall be preceded by internal school procedures reflecting due process.

The above-described guidelines shall not preclude the administration from recommending an immediate expulsion due to serious behavior problems (Board of Education Policy 5114 Adopted 12/93, Revised 7/94).

DISCIPLINE SYSTEM (THE STEP SYSTEM)

When incidents occur outside of the classroom, or when corrective actions taken by the classroom teacher have failed, or when the rule infraction is of a serious nature, the incident shall be referred to the principal or designee for investigation and action.

The severity of the consequences applied by the principal or designee depends upon two factors:

1. the seriousness of the offense, and
2. the previous disciplinary record of the student.

In an effort to take both factors into account, a progression of consequences (the step system) has been adopted. A student who is referred for violating a rule within this code will receive at least the consequences that correspond to the entry-level step for that offense. With each successive referral, the student advances at least one step depending upon the seriousness of the infraction. The **minimum** consequences for each step are as follows:

- **Step 0:** Teacher and student have a conference to work out a plan.
- **Step 1:** Administrative or teacher conference with a student.
- **Step 2:** Administrative conference with parent notification and optional number of detentions; loss of parking lot privileges; loss of cell phone use rights
- **Step 3:** One to three days of in-school or out-of-school suspension with parent notification and optional referral with a guidance counselor if needed. One of the student's parents/guardians may be asked to attend a conference with the teacher or administrator.
- **Step 4:** Three to five days of in-school or out-of-school suspension with parent notification and a reentry conference with a parent/guardian is required. If after three days of out-of-school suspension a parent/guardian conference is not held, the student will be assigned to in-school suspension until one is held.
- **Step 5:** Five (5) days of out-of-school suspension with parent notification and a reentry conference with a parent/guardian is required. Repeat offenses at Step 5 may advance a student to Step 6 at the discretion of the administration team if other intervention options have been tried without success.
- **Step 6:** Fifteen (15) days of out-of-school suspension pending an expulsion hearing before the Board of Education. Multidisciplinary Teams will be convened for special education students.

Provisions of the Step System

1. A disciplinary file will be kept for each student referred to an administrator.
2. Parents will be notified in writing of all violations from Step 2 through Step 6.
3. **Steps may be "jumped" if the infraction calls for a higher entry-level step.** For example, a student who is on Step 1 and commits a Step 3 violation will be advanced to Step 3. Normally, a student will be advanced up the Step System with each successive violation.

A. Student to Student Relationships

Right: Each student has the right to attend school activities without fear of threats against his/her feelings, property, or physical well-being.

Responsibility: Each student is responsible to respect the feelings, property, and physical well-being of other students.

Policy: Students will refrain from physical and verbal abuse directed at other students, as well as any damage or theft of the property of a fellow student.

Infraction	Step	Special Provision
A-1 Bullying: The act of threatening, verbally or by writing/gesture, the well-being, health, or safety of any student on school property or en-route to or from school	1-5	May be referred to the police.
A-2 Disrespect: To insult, call derogatory names, use obscenity toward, dishonor or in other manners abuse verbally or in writing any member of the student body.	1-3	May be referred to the police.
A-3 Sexual Harassment: Sexual advances/requests for sexual favors or verbal/physical conduct of a sexual nature, which is perceived as offensive by the victim.	4-6	May be referred to the police.
A-4 Threatening/Intimidation: The act of extorting objects of value from a person under pressure of either implied or expressed threats.	4-6	May be referred to the police.
A-5 Physical Violence/Fighting: Any act of hostile bodily contact, including tripping, on school property, or school sponsored vehicle (including any activity under school sponsorship). Physical Attack: The act of physically assaulting, or in some other manner attempting to injure any student on school property or going to/from school.	2-6	May be referred to the police.
A-7 Property Damage: The act of damaging another student's property.	2-6	Restitution required. Police Referral.
A-8 Theft: Taking property from another student.	2-6	Restitution required. Police Referral.

B. Student to Staff Relationships

Right: Students and staff have a right to work, study, and teach in an atmosphere of mutual respect. They also have the right to free and responsible inquiry and expression while being mindful of the responsibilities listed below.

Responsibility: Students have the responsibility to respect authority, feelings, physical well-being, and property of members of the school staff.

Policy: Students shall refrain from disobedience, disrespect, threats, or attacks directed at members of the school staff, as well as damage to, or theft of property belonging to school staff members.

Infraction	Step	Special Provision
B-1 Insubordination: The willful failure to respond or carry out a reasonable request by authorized school personnel, or failure to report for detention. This includes walking out of a classroom without permission.	2-4	May be referred to the police.
B-2 Disrespect: To insult, use derogatory language, or obscenity toward, dishonor, or in other manner abuse verbally or in writing any member of the school staff.	2-4	May be referred to the police.
B-3 Sexual Harassment: Advances, request for sexual favors, or verbal or physical conduct of a sexual nature which is perceived as offensive by the victim.	4-6	May be referred to the police.
B-4 Threatening or Intimidating Behavior: Verbal or written gesture threatening the well-being, health, or safety of any member of the school staff.	4-6	May be referred to the police.
B-5 Physical Attack: The act of physically assaulting any member of the school staff on school property or at a school activity.	6	May be referred to the police.
B-6 Disrespect for the property of a member of the school staff.	2-4	May be referred to the police. Restitution required.

C. School Property

Right: Each student is entitled to a well-equipped, well-maintained, attractive school environment.

Responsibility: Each student is responsible to respect and help maintain the appearance of the building and the equipment.

Policy: Acts of vandalism, theft, and abuse of school property, buildings, and grounds are prohibited.

Infraction	Step	Special Provision
C-1 Vandalism: Willful damage of property	3-4	May be referred to the police. Restitution required.
C-2 Damage requiring cleaning and/or repair	2-5	May be referred to the police. Restitution required.
C-3 Abuse of printed materials, AV materials, or computer technology	2-5	May be referred to the police. Restitution required.
C-4 Willful misuse of school materials, printed materials, AV materials, or computer technology	2-5	May be referred to the police. Restitution required.
C-5 Theft	3-6	May be referred to the police. Restitution required.
C-6 Littering	0-3	May be referred to the police. Assignment work detail.

D. Protection of the Public Safety

Right: Each student and staff member has the right to be safe and secure from physical harm while attending school.

Responsibility: Students and staff members have a responsibility to conduct themselves in such a manner as not to pose a threat to the health of others.

Policy: The infraction listed below, as well as other acts that threaten the health and safety of students and/or threaten the health and safety of staff, are strictly forbidden.

Infraction	Step	Special Provision
D-1 Detonation of firecrackers or other explosive devices	4-6	May be referred to the police.
D-2 False Alarms	4-6	May be referred to the police.
D-2a. The act of initiating a fire alarm or initiating a report of warning of a fire or other catastrophe without just cause	4-6	May be referred to the police.
D-2b. Bomb threats	6	May be referred to the police.
D-3 Arson: The intentional burning or attempt to burn any part of school property	6	May be referred to the police.
D-4 Improper use or parking of motor vehicles	2-6	Referral to police when appropriate.
D-5 Weapon: Possession/use/threat. An instrument or device which could be used for attack or defense	5-6	May be referred to the police.

E. Intoxicants

Right: Each student has the right to participate in a healthy environment and associate with students who are free from the influence of alcohol, intoxicating inhalants, tobacco, and drugs, and not be subjected to those wishing to buy, sell, or use such substances.

Responsibility: Each student has the responsibility to keep his/her mind and body in a sound, healthy condition, and abide by established laws.

Policy: The possession, use, or sale of any prescription drugs, illegal drugs, alcoholic beverages, intoxicating inhalants, or tobacco is prohibited on school grounds or at school-sponsored activities.

Infraction	Step	Special Provision
E-1 Alcohol, Inhalants, drugs, and other intoxicants:		
Possessing, having under one's control, or using any illegal substances, intoxicants, or alcoholic beverages	4-6	May be referred to the police.
Selling, giving away, or otherwise transferring to another person any illegal substance or alcohol; includes any transfer of a prescription drug or any substance alleged to be a drug regardless of its actual content.	4-6	May be referred to the police.
Possessing, using, or having under one's control any substances, materials, or related paraphernalia which are dangerous to health or safety or which disrupt the educational process	4-6	May be referred to the police.
The possession, use, or distribution of drug paraphernalia, look-alike drugs, nonalcoholic beer or any substance misrepresented as alcohol or a mood-altering drug	4-6	May be referred to the police.
E-2 Tobacco:		
Use of tobacco products on school premises or at function under school-sponsorship (includes smoking, chewing, or look-alike tobacco).	4-6	May be referred to the police.
Possession of tobacco products (on person, in vehicle, in locker)	4-6	May be referred to the police.

F. Student Behavior

Right: Every member of the school community has the right to safe and timely passage from one place to another within a clean and orderly school building.

Responsibility: Passing between classes should be done in an orderly and respectful manner. It will also be everyone's responsibility to maintain cleanliness and order in the corridors.

Policy: Behavior which disrupts or prevents orderly passage through the corridors is prohibited.

Infraction	Step	Special Provision
F-1 Abusive and offensive language	1-3	See also Student to Student and Student to Staff Relationship section.
F-2 Physical Harassment	3-6	See also Student to Student and Student to Staff Relationship section.
F-3 Spitting	1-4	Work detail as assigned
F-4 Necking, groping, and other inappropriate displays of affection	1-4	May involve parental contact.
F-5 Littering	0-3	Picking up refuse or work detail as assigned by the principal
F-6 Tripping, running, or horseplay in the hallways	0-4	See also Student to Student Relationship section.

G. Other Disciplinary Infractions

Infraction	Step	Special Provision
G-1 Failure to follow school procedures	2-5	
G-2 Disruption of school events, games, meetings, and assemblies	3-6	Removal from event and possible exclusion from similar events.
G-3 Cheating that extends beyond the bounds of the classroom (stealing a test, plagiarism, etc.)	2-6	Teachers and administration will determine appropriate classroom penalty.
G-4 Misrepresentation/forgery: written or spoken misrepresentation of the truth (forged passes, parent signatures, false phone calls, lies, etc.)	2-6	May be referred to the police.
G-5 Misuse of food or beverages on the premises	1-4	Work detail as assigned by principal; confiscate food or beverage
G-6 Inappropriate use of radios, video games, I-pods, laser pointers, etc.	0-3	Device will be confiscated and returned at the end of the day or held until parents pick it up.
G-7 Use of cell phone or communicating device during class time	0-4	Refer to "Electronic Communication Devices" section of handbook for consequences for cell phone use during class time.
G-8 Being an accessory to a rule violation	0-6	Principal's discretion depending on involvement
G-9 Offensive Clothing – any clothing in poor moral taste, suggestive, or bearing improper writing or logos	1-4	Clothing will be immediately changed. If the student is unable to do so, he/she may be sent home with an unexcused absence.

G. Other Disciplinary Infractions (cont.)

Infraction	Step	Special Provision
G-10 Classroom Removal: Teachers at Crivitz High School shall have the authority to remove students from their classrooms who are disruptive or act in a manner that is detrimental to the academic atmosphere of the classroom environment. The principal and teacher shall determine the length of time for which the student will be removed from class or school.	1-3	<p>1st Removal: Student conference with teach and/or principal with parental notification.</p> <p>2nd Removal: Conference or phone call with parent(s), student, teacher, and/or principal.</p> <p>3rd Removal: Disciplinary procedures including, but not limited to, detention or suspension with parental notification.</p> <p>4th Removal: Removed from class with an "F." Immediate removal may result in cases of gross misconduct.</p>

H. Triton

Distance learning is a means for districts to provide low incidence courses that normally would not be offered to students due to low enrollments, financial restraints, or lack of qualified personnel. Due to the unique nature of distance learning, certain standards of behavior are expected of students enrolling in these courses. This policy is intended to make both the students and the parents aware of the standards and to secure signatures of agreement. Students and parents are required to attend a meeting and sign a contract outlining the TRITON expectations.

Infraction	Step	Special Provision
First Offense	0-6	Verbal warning, teacher referral sent to school/parent
Second Offense	0-6	May result in permanent removal, teacher referral sent to school/parent
Severe Misconduct	0-6	Permanent removal, disciplinary action, and parent, teacher, administrator conference

DRESS CODE

Students must wear proper school clothing. No obscene or suggestive material may be written or drawn on clothing. Advertising drugs or illegal materials on clothing will not be allowed. Shirts and blouses shall be appropriate for school. Spaghetti straps are not acceptable. Tank tops, muscle type shirts, halter-tops, or open midriff blouses are also not allowed. Extremely baggy pants are not allowed in school since they are a safety hazard around machinery as well as allowing the individual to hide/conceal items not allowed on school property. Pants may not hang down so that a student's underwear is visible. Students wearing jeans, pants, or shorts with holes or frayed holes above the knees 4 inches will be asked to either change, call home for a new pair, or wear tights or shorts under the pants. Sunglasses, hats, scarves, bandannas, or any other apparel that is not appropriate or necessary – including any painting or writing on the body – that distracts from the learning process, are not to be brought into the classroom. Jackets and blankets are not to be used in the classroom unless permission is granted by the teacher. All shorts are to be of proper length and in good taste. Shorts and skirts will be no less than 4 inches from the top of the knee cap, measured while the student is standing normally with the clothing at belt height. Hats are to be taken off upon entering the school building. Backpacks are to be left in lockers and are not allowed to be brought into classrooms. Students are not to wear heavy chains or "choker chains." Should an individual pull on the chain, it could cause skin damage and could severely damage the child's trachea. The principal has the final determination on what is and is not appropriate school clothing. **Repeated failure to follow these rules will result in punishments of increasing severity, including being sent home or suspension.**

EARLY RELEASE

If a school day should end at an earlier time than normal, such as 1:10 P.M., no students will be allowed to leave before that time. The only exception would be a verified illness.

Emergency delayed school opening - in case of emergency, the District Administrator, when he deems it advisable, may delay the opening of school one (1) hour or more, following a heavy snowfall or other emergency.

Emergency school closing - whenever, in the judgment of the District Administrator, it appears contrary to the safety and welfare of pupils to keep school open, the schools shall be closed. The District Administrator shall institute procedures and regulations to return pupils to their homes safely and notify parents regarding the emergency closing.

The closing of school, or non-operation of certain school buses, or both, because of extremely bad weather or other severe emergency, will be announced in the early morning hours on area radio stations, the local cable system, and some TV stations.

ELECTRONIC COMMUNICATION DEVICES

The district recognizes the value of students maintaining communication with their parents/guardians and other appropriate people for their health and safety, but it is also clear that cell phones distract students in the classroom and hamper the educational efforts of the staff during the school day. In an effort to promote appropriate usage of technology, the Crivitz High School cell phone policy will allow students to use their cell phones during designated times and in designated areas, but the consequences for violating this policy will be severe and strictly enforced. Students may use their phones during their lunch period and during the 4 minute passing times between classes. They may not use their phone during any class period time. This includes resource periods. Cell phones must be put away and turned off or placed on silent before entering the classroom. Also, phones may not be used outside of the class during classroom time.

There are certain areas in the building where cell phone use will be prohibited at all times. Those areas include the following locations:

1. Locker rooms
2. Library
3. Computer labs
4. Restrooms

Any violation of the electronic communication device policy will result in the following penalties:

Physical use of the phone (major)	Phone going off while not being used (minor)
1st Offense: The student will turn his/her phone in to the office before 1 st period begins and may pick it up after resource period ends for 10 school days . If a student forgets to bring his/her phone, 2 days will be added to the penalty period.	1st Offense: The student will turn his/her phone in to the office before 1 st period begins and may pick it up after resource period ends for 5 school days . If a student forgets to bring his/her phone, 2 days will be added to the penalty period.
2nd Offense: The student will turn his/her phone in to the office before 1 st period begins and may pick it up after resource period ends for 20 school days . If a student forgets to bring his/her phone, 2 days will be added to the penalty period.	2nd Offense: The student will turn his/her phone in to the office before 1 st period begins and may pick it up after resource period ends for 10 school days . If a student forgets to bring his/her phone, 2 days will be added to the penalty period.
3rd Offense: The student will turn his/her phone in to the office before 1 st period begins and may pick it up after resource period ends for 40 school days . If a student forgets to bring his/her phone, 2 days will be added to the penalty period.	3rd Offense: The student will turn his/her phone in to the office before 1 st period begins and may pick it up after resource period ends for 20 school days . If a student forgets to bring his/her phone, 2 days will be added to the penalty period.
4th Offense: The student will turn his/her phone in to the office before 1 st period begins and may pick it up after resource period ends for 80 school days . If a student forgets to bring his/her phone, 2 days will be added to the penalty period.	4th Offense: The student will turn his/her phone in to the office before 1 st period begins and may pick it up after resource period ends for 40 school days . If a student forgets to bring his/her phone, 2 days will be added to the penalty period.

A student who has had his/her phone privileges suspended may not use a replacement phone or another person's phone during the time his/her privilege has been suspended. Doing so will result in another violation.

If the seriousness of an offense merits it, a student can be given a more serious penalty than what is listed for a violation of the electronic communication device policy.

Any student who fails to turn over his/her phone to a requesting staff member will receive an additional suspension for insubordination in addition to the action required by the cell phone policy. The student will also not be allowed to use his/her phone in the building during the school day for 4 weeks for a 1st violation, for a quarter for a 2nd violation, for a semester for the 3rd violation, and for a calendar year for the 4th violation.

Sending inappropriate material by use of cell phone can result in serious penalties, up to, and including, expulsion.

ENTERING THE BUILDING

Students are to enter the school through the **south** or **west** doors before 8:00 AM. Between 8:00 and 3:24 students are to **enter** or **exit** the building **only** through the **south** doors.

EVALUATION OF STUDENTS

QUARTERLY MARKING PERIOD GRADES - quarterly grades are reported in letter equivalents on student report cards. Each letter grade represents a numerical value used to compile grade point averages. The grades below are submitted by teachers for credit generating courses.

Percentage	Letter Grade	Numerical Point Value
93-100	A	4.00
90-92	A-	3.75
87-89	B+	3.50
83-86	B	3.00
80-82	B-	2.75
77-79	C+	2.50
73-76	C	2.00
70-72	C-	1.75
67-69	D+	1.50
63-66	D	1.00
60-62	D-	0.75
59 and below	F	0.00

Letter grades on report cards shall include A, A-, B+, B, B-, C+, C, C-, D+, D, D- and F. The range of letter grades shall reflect a numerical percentage.

Other potential grades reported by teachers are:

1. P - Pass or F – Fail (school to work classes and teacher assistant classes)
2. NG (No Grade) - due to not completing work by the end of the quarter. "No Grades" shall be made up within one week of the end of any marking period.

INTERVENTIONS - In an effort to facilitate success for all our students, interventions will be implemented when students are performing at, or below, passing levels. At regular, three-week grade checks, teachers will identify students who are failing. These three week grade checks are not part of their permanent grade records, and are meant only to inform school personnel where students need additional support.

SEMESTER AVERAGES AND SEMESTER EXAMS - the teaching staff will average two quarterly grades to yield a semester grade. If the semester grade is a "D-" or higher, one-half (1/2) credit is earned. Semester exams are given at the end of each semester. The formula for semester grades is as follows: 2/5 - 1st 9 weeks, 2/5 - 2nd 9 weeks, 1/5 final exam.

MAKING UP TESTS AND DAILY WORK - for **excused** absences, students will have two days to make up work for each day missed, either between 7:30 to 8:00 A.M. or as arranged between teacher and student. If students were present when an assignment or test was announced and absent on the day of the test, students will make up the test on the day they return either before school or as arranged between teacher and student. Teaching staff shall make individual arrangements with excused students on Fridays.

TRANSCRIPT OF STUDENT RECORDS - the transcript of a student's record is maintained in the guidance office. Transcripts include a statement of courses taken, semester grades received, credits earned, accumulative grade point average, class rank, attendance, and year of graduation. Transcripts are issued upon receipt of a legal, signed release form. Transcripts are not released until all financial obligations to the school district are met.

EXTRA – CURRICULAR ACTIVITIES

Students who participate in extra-curricular activities must remain eligible. See **Extra-Curricular Activities Handbook**.

FIRE DRILLS AND ALARMS

Fire drills at regular intervals are required by law and are an important safety precaution (s118.07). It is essential that when the first signal is given, everyone clears the building by the prescribed route as quickly as possible. The classroom teacher will give the students instructions.

FOOD – BEVERAGES

There will be no eating or drinking in classrooms during regular class hours except for special occasions.

GPA INCENTIVE PROGRAM

The GPA Incentive program – being able to leave at the end of 7th period - is a quarterly program available to all juniors and seniors who qualify with a 3.0 grade point average. To qualify, the following criteria must be met:

1. The student must have no more than 4 absences per quarter and must have 0 unexcused absences in a quarter.
2. The student cannot have any in- or out- of school suspensions and no more than 2 office referrals in a quarter.
3. The student cannot have any D's or F's in a quarter.
4. The student can have no more than 1 tardy in a quarter.
5. The student must have a permission slip signed by his/her parent for participation.

Every eligible student will report to resource period for attendance. All students will then sign out before leaving. Any student who leaves after 7th period must not return to the building until the end of the school day at 3:24 p.m.

GYM REGULATIONS

Only the teams scheduled to practice will be allowed in the gym and the coaches must be present during all practices. Only regulation gym or basketball shoes will be worn on the court. No street shoes will be allowed. Playing on the court by persons other than team members is prohibited unless authorized by the coaches. At no time will students be allowed in the gym outside of the school day without prearranged permission and without being under the supervision of a coach or faculty member.

HOMEWORK

The following guidelines have been developed to assist principals in working with staff to establish appropriate homework assignments:

- A. All homework assignments should have a specific purpose related to the learning objectives of a program or course.
- B. Homework assignments should be appropriate to the grade level and the abilities of the students involved.
- C. Assignments should involve application of knowledge, reinforcement of communication, research and other skills, and should provide experiences which strengthen attitudes and allow for creativity.
- D. Punishment assignments should never be given.
- E. The purpose of homework, in terms of the goals of a program, should be clear to the student when assigned, the work corrected when returned, and both the strengths and weaknesses of his/her work communicated in ways which provide for improved performance.
- F. As part of the process of using homework as a learning tool, students should be involved in learning how to critique their own and each others' work based on clearly-defined criteria related to the particular program or course of study.
- G. The time limits for the completion of homework should:
 1. be reasonable and consistent with the nature of the assignments given;
 2. provide for interim appraisal of progress where assignments involve blocks of time;

3. include a reasonable time for make-up of missed homework assignments and/or improvements based on teacher comments.

H. Parents should be made aware of the District's homework guidelines as well as the way each of their child's teachers will be using homework as a learning activity.

HONOR ROLL

The honor roll has two levels: the special "high honor roll" for students with a 3.51 to 4.0 average and the honor roll for students with a 3.5 to 3.0 average. Students who achieve "high honor roll" will be entitled to free admission to all home athletic events with the exception of state sponsored activities (regionals, sectionals, etc.), during the marking period following the quarter for which the "high honor roll" was achieved.

ILLNESS

Students should notify the teacher in charge of the room and report to the high school office or school nurse if they are ill. Under no circumstance is a student allowed to go directly home or make his or her own arrangements to go home without permission from the principal. Students are not allowed to leave the building unless the parent(s)/guardian have been notified.

Medication procedure when administered by school personnel:

1. Pupils who require medication at school shall be identified by parents/guardians to the principal. The principal, in turn, shall assume authority for involving designated school personnel in administration of the medication.
2. Written statements shall be required from:
 - a. The parent/guardian, who shall specify medication, dosage, frequency, possible side effects, and length of time to be given.
 - b. The parent/guardian, who shall request and authorize the designated school personnel to give medication in the dosage prescribed by the physician.
3. The physician shall be requested by the parent/guardian to supply a properly labeled container of medication for the school authorities. Prescribed medications dispensed by the nurse shall be kept in a locked container. The label on the container shall contain the name and telephone number of the pharmacy, the pupil's identification, name of the physician, name of the drug and the dosage to be given and must be current. Taking this medication shall be supervised by the school nurse or other designated school personnel at a time conforming to the indicated schedule. This medication will remain at school as long as the student is required to receive it, so duplicate containers, one for home and one for school use, are required.
4. It is important that an accurate and confidential system of record keeping be established for each pupil receiving medication.
 - a. It is advisable to have in the principal's office a list of pupils needing medication during school hours, including the type of medication, the dose and the time to be given. This list should be reviewed periodically.
 - b. The classroom teacher and school personnel may be asked to record unusual behavior of the pupil on medication.

- c. An individual record for each pupil receiving medication shall be kept and will include dosage, effects, changes, continuance or disruption.
5. School personnel should under no circumstances provide aspirin or any other medicine to students unless:
- a. A signed Authorization to Administer Non-Prescription Medication by School Personnel form is on file with the school office.
 - b. The non-prescription medication must be in its original container.

INCOMPLETE GRADES

Students who receive a No Grade (NG) for any grading period will be allowed **one week** after the grading period to make up the work or the incomplete grades become "F" grades. The only exception of the one-week period for making up work would be due to serious illness or injury, and must have approval of the teacher and principal. Extensions will not be granted for incompletes due to work, routine absences, travel, etc.

LASER PENS – LASER POINTERS

Laser pens and pointers are not to be in the possession of students on school property or school related activities. These articles will be confiscated and will **NOT** be returned to the student.

LIBRARY USE

If students want to use the library during study hall time they must report directly to the library before the final bell rings and sign the list provided in the library for attendance check. Any abuse of the library will result in the loss of the privilege of using it for a specific period of time.

Library Rules - the Crivitz High School library is open as a study hall seven hours per day with the understanding that it is to be a silent study hall in order that all students have equal rights to the best possible study environment.

Any student who chooses to come to the library must respect the rights of the other students using the library. To accomplish this, the following guidelines have been established:

1. There will be no eating of candy or drinking of beverages in the library.
2. There will be no selling candy in the library at any time.
3. Students must ask permission to speak to other students. These conversations are to be limited to a reasonable amount of time.
4. The library staff has the right to separate groups that are causing disruption in the library.
5. A student may not sleep in the library.
6. Students who have passes to go to other parts of the building are to report to the study hall - not the library.

7. Computers in the library are under the supervision of the librarian, with priority given to students who are working on specific class assignment.

LUNCHROOM AND NOON HOUR REGULATIONS

Lunch Room Rules:

Students are to enter the lunchroom from the south doors in a quiet and respectable manner and form a single line leading to the lunchroom counter. Running, pushing and boisterousness is not to be tolerated.

After being served, students are to go directly to the table of their choice.

After eating, students are to return their trays to the proper place at the service counter.

Students are not to sit or stand on the tables or stand on the benches.

Students are to remove all paper bags, pop bottles, etc. from the lunch tables.

The noon lunch should be an enjoyable period for the students, but an orderly lunchroom is necessary.

MEDICATION – PRESCRIPTION AND OVER-THE-COUNTER

Prescribed Medications

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

- A. Parents should determine with their practitioner's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The "Prescribed Medication Form" and the "Over-the-Counter/Short-term Prescription Medication Form" are both available from the district web page, under DEPARTMENT and HEALTH/SCHOOL NURSE or from the secretary and must be filed with the school nurse before the student will be allowed to begin taking any medication during school hours. This written and signed request form is to be submitted on an annual basis, or more often if changes in dosage occur, and will include:
 1. student's name and date of birth;
 2. medication and dosage or procedure required;
 3. times required;
 4. special instructions including storage and sterility requirements;
 5. date prescribed medication will be started;
 6. date prescribed medication will no longer be needed;
 7. practitioner's name, address, and telephone number;

8. probable side effects;
 9. authorization for school personnel to administer the prescribed medication, if necessary, but only in the presence of an authorized staff member or parent;
 10. agreement/satisfactory arrangement to deliver medication to/from school;
 11. agreement to notify the school in writing if the medication, dosage, schedule, or procedure is changed or eliminated. A new request form must be submitted each school year or for each new medication.
- C. For each prescribed medication, the medication shall be in the original pharmacy-labeled package with the following information in a legible format:
1. student's name
 2. practitioner's name
 3. date
 4. pharmacy name and telephone
 5. name of medication
 6. prescribed dosage and frequency
 7. special handling and storage directions
- D. All medications to be administered during school hours must be registered with the nurse's office. Upon receipt of the medication, the school nurse shall verify the amount of medication brought to the school and indicate that amount on the student's medication log sheet.
- E. Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. Two to four (2-4) weeks' supply of medication is recommended. Medication MAY NOT be sent to school in the student's lunch box, pocket, or other means on or about his/her person. An exception to this would be prescriptions for emergency medications.

Nonprescription Drug Products

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

- A. The Nonprescription Drug Product Request and Authorization Form 5330 F1a can be obtained from the school secretary and must be filed with the school nurse before the student will be allowed to begin taking any medication during school hours.
- B. For each nonprescription drug product, the container shall be the original manufacturer's package and the package must list in a legible format the ingredients and recommended therapeutic dose.

The parents request to administer a nonprescription drug product shall contain the following information:

1. student's name
2. date

3. name of medication

4. dosage and frequency

5. special handling and storage directions

NOON HOUR – CLOSED CAMPUS

The high school is currently, as per direction of the board of education, under a closed campus policy. Students are to be in the auditoria, the main lobby, or directly in front of the building during the noon hour. Any closed campus violation will result in a student either being restricted to a specific area during the noon hour, detentions, or suspension.

PEP ASSEMBLIES

Pep assemblies may be held as special needs might indicate. They will be sponsored by the cheerleaders and student council and consist of the pep band and skit or speaker. These assemblies should be well planned in advance and not be a spur of the moment activity. The advisor and principal must approve all skits in advance.

PERMIT TO LEAVE BUILDING

Students leaving the building must complete and possess a Permit to Leave Building Pass from the office. The form grants permission and states where, why and the time of departure. Students must exit the building through the **south** entrance.

PHYSICAL DISPLAY OF AFFECTION

Physical displays of affection between students are not considered acceptable behavior in school or on the school grounds.

Any contact between students beyond holding hands is considered inappropriate in the school building and will result in a disciplinary referral.

PHYSICAL EDUCATION GRADUATION REQUIREMENT SUBSTITUTION OPTION

Reference: 2011 Wisconsin Act 105 modified many aspects of education law. Regarding physical education, a new sections of Wis. Stat. sec. 118.33 was created and became effective December 9, 2011. It reads as follows: 118.33 (1) (e) A school board may allow a pupil who participates in sports or in another organized physical activity, as determined by the school board, to complete an additional 0.5 credit in English, social studies, mathematics, science, or health education in lieu of 0.5 credit in physical education.

Students may complete an additional on-half credit in English, social studies, mathematics, or science in lieu of one-half credit of physical education when they participate in a WIAA-sanctioned sport as part of the district's athletic program.

- A required course may not count for the one-half credit substitution course

- The one-half credit substitution course must be in addition to the minimum graduation credit requirement for the English, social studies, mathematics, or science subject areas.
- Participation in the sport itself does not constitute a course and does not qualify for any high school graduation credit unless the course substitution request is filled out prior to the season and all requirements have been met at the end of the season.

The following criteria must be met for participation in a sport to be eligible for substituting a course for one-half credit of physical education:

1. The student must participate in a junior varsity level or varsity level sport for an entire season during Grade 11 or the fall season of Grade 12.
2. The student must submit to the principal confirmation of regular attendance at practices and participation in competitions with a verification form completed by the coach **no later than two weeks after the conclusion of the season.**
3. The student must not have been out for more than two weeks for injury or illness during the sport season.
4. The student must not have had any violation of the Co-Curricular Code resulting in a suspension of one or more competitions during the sport season.
5. The student must be an athlete who is eligible to compete for the entire season.
6. **This substitution course must go beyond the graduation requirement minimum for that subject area.**

PROPERTY DAMAGE

It is the policy of the Crivitz Board of Education that students pay for damage to school property caused by carelessness or deliberate acts of violence and vandalism.

The Crivitz School District is not responsible for stolen items or property that is vandalized by non-district employees.

PROM/HOMECOMING

The prom is under the jurisdiction of the junior class and its advisors. The advisors shall organize and supervise decoration activities.

The junior class will select the prom king and queen. The prom is for high school students only. Parents, friends and student spectators are welcome to observe the grand march. Passes are not needed in advance.

Homecoming is under the jurisdiction of the student council.

PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS

Any individual(s), having a legitimate interest in the staff, programs and operations of this District shall have the right to present a request, suggestion, or complaint to the District and the Board of Education. At the same time, the Board has a right to protect the staff from inappropriate harassment. It is the intent of this policy to provide guidelines for considering and addressing public requests, suggestions, or complaints in an efficient, reasonable, and equitable manner. Requests, suggestions, or complaints made by District staff members are covered by Policy 3122/4122.

It is the desire of the Board to address any such matters through direct, informal discussions and other means. It is only when attempts at informal resolution fail that more formal procedures shall be used.

Generally, requests, suggestions, or complaints reaching the Board or Board members shall be referred to the District Administrator for consideration. Any individual presenting such a matter shall be provided with a copy of this policy.

Guidelines for Matters Regarding a Professional Staff Member

A. First Level

Generally, if the matter concerns a professional staff member the individual(s) should discuss the matter with the staff member. The staff member shall take appropriate action within his/her authority and District administrative guidelines to deal with the matter.

Discussion with the staff member may not be appropriate in some situations including, for example, where the matter involves suspected child abuse, substance abuse, or any other serious allegation that may require investigation or inquiry by school officials prior to approaching the staff member.

As appropriate, the staff member shall report the matter and whatever action may have been taken to the principal.

B. Second Level

If the matter has not been satisfactorily addressed at the First Level or it would be inappropriate to discuss the matter with the staff member, the individual(s) may discuss the matter with the staff member's supervisor, if applicable. Discussions with the supervisor shall occur promptly following any discussion with the staff member.

C. Third Level

If the matter has not been satisfactorily addressed at the Second level, and the matter does not involve the District Administrator, the individual(s) may submit a written request for a conference to the District Administrator. This request should include:

1. the specific nature of the request, suggestion or complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the individual(s) (or child of a complainant) has been affected adversely;
3. the action which the individual(s) wishes taken and the reasons why it is felt that such action be taken.

The request must be submitted promptly after discussion with the staff member's supervisor. The District Administrator shall respond in writing to the individual(s) and shall advise the Board of any resolution of the matter.

D. Fourth Level

If the matter has not been satisfactorily addressed at the Third Level, or at the First Level in the case of a matter involving the District Administrator, the individual(s) may submit a written request to the Board to address the matter.

The Board, after reviewing all material relating to the matter shall provide the individual(s) with a written response or grant a hearing, which may be held in closed session at the discretion of the Board when consistent with Wisconsin's Open Meetings law before the Board.

The individual(s) shall be advised, in writing, of the Board's decision no more than ten (10) business days following the next regular meeting. The Board's decision will be final on the matter, and it will not provide a hearing to other complainants on the same issue.

If the individual(s) contacts an individual Board member to discuss the matter, the Board member shall inform the individual that s/he has no authority to act in his/her individual capacity and may refer the individual(s) to this guideline or the District Administrator for further assistance.

Guidelines for Matters Regarding a Support Staff Member

In the case of a support staff member, the matter is to be directed, initially, to the person's supervisor, and then in subsequently higher levels as prescribed in "Guidelines for Matters Regarding a Professional Staff Member".

Guidelines for Matters Regarding District Services or Operations

If the matter relates to a District procedure or operation, it should be addressed, initially, to the District Administrator and then in subsequently higher levels as prescribed in "Guidelines for Matters Regarding a Professional Staff Member".

Guidelines for Matters Regarding Enrollment Disputes

If the matters relates to disputes concerning student residency determination, Homelessness under the McKinney-Vento Act, or related issues, the matter should be addressed initially to the District's Residency or Homelessness Coordinator, and then to the Third Level of the process for "Matters Regarding a Professional Staff Member".

Guidelines for Matters Regarding the Educational Program

If the matter relates to a District program, it should be addressed, initially, to the principal and then in subsequently higher levels as prescribed in "Matters Regarding a Professional Staff Member".

Guidelines for Matters Regarding Instructional Materials

The District Administrator shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their right to inspect instructional materials used as part of the educational curriculum and the procedure for completing such an inspection. See Policy 2414, AG 9130A and Form 9130 F3.

If the request, suggestion, or complaint relates to instructional materials such as textbooks, library books, reference works, and other instructional aids used in the District, the following procedure shall be followed:

A. The criticism is to be addressed to the principal, in writing, and shall include:

1. author;
2. title;
3. publisher;
4. the complainant's familiarity with the material objected to;
5. sections objected to by page and item;

6. reasons for objection.
- B. Upon receipt of the information, the principal may, and upon the District Administrator's approval, appoint a review committee consisting of:
 1. one (1) or more professional staff members including a District librarian;
 2. one (1) or more Board members;
 3. one (1) or more lay persons knowledgeable in the area.
 - C. If the request, suggestion, or complaint relates to the human growth and development curriculum or instructional materials, it shall be referred to the advisory committee responsible for developing the human growth and development curriculum and advising the Board on the design, review and implementation of the curriculum. (See Policy 2414)
 - D. The District Administrator shall be an ex officio member of the committee.
 - E. The committee, in evaluating the questioned material, shall be guided by the following criteria:
 1. the appropriateness of the material for the age and maturity level of the students with whom it is being used
 2. the accuracy of the material
 3. the objectivity of the material
 4. the use being made of the material
 - F. The material in question may be withdrawn from use pending the committee's recommendation to the District Administrator.
 - G. The committee's recommendation shall be reported to the District Administrator in writing within fourteen (14) business days following the formation of the committee. The District Administrator will advise the individual(s), in writing, of the committee's recommendation and advise the Board of the action taken or recommended.
 - H. The individual(s) may appeal the District Administrator's recommendation within thirty (30) business days to the Board. The appeal shall be submitted in writing to the District Administrator within thirty (30) business days of receiving the District Administrator's recommendation. The written appeal and all written material relating to it shall be referred to the Board for consideration.
 - I. The Board shall review the matter and advise the individual(s), in writing, of its decision as soon as practicable. No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

RECORDS

General – student records are maintained in the interest of the student to assist the school in providing appropriate educational experience.

Content – student records include all records relating to an individual student other than records maintained for personal use by teachers or other certified personnel. These records are available only to the persons involved in psychological treatment of a student.

Confidentially – all records are confidential and the contents of records will only be disclosed in compliance with existing state and federal statutes.

Release of Records – no records of a student, past or present, will be released without proper authorization.

Progress Records Include:

1. A statement of courses
2. Grades
3. Extra-curricular activities
4. Attendance record
5. Immunization records

Behavior Records Include:

1. Standardized achievement and ability tests
2. Psychological assessments
3. Behavioral observations
4. Outside agency reports
5. IEP's
6. Physical health records
7. Teacher evaluations other than grades
8. Statements relating to individual student behavior
9. Student physical health care records

High School Progress Records will be kept indefinitely after a student is no longer enrolled in Crivitz High School.

High School Behavioral Records – will be destroyed one year after the date of graduation or last date a student attended Crivitz High School unless the student gives permission that certain items be maintained for a longer period of time. When such permission is received, noted items will be kept indefinitely if they can be included in the transcript. Other items may be destroyed five years after the last date of attendance at Crivitz High School.

Transcript of Student Records - Current transcripts of a student's records are maintained in the guidance office. Past transcripts are kept in the high school office. Transcripts include a statement of courses taken, semester grades received, credits earned, cumulative grade point average, class rank, attendance and academic diploma endorsement if applicable.

SCHEDULING CLASSES

At Crivitz High School, the instructional program is designed to meet the requests of students for specific classes. The starting point in scheduling is the student and the finished product is the result of student input. With the assistance of a scheduling program, student request information is gathered. This information indicates what classes the students would like to take. Based on the student requests, the number of sections of each course is determined and scheduled.

The administration determines the Master Schedule of all courses for the school year and determines teacher assignments based on student selection of courses. For these reasons, careful selections are very important. It is very important that each student considers all factors when selecting courses. Students should consider their future plans, then choose their classes carefully and in a responsible manner.

SCHEDULE CHANGES

Teacher assignment, staffing, and school budgets are based on student course selections made for the upcoming school year. **Students and parents** are urged to proceed through the course selection process with careful consideration of the high school curriculum and their student's post high school plans.

Changing a course selection is a serious matter. After students have created their schedule, except for emergencies and special extenuating circumstances, schedules will not be changed.

1. Course selections are final. Students will be required to meet stringent guidelines in order to change their course selection. A change in course selection will only be considered if:
 - a. The student has already completed and passed the course
 - b. The student does not have the prerequisites for the course
 - c. The student must alter his/her schedule in order to meet graduation requirements
 - d. The student must add a course to meet post-high school employment or college entrance requirements
 - e. The student has physical limitations
2. Students are expected to abide by their course selection and the resulting class schedule. Our schedule is constructed and faculty is hired based on the number of original student course requests. Once this is done, changes are difficult to make. The school will try to help if there is a reason for a change request, but we will not allow changes for the following reasons:
 - a. To change instructors
 - b. To enroll in a course with friends
 - c. Drop below the required 7 credits minimum
3. During the first five school days of a new semester, students may add a course in place of a study hall based on course availability.
4. During the first 5 days of a new semester, students may drop a course under the following conditions:
 - a. Students must drop into a study hall
 - b. May not drop below 7 credits for the school year
 - c. Does not already have a study hall for the term in which the change is taking place.
5. Students who drop a course beyond the acceptable drop date will receive a W/F (withdrawal-fail) and receive no credit for the course, which will have a negative impact on the student's G.P.A. If a student successfully completes the first semester of a two-semester course, he/she must complete the second term or he/she will receive an F for the second semester.
6. A teacher may recommend that a student withdraw from a class for the second semester without a penalty.

Any student needing to make a change in the courses he/she selected for the next school year must fill in a course change approval form prior to the first day of school. The request will most likely be accommodated if, and only if, the desired class section has seats available and a completed course approval form has been received by the student's school counselor.

SCHOOL JEWELRY

The school ring contains the school coat of arms and the school mascot with the graduation year. Students will have various choices of design and setting. Class rings are ordered in the fall of the sophomore year and are delivered sometime before Christmas.

SCHOOL WIDE EXPECTATIONS

Cafeteria Expectations

1. Follow directions of the staff the first time they are given.
2. Food is not to be thrown.
3. All trash and eating utensils are to be returned to their proper receptacles.
4. Students must keep their hands, feet and objects to themselves at all times.
5. Remain in authorized areas.

Corridor Expectations

1. Follow directions of the staff the first time they are given
2. Do not run in halls
3. Have a pass when in the hallways during class hour
4. Stay to the right side of the hallway to ensure smooth traffic pattern
5. Refrain from littering. Put all litter in a proper receptacle

Classroom Expectations

1. Follow directions of the staff the first time they are given
2. Come to class with all materials
3. Keep hands, feet and objects to self
4. Be in your **assigned seat ready to work when the bell rings**

Resource Period Expectations

1. A pass must be issued by a teacher if a student wants to go to a resource room other than the one assigned him/her.
Pre-planning is a must.

2. Bring study materials including books, worksheets, pencils, pens and paper.
3. No talking will be allowed.
4. Card playing, sleeping, listening to radios and other non-educational activities are not allowed.
5. No soda or any beverages or snacks of any kind are allowed.
6. Study hall supervisor may assign work to those students who have nothing to do.

Parking Lot Expectations

1. Follow all traffic laws of the Wisconsin Motor Vehicle Department.
2. Do not be in any vehicle during the school day. This includes noon hour.
3. Leave your vehicle **parked**. It must remain parked from the time of your arrival until school is dismissed.
4. Special permission may be granted by the principal to go to your car.

SEARCH AND SEIZURE

School officials, acting with educational rather than law enforcement motivation, only need reasonable suspicion/cause to conduct searches of the person of students, lockers and inanimate objects, including motor vehicles on school property. Officials will not hesitate to search and inspect when clear and present danger to students and staff is indicated. Law enforcement officers appearing with duly processed search warrants will be accorded the right to search per the court's order, having established cause.

School Lockers:

School lockers are the property of the board of education and are provided for the convenience of students. Each student will be assigned a locker the first day of school. School officials retain the right to conduct both announced and unannounced locker searches. Searches may include visual inspection of locker interiors, moving articles to facilitate observation, patting down coats and inspecting personal articles. Students are prohibited from putting private locks on their lockers.

Among the reasons to search are suspicion of concealing pornographic materials, alcohol, drugs, materials of a disruptive nature, stolen property, weapons, or other items which pose a danger to health and/or safety. Students should not put anything in their locker or carry anything in their possession that they would not want the police to know about. Discovery of illegal materials may result in suspension, referral to appropriate law enforcement authorities, or expulsion.

Personal Vehicles:

If deemed necessary, personal vehicles on school property could be inspected to maintain the health and safety of all students and staff.

With duly signed search warrants; law enforcement officials will be authorized to inspect private vehicles on school property.

Of the Person of Student:

In the interest of the welfare of the students and the school community, it may be necessary to search a student or the student's property. The search may be conducted if school officials have a reasonable suspicion that the student has obtained or has in his/her possession, items in violation of school regulation, local ordinance, or state law. In such cases, the following procedure will be used:

1. The student will be informed of the reason for conducting the search;

2. Permission of the student will be requested to conduct the search.
 - a. Conducting the search with the student's consent:
 - i. School officials or designees conducting this search have the right to request a student to empty pockets, purses, backpacks, or other articles used to carry personal effects, to remove hats and shoes, and/or to roll socks down. Students can also be requested to remove outer garments such as sweatshirts, sweaters, jackets or vests if worn over blouses, shirts or T-shirts. School officials or designees do not have the right to request the removal of any other clothing or to conduct a strip search. If the student cooperates, school officials or designees may notify the student's parent or guardian of the reason for such search.
 - b. Procedure if a student refuses to cooperate:
 - i. K-8 Grade Students – an attempt will be made to contact the student's parent/guardian in order to request him/her to encourage the student to cooperate. If the parent/guardian cannot be reached or if the student continues to refuse to cooperate, the school official may turn the matter over to law enforcement officers for appropriate action. The student may be detained until the law enforcement officer arrives. If the parent/guardian has not been contacted and law enforcement officers are involved, the school will notify the parent/guardian as soon as possible as to the reason for such search.
 - ii. 9-12 Grade Students – School officials have the right to involve a parent/guardian or turn the matter over to law enforcement officers. The student may be detained until law enforcement officers arrive. If turned over to law enforcement, the school will notify the parent/guardian as soon as possible of the search and the reason for the search

TELEPHONE USE

Students are **not to use the office telephones except in extreme emergencies**. Students must ask the school secretary or other building personnel for permission to use the phone.

TEXTBOOKS

All textbooks are the property of the Crivitz School District. Students are expected to be as careful with them as if they own them. Textbooks, which are lost or mutilated, must be paid for by the student to whom they have been loaned.

VISITORS

Students may only bring a visitor to school with prior consent from the principal. Visitors will not be allowed to accompany a student to his/her classes without written permission.

WATER GUNS

Water guns or containers of any kind are not allowed in school or on the school buses. Anyone who is in possession of, or who uses such a container, will be penalized according to the Step System

WEAPONS POSSESSION OR USE

No one shall possess or use a dangerous weapon or look-alike weapon in the school building, on school grounds, in school vehicles, or at school-sponsored activities except as otherwise specifically provided. According to Wisconsin law, any person who knowingly possesses or goes armed with a dangerous weapon on school premises is guilty of a misdemeanor or a felony, depending upon the seriousness of the offense. A minor who violates this law is subject to the provisions outlined in Chapter 48 (Children's Code) or the State Statutes, unless jurisdiction is waived. Students in the School District of Crivitz must be aware of the fact that such acts of misconduct will not be tolerated.

A dangerous weapon or look-alike weapon is defined in state statutes and includes firearms, whether loaded or unloaded (including BB, pellet and spud guns), knives, razors, martial arts equipment, metal knuckles or any other object which, by the manner in which it is used, is capable of inflicting bodily harm or could pretend to be capable of inflicting bodily harm.

Law enforcement officers will be summoned to the school in a situation involving a weapon, which presents an immediate threat to safety. If the situation does not allow an opportunity to contact law enforcement officials immediately, school staff and administration shall attempt to diffuse and control the situation until law enforcement officials can be summoned. The building principal will also report confiscation of weapons to the police.

A dangerous weapon(s) taken from a student will be reported to the student's parents/guardian. Disciplinary measures taken will be the responsibility of the building principal and shall include:

1. Suspension;
2. Referral to law enforcement authorities; and consideration of,
3. Recommendation to the board of education for expulsion.

The following are exceptions to this policy:

1. Weapons under the control of law enforcement personnel;
2. Weapons that are registered and handled in a legal manner for the purpose of education may be authorized by the principal;
3. Weapons properly registered and handled during the community use of school facilities may be permitted; and
4. Archery equipment for physical education classes is permitted and must be used only under the supervision of the physical education teacher.

LEGAL REFERENCE: Wisconsin Statutes 120.13(1), 939.22(10), 948.60, 948.61; Federal Gun-Free School Zones Act of 1990

WORK PERMITS

Work permits will be issued through the high school office if a student meets the minimum age requirements and is not employed in a job of prohibited employment. The following items must be presented before a permit can be issued:

1. a statement from the perspective employer indicating what type of work the student will be doing
2. a statement of permission from the parents
3. proof of birth (birth certificate or baptismal certificate)
4. a permit fee - \$10.00
5. Social Security card.

MISCELLANEOUS

Accidents - the Crivitz Public Schools have responsibilities in regard to emergencies, accidents, and injuries. The first is to prevent accidents from happening. The second is to execute a program of action when emergencies do occur.

Procedures followed at Crivitz High School:

1. Administer first aid.
2. Inform principal or designated person.
3. Contact parents as per emergency information card filed in the school office.
4. Stay with student until parent or guardian assumes responsibility.
5. Administer no internal or external medication.
6. Summon ambulance if illness or injury requires immediate medical attention.

Building and Equipment

The Board of Education tries to ensure that every effort is made to provide a clean, attractive and well-kept building. Treat your school as you would your own home. Be careful and help toward preserving the walls and floors, the fixtures and equipment. Take great pride in seeing that the building is always neat and clean in appearance. Gum and ink are difficult to remove and give the floors an unsightly appearance. Put gum, waste paper and candy wrappers in the waste paper baskets around the building. Help keep our building sanitary and neat.

Class and Club Meetings

No student is to call a class or club meeting without first obtaining permission from the teacher/advisor. The teacher should clear this meeting through the school office. Meetings may not be scheduled to be held during resource period without permission from the principal.

Lost and Found

The office operates a clearinghouse for lost articles. In case you find an article that someone has misplaced, take it to the office.

Telephone Use and Telephone Messages

Telephones are available for students in the office for local calls in the **case of emergency**. Only emergency messages will be delivered to students.

Tornado Drills

Each room has a sign directing you to the proper tornado alert area. A tornado drill will be held at least once each year.

Withdrawal From School

State statutes now require full time attendance until the end of the semester in which the student becomes 18 years of age.

In the event a student is to withdraw from Crivitz High School during the school year, it is important that the following procedure is followed:

A withdrawal form is picked up from the high school office.

The parent must sign the form if the student is under the age of 18. This acknowledges parental permission for school or program transfer.

A signature from the guidance counselor. This indicates that the student has discussed his/her withdrawal with the guidance counselor and has been provided with education options or planning as the student might require.

STUDENT HANDBOOK - CONDUCT AGREEMENT

These rules are in the Student Handbook. Please read these rules and check them off as you read them.

- Students must report to the office when directed and must identify themselves when asked by staff.
- No fighting, aggressive behavior, threats or intimidation toward anyone in school, on school property, on the way to or from school, or during after-school activities.
- No vandalism
- No swearing, name-calling or disrespectful language. Swearing results in an automatic in-school suspension.
- No horseplay, running, pushing, or yelling in the hallway.
- No possession or use of drugs, alcohol, tobacco, lookalike drugs or drug paraphernalia
- No weapons (this includes pocket knives and look-alikes).
- No truancy from school or class, or chronic tardiness.
- Cell phones may only be used before school, during lunchtime, during 4 minute passing times, and after school.

Students are expected to demonstrate proper behavior, including, but not limited to, the above stated rules. Other behaviors deemed to be detrimental to the good order of the school are unacceptable and will be dealt with accordingly. I HAVE READ THESE RULES AND UNDERSTAND THEM. I UNDERSTAND THAT IF THESE RULES ARE NOT FOLLOWED, I WILL FACE DISCIPLINARY ACTION BY THE SCHOOL.

Print Student Name

Student Signature

Parent Signature

Date