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Students with disabilities may be served within the regular education program with an accommodation plan developed by the school staff. Parents who believe their child may have a disability that substantially limits the child's ability to function properly in school, should contact the district administrator.

### **Articles Prohibited at School**

Laser pointers, lighters/matches or other items that are combustible are not allowed in the school building. Media devices are not allowed unless granted permission by the classroom teacher or principal. Cellular phones (to be used before school, during lunch and after school only) and beepers (except as part of an official rescue group) are also prohibited. They will be confiscated, and the student will be able to pick them up at the end of the day, unless the violation is a reoccurrence, then they may be retained longer per Board policy.

### **Attendance Policy and Procedure**

Regularity in school attendance is an important factor in school success. School work missed during an absence must be made up, but it must be realized that the work can hardly be made up completely since class discussions are lost forever. It is therefore of utmost importance that absences from school be kept to a minimum. Poor attendance is a major cause of failure in school which leads to discouragement and frustration.

#### Attendance is important because...

1. dependability and job success go hand in hand.
2. college admissions and employers use attendance records for initial screening processes.
3. attendance records are on report cards and follow you through life.
4. it is an extension of good citizenship.
5. it teaches responsibility.
6. research positively correlates attendance and school success.

#### Poor attendance...

1. disrupts the general flow of the normal school day.
2. requires make-up before or after school.
3. takes time from other students who require

the instructor's attention.

The principal or designee shall serve as the school attendance officer for the school district. The school attendance officer shall deal with all matters relating to school attendance and truancy. Attendance is recorded by the following method: If a student arrives ten (10) minutes after the second bell they are considered absent that class period. Three to four class periods absent equal a half-day absence. Five or more class periods absent equal a full day absence.

### **Excused Absences**

All excused absences require parent/guardian verification that is to be submitted in writing, via phone or email to the school attendance officer or designee in advance of the absence, prior to re-admittance to school or within 24 hours upon return. Upon request of the administrator or their designee, verification may specifically be requested in writing for the absence to be considered excused prior to or upon re-admittance to school. In situations where a student is absent the day after an athletic contest or other school event, unless the absence was pre-excused, notice must be given to the office no later than 8:00 AM of the reason for absence and also a written, signed excuse from the parent/guardian upon return. Any student excused in writing by his/her parent/guardian before an absence is excused from school attendance per Board policy's definition of excused absences. A student may be excused by the parent or guardian under this provision for not more than 10 days in the school year. (such an absence must be pre-approved in advance.)

The school attendance officer or designee is empowered to approve a legal excuse to any student for the following reasons:

1. Evidence that the student is not in proper physical or mental condition to attend school. The district may request the parent/guardian to obtain a written statement from a physician or licensed practitioner as proof of a physical or mental condition of the student.

2. An emergency in the family or other crisis which requires the absence of the student because of family responsibilities.
3. A death in the immediate family or funerals for relatives or close friends.
4. Religious activity.
5. A quarantine as imposed by a public health officer.
6. Attendance at special events of educational value as approved by the school attendance officer or designee.
7. Approved school activities during class time.
9. Medical and dental appointments.
10. Special circumstances that show good cause which is approved by the school attendance officer or designee.
11. Driver's license testing

Parents/guardians shall be notified in writing when students have accumulated excessive absences. This shall be done whether the absences are excused or unexcused, unless the student is under doctor's treatment, and a written statement from a physician or licensed practitioner is on file.

"Habitual truant" means a student who is absent from school without an acceptable excuse for five or more days on which school is held during a semester. The parent/guardian of a student who is a habitual truant shall be notified by certified or registered mail when the student initially becomes a habitual truant.

Students who are absent from school with the prior written permission of their parent/guardian are required to make up work missed during the absence. The arrangements for making up course work and examinations shall be the same as for other excused absences. Students who are absent from school for reasons that are determined to be excused by the school attendance officer or designee shall be given the opportunity to make up work missed when they return to school. It is the student's responsibility to contact the teacher(s) to make arrangements for making up work missed during an absence from school. If any question arises as to the appropriateness and/or feasibility of making up a particular assignment, the teacher shall

discuss the situation with the principal as to the extent to which make up work and/or substitute assignments are possible.

Examinations missed during an excused absence shall be permitted to be taken at a time mutually agreed upon by the student and the teacher, but within the number of days absent plus one day.

Credit may be given for the completion of make-up work assigned. The extent to which make-up work credit can be applied shall be judged on an individual basis. Credit for make-up work can only be given after the student has satisfied consequences imposed for unexcused absences.

### **Unexcused Absences**

Students with unexcused absences shall be permitted to make up major examinations missed in after school detention. Examination make up date(s) shall be determined by administrator/teacher discretion. Students with an unexcused absence on the day of an examination shall make up the exam on the day of return. Students will not be allowed to make up daily work missed.

### **Make-Up Work**

Any time a student is absent from a class, that student must make arrangements with the teacher whose class has been missed to make up all work to the complete satisfaction of the teacher. **Failure to make up all work within the prescribed time allowed may result in a "0" grade for the day(s) missed. One day will be allowed for make-up for each day missed, and work due on the day of the absence is due upon return to class.**

Teachers will attempt to provide assignments commensurate with assignments missed. Teachers may also specify when make-up work must be completed. In case of extensive absenteeism because of hospitalization or family emergency, homebound or home study instruction may be required.

### **Bomb Threats**

The District Administrator, or his/her designee, shall make an immediate decision for safeguarding the welfare of the school's

population in the event of a bomb threat. Any school time missed because of the interruption shall be made up as directed by the Board. Any student found guilty of turning in a bomb threat shall be disciplined according to established procedure.

### **Cafeteria Conduct**

1. By Board Policy, the school campus is a closed campus for the entire school day including noon hour.
2. Students with authorization from a parent or guardian may walk to their own home for lunch. See Board Policy 455.2.
3. Each student, whether eating school lunch or a bag lunch, must walk to the Elementary School lunch room and will return to the High School when authorized. All food must be consumed in the lunch room. In inclement weather, buses will be provided.
4. Students returning to the High School may shoot baskets in the gym after changing to gym shoes or remain in the main hallway (the area between the shop and the library).
5. Students must proceed from the gym and the hallway to their 5<sup>th</sup> hour class immediately upon hearing the bell announcing the three minute passing time.
6. The street that runs from the High School to the Elementary School becomes an extension of school grounds during the noon hour. Students must give automobiles or other vehicles the right of way when walking to or from the elementary school. Interference with vehicle traffic or leaving the street for any destination other than the two schools is unacceptable behavior and will result in assignment of appropriate disciplinary consequences.

### **Code of Conduct**

State Statutes 118.164:

#### Removal of pupils from the class.

Beginning August 1, 1999, a teacher may remove a pupil from the teacher's class if the pupil violates the code of classroom conducted under s. 120.13 (1) (a) or is dangerous, unruly or disruptive or exhibits

behavior that interferes with the ability of the teacher to teach effectively, as specified in the code of classroom conduct. The teacher shall send the pupil to the school principal or his/her designee and notify the school principal or his/her designee immediately of the reasons for the removal. In addition, the teacher shall provide to the principal or his/her designee within 24 hours after the pupil's removal from the class a written explanation of the reasons for the removal.

The principal or his/her designee shall place the pupil in one of the following:

- (1) An alternative education program, as defined in s. 115.28 (7) (e) 1.
- (2) Another class in the school or another appropriate place in the school, as determined by the school principal or his/her designee.
- (3) Another instructional setting;
- (4) The class from which the pupil was removed if, after weighing the interests of the removed pupil, the other pupils in the class and the teacher, the school principal or his/her designee determines that readmission is the best or only alternative.

This subsection does not prohibit the teacher who removed the pupil from the class or the school board, school district administrator, school principal or their designees from disciplining the pupil.

#### Statement of Principle

The Goodman-Armstrong Creek School District believes that every student has a right to learn, and through its employer every teacher has a right to teach in an environment that is safe and orderly and conducive to learning. The school district has an obligation to ensure that its schools are as free as possible from the dangers of violence, drugs, and other behavior harmful to the educational environment. Equally important, the district owes its students the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and disruption, particularly by those relatively few students who, for whatever reason, are unwilling, unready or unable to avail themselves of the opportunity for an

education. Such behavior, while not necessarily so serious or pervasive to warrant suspension or expulsion, can be nearly as destructive to the educational environment. Such behavior warrants, at a minimum, that the student be removed temporarily from the class or activity (short term removal). Such removal serves the purpose of eliminating or minimizing the disruption and reinforces the district's strong commitment to an appropriate educational environment while allowing a "cooling off" period for disciplinary or other reasons, short of suspension or expulsion.

Who may remove a student from class:

Any teacher, substitute teacher, or classroom supervisor may **temporarily** remove a student from class for serious behavioral reasons. Only the building administrator or his/her designee may remove a student for more than a period (long term removal).

Grounds for disciplinary removal from class:

REMOVAL FROM CLASS IS A SERIOUS MEASURE AND SHOULD NOT BE IMPOSED IN AN ARBITRARY, CASUAL, OR INCONSISTENT MANNER. ALL REASONABLE ATTEMPTS MUST BE MADE BEFORE REMOVAL FROM CLASS IS CONSIDERED. Behavioral expectations are always more constructive and more likely to be followed where their terms are communicated as clearly as possible to students and staff. It is impossible to specify every type of improper or inappropriate circumstance that would justify removing a student from class. It is the teacher's primary responsibility to maintain an appropriate educational environment for the class as a whole. Therefore, the teacher needs to exercise his/her discretion and best judgement in deciding whether it is appropriate to remove a student temporarily from class. The teacher should strive to use good classroom management techniques to change the undesirable behavior before even considering removing a student from class.

Procedure for temporarily removing a student from class:

- Before a student can be temporarily

removed from class, the teacher shall have warned the student **at least** once about the unacceptable behavior.

- When a student is temporarily removed from class, he/she shall be instructed to report to the office, and the teacher will immediately phone/contact the office and let them know the student is on the way.
- Under no circumstances is a student to be removed from a classroom without the above procedures being followed.
- If a student walks out of the classroom before being removed, call/contact the office immediately.
- The teacher is responsible for making phone or personal contact (that day or within 24 hours) with the parent/guardian of any student they remove from class – this applies to students who walk out of the teacher's class unauthorized and at any time.
- Before leaving for the day, the teacher will submit to the building administrator, or his/her designee, a detailed written explanation of the incident and the cause for removal.
- When applicable, the administration will mail to the parent/guardian a written explanation for the basis of the removal. (This will, in all likelihood, be the teacher's referral form.)
- Each building principal shall designate a room or other suitable place in the building that will serve as a temporary removal area. Students placed in the short-term removal area must be supervised.

Procedure for long term removal from class:

- A teacher may request that a student be removed from his/her class for a specified length of time but it is at the discretion of the building administrator or his/her designee as to how long a student will be removed.
- If circumstances are such that there is a request to drop the student from a class, this must be cleared with both the guidance department and the building administrator or his/her designee. (Written documentation delineating

sufficient cause must accompany the request.) Teachers cannot remove a student from their class without following the proper drop/add procedure.

- Any teacher desiring to drop a student from this class is responsible for holding at least one conference with the parent/guardian of any student they want to drop from class and delineate to the parents attempts made to aid the student as well as spelling out the procedure for requesting the student withdraw from the class.
- No student will be dropped from class with an "F" (WF) unless all the above procedures have been followed **and** the student is disruptive to the point of causing the class to be dysfunctional (repeatedly disrupts the class on a regular basis).
- Long term removal may take place in school or out of school. If in school, the student will be sent to a supervised removal area.

Offenses which are just cause for immediate removal:

- Verbal or physical threats against a teacher which may include gestures.
- Physical or sexual assault against another person.
- Displaying or possessing a dangerous or potentially dangerous weapon or facsimile in class.
- Possession, use, or under the influence of drugs or alcohol.
- Possession or use of tobacco products.
- Violent behavior which causes an impending threat or harm to another person.
- Conduct covered by the district's policies or state law regarding suspension or expulsion.
- Fighting where there is intent to harm another person (striking another student with intent to harm him/her).

Discretionary removal:

Student removal from class is a serious measure. Teachers should endeavor to use classroom management techniques that

address the behavior and allows the student to remain in class. When it becomes impossible to get the student to cooperate, the teacher must then use his/her discretion as to what discipline measures should be taken.

- Repeated gross insubordination which disrupts the classroom to the point that it seriously interferes with the teaching/learning environment.
- Continued overall disruption after reasonable attempts have been made to modify the behavior.
- Throwing objects when it poses the possibility of injury or threat to others.
- Violating classroom safety rules (shop areas, art, etc.)
- Refusal to comply with school rules/classroom rules after being requested to do so.
- Repeatedly failing to follow directions.
- Continued use of profane or vulgar language in the classroom or directed at another person, after being warned.
- Intentionally breaking, damaging, destroying or theft of school property.
- Vandalizing computer hardware or software.
- Inciting other students to act inappropriately, disobeying the teacher, or walking out of the classroom, etc.

Teacher handled classroom discipline:

Each teacher must have an acceptable classroom discipline plan to maintain classroom decorum. In most situations, the teacher's classroom management plan should resolve student misbehavior. It is critical that teachers have consequences for student misbehavior and that the teacher and the student are able to resolve the conflict.

- Wearing clothing that is excessively revealing, has sexually explicit words or pictures, has inappropriate language, makes reference to drugs, alcohol or tobacco products, or is gang affiliated.
- Bringing coats/jackets, caps, backpacks or food/drink into the classroom.
- Improper language directed at no one in particular.
- Minor disrespectful/disruptive behavior.
- Minor harassment.

- Tardiness/absences. Teachers must have consequences for students when they miss class or are tardy. Parent contact should be made when a teacher feels it has become excessive or may be impacting the child's learning.

### **Communicable Diseases and Pests**

The school district shall pursuant to federal, state and local laws and regulations, and in cooperation with state and local public health agencies, establish and maintain appropriate health standards for the school environment, promote the good health of students and staff, and educate students and staff in disease prevention methods and sound health practices.

In an effort to maintain a safe and healthful school environment, the District will provide educational opportunities to students and staff regarding measures that can be taken to reduce the risk of contracting or transmitting communicable diseases (including HIV infection).

In recognition that an individual's health status is personal and private, the District will handle information regarding students and staff with suspected or confirmed communicable diseases in accord with state and federal law and board policies regarding the confidentiality of student and staff records, while at the same time complying with applicable public health reporting requirements.

Students and staff may be excused from school and/or school-related activities if they are suspected of or diagnosed as having a communicable disease as defined in the administrative procedures that poses a significant health risk to others or that renders them unable adequately to perform their jobs or pursue their studies. Students and staff excluded from school pursuant to this policy may appeal their exclusion as set forth in the administrative procedure.

### **Concession Guidelines**

A class advisor or parent chaperone must be present to supervise every class concession.

Each class must have at least 2 students to help the custodian in the gymnasium after the games. Their responsibilities are to blow garbage out from behind the bleachers and to assist the custodian in pushing them back toward the wall. Also, they are to sweep and remove garbage from the floor.

Each class must also have at least 2 students to clean the concession area. This includes the concession countertop, the pizza ovens and popcorn machine, and the floor area from the bathrooms to the Shop area. A good time to start cleaning is approximately halfway through the 4<sup>th</sup> quarter of the last game.

Students must seek approval of the custodian or the person in charge of crowd control before leaving.

### **Correspondence Courses**

Students may enroll in high school level correspondence courses that are not offered within the local curriculum, as enrichment, to widen the scope of their education. Initial cost for the course will be borne by the student and his/her family, but reimbursement will be made by the school district upon successful completion of the course to a maximum as set by board policy.

### **Crisis Service**

Teenagers and younger students are periodically advised of the crisis "hot-line" services. These services are coordinated by the counselor and are intended to assist students who find themselves overwhelmed by any type of personal crisis. Although confidentiality is guaranteed to the students, every effort is made to assist students in working out their problems with the support of their families. Students can call the following numbers: Shelter/Rape/Domestic Violence – 1-715-735-6656; Alcohol/Drug Abuse, Runaway – 1-715-732-7760 or after hours 1-888-732-7549. For more assistance see the Guidance Counselor or Principal.

## **Detentions**

All discipline reports will be sent to the District Office for determination of penalty. The penalty will be determined by the severity of the misconduct and can range anywhere from a warning to an expulsion hearing before the Board of Education. The following rules will apply to students who receive detentions:

After 4 detentions: An in-school suspension or an out-of-school suspension.

After 8 detentions: An in-school suspension for 2 days or an out-of-school detention up to 3 days.

After 12 detentions: An in-school suspension for 3 days or an out-of-school suspension for up to 5 days.

After 16 detentions: A ten-day suspension with an expulsion hearing before the Board of Education.

Also:

1. Detentions will be served after school. Students and parents/guardians will be notified of the date and time.
2. Students must be on time and have material to keep busy.
3. Talking or sleeping in detention is not allowed.
4. If any of the above rules are broken, an extra detention may be assigned.
5. If the student does not serve detention on the assigned date, an extra detention will be assigned and all extra-curricular privileges will be revoked until the detention is served.

## **Driver's Education**

Because students must learn to live safely and survive in an environment in which automobiles play such a vital role, it is important for students to acquire positive attitudes toward traffic safety and learn how to safely operate automobiles. To fulfill this goal, the High School shall offer a course in driver education in cooperation with neighboring schools. **Per Board Policy, students must pass all classes in semester prior to enrollment in driver's education.** Tuition will be \$275 (\$50 for classroom and \$225 for behind the wheel) as of the summer of 2014.

The High School shall provide 30 hours of classroom instruction in driver education as well as 6 hours of observing in a car and 6 hours of actual behind-the-wheel driving. Driver education shall be offered the sophomore year.

The driver education program shall provide the student with the basic knowledge necessary to drive an automobile. It does not guarantee that the student will be a successful driver capable of passing a road test. The student may need additional driving practice with his/her parent(s) or with a qualified licensed driver according to the rules set forth in the Wisconsin Driver's Manual.

## **Emergency Closings and Delays**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the Iron Mountain and Rhinelander radio stations. Parents and students are responsible for knowing about emergency closings and delays.

## **Enrollment**

All students whose parents, or persons having legal custody, reside within the limits of the School District shall be considered resident students and shall attend the schools of the District without payment of tuition. Admission of nonresident students shall require the approval of the Board.

## **Open Enrollment**

A nonresident student may apply for full-time enrollment under the state's public school open enrollment program. Applications shall be made and acted upon in accordance with the timelines and procedures outlined in state law. Contact the District Office for such information.

## **Equal Education Opportunity**

It is the policy of the District to provide an equal education opportunity for all students.

Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, age, ancestry, national origin, or other protected



characteristics as well as place of residence within District boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the District Administrator.

**Final (Semester) Exams**

Teachers are required to give semester exams for all year long and semester courses. These exams are required of all teachers in their course grading procedures.

Exams will consist of a one week exam schedule with one day of two 1 1/2 hour exams and two days of three 1 1/2 hour exams. Second semester senior exams may be waived under provisions of the “Senior Final Exam Procedures” upon approval of the School Board.

**Fire Drill & Tornado Instructions**

Students should be familiar with the drill routes from each of their classrooms. Fire drill and tornado drill routes may differ. The routes will be posted near the door of each classroom. During a drill, everyone should walk quickly and quietly to their exit and stay as a group until informed to re-enter.

**Grading Policy**

Student achievement will be evaluated in grades Pre-Kindergarten through 12. The issuance of grades on a regular basis serves to:

- a. promote a process of continuous evaluation of student performance.
- b. inform the student and his/her parents or guardians of the student’s progress.
- c. provide a basis for bringing about a change in student performance if such a change is deemed necessary.

Specific grading systems shall be developed for various grade levels by the administration, in cooperation with the instructional staff. Numerical grades will be converted to a letter system using the following chart for Grades 7-12:

| Letter        | 12 Point | Numerical | GPA  |
|---------------|----------|-----------|------|
| Grading Scale |          |           |      |
| A+            | 12       | 99-100    | 4.33 |
| A             | 11       | 95-98     | 4.00 |
| A-            | 10       | 93-94     | 3.67 |
| B+            | 9        | 91-92     | 3.33 |

|    |   |                  |      |
|----|---|------------------|------|
| B  | 8 | 88-90            | 3.00 |
| B- | 7 | 86-87            | 2.67 |
| C+ | 6 | 84-85            | 2.33 |
| C  | 5 | 80-83            | 2.00 |
| C- | 4 | 78-79            | 1.67 |
| D+ | 3 | 76-77            | 1.33 |
| D  | 2 | 72-75            | 1.00 |
| D- | 1 | 70-71            | 0.67 |
| F  | 0 | 0-69             | 0.00 |
| W  |   | Withdraw         |      |
| M  |   | Medical Withdraw |      |
| I  |   | Incomplete       |      |
| P  | 5 | Pass             |      |
| U  | 0 | Unsatisfactory   |      |

AP Classes and Wisconsin Youth Option Classes (UW-Green Bay, NWTC, etc.) grading system may be somewhat different from the GAC system. The teacher will be asked to submit a grade to the GAC School District based on the District grading scale. The teacher will inform students of the relationship between the two grading systems at the start of the course.

P (pass) or F (fail) shall be the assigned grade for summer school or remedial classes. The grade will be counted toward earned credits but will not be calculated into GPA.

At the semester’s conclusion, the two nine week grades will be averaged at 40 % each with the semester exam at 20% to establish a semester grade.

**Honors Grading Policy**

Students who are enrolled in honors courses, will be awarded grade points based on the following scale:

- A = 5 points
- B = 4 points
- C = 3 points
- D = 2 points
- F = 0 points

Courses that are available for the honors grading scale are: Calculus, Advanced Placement Psychology, Physics, Chemistry and AP Classes approved in advance by the District Administrator.

**Graduation Requirements**

The successful completion of 25 credit requirements (26 credits beginning with the

class of 2016) shall be required for graduation. In addition, students shall be required to be enrolled in a class or participating in a Board approved activity during each class period.

Credits required for graduation are:

|                |             |
|----------------|-------------|
| English        | 4 credits   |
| Social Science | 3 credits   |
| Mathematics    | 2 credits*  |
| Science        | 2 credits*  |
| P.E.           | 1.5 credits |
| Health         | .5 credits  |

\* 3 credits beginning with the Class of 2016

The remaining credits may be in any combination of vocational education, technical education, foreign language, fine arts, or other courses.

Recommended for College-Bound Students:

- 2 years of college prep math
- 2 years of the same foreign language
- 2 years of laboratory science

Accommodations may be used for students with exceptional educational interests, needs or requirements. Graduation credit may be attained from other accredited institutions.

### **Hall Information**

Students in the hall during class time must have their agenda book with a signed pass issued therein. Failure to have the agenda book while in the hallway during class time may result in detention time or revocation of pass privilege.

### **Hallway Policy**

Keep corridors open to traffic by walking to the right. Do not block traffic by standing in groups. Pass through the corridors quietly. Be considerate of others in the halls and classrooms. Discard trash in the containers provided, remembering to recycle properly. Keep the school clean by picking up paper and other litter from the floors.

### **Handbook Changes**

The District Administrator and Staff reserve the right to make changes, additions,

or deletions in this handbook during the school year. When a change is made, parents and students will be notified in writing of the change and the specific date and time when the change becomes effective. Any change that is made will be followed by notification to Board members with consideration of approval at the next regular Board Meeting.

### **Harassment**

The Goodman-Armstrong Creek School District seeks to provide a learning environment free of any form of harassment or intimidation toward and between students. Therefore, the District will not tolerate harassment in any form and will take all necessary measures and appropriate action to eliminate it, up to and including discipline of the offenders and referrals to the legal authorities.

Conduct constituting harassment may take different forms, including but not limited to the following:

Verbal: the making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions to a fellow student, staff member, or other person associated with the District.

Nonverbal: causing the placement of sexually suggestive objects, pictures or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to fellow students, staff members, or other persons associated with the district.

Physical Contact: threatening or causing unwanted physical touching or contact (i.e. patting, pinching, etc.) or coercing sexual contact with a fellow student, staff member or other person associated with the District.

### **Homecoming**

#### **Float Building Rules (Homecoming)**

Homecoming float building begins on the Wednesday of Homecoming and concludes during Friday afternoon except for putting the float on the wagon and touch-ups Saturday morning. Each night, work is to begin at 6:00 P.M. and end at 9:00 P.M. The exception is Friday night when, because of the Pep Rally and bonfire, work time is from 3:30 – 6:45.

Students are expected to attend float building and stay until quitting time. There is to be no running around for any reason. Students are not to visit other float building sites. Also, there is to be no destruction of other class floats. Float work must be organized. Students who were absent during the school day because of an illness or any unexcused absence will be denied participation on float work.

A list which includes the theme, work site, name of wagon owner, name of vehicle owner, name of driver, and name of faculty and two (2) parent or adult chaperones for each night will be turned into the office by each class.

Each class is responsible for taking apart and disposing of its float. No mess is to be left at the football field. Immediately after the parade, the floats are to be taken back to where they were built. It is the responsibility of the class to dispose of all materials properly, including what may be along the road and in yards. There will be a \$50 fine charged for any litter left from the float.

Any violations of the rules will be reported to the school office. After 9:00 P.M., the Student Council and the School District are not responsible for any activities in which students participate.

### **Pep Rally (Homecoming)**

There will be a Pep Rally on Friday night at 7:00 P.M., consisting of games, cheers and competitions.

### **Security Camera System**

For your safety, both our schools are equipped with closed circuit camera security systems. Persons entering the building are subject to digital video recording.

### **Homework**

Home study is a required part of a student's school day. Not all daily assignments can be completed in class. Some assignments are by nature long-term ones that require careful planning and organization beyond the time allotted in one class period; indeed, such assignments may require use of the library and lengthy periods of home study.

Careful management of time will result in work being completed by the due date and the work will more likely be of higher quality.

### **Honor Roll**

Honor rolls shall be maintained for those students achieving high academic standards. They shall be determined at the end of each nine week grading period. Students in grades 9 through 12 who maintain the following grade point averages shall be eligible for district honor rolls:

|             |             |
|-------------|-------------|
| High Honors | 3.5         |
| Honors      | 3.0 – 3.499 |

### **Immunizations**

Each student must have the immunizations required by law or have an authorized waiver. Any questions about immunizations or waivers should be directed to the District office.

### **Internet & Network Resources Acceptable Use Policy**

The Goodman-Armstrong Creek Schools Board of Education has adopted an Acceptable Use for Internet and Network Resource policy. The policy will be distributed to all students/parents. Students and parents are asked to sign an agreement to abide by the policy. Students who choose not to sign the agreement will be denied access to the Internet.

### **Leaving the Building**

Students are asked to arrange doctor, dental, and eye doctor appointments during study hall and non-school hours. Students will be given a pass to leave the building only when the office is notified by:

1. a written note from the parent or guardian explaining the reason for leaving the building along with the date and time.
2. a telephone request by a parent or guardian indicating a personal emergency.

Upon leaving and returning to the school, the student must sign his/her name on the form provided in the office. Students leaving the school without permission will be subject to the penalties of an unexcused absence.

### **Lockers**

School lockers are the property of the school and are provided for the convenience of the students. Their purpose is to store supplies necessary to the student's daily needs while in attendance at school. Lockers are expected to be kept clean and in order, with no permanent or temporary markings applied inside or out. Students are responsible for any damage to their assigned lockers. Students are also expected to maintain locks on their assigned lockers. Students are financially responsible for the loss of these locks or repairs due to misuse.

School authorities may search lockers or other school property assigned to student use, and seize items in the student's possession, based on reasonable suspicion, at any time during the school year.

### **Lunch Program**

The school cafeteria is located in the elementary building and has a hot lunch program. The school will have two lunch periods; one for the elementary students and one for the junior high and high school students.

The District runs a closed noon hour. All students are restricted to the school grounds during the lunch period unless an individual student has authorization on file to walk home or be transported by parent(s) or legal/guardian(s). Students are not to be eating or drinking lunch items in the school, except in the cafeteria. All students are to eat in the cafeteria. This includes those who bring their lunch. See "Cafeteria Conduct" for more information on these restrictions.

Each student and teacher eating lunch has a card in the cafeteria authorizing that person to eat hot lunch. This card is presented to the cafeteria staff before being served. A breakfast program is also provided.

Applications for the school's free and reduced-priced meal program are distributed to all students. More information about this program and the breakfast program can be obtained from the District Office.

### **Medication Dispensation**

Medications should be administered to school children by parents at home whenever possible. School personnel, authorized in writing by the District Administrator, or his/her designee, may administer medications to students under conditions as set by Board policy or state law.

Before any prescription medication may be administered to a student, school personnel must receive written parental consent and written instructions from the child's physician, dentist or podiatrist in the medicine's original, labeled container. Also, written parental consent and instructions must be obtained before administering any non-prescription medications to students.

All medication will be kept in a secure office location and be administered to the student in accordance with the instructions indicated. Students are not to keep or carry medication (prescription or non-prescription) at School. Any questions can be answered at the District Office.

### **National Honor Society**

The Goodman-Armstrong Creek Chapter of the National Honor Society has been in existence since October 31, 1972. Membership in the N.H.S. is a coveted honor.

The object of the Chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in all students of Goodman-Armstrong Creek High School.

Selection of Members:

1. To be eligible for membership, the candidate must be a member of the senior or junior class. Candidates must have been in attendance at Goodman-Armstrong Creek High School the equivalent of one (1) semester. The selection takes place in the fall.
2. Candidates must have a cumulative scholastic grade point average of 3.0 or better. Candidates shall then be evaluated on the basis of service, leadership, and character.

Leadership – The student who exercises leadership:

- is resourceful in proposing new problems, applying principals, and making suggestions.
- demonstrates initiative in promoting school activities.
- exercises influences on peers in upholding school ideals.
- contributes ideas that improve the civic life of the school.
- is able to delegate responsibilities.
- demonstrates academic initiative.
- successfully holds school offices or positions of responsibility, conducting business effectively and efficiently, and without prodding, demonstrates reliability and dependability.
- is a forerunner in the classroom, at work, and in school or community activities.

Service – The student who serves:

- is willing to uphold scholarship and maintain a loyal school attitude.
- participates in some outside activity: Girl Scouts, Boy Scouts, Church Groups, volunteer services for the aged, poor or disadvantaged, family duties.
- volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
- works well with others and is willing to take on difficult or inconspicuous responsibilities.
- cheerfully and enthusiastically renders any requested service to the school.
- is willing to represent the class or school in interclass and interscholastic competition.
- shows courtesy by assisting visitors, teachers and students.

Character – The student of character:

- takes criticism willingly and accepts recommendations graciously.
- consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability).
- upholds principles of morality and ethics.
- cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- demonstrates the highest standards of honesty and reliability.

- shows courtesy, concern and respect for others.
  - observes instruction and rules of punctuality and faithfulness, both inside and outside the classroom.
  - has powers of concentration and sustained attention as shown by perseverance and application to studies.
  - manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.
  - actively helps to rid the School of bad influences or environment.
3. The selection of members shall be by a majority vote of the Faculty Council.
  4. A description of the selection procedure shall be published in an official School publication which is widely available to all students and parents of the School. The selection procedure shall be determined by the Faculty Council and shall be consistent with the rules and regulations of the National Honor Society.
  5. The National Council and the NASSP shall not review the judgment of the Faculty Council regarding selection of individual members to local chapters.

**Notice of Non-Discrimination Policy**

It is the policy of the District to provide an equal education opportunity for all students. Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, age, ancestry, national origin, or other protected characteristics as well as place of residence within the District boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the District Administrator.

**Notice of Blood Borne Pathogens**

The District is subject to Federal and State regulations to restrict the spread of these diseases in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of this area, the District is committed to taking the necessary precautions to protect both students and staff from their spread in the school environment.

Therefore, persons who are suspected of having a communicable disease that could be detrimental to the health of self or others in the school environment may be sent home for diagnosis and treatment. Persons who are diagnosed as having a communicable disease that renders them unable to pursue their studies or poses a significant risk of transmission to others in the school environment shall be excused from school attendance until their presence no longer poses a threat to the health of themselves or others.

Any questions should be directed to the District Office.

#### **Parking Lot Policy**

High School students are permitted to park on school premises as a matter of privilege, not of right. High School students will park their cars on the north side of the school.

#### **Profanity**

Any students directing lewd, profane, abusive or vulgar language or gestures at a teacher, another student, or any employee connected with the school, or who displays lewd or vulgar printing or pictures in or on their lockers will be subject to disciplinary action and may be referred to appropriate legal authorities.

#### **Promotion & Retention of Students**

Students shall be expected to attain suitable proficiency in their school work before being promoted to the next grade level. A student who has not attained the suitable proficiency shall not be promoted to the next grade. Retention of students shall be based on carefully documented evidence and shall occur after conferences have been held with the student's parent or guardian, teachers and administrator.

#### **Retention for Grades 7 & 8**

Students will be retained in Grade 7 or Grade 8 for one more school year if they fail two (2) or more first semester courses. Students who fail two (2) or more first semester courses may still advance to the next grade level if they make satisfactory progress in one of the following options:

1. The student passes all second semester courses.
- 2A. The student enrolls in a local three week summer school course offered in a regular classroom or through Distance Learning (one for each semester course failed).
- 2B. The student enrolls in an independent study course which involves a student-parent-teacher contact (one for each semester course failed). Material costs, if required, will be the responsibility of the student.

Attendance and effort (achievement) for either Option 2A or 2B must meet acceptable standards in order for the student to advance to the next grade level.

Students who pass all first semester courses (or fail no more than 1 course) and who subsequently fail two or more second semester courses will be required to meet either Option 2A or 2B as determined by the Counselor and Principal and must make satisfactory progress in order to pass to the next grade level.

#### **Released Time for Religious Instruction**

The Board shall permit students in grades 7 – 12, with written permission of a parent or guardian, to be released from school on Wednesdays for religious instruction. The instruction will be fourth hour.

Any transportation to or from religious instruction shall be the responsibility of the parent(s) or guardian or of the organization sponsoring the religious instruction.

The District is released from all liability for a student who is absent from school in accordance with this policy.

#### **Student Grade Progress**

Parents and students may also be informed about student academic performance through the districts "Family Access" web page.

Parents may access this site through passwords attained through the high school secretary.

### **Respect & Care of Property**

Each student is expected to show courtesy and respect to all teachers. This behavior must be extended not only to the high school teachers, but to the junior high school teachers, elementary teachers, and ALL other school employees such as secretaries, cooks, bus drivers and custodians.

The bell at the end of each class period is to inform the teacher that the period is finished. Courtesy requires that students remain seated until dismissed by the teacher.

It is expected that our students will care for and refrain from defacement of school property. The building, furniture, books and other property in our building are provided for our use through taxes paid by community members. Unnecessary waste tends to raise costs through needed replacements. We should strive to keep our school as clean as possible. This can best be done by having everyone assume his/her share of the responsibility.

Parents of minor students who break, deface, or in any way destroy school property may be financially responsible for the damage. Students 17 years or older will be personally responsible. If the damage was done maliciously, wantonly, or willfully, the student may be subject to suspension, expulsion, and/or referred to the appropriate law enforcement authorities.

### **Scheduling, Assignments & Dropping Classes**

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the Guidance Office or District Office if guidance is not present. Students are expected to follow their schedules.

A student may make a schedule change if they are dropping a class and adding a different one. Changes in student programs,

however, will be held to a minimum. If a student is changing from one class to another, this change must be made with the office within the first three (3) days at the beginning of the semester. These changes must be approved, in writing, by the teachers concerned, by the parents, and by the administrator.

### **School Day**

The hours of a regular school day for specific grade levels shall be as follows:  
Grade School 7:55 A.M. - 3:10 P.M.  
High School 8:00 A.M. - 3:15 P.M.

The High School bell schedules are as follows:

|                      | Regular:    |
|----------------------|-------------|
| Homeroom             | 8:00-8:05   |
| 1st Hour             | 8:05-8:49   |
| 2 <sup>nd</sup> Hour | 8:52-9:36   |
| 3 <sup>rd</sup> Hour | 9:39-10:23  |
| 4 <sup>th</sup> Hour | 10:26-11:10 |
| Plus One             | 11:13-11:37 |
| Lunch                | 11:37-12:07 |
| 5 <sup>th</sup> Hour | 12:10-12:54 |
| 6 <sup>th</sup> Hour | 12:57-1:41  |
| 7 <sup>th</sup> Hour | 1:44-2:28   |
| 8 <sup>th</sup> Hour | 2:31-3:15   |

### **School Dress Code**

The school recognizes that dress is primarily an individual and parental responsibility. However it does exercise control over student dress when it is deemed to be detrimental to the education process, proper discipline or morals, likely to cause maintenance problems, or be hazardous to any person. Personal expression is permitted within certain general guidelines.

A neat, clean appearance is expected of all students. State law requires shoes and shirts to be worn in public buildings. Bare midriffs and revealing tank tops are inappropriate.

Outerwear such as hats, caps, jackets, or coats, and sun glasses are not to be worn in the building and should be kept in lockers. If any of the above items are worn, they will be confiscated by the teacher and sent to the office.

Shorts or skirts that are too short, or too tight, are unacceptable and a change may be required. All shorts and skirts should be at

fingertip length while arms and hands are held beside the body.

Current dress code restrictions prohibit students from wearing items that represent gangs, advocate violence, promote drugs, alcohol and tobacco, bear vulgar or sexual messages, or make derogatory references to race, religion, sexual orientation or disabilities. The code bans bare midriffs, netted or see-through clothes, halter and tank tops, baggy pants, short skirts, skirts with high slits, and any other item in which a student's undergarment consistently shows or could show depending on student posture.

The principal and/or student council review committee will determine whether clothing is acceptable, and may ask student to change unacceptable clothing in addition to facing discipline consequences.

#### **Senior Class Trip Policy**

The Senior Class Trip must meet the following qualifications:

1. It must have written approval of the class advisor(s).
2. It must not include more than three (3) school days.
3. It must have some educational project as the theme.
4. The request must be brought before the Board for consideration on or before the December Regular Board Meeting and finalized by the Board on or before the January Regular Board Meeting.

#### **Social Event Guidelines**

All parties and dances will be held from 8:00 P.M. to 11:00 P.M. No one will be allowed to re-enter once they leave the dance or party. Students other than those attending high school or past graduates under 21 may be allowed to attend parties or dances only if a guest pass has been approved in advance.

One High School faculty member and at least one parent will serve as chaperons.

#### **Student Accidents**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school

must be reported immediately to the person in charge.

#### **Student Alcohol & Drug Use or Possession Policy**

It is our goal that Goodman-Armstrong Creek students be drug free. Students who are under the influence of, or have in their possession controlled substances, drug paraphernalia, use or distribute illegal drugs, alcoholic beverages or intoxicating liquors on school property or at school functions are subject to the discipline policy. Parents and law officials WILL be notified, and the student may be referred for counseling and/or treatment.

#### **Student Automobile Use**

Student vehicles will be permitted on school grounds by permission only. Permission will be granted by the District Administrator after receiving written approval from the student's parent(s) or guardian.

Once permission is granted, the vehicle shall be parked and left in the north school parking lot. Parking of vehicles will not be permitted at any other place on or off school grounds. Students will not be permitted in or on vehicles during the lunch period.

Upon request by the principal, keys will be deposited at the High School office upon entering the building.

A 10-mph speed limit is to be observed on school property. Observance of pedestrians and safety regulations is also expected.

Permission may be granted by the building administrator or his/her designee in extenuating circumstances to travel between schools with a personal vehicle, **but NEVER while transporting another student.**

Anyone violating these rules shall be denied the privilege of driving a vehicle to school and /or may be suspended.

#### **Student Conduct**

Students are expected to show respect for and consideration of the rights, privileges, feelings, and needs of others.

Rules for acceptable behavior within the individual classroom will be carefully defined by the individual teacher.



Running, whistling, sliding, scuffling, or boisterous conduct in the halls will be prohibited.

Throwing of objects (i.e. pencils, snowballs, etc.) will be prohibited.

Inappropriate displays of affection (i.e. handholding, embracing, kissing, etc.) will be prohibited.

### **Disturbances or Disruptions in the Individual Classrooms**

Students given a detention by a classroom teacher may sit one detention with the teacher. Detentions in the teacher's classroom will be ½ hour in length. Students sent from the classroom to the office may be assigned after school detention or in-school suspension. Parents or guardians will receive notification of student detentions.

### **Student Discipline**

Discipline is an important part of education. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper respect and consideration for others.

The following are instances that may result in suspension, expulsion, and/or legal action, or referral to the Sheriff's department: arson; assault and/or battery; disorderly conduct; disturbing the peace; burglary, theft or robbery; threats or extortion; false alarms; forgery; sale, distribution, use or possession of alcoholic beverages or illegal or non-prescription drugs in school buildings or at school events, or on school property; possession of firearms or weapons.

The following are actions which may result in detention, suspension, expulsion, referral to the Sheriff's department, or further legal action:

1. disrespect, "disobedience," failure to comply with directives of teachers, administrators and other appropriate staff members on school grounds, or at school related activities, or on school buses
2. failure to report to detention
3. fighting
4. leaving school grounds without permission
5. use or possession of tobacco products (not

- allowed in or on school grounds)
6. truancy (unexcused absence)
7. profanity
8. cutting class
9. not bringing appropriate materials to class
10. cheating
11. inappropriate overt displays of affection
12. property damage
13. inappropriate lunchroom behavior
14. failure to have passes (hallways, study halls, absence)
15. tardiness
16. alcohol and drug use or possession
17. student apparel

Also included is any other violation which of its very nature is disruptive to the educational process and would create a hazard to the safety of students or school staff.

Consequences for non-compliance may be detentions, suspensions, and/or loss of privileges. Depending on severity, some violations may also be subject to legal action. A disciplinary referral will be completed, and parents will be notified.

### **Physical Attacks**

Student physical attacks will result in referral to appropriate law enforcement authorities and may result in a recommendation to the Board for expulsion proceedings. Parents/guardians will be notified. Reports to juvenile officers and other appropriate agencies will be filed. Student(s) involved will meet with the principal and parents/guardians to determine the next disciplinary steps.

### **Fighting**

Fighting of any sort is totally unacceptable conduct. Physically attacking another student will be grounds for consideration for assault charges. An immediate investigation by the principal will be conducted in conjunction with law enforcement authorities. Based on the finding and depending on the severity of the attack, appropriate disciplinary and legal measures will be taken.

### **Dangerous Weapons**

**Firearms:** Any student who possesses a firearm while at school or under the

supervision of a school authority shall be suspended from school in accordance with state law and Board policy. They may be referred for an expulsion hearing and expelled from school for one year. The one-year expulsion requirement may be modified by the Board on a case-by-case basis. In addition, the student will be referred to the Sheriff's Department, and/or Social Services.

A student with exceptional educational needs who brings a firearm to school may be placed in an interim alternative educational setting for up to 45 days. The setting shall be determined in accordance with procedures outlined in the District's special education policy/procedure handbook, and the student's parent/guardian shall be notified of the alternative setting. The student shall remain in the interim alternative setting during due process proceedings, unless the parent/guardian and Board agree otherwise.

**Other Weapons:** Students who possess or use military devices, knives, ammunition or other weapons on school property or at school-sponsored events (at home or away from home) will be subject to an immediate suspension for a minimum of three (3) days and possible expulsion proceedings. In addition, students will be referred to the Sheriff's Department, and/or Social Services.

### **Student Fundraising Activities**

All fundraising sponsored by school clubs, organizations or classes shall have the recommendation of the faculty advisor and the approval of the District Administrator.

### **Student Meetings**

Student meetings may be held in the building if adult sponsors are present and the meeting is approved.

### **Student Organizations**

Student organizations have an important place in the educational program of the schools because, when properly organized and operated, they:

- a. extend and reinforce the instructional program
- b. give students practice in democratic

self-government

- c. build student moral and a spirit of positive support for the school
- d. honor outstanding student achievement
- e. provide wholesome social and recreational activities.

Student clubs or societies shall be recognized as school organizations if they are authorized by the school administration, supervised by school personnel, composed completely of current student body members, hold the majority of meetings at school, and establish aims that are educational and of school or community interest.

### **Student Records**

The educational interests of the student require the collection, retention, and use of information about individual students and groups of students. At the same time, the student's right of privacy mandates careful custodianship and limitations on access to student records.

Student records consist of progress records, student physical health care records, and directory data. These records shall be maintained in the school office.

### **Student Suspensions/Expulsions**

A parent/guardian will be requested to report to the school with the student after the suspension for a conference with the teacher involved and the principal.

Students will complete work and receive credit for completed daily work during periods of suspension and must take any grading period, unit or semester exam. The number of school days allowed to complete make-up work (daily work and exams) will equal the number days of suspension.

Students causing serious disturbances in classrooms will be subject to a suspension of up to 5 days. Suspensions, with administrative discretion, will usually be assigned in school.

### **Tardiness**

Any student who arrives at school or a class more than ten (10) minutes late will be marked as absent (prior to 10 minutes is a

tardy on attendance records). Students who arrive at school tardy must sign in at the office before going to class. Students are expected to be in class on time, seated, and ready to begin work when the bell rings. Being tardy three times will result in a detention.

### **Telephones**

Office telephones are business phones and are not to be used by students during class time; students should only request to use in emergency situations. Likewise, the telephones located in the classrooms are for staff use only.

### **Textbooks and Library Books**

Students are expected to treat textbooks and library books with respect and care. They are to be returned when no longer needed in the same condition as they were received.

### **Tobacco Usage**

Students are not allowed to use or have in their possession cigarettes, chewing tobacco, cigars, pipes, or any other tobacco products on school premises or at school functions. Students will be encouraged to quit the use of these products and support will be provided.

### **Transportation**

Bus transportation will be provided for all school children living two or more miles from their school of attendance.

The Board considers school buses to be an extension of the school facility. Therefore, all rules and regulations concerning student conduct shall be enforced.

### **Visitors**

All visitors should report directly to the District Office at the High School. No visitors will be allowed to enter the elementary without first checking in and receiving an entrance pass from the District Office.

Parents are welcome to visit with the administrator /designee's approval. An appointment to confer with a teacher during his/her preparation period can be made by telephoning the school office.

For the protection of students, school property and order, no unauthorized persons

shall be allowed to loiter on or adjacent to the school grounds or in any buildings.

Students under suspension or who have been expelled are not allowed on school property, in any school building or admitted to any school function.

### **Work Experience Programs**

Work release programs are available to 12<sup>th</sup> grade students and/or Special Education students. The students must carry an academic load of 6 hours out of an 8 hour day and must have sufficient credits to meet graduation requirements.

Credit will be given for coordinated work experience programs. Prior to work time approval, the student will provide evidence in writing from the employer on the hours of work, days of the week the student will work, and the type of work experience. The employer must notify the school if the student discontinues work for any reason. The student will then be required to resume a full school day. The parent/guardian must provide written approval for the student's involvement in the work experience. The student must furnish a copy of the work permit.

The student must provide his/her own transportation to the work site.

The student will lose the work experience privilege if any of the following occur:

- a. school attendance is irregular
- b. excessive tardiness
- c. truancy – being absent from school without good reason
- d. serious disciplinary problems (as determined by the school)
- e. poor or failing grades (as determined by the school).

At a minimum, students must maintain a passing grade in all courses, attend school regularly, and demonstrate appropriate behavior.

Any student who is absent or suspended from school is considered to be unable to report to work.

Students involved in criminal conduct or who use alcohol or drugs will be suspended from the released time program as determined by the school.