

APPLETON CENTRAL SCHOOL HANDBOOK

2024- 2025

Updated 3/8/24

Appleton Central
GED Option #2 Program

Dan Spalding Academy
Community Learning Center



Appleton Central's trauma-informed and resilience-oriented programs emphasize hope, helping students redefine their engagement with school, progress toward graduation, and their self-worth through the site's unique atmosphere and dedicated staff trained in varying areas of alternative education practices. Appleton Central was originally established as an alternative charter school in August 1996 and was designed to serve students in grades 6-12 who are at-risk. Appleton Central has evolved into a predominant credit recovery program, GED Option #2 program, Dan Spalding Academy and Community Learning Center.

Appleton Central Program
120 East Harris Street
Appleton, Wisconsin

Morgan Building First Floor
Phone: 920-852-5590 Fax: 920-852-5591
Website: www.aasd.k12.wi.us/aca/

Disclaimer: This handbook contains guidelines but does not contain all AASD Board of Education policies, state statutes, federal regulation or revised building procedures. AASD policies are available upon request or on the district website. Other policies and procedures may be developed throughout the year and will be shared with the students and families and added as addendums or updates to this handbook.

Handbook Summary

Students and parents are responsible for reading the entire handbook and seeking clarification as needed.

Enrollment/Transition	Pg.5	CHS	Students must withdraw from their attendance area school.
Trespassing	Pg. 16	All	Students are not allowed at any other AASD school during the school day unless they are there for the purposes of cross enrollment, a scheduled appointment or have pre-approval from the CHS school administration.
Supplies	Pg. 6	CHS	Bring supplies to the office the first day of attendance. All materials will be provided in each of your classes.
	Pg. 8	CLC	Bring supplies your first day of classes.
		DSA/GEDO#2	None required
Behavioral Expectations	Pg. 10	All	We have the same general standards of expected behavior as all of the schools in the Appleton Area School District with a few expectations that are unique to CHS.
Nutrition Program	Pg. 6	All	Students may not bring candy, soda, sport drinks etc. Students may bring a clear empty water bottle, free of any labels, to fill at school.
Schedule	Pg. 7	CHS	Students will be assigned to AM or PM schedule. Students are required to attend any assigned 5 th hour class.
	Pg. 8	CLC	Monday – Thursday 8:00 – 11:15 AM
	Pg. 7	GEDO#2	M-TH 12:00-4:00. TH 3:00-4:00 determined by attendance.
	Pg. 7	DSA	Monday – Thursday 3:00-5:00 PM
Attendance	Pg. 8	All	We are to be notified in advance if a student will be absent from school and the reason for the absence.
Closed Campus	Pg. 21	All	We are a closed campus; students needing to leave are to sign out in the office & must request supervision to remove items from their car. Students leaving unexcused during the day will not be permitted to re-enter on the same day.
Student Dress	Pg. 11	All	Student dress must be appropriate to the educational environment similar to a work place setting. Drug (including images of mushrooms), alcohol, tobacco messages, gang identifiers and revealing clothes are not allowed.
Illegal Acts	Pg. 12	All	Are subject to school and potential legal consequences.
Alcohol & Drugs	Pg. 12	All	No student may possess, use, distribute, or be under the influence of alcohol, controlled substances, or any other mood altering chemicals while on school property or during school sponsored activities.
Tobacco Products	Pg. 16	All	State statute prohibits the possession of tobacco products by a minor. Use of tobacco products including electronic cigarettes on district property is a violation of state law. Tobacco/nicotine containing products will be confiscated and will not be returned to students or parents.
Gangs & Gang Activity	Pg. 14	All	Gang activity in the Appleton Area School District is prohibited.
Student Use of Two-Way Communication Devices and/or Electronic Devices	Pg. 15	CHS DSA GEDO#2	*Students may use cell phones and music devices before and after school and during meals unless there is a staff directive that would state otherwise. *Students wishing to use their cell phone outside of the approved times may request to make the call in the office area. Permission is granted at the discretion of the teacher. *Use of electronic devices in the classroom is prohibited unless directly approved by the classroom teacher and must be turned off before the student leaves the classroom. *Parents are requested to contact their son or daughter through the office. *Music devices are not permitted in the Computer Based Learning (CBL) lab. <u>Refusal to give a cell phone to staff may result in ISS, OSS, disorderly conduct, and code violation depending on the number of offenses and student response to the request.</u>
		CLC	Media and/or communication devices are to be stored in the student's locker.
Acceptable Use For Technology and Network Resources	Pg. 17	All	*While in the labs CHS students are to access only e2020 and/or educational websites. Misuse of this policy will result in the loss of use of the district computers and the inability to take computer based courses, along with additional disciplinary action including referral to law enforcement. *Students attending CHS are not permitted to bring/use personal computing devices (laptops, tablets etc.)
Lockers Backpacks & Purses	Pg. 22	CHS	Coats and backpacks are not permitted in the classroom. Coats are hung in the main hallway. Backpacks are to be stored in the office. Purses are limited to a surface area of 8 1/2" x 11". Students may request a locker.
		CLC	Students will be issued an area for their personal items
Medication	Pg. 22	All	Medication consent and authorization forms are available in the office. Students are not to carry any medication without proper authorization.
Transportation	Pg. 24	All	It is the student's responsibility to arrange for transportation. Students may use their school ID to access Valley Transit buses free of charge during the regular school year.

**CENTRAL PROGRAM
IMPORTANT DATES / 2024- 2025**

	Appleton Central Programs	Community Learning Center
Staff Collaboration Days	Staff at Appleton Central do not follow the same Professional Development calendar as the AASD. Students attend school more days during the year versus the traditional schools. We follow the same Holiday and Spring Break cycle.	
Sept. 3	1 st Semester Begins	1 st Semester Begins
Sept. 5	Picture Day	Picture Day
Sept. 30	No School – Appleton Central Staff Collaboration	No School- Appleton Central Staff Collaboration
Oct. 10	Conferences 3:35 – 7:00	Conferences 3:35 – 7:00
Nov. 1	End of Session 1	1 st Quarter Ends
Nov. 27-29	Thanksgiving Break	Thanksgiving Break
Dec. 12	Conferences 3:35 – 7:00	Conferences 3:35 – 7:00
Dec. 23-Jan. 1	Winter Break	Winter Break
Jan. 2	Classes Resume	Classes Resume
Jan. 16	End of Session 2	End of Semester 2
Jan. 17	No School – Appleton Central Staff Collaboration	No School- Appleton Central Staff Collaboration
Jan. 20	No School	No School
Jan. 21	Start of Session 3	2 nd Semester Begins
Feb. 13	Conferences 3:35 – 7:00	Conferences 3:35 – 7:00
March 20	End of Session 3	3 rd Quarter Ends
March 21- 28	Spring Break	Spring Break
March 31	School resumes	School resumes
May 8	Conferences 3:35 – 7:00	Conferences 3:35 – 7:00
May 23	No School – Appleton Central Staff Collaboration	No School – Appleton Central Staff Collaboration
May 26	No School / Memorial Day	No School / Memorial Day
May 28	Graduation	N/A
June 6	End of Session 4	Last Day of School

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Table of Contents Reviewed - The summary page is reviewed at the intake interview. Parents/guardians and students are asked to sign the signature page at the intake interview. It is assumed that if parents/guardians or students have questions regarding the content of the handbook they will contact the principal within one week of the intake meeting. Handbooks will be distributed and reviewed at the start of every school year. If you need assistance with understanding the content of this handbook please give us a call at 852-5590 and we will arrange a conference if needed. An interpreter will be provided if needed.

Cov lus nyob rau hauv phau ntawv rov muab los saib

Tej yam uas sau ua cov npe ntawv qaj rov tav yog hais txog cov lus thaum muaj kev sib tham. Xav thov kom cov niam txiv/cov saib xyuas thiab cov menyam kawm ntawv xee npe rau ntawm nplooj ntawv muaj cov lus nug thiab lus teb. Yog hais tias cov niam thiab txiv/cov saib xyuas los yog cov menyam kawm ntawv muaj lus nug hais txog cov lus nyob rau hauv phau ntawv tuav ntawm tes lawv yuav tsum hu rau tus thawj tswj tsev kawm ntawv tsis pub dhau ib lub liv piam tom qab kev sib tham. Phau ntawv tuav ntawm tes phau tshiab yuav muab faib rau sawv daws thiab kho dua tshiab kom tiav rau txhua xyoo thaum pib kawm ntawv.

Yog koj xav tau kev pab ua kom koj to taub txog cov lus nyob rau hauv phau ntawv tuav ntawm tes nov thov hu rau peb ntawm tus xovtooj 852-5590 thiab yuav nrhiav sijhawm tuaj sib tham yog hais tias yuav tsum tau sib tham. Thov hais qhia rau peb paub yog hais tias koj xav tau ib tug neeg pab txhais lus rau thaum muaj kev sib tham.

Lo escrito en itálicas fue discutido en la primera entrevista. Se pide a los padres y tutores que firmen la hoja de la firma en la primera entrevista. Se da por entendido que si los padres, tutores o estudiantes tienen preguntas acerca del manual de información, ellos mismos se pondrán en contacto con la directora de la escuela durante la primera semana después de la primera junta. Los manuales de información nuevos se revisarán y se distribuirán al principio de cada año escolar.

Si usted necesita ayuda para entender el contenido del manual, favor de llamarnos al 852-5590. Nos pondremos de acuerdo para decidir si se necesita tener una junta. Avísenos por favor si se necesitará incluir a un intérprete en la junta.

STAFF

Justin Heitl	Principal	852-5590 Ext. 63020
Dana Krause	Secretary	852-5590
Andy Protheroe	Professional Counselor	852-5590 Ext. 63021
Sarah Reis	School Social Worker	852-5590 Ext. 63022
Chuck Allen	School Resource Officer (SRO)	832-5964
Katie Chicquette	English	852-5590 Ext. 63113
Jason Stellmacher	Science, Fitness and Arts	852-5590 Ext. 63117
Dan Shimek	Social Studies, Fitness, DSA Instructor	852-5590 Ext. 63114
Beth Podlasek	Math	852-5590 Ext. 63119
Katy Schroeder	GED Option #2	852-5590 Ext. 63023
Beth Podlasek	Personal Financial Management	852-5590 Ext. 63119
Melissa Schisel Gilbert	Paraprofessional Central	852-5590 Ext. 63116
Katy Schroeder	Community Learning Center (CLC)	852-5590 Ext. 63118
Shannon Paulson	School Nurse	852-5590 Ext. 63112
Gaye Patton	Chartwells	852-5590 Ext. 63045
Molly McGregor	Homeless Coordinator	852-5590 Ext. 64111

APPLETON CENTRAL PROGRAM

Appleton Central's trauma-informed and resilience-oriented programs emphasize hope, helping students redefine their engagement with school, progress toward graduation, and their self-worth through the site's unique atmosphere and dedicated staff trained in varying areas of alternative education practices. Appleton Central was originally established as an alternative charter school in August 1996 and was designed to serve students in grades 6-12 who are at-risk. Appleton Central has evolved into a predominant credit recovery program, GED Option #2 program, Dan Spalding Academy and Community Learning Center.

Since: 1996

Central is designed to serve youths primarily of junior or senior status that meet the definition of being at-risk. Students referred to Central have experienced repeated academic failures leaving them significantly credit deficient and seriously jeopardizing their chance for a timely graduation.

The goal of Central is to provide a small, flexible learning environment in order to re-engage students in the process of learning. Students are empowered to take ownership of their academic and personal lives and become a contributing member of society. Central assists students in attaining graduation credit status and meet district and state standards while also working to address employability and social skills, behavioral issues, and mental/emotional health concerns. Counseling services and the healthy foods nutrition program complement the academic offerings to meet the emotional and physical needs of students. Direct instruction in core subjects is partnered with technology-driven courses, and related work/volunteer experiences provide CHS students with a well-rounded academic program geared towards graduation.

Student success is achieved through:

- Lower student-to-staff ratio, approximately 15 :1
- Core subjects english, math, science, and social studies
- Elective courses, including Work Experience and Volunteering
- Direct classroom instruction utilizing adaptive and alternative teaching techniques
- Individual tutoring
- Computer courses providing the opportunity for self-paced instruction, credit recovery, and skill advancement
- In-class completion of course work with teacher oversight so as to minimize homework
- Nutrition Program
- Parent outreach
- Counseling and monitoring to address behaviors such as anger management, alcohol and/or other drug abuse, and mental/emotional/behavioral health concerns
- Linkages between school, social services, community agencies, and workplaces

Enrollment / Transition

The Student Support Team (SST) at the three Appleton attendance area high schools refer students for enrollment. Enrollment is targeted at 125 students. The referred student and a parent/guardian meet with Central staff to discuss program offerings, the commitment of the student and parent/guardian to seek positive changes and jointly determine if enrollment in Central would be beneficial to the student. Enrollment in Central is generally voluntary. At times students are administratively placed at Central.

Students may begin attending Central after they have officially been referred from their attendance area school. Students must report to student services at their attendance area HS to return all text books, pay any library or other fines, check out of PE lockers, pay school fee obligations, complete the "sign out" sheet with teacher signatures and return it to the office, and if required turn in their photo ID card.

Schedule / Course Assignment / Schedule Changes

Central generally follows the AASD calendar for district high schools; however we make modification based on the unique needs of our AM/PM scheduling. Students are expected to attend school based on the Central calendar.

Central offers students a 1/2 day schedule so that they may remediate their credit deficiencies while also maintaining employment through which life-long employment skills are learned.

- Students will be assigned to AM or PM schedules on a semester basis.
- Priorities in scheduling will be given to the students who are closest to graduation.
- Students are encouraged to talk with the counselor or social worker regarding their individual needs.
- Changes to schedules require the approval of the Appleton Central administrator.
- Students who do not participate or attend a class may be removed from the class.
- Students who fail a course or are removed from a class are expected to make up the credit either by repeating the course or taking a course in its place including CBI courses, E-school or summer school.
- Some courses are available on a limited basis (example: PFM). Priority will be given to students who have not previously taken these courses at Central.
- Students can be cross enrolled to their attendance area high school after one-semester of receiving all passing grades at Central and displaying good attendance. Approval for cross-enrollment is at the discretion of the principals from both high schools and is subject to the student remaining in good standing at Central and the attendance area high school.
- Independent study may be approved when there are significant extenuating circumstances. The student, counselor, teacher or social worker may present a proposal to the principal. Upon receiving initial approval from the principal, a faculty advisor will be assigned to oversee the independent study. The teacher and the student then develop an outline and timeline of the project. Finally, the student, his/her parents(s)/guardian(s), the teacher, and the principal, sign an agreement that delineates the expectations.

Nutrition Program

A well-nourished student makes for a more engaged, active participant in the classroom. Nutrition time is used as an opportunity to practice social skills, develop appropriate peer-to-peer communication skills, review social etiquette, and generally provide time for rapport building between peers and staff.

- The Nutrition Program is considered part of our regular school day and all attendance/truancy practices apply.
- Students are not to bring in candy, soda, sport drinks etc. Students may bring a clear empty water bottle, free of any labels, to fill at school.

Period 5

Students with AM and PM schedules will be assigned to a fifth hour class based on course availability and at the discretion of the building administration. Once scheduled, students are expected to attend and all attendance/truancy practices apply.

Supplies / Central Program

Students attending Central High School need basic supplies for school. School supplies are collected from students during the first week of school and re-issued as necessary during the year.

<ul style="list-style-type: none"> • (12) Blue or black medium point pens • (3) Boxes of facial tissue 	<ul style="list-style-type: none"> • (12) #2 pencils • (6) Spiral notebooks 	<ul style="list-style-type: none"> • (8) Pocket portfolio folders
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Work Experience and / or Service Learning

Students attend school for 1/2 day and are expected to be employed or participating in service learning on a part-time basis. These hours are to be scheduled outside of the regular school day including Period 5 and the Nutrition Program.

- Employment must be at a regular IRS registered business where the business is deducting Social Security, Federal, and State taxes. If you are listed as an independent contractor and/or paid cash, you must provide a copy of your federal and state tax returns to verify payment of Social Security, Federal, and State Taxes, and a copy of the payment check to the IRS.
- Employment for credit must be at a reputable business. Determination of reputability is left to the discretion of the Appleton Area School District and Appleton Central.
- Service Learning hours must be at a not for profit agency or church. Verification of hours to be completed by a non-family member.
- Work hours will be prorated on a percentage of full days attended. School absences will reduce the number of work hours accepted.
- Students will not be given permission to miss regularly scheduled classes in order to attend work.
- Students are required to turn in employment verification (paycheck stubs) every pay period.

Schedule AM & PM

AM schedule			
Q1/Q3		Q2/Q4	
8:00AM - 8:15AM	Nutrition Program (breakfast) (SEL)	8:00AM - 8:15AM	Nutrition Program (breakfast) (SEL)
8:17AM - 9:29AM	Period 1	8:17AM - 9:29AM	Period 3
9:31AM - 10:43AM	Period 2	9:31AM - 10:43AM	Period 4
10:45AM - 11:00AM	Nutrition Program (AM lunch) (SEL)	10:45AM - 11:00AM	Nutrition Program (AM lunch) (SEL)
11:02AM - 11:40AM	Period 5 when assigned	11:02AM - 11:40AM	Period 5 when assigned

PM schedule			
Q1/Q3		Q2/Q4	
11:02AM - 11:40AM	Period 5 when assigned	11:02AM - 11:40AM	Period 5 when assigned
11:42AM - 12:00PM	Nutrition Program (PM lunch) (SEL)	11:42AM - 12:00PM	Nutrition Program (PM lunch) (SEL)
12:02 PM - 1:14PM	Period 6	12:02 PM - 1:14PM	Period 8
1:16 - 2:28 PM	Period 7	1:16 - 2:28 PM	Period 9
2:30PM - 2:41 PM	Nutrition Program (breakfast to go) (SEL)	2:30PM - 2:41 PM	Nutrition Program (breakfast to go) (SEL)
2:43 PM - 3:20 PM	Period 10 Teacher PLC Time	2:43 PM - 3:20 PM	Period 10 Teacher PLC Time

Graduation Requirements

The Appleton Area School District awards high school graduation diplomas to recognize those students who have fulfilled the academic requirements of the district. Students will receive a high school diploma from their attendance area high school. Students must earn a minimum of 23 high school credits. Students must complete their coursework prior to the end of summer school their graduating year to graduate with their class. Students may participate in the graduation ceremony at their attendance area high school once they have completed the required 23 credits.

Communication Arts	4.00 credits	Mathematics	3.00 credits
Physical Science	1.00 credit	Health	.50 credit
Life Science	1.00 credit	Fine Arts	1.00 credit
Elective Science	1.00 credit	Physical Education	1.50 credits
Government	1.00 credit	Personal Financial Management	.50 credit
American History	1.00 credit	Electives	6.50 credits may be completed through approved work-study and/or Service Learning hours.
Global Requirement	1.00 credit		

GED OPTION #2 Program (GEDO#2)

Since: Fall 2010

The GED Option #2 (GEDO #2) Program allows authorized school districts to use the GED test battery to measure proficiency in lieu of high school credit for students enrolled in an alternative education program. A student who passes the GED tests and completes the other requirements for graduation is entitled to the traditional high school diploma. The GEDO#2 instructional program is individualized based on each student's needs.

Students are referred to the program through each of the high school's (East, West, North, Central) Behavior Consultation Teams (BCT). Students selected must be at least seventeen (17) years of age, one year behind their 9th grade class in credits earned (12 or less credits at the end of second semester of their Junior year), and able to demonstrate an ability to read at or above the 9th grade reading level. The program serves older significantly credit deficient students who are not likely to earn a diploma utilizing a credit attainment/recovery model and who would benefit from a highly structured program offered in a small class setting.

Schedule GEDO#2

Monday - Thursday	
12:00-12:15	Instruction
12:15-12:30	Nutrition Program
12:30-1:30	Instruction
1:30-2:10	Social Work / Career Planning
2:10-4:00 (M-W) 2:10-3:00 (TH)	Instruction
3:00-4:00 (TH)	Make-up time and/or additional study time.

DAN SPALDING ACADEMY

Since 2003

Appleton Central recognizes that at times adolescents make decisions that result in withdrawal/expulsion from the school district. AASD faces the challenge of finding a balance between each student's need for an education and every student's right to a safe and drug free learning environment. To this end, Appleton Central incorporates Dan Spalding Academy, an after-school program (M-Th / 3:00 – 5:00 PM) to serve the academic needs of students in the district who have been expelled or withdrawn while also providing services to address the behaviors and decision making that resulted in the expulsion or withdrawal.

The educational program and expectations are explained during the enrollment process.

COMMUNITY LEARNING CENTER (CLC)

Since: January 1999

Appleton Central incorporates, Community Learning Center, to meet the academic and social and behavioral needs of students in grades 6-8. The educational program and expectations are explained during the enrollment process. Students attend: Monday – Thursday 8:00– 11:15am.

The curriculum is primarily focused on mathematics, reading and writing. Science and social studies content is integrated into the communication arts coursework. Students will participate in fitness activities, volunteering, individual and group work with the school social worker and professional counselor. Students will be required to establish goals, follow all school and district expectations and meet the requirements of their expulsion or withdrawal agreements to remain enrolled.

For the remainder of the document it is assumed that all policies apply for all students, regardless of the programming, attending Appleton Central. There may be specific practices outlined below that apply to the high school students only.

ATTENDANCE

Each student will be assigned to either the AM or PM session but occasionally during the year may be expected to attend either the opposite session or a time that is different from his/her regular school day.

If a student is under supervision either at the county or state level, the assigned intake worker, social worker, parole agent or other designee will receive regular attendance records of the supervised student. Supervising agents will also be provided academic and behavioral records/reports of the student as allowed by law.

Attendance Policy

Schools are required by State Statutes (S. 118.15 & 118.16) to observe the compulsory education law which requires all students to attend school regularly until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age. Regular attendance is key to success at Appleton Central High School and is the responsibility of parents/guardians and the students.

Consistent and persistent willful violation of the school attendance policy will result in appropriate disciplinary action.

- "Truant" means a pupil who is absent from school without an acceptable excuse for part or all of any day on which school is held during a school semester.
- "Habitual Truant" means a pupil who is absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during a school semester. Violations can result in a referral to the County Social Service.
- "Consequences for Unexcused Absences" may include: required meeting with the building administrator, contact with parent/guardian, contact with county social worker or probation agent, TRAC, removal from a course, removal from Appleton Central.

Reporting Absences

To report a student's absence a parent or legal guardian must call at 852-5590.

- Call as early as possible each day the student is absent to provide the school with notification of the absence and the reason for the absence. If you would like to speak with the secretary, principal, counselor or social worker, call between the hours of 7:15 a.m. and 3:00 p.m. Any excuses received after that time may not be accepted.
- If the absence extends for more than three (3) days, or if the student has a chronic attendance problem, a physician's statement may be required before the student's absences are considered excused.
- If the parent/guardian does not contact the school regarding an absence, the student is considered unexcused. That absence will remain unexcused, with all the consequences of an unexcused absence, unless a parent/guardian contacts the school by telephone or in person within 24 hours of the absence.
- As outlined at the intake meeting, regardless of age students may not excuse their own absence unless they are living on their own.

Excused Absences

Due to the half-day schedule students are to schedule appointments whenever possible outside of the school day. According to Wisconsin law, students are expected to attend school except for LEGAL EXCUSED ABSENCES (S.118.16) established by the local Board of Education.

- Student illness
- Religious observances
- Impassable roads or extreme weather conditions
- Other reasons as approved by the school administration
- Severe illness or death in the student's immediate family
- Medical emergency quarantine, or communicable disease
- Preplanned absences approved by the school office such as court appearances, necessary health appointments, college visitations, job shadowing experiences, and school sponsored activities

Unexcused Absences

Students who miss school for other than a legal excuse are in violation of the state's compulsory attendance law. Unless listed above in the Excused Absences section, student

absences are considered ILLEGAL and are, therefore, recorded as UNEXCUSED ABSENCES. Students schoolwork missed due to an unexcused absence may be made up at the discretion of the individual teacher.

The following are examples of illegal, unexcused absences:

- Unlawful detention: When a child is absent from school, for other than legal reasons, with parental knowledge or consent (stated or implied), it is unlawful detention.
- Truancy: A child who is sent to school, whose parent(s) or guardian(s) expect him/her to be in school, but who does not attend for other than lawful reasons, is considered truant. This includes oversleeping, shopping, car problems, concert attendance, babysitting, working at home, or runaways (S. 118.16).
- Excessive excused absences: Except when special circumstances exist—as determined by the CHS administrator in consultation with the student, parent, medical professionals, and/or school staff—students with more than (10) absences in a semester may be considered excessive and may result in all subsequent absences requiring a medical excuse.

Pre-Arranged Absences

Any student who knows in advance that he/she will be absent from school for an excusable reason must have his/her parent/guardian call the attendance office at 852-5590, as with any other excusable absence. The student must then obtain a Pre-Arranged Absence Form in the Student Services Office to circulate to his/her teachers. It is expected that the student will either complete the schoolwork missed prior to leaving, or submit the assignments to the appropriate teachers immediately upon returning to school as arranged with each teacher in advance of the absence.

Pre-Arranged Appointments

Due to the half-day schedule students are to schedule appointments whenever possible outside of the school day including medical, dental, and counseling. When a student leaves or arrives late due to an appointment they must sign in/out in the office. Upon returning to school, the student must provide a verification of having been to the appointment at the stated time. All work missed by the student due to an appointment is his/her responsibility to complete as assigned by the teacher.

Homework/Make-Up Work for an Absence

When a student is absent for less than three days, it is the student's responsibility to obtain homework assignments by

contacting his/her teacher. If a student is absent for three or more days, the student or parent may contact Central High School (852-5590) to obtain assignments. Due to the content and structure of CHS, course alternative assignments may need to be given to make up for missed discussions.

Tardiness to Class / Truancy from Class

Students are expected to attend every class on time for which they are scheduled unless they have a legal, excused reason for being absent from that class. Skipping a class, or being excessively tardy, is illegal and unexcused. It is considered truancy according to state law (S. 118.16). Truancy / tardiness from class may result in parental contact and/or disciplinary consequences. Due to the reduced length of our classes, a student will be considered tardy immediately following the start of the scheduled class time. Repeated truancy /tardiness to a course could result in a student being dropped from a course and possibly re-assigned to a CBL course.

Sign-in & Sign-Out Procedures

Upon late arrival at school at any time during the day, the student must first sign-in at the office. If it becomes necessary for a student to leave during the regular school hours for reasons such as medical appointments, court appearances, etc. a parent/guardian is to call in or send a note with an excuse and the student is to sign out in the office before leaving. If a student becomes ill during the day they are to report to the office and a call will be made to the parent/guardian.

Withdrawal From School

Notify Appleton Centrals main office if your intent is to withdraw due to moving, enrolling in a private school, enrolling in the military, enrolling in a GED/HSED or quitting school. Students are encouraged to meet with the school administrator, counselor or social worker before dropping out of school.

Inclement Weather

Inclement weather sometimes causes school to be cancelled for the day. Students/Parents are advised to listen to the following radio/T.V. stations for School announcements: WHBY 1150, WAPL 105.7, WNAM 1280, WUSW 96.9, WOZZ 93.5, WYDR 94.3, WOSH 1490, WVBO 103.9, WSGC 1050, WEMI 91.9, WGEE 1360, or WIXX 101.1, WBAY-Channel 2, & WLUK-Channel 11.

NONDISCRIMINATION STATEMENT

AASD Board Policy #411.2

The Appleton Area School District does not discriminate against students on the basis of sex, race, color, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity, gender expression or physical, cognitive, emotional or learning disability in its education programs or activities. Legal Reference: Wisconsin State Statute 118.13

El Distrito Escolar del Área de Appleton no discrimina a estudiantes con base a sexo, raza, color, religión, edad, lugar de origen, ascendencia, credo, gravidez, estado civil o de paternidad, orientación sexual, identidad y expresión de género o incapacidad física, cognitiva, emocionales, o de aprendizaje o minusvalía en sus programas educativos o de actividades.

Tsev kawm ntawv hauv Appleton tsis cais tawm menyuam kawm ntawv los ntawm qhov yog poj niam los txiv neej, haiv neeg, cev nqaij daim tawv txawv, kev teev hawm, lub hnub nyoog, keeb tiv ntawm haiv neeg, poj koob yawm txwv, kev ntseeg, lub cev tsis tab seeb, muaj txij nkawm los yog leej niam leej txiv, hloov lub cev poj niam mus ua txiv neej hloov txiv neej lub cev mus ua poj niam, tus yam ntxwv poj niam los txiv neej, hais lus coj li poj niam los txiv neej los yog cev nqaij daim tawv, lub hlwb kev xav, tus xeeb ceem kev xav los yog muaj qhov ua rau kawm tsis tau ntawv nyob rau cov khoo ka kawm ntawv los yog tej kev ua ub ua no.

Complaint Procedure:

The district encourages informal resolution of complaints under this policy. If any person believes that the Appleton Area School District or any part of the school organization has failed to follow the law and rules of S. 118.13, Wisconsin Statutes, and P19, Wisconsin Administrative Code, or in some way discriminates against students on the basis listed above, he/she may bring or send a complaint to the following address: AASD Director of Pupil Services, Appleton Area School District, 122 E. College Ave Suite 1A, Appleton, WI 54911. The telephone number for the AASD Office is (920) 832-6114.

Step 1: A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the Director of Student Services. The district shall send written acknowledgement of receipt of the complaint within 45 days.

Step 2: The Board shall make a written determination of the complaint within 90 days of receipt of the complaint unless the parties agree to an extension of time.

Step 3: If a complainant wishes to appeal a negative determination by the Board, he/she has the right to appeal the decision to the State Superintendent within 30 days of the Board's decision. In addition, the complainant may appeal directly to the State Superintendent if the Board has not provided written acknowledgement within 45 days of receipt of the complaint or made a determination within 90 days of receipt of the written complaint. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster Street, P.O. Box 7841, Madison, WI 53707-7841. Discrimination complaints may also be filed with the federal government at the Office of Civil Rights, U. S. Department of Education, 300 South Wacker Drive, 8th Floor, Chicago, IL 60606.

DISCIPLINE

Appleton Central follows district procedures and guidelines for discipline. The administrator and staff will enforce policies, report infractions and discipline challenges in school to the students, parent/guardian, and when necessary, to district administration. We embrace the belief that behaviors can be changed with consistent expectations and that each student has within him/herself the ability to make that change.

All students, staff and parents have basic rights and responsibilities designed to maximize academic freedom and individual expression while maintaining an orderly and respectful atmosphere for all members in our learning community. Everyone has the right to speak, listen, and learn in a safe environment that is free from physical harassment and verbal abuse. In addition to their rights, all students, staff, and parents have basic responsibilities to respect others, the property of others, and the reputation of the alternative schools. Everyone has a responsibility to adhere to common courtesies, to follow the school rules, and to obey all laws. The development of a positive atmosphere and the maintenance of a respectful academic community are the responsibility of every member of the alternative schools' community. Above all, each person is responsible for his/her own actions.

Behavioral Expectations

The behavioral expectations for alternative schools' students are similar to those for being a responsible and productive member of our society. Violations may result in teacher reprimands, conferences, parental contact, detentions, and/or exclusion or removal from class. In addition to disciplinary action by teachers, students may also be subject to administrative reprimands, conferences, parental contact, detentions, suspension, and/or expulsion from school. Finally, the educational program and options for any student may be changed and limited if the student is not performing at an acceptable level.

Unacceptable behavior at school or at school sponsored functions:

- Physical or verbal assault or harassment of another person
- Committing racist acts or racial slurs against another person or organization
- Cheating
- Theft from another person, or taking property belonging to the Appleton Area School District (AASD)
- Lying or withholding information from authorities
- Vandalism of another person's property or property belonging to the AASD
- Blatant disruptions of the learning environment or the enticement of others to be disruptive
- Any gang and/or gang-related activity including the wearing of gang-related clothing or accessories.
- The possession or use of a weapon.
- Possessing, selling, purchasing, using or being under the influence of drugs or alcohol
- Possessing, selling, purchasing or using any form of tobacco products, including smokeless tobacco, e-cigs, vapes or other nicotine devices
- Tampering with the school fire alarm system, security system, or making a bomb threat.
- Truancy and/or tardiness
- Failure to comply with the "Nutrition Policy" as outlined in this handbook.
- Littering
- Public displays of affection (PDA)
- Driving and parking a motor vehicle on school premises are privileges and students should only park in those areas that are designated for student parking (Morrison Street Lot) Safe driving practices are required.
- Being disrespectful to other individuals
- The use of inappropriate, and/or abusive language
- Leaving the school campus during the school day without prior authorization of the office staff and parent/guardian
- Failure to abide by all bus regulations when attending school or involved in a school activity or school-sponsored event.
- Defiance of staff and staff directives

***In addition to these basic behavioral expectations, students are expected to immediately comply with ALL staff directives that are LEGAL, MORAL, and SAFE!

Neighborhood Relations

Property adjoining the school grounds, like all residential property, is private; therefore, littering and trespassing are not permitted. Police action will be taken against violators who are reported. The neighbors of our school have a right to resent any infringement upon their rights. Be good neighbors and good representatives of our school.

Code of Classroom Conduct

Students should be able to attend school and classes as free as reasonably possible from unnecessary and unwarranted distraction and disruption. Such behavior can interfere with classroom environment and will not be tolerated. A student who engages in classroom conduct or behavior requiring removal may be placed in an alternative setting in accordance with CHS's disciplinary procedures.

Reasons for removal from class may include, but are not limited to the following conduct or behavior (AASD Board Policy JFC-R(2), 443-Rule (2):

- Disruptive, dangerous, and unruly behavior.
- Conduct which otherwise interferes with the ability of the teacher to teach effectively.
- Conduct covered by the District's policies regarding suspension and expulsion.

Established disciplinary procedures will be followed in handling students who are removed from classes. Following consideration of available information, the principal or designee shall, at his/her discretion, take one of the following steps:

- Place the student in an alternative education program as defined by Wisconsin Statute 115.28(7)(e)1
- Place the student in another appropriate place in school
- Place the student in a CBL class
- Return the student to the class from which the student was removed if the teacher and principal or designee determines that readmission to the class is best

Long-term placement in any of the above is an administrative decision. Parents will be provided written notification of the placement decision. Parental consent is not required and any complaints should be addressed through the District's Complaints Process. A student with special needs may be removed from a class by a teacher and placed in an alternative educational setting only to the extent authorized by state law, the federal Individuals with Disabilities Act, Section 504 of the Rehabilitation Act and related regulations.

Removal from Class

Appropriate behavior and use of equipment/materials is necessary to remain in class and achieve credit. Students who demonstrate through their actions that they are not respectful may be permanently removed from class with a grade of "F" on their transcript and loss of credit.

Student Dress

Student attire must be respectful of others and appropriate for the educational environment. Clothing or attire that, in the opinion of school authorities, that causes a distraction or disruption in the school or creates a health or safety problem is deemed inappropriate for student dress.

Since styles of clothing change rapidly, the administration reserves the right to restrict certain fashions that are inappropriate as well as interpret what is considered to be in poor taste or distracting to the learning environment. Members of the staff will use their professional judgment when enforcing this policy.

The standards maintained align with the BOE approved policy:

In an effort to keep the learning environment appropriate to a work setting, student dress must conform to the following minimum standards:

- Students must wear appropriate footwear in and around school at all times
- No pants can be worn below the waist (undergarments may not be visible)
- Students may not wear scanty or revealing clothing. Examples may include but are not limited to: short skirts or revealing shorts (must have 4 inch inseam), clothing that exposes midriffs or undergarments
- No garments which advertise or promote alcohol, tobacco products, or other drugs may be worn (including images of mushrooms)
- No attire or accessory which by its design, use, or intended use, could cause bodily harm, property damage, or intimidation to other persons, may be worn. Examples may include but are not limited to: chains, leather straps, pet collars and spikes
- No gang-related attire is allowed, any attire, item, insignia, colors, or symbol which the staff has reasonable cause to believe is a gang identifier, will be prohibited even if it had not previously been so designated in this or any other statement of policy.
- No garments may be worn at school depicting messages or symbols displaying inappropriate language, violence, sexual actions, vulgarity or racist/harassing/ intimidating statements.
- Body markings or tattoos that do not meet the above standards must be fully covered
- If students bring a backpack or other large bag/purse (larger than 8 1/2" X 11") or carrier with them to school at Central, it must be checked in upon arrival with office personnel and may be picked up at the end of the school day.

*Since styles change, the administration reserves the right to determine what is inappropriate for the learning environment.

Detention / In-School Suspension / Out-Of-School Suspension

A student may be assigned to a detention, in-school suspension, or out-of school suspension when the student has violated a school policy, refused to cooperate with school expectations and/or rules, or has a record of chronic attendance problems or misbehavior.

- Unless other arrangements are made, detention must be served at the time and place indicated when it is assigned. In addition to being present and on time, when you are assigned detention, you must bring some work to do. Sleeping is not allowed and students are expected to comply with all directions as given by the supervisor.
- The in-school suspension is intended to provide the student with a time-out from the regular daily routine to focus on the choices the student has made that resulted in this type of disciplinary action. Parents will be informed of the student's in-school suspension. The student will be provided with assignments from his/her classroom teachers and is expected to spend his/her time doing those assignments. If a determination is made that the student is not ready to return to classes, further ISS time may be assigned, the student may receive an out-of-school suspension, or other consequences. Violation of the in-school suspension rules is considered reason for suspending the student out of school.
- State statutes permit the out-of-school suspension of a student (S. 120.13) for up to five days for misconduct. As a general rule, students may be suspended if they defy the authority of school staff, disrupt the orderly operation of the school, or interfere with the right of other students to learn. Suspended students may not be on any school district property, nor attend any school function, or receive work hour credit. For the purposes of making up schoolwork missed while suspended from school, suspensions are considered excused absences.

Expulsion

The Appleton Board of Education may, on referral from a school administrator and after an expulsion hearing, expel any student who is found to be a detriment to the school environment due the following reasons: repeated refusal or neglect to obey the rules; knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; engaged in conduct while at school or while under the supervision of school authority which endangered the property, health, or safety of others; engaged in conduct while not at school or while not under the supervision of school authority which endangered the property, health, or safety of others at school or under the supervision of a school authority; endangers the property, health, or safety of any employee or school board member of the school district (S. 120.13). Students who engage in such actions will be considered by the alternative schools' administrative team for recommendation to the school district for expulsion from school.

Illegal Acts

Students who commit an illegal offense while at school or during a school-sponsored activities are subject to school discipline as well as legal charges. Following are examples of some illegal acts prohibited at school (not intended to be an all-inclusive list):

Alcohol	Students may not purchase, possess, or consume any alcoholic beverage (S. 125.07 and 125.09) or be under the influence of alcoholic beverages.
Battery	A student causing bodily harm to another, by an act done with intent to cause bodily harm to that person harmed, is guilty of a misdemeanor (S. 940.19).
Disorderly Conduct	Students who engage in violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct in which such conduct tends to cause or provoke a disturbance is guilty of disorderly conduct (S. 947.01).
Drugs	It is illegal for any person to possess a controlled substance, including all forms of THC, unless it is obtained from a valid prescription (S. 161). Students found to be in possession of illicit drugs will be referred for possible expulsion.
Harassment	A student who engages in repeated acts to intimidate a person by strikes, shoves, kicks, or otherwise subjects the person to physical contact, or threatens to do the same, is in violation of the law (S. 947.01).
Hazing	No person may intentionally or recklessly engage in acts of forced activity which endangers the physical health or safety of the student for the purpose of initiation or admission with any organization operating in connection with a school (S. 948.51).
Obscenity	A student who imports, prints, advertises, sells, has in possession, offers for sale, publishes, exhibits, or transfers commercially any lewd, obscene, or indecent written matter, picture, sound recording, or film, or who has in possession with intent to transfer to a person under 18 years of age any of the above materials or whoever makes any lewd, obscene, or indecent drawings or writings in school is guilty of a felony by state statutes (S. 944.21 and S. 944.23).
Possession of a Dangerous Weapon	Any person (except a peace officer) who goes armed with a weapon or switch blade knife in any school building or on school property is guilty of a Class A misdemeanor (S. 941.235 and S. 941.24 and S. 948.61).
Possession/Discharge of Fireworks	No person shall sell, use, discharge, or explode any fireworks in a school building or on school property (S. 167.10).
Slander/Libel	State statute prohibits intentionally defaming another person, whether a student or staff member. This includes anything that exposes the other person to hatred, contempt, ridicule, or disgrace in their line of work (S. 942.01).
Theft	No student may intentionally take and carry away, use, transfer, conceal, or retain possession of moveable property of another person without the other's consent (S. 943.20).
Tobacco/Nicotine	State statute prohibits the possession of tobacco/nicotine products by a minor (S. 48.983). Use of tobacco/nicotine products on school district property by any person is a violation of state statute (S. 120.12).
Vandalism	Any student who intentionally causes damage to a school building and/or school property is guilty of a misdemeanor (S. 943.01).

Alcohol & Other Drugs

No student or employee of the Appleton Area School District shall knowingly possess, use, distribute, or be under the influence of alcohol, controlled substances, or any other mood altering chemicals while on school property or during school sponsored activities. The possession, use, or distribution of drug paraphernalia, look-alike drugs, nonalcoholic beer, or any substance misrepresented as alcohol or a mood-altering drug is also prohibited on school property or during school-sponsored activities. A student may be required to submit to a breath test to determine the presence of alcohol, if a school official or law enforcement officer has reasonable suspicion that the student is under the influence of alcohol.

Violation of this policy or refusal to submit to required breath testing for the presence of alcohol will result in disciplinary action which may include: school disciplinary consequences; notification of law enforcement officials; notification of parents/guardians or legal custodians; notification of co-curricular advisors and the athletic director; notification of the district superintendent or designee; suspension and/or expulsion.

Use of prescription or over-the-counter medication in compliance with Board Policy shall not be considered a violation. Secondary administration of any prescribed drug on school property or during school-sponsored activities is prohibited.

Bullying Policy & Rule 443.71

The Appleton Area School District is committed to providing a safe, secure, and healthy environment that allows all students to maximize their learning potential. The Board of Education considers bullying to be detrimental to the health and safety of students and disruptive to the educational process and is prohibited.

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying includes aggressive and hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied and is behavior that is repeated over time rather than an isolated incident. This behavior may include but is not limited to physical and verbal assaults, nonverbal or emotional threats or intimidation, harassment, social exclusion and isolation, extortion, use of computer or telecommunications to send messages that are embarrassing, slanderous, threatening or intimidating (cyber-bullying). Bullying may also include teasing, put-downs, name calling, rumors, false accusations, and hazing. Bullying based on sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap in its education programs or activities is also prohibited by law and Board policy.

Bullying behavior is prohibited in all schools, buildings, properties, educational environments as well as on any school grounds or school buses. This includes any property or vehicle owned, leased, contracted, or used by the AASD such as public transportation regularly used by students to go to and from school and to school-sponsored events.

Students who engage in any form of bullying behavior at school or at a school-sponsored activity, will be subject to disciplinary action in accordance with Board policy. This action may include off campus behavior that causes substantial disruption to the educational environment. Consequences and sanctions for such actions, including retaliating against someone for reporting bullying behavior, may include but are not limited to, parent notification, suspension, expulsion, or referral to law enforcement officials for possible legal action. Student services staff will support the identified victim.

Education, intervention, awareness, and prevention shall exist for staff and students to ensure a learning environment free of bullying or intimidation toward and between students and staff.

Disclosure and Public Reporting

Appleton Area School District schools will distribute this policy annually to all students enrolled in the District, their parents, and/or guardians and employees. The District will provide a copy of the policy to anyone who requests it.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. The Bullying Behavior Report Form will be used for written reporting.

The District will also keep data on the number and types of reports made under this policy. The results of each investigation will verify the details made in the complaint. In addition, an annual record of all sanctions will be kept. No individuals will be named in the annual report and the data will be used to develop prevention programs and strategies relative to the policy.

Cross References:

- Nondiscrimination on the Basis of Handicap/Disability, 112.1
- Programs for Disabled Students, 342.1
- Use of District Telecommunication Systems, 363.2 (522.7)
- Student Nondiscrimination Complaint Procedure, 411.2-Rule
- Sexual Harassment, 411.1
- Violence & Intimidation, 443.7
- Safe Schools: Policy & Prevention Strategies, 443.9

Legal References:

- Wisconsin State Statutes 111.31, 118.13, 118.164, 118.195, 118.20, 118.46, 120.12(26), 120.13(1)
- PI 9, Wisconsin Administrative Code
- Title IX, Education Amendment of 1972
- Title VI, Civil Rights Act of 1964
- Section 504, Rehabilitation, Act of 1973
- Americans with Disabilities, Act of 1990
- Individuals with Disabilities Education Act
- Civil Rights Act of 1991

Adoption Date: April 14, 2008

Amended Date: January 24, 2011

Procedures

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building administrator/designee. Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual, is encouraged to report the conduct to the building administrator/designee.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. The Bullying Behavior Report Form will be used for written reporting.

Reporting Procedures

If bullying occurs, students are encouraged to take the following steps:

1. Clearly say "stop" to the person whose behavior is unwanted and report to a trusted adult.
2. Speak with a trusted adult at school, such as a teacher or counselor, social worker, psychologist, nurse, or administrator.
3. When reporting to an adult, include the following information:
 - a. Give the name of the person and specific unwanted behavior
 - b. Describe the nature of the bullying
 - c. Give the date(s) of the event
 - d. Tell briefly what happened and note all incidents of bullying that may have taken place
4. A building administrator/designee may make an appropriate person(s) aware of the situation to discuss the case and determine the follow-up. All efforts will be made to handle the situation in a discreet manner and maintain appropriate confidentiality. The building administrator/designee will also inform students of the prohibition against retaliating against another student for reporting an incident of bullying.
5. Any employee who witnesses bullying between students must intervene by giving a verbal warning. In some cases it may be necessary to provide a report of bullying incidents to a building administrator/designee.
6. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Procedure for Investigating Reports of Bullying

The building administrator/designee will begin the investigation of a report of bullying within one school day. This investigation will include an interview of the person(s) involved and a collection of the information that will determine the facts and seriousness of the report.

Parents and/or guardians of all people involved in the bullying incident will be notified prior to the conclusion of the investigation. The District shall maintain confidentiality of the report and related student records

to the extent required by law. The Bullying Investigation Form will be used.

Adoption Date: April 14, 2008

Amended Date: January 24, 2011

Gangs & Gang Activity

Gang activity in the Appleton Area School District schools or on school property is prohibited. The Appleton Area School District defines a gang as an organized association, either formal or informal, of two or more persons with common signs, symbols and other identifying factors, who individually or collectively engage in criminal activity. Gang criminal activity includes, but is not limited to, intimidating or threatening others, participating in and/or enticing others to participate in any form of physical violence involving persons or property.

- A gang member is an individual who meets any two or more of the gang-related listed criteria. These include self-admission of gang membership, witness testimony, correspondence such as notes, letters, tapes, etc. of gang membership, paraphernalia or photographs of gang activities, gang related tattoos, gang related clothing or colors, and/or association with known gang members.
- Gang activity includes but is not limited to the display or possession of gang symbols; soliciting others for membership; requesting payment of dues, insurance, or other forms of protection from any individual; intimidating or threatening any individual; and/or inciting others to participate in any form of physical violence involving persons or property, or other criminal activity.
- Gang identifiers, which may change periodically, will not be allowed to be displayed by anyone at any Appleton Area School District school at any time including at school sponsored activities. Students may not display or wear any sign, gesture, insignia, symbol, color, combination of colors or combination of clothing, wearing apparel, or accessories which have been designed as gang identifiers. Some examples of gang identifiers include, but are not limited to: 5-6 point stars, arrows, pitchforks, crowns, identifying numbers or groups of names or initials. The list of identifiers may be updated at any time.

Violation of this policy may result in notification of parents and/or guardians and/or law enforcement officials; suspension; recommendation for expulsion.

Sexual Harassment

The Appleton Area School District's Policy is to maintain and ensure a learning and working environment free of any form of sexual harassment or intimidation toward and between students, employees, school board members, parents, volunteers, independent contracted service workers and applications for employment. It is, therefore, the policy of the district that neither students nor employees will be allowed to engage in any form of sexual harassment or intimidation toward students or school employees.

- Sexual harassment includes unwelcome sexual advances, requests for sexual favors, uninvited telephone calls or letters, and other verbal, visual or physical conduct of a sexual nature. Sexual harassment also includes, but is not limited to, unwelcome sexual flirtations, advances or propositions, verbal abuse of a sexual nature, subtle pressure or requests for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, unusually degrading words used to describe an individual, a display of sexually suggestive objects or pictures, and sexually explicit or offensive jokes or physical conduct.
- No employee or student shall threaten or insinuate, either explicitly or implicitly, that a student's refusal to submit to sexual advances will adversely affect the performance, employment, work status, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment, or career or educational development. Similarly, no employee or student shall promise, imply or grant any preferential treatment in connection with another student engaging in sexual conduct.
- Any employee or student who is determined after an investigation to have engaged in sexual harassment in violation of this policy will be subject to appropriate response, which may include suspension or an indefinite expulsion for students. Any student or any parents/guardians who believe their student has been subjected to sexual harassment should report the incident(s) to the building principal and/or designee. If a student or parent is not comfortable with making a complaint to the principal/designee, the complaint may be made to a teacher, counselor, social worker, psychologist, or nurse with the understanding that incidents must be reported to administration for review and action. The employee receiving the complaint shall report the complaint to the principal/designee and the Assistant Superintendent for School Services. No retaliation or intimidation directed towards anyone that originates a complaint or participates in any way in an investigation will be tolerated.

Third party witnesses are strongly encouraged to report observed incidents of sexual harassment to the administration. Every effort will be made, when requested, to maintain the confidentiality of witness identity unless the witness is requested to testify at a hearing.

Student/Parent Complaints and Grievances

AASD School Board Policy # 442

Whenever a student alleges that he/she is aggrieved by reason of the application to him/her of any administrative rule, regulation or order, or of an order of any teacher, principal, or other administrative person in the school system, or whenever any student feels there are deficiencies in existence in the school system, such as, but not limited to, curricular content, educational facilities, teaching methods and the like, which require remedial action, the student or a parent on the student's behalf shall contact the building principal for direction in proceeding with a grievance or stating a complaint. If further information is necessary, the student should contact the Assistant Superintendent.

The Appleton Area School District and Appleton Central High School are committed to working closely with parents and guardians to resolve issues and concerns in a way that is mutually agreeable.

The following procedures will serve as guidelines for handling student/parent complaints or grievances:

Step 1: Contact the classroom teacher.

If the complaint involved the action of a teacher, there shall be sincere attempt to work this out directly between the pupil and the teacher. The public school staff member involved shall make a special effort to be sure the pupil has had adequate opportunity to discuss the situation with him/her.

Step 2: Contact the school principal— no associate at CHS

If the matter cannot be resolved at Step 1, the pupil shall reduce to writing the details of the situation. At the elementary level, the written record shall be submitted to the principal. At the secondary level, the written record shall be submitted to the principal. This written record shall be submitted to the associate principal for student services who may handle the matter or refer to the associate principal for curriculum and instruction. The associate principal

who handles the grievance shall respond no later than ten days after receiving the written record. If no resolution can be achieved on Step 2, the student may proceed to Step 3. A written report of resolutions or recommendations will be sent to those involved and a copy filed in the pupil's cumulative folder by the administrator handling the complaint, if the student wishes.

The pupil shall present the written report of the complaint to the building principal. The principal will review the written report from the pupil, the written record completed by the assistant principal, and any other parties who are directly involved, and then will arrange a meeting of the pupil, his/her parents, and school personnel, to attempt to resolve the problem. Such a meeting will take place as soon as possible, within five school days following receipt of the written reports. Following this step, a written report by the principal shall be submitted to those involved, with a copy to the Superintendent within five school days after the meeting.

Step 3: Contact Mike Hernandez

If no resolution has been reached, contact Mr. Hernandez, Assistant Superintendent, and is assigned to oversee our school.

Step 4: Contact Greg Hartjes, the superintendent of Schools

In the event that the aggrieved pupil is not satisfied after Step 3, he/she shall then make a written request to the principal for forwarding to the Superintendent for further consideration of the grievance. The Superintendent will arrange for a meeting with himself/herself or his/her representative, the pupil, his/her parents, and the staff members who may be involved as soon as it is possible and within five school days after receiving the written request.

Step 5: The final step in the district appeal process is the Board of Education.

The final appeal under this procedure, if the pupil is yet not satisfied, is to the Board of Education. The complaint or grievance shall be submitted in writing to the District office at the Administrative Center. The Board may arrange to hear the complaint, consider the written reports, and render its decision in writing within four weeks of the receipt of the written request for Board review. If the Board decides to hear the matter, the date for the hearing shall be within 30 days of the receipt of the written request. The pupil may request either a closed or an open hearing. The decision of the Board of Education is final and the matter will be closed.

Student Use of Two-Way Communication Devices and/or Electronic Devices 443.5

The Appleton Area School District recognizes the legitimate safety purpose that students and parents have in providing students with cellular phones and other two-way communication devices. The Appleton Area School District also recognizes the legitimate education right that students have to learn and engage in school activities without distraction or disruption from the use of two-way devices or other personal electronic equipment.

Principals are authorized to establish school rules and acceptable use guidelines for limited, non-disruptive use of an electronic communication device during the school day in the school building or during school activities for safety, medical, vocational, or other legitimate uses. Appleton Central High School and the Appleton Area School District accept no responsibility for lost or stolen electronic devices.

Central High School, GEDO#2, DSA

- Students are required to store personal laptops, ipads, etc. in the office. Students are discouraged from bringing them to school all necessary technology will be provided by the school.
- Students may use cell phones and music devices before and after school and during meals unless there is a staff directive that would state otherwise.
- Students wishing to use their cell phone outside of the approved times may request to make the call in the office area.
- Use of electronic devices in the classroom is prohibited unless directly approved by the classroom teacher and if approved must be turned off before the student leaves the classroom.
- Parents are requested to contact their son or daughter through the office as texting or answering a phone in class could result in confiscation of the phone. Please contact the office at 852-5590.
- Music devices are not permitted in the computer lab unless the supervising teacher awards the privilege.

Community Learning Center

- Middle school students are prohibited from using media or communication devices during the school day unless given direct permission from a staff member. Media and/or communication devices are to be stored in the student's locker.
- Parents are requested to contact their son or daughter through the office as texting or answering a phone in class could result in confiscation of the phone. Please contact the office at 852-5590.

The inappropriate use of personal cell phones or other digital devices by students while on campus is subject to disciplinary action. Students may not share or post personal information about or images of any other student or staff member without permission from that student or staff member. The inappropriate use of cameras or electronic communication devices includes but is not limited to the following examples. Cameras or electronic communication devices shall not be used:

- in areas where one would reasonably expect privacy, i.e. locker rooms, bathrooms, etc.
- to communicate test answers, photograph tests, or in any way enable students to cheat.
- to engage in cyber-bullying – placing cell phone calls or sending text messages that ridicule, threaten or harass another student.

The inappropriate use of the Internet, personal cell phones, and other digital devices by students while off campus is subject to disciplinary action if engaging in cyber bullying or maintaining or posting material to a web site or blogging that threatens a likelihood of disruption in school or results in disruption in school. Also, students involved in activities that interfere with the rights of other students to participate fully in school or extracurricular activities will be in violation of this policy.

Violation of this policy by students will result in disciplinary action which may include: revocation of district technology use privileges; application of school disciplinary practices and procedures; notification of law enforcement officials; notification of parents/guardians or legal custodians; notification of the activities director and/or co-curricular coaches/advisors (attendance area school); notification of the District Superintendent or designee; suspension from school; recommendation for expulsion. *Unauthorized items may be confiscated and held by school officials for return to parent(s)/guardian(s) of the student, retained for disciplinary reasons, or turned over to law enforcement officers.*

Students who violate this policy will face the following disciplinary consequences: (Any electronic device or combination thereof)

- 1st offense- confiscation until the end of the student's regularly scheduled school day
- 2nd offense -confiscation for 2 consecutive school days, letter sent home
- 3rd offense- confiscation for 5 school days and parent pick-up of the device, phone call home
- 4rd offense- confiscation for 10 school days and parent pick-up of the device, parent meeting
- 5th offense- parent meeting, phone not allowed in building other than office for storage for 30 days

Refusal to give a cell phone to staff may result in ISS, OSS, disorderly conduct, and code violation depending on the number of offenses and student response to the request.

Tobacco Products / Tobacco Use / Nicotine Products

In the interest of a tobacco-free environment and in compliance with State law, smoking and/or use of other tobacco or nicotine products (including electronic cigarettes) is prohibited in all School District buildings, on all District controlled properties, excluding residential properties, and in all school-sponsored transportation vehicles, at all times. Possession of tobacco products including lighters and electronic cigarettes is also prohibited. Tobacco products will be confiscated and will not be returned to students or parents. Students who violate the law will be referred to the police for legal consequences that may include fines and court appearances. Violations of school rules regarding the use and possession of tobacco products while on school property or attending school functions will result in disciplinary action.

Trespassing

The public schools of the Appleton Area School District are open daily between the hours of 7:00 a.m. and 4:00 p.m. (Appleton Central HS / 7:00-5:00 PM due to DSA) on school days only for faculty, registered students, public school employees, and persons whose presence the principal may deem related to school business. All others entering the schools during these hours must report to the school office and apply for a visitor's pass. The principal of each school or his/her designee shall determine whether or not a visitor's pass will be issued, and in cases where a visitor's pass is denied, the person applying will be asked to leave the school grounds immediately. If for any reason a visitor refuses to leave, when asked by the principal or his/her designee, the visitor will be informed that trespassing charges will be brought against him/her. The principal or his/her designee will proceed with the trespassing charges if the visitor persists in his/her refusal to leave the school grounds (S. 943.13, 943.14).

Students should not be at any other AASD school during the regular school day unless they are there for the purposes of cross enrollment, a scheduled appointment or have pre-approval from the school administration to be there. DSA and CLC students are not permitted at any other school, at any time unless given permission by the Appleton Central HS building administrator or an assistant superintendent.

Violence & Intimidation

No one shall threaten--verbally, non-verbally, or physically--the safety of another person through the use of intimidation or violence. Such conduct is prohibited on school property, in a school facility, in a school vehicle, at any school-sponsored function or while traveling to and from school.

Violence is defined as aggressive behavior which subjects a person to unwanted physical contact including, but not limited to, striking, shoving, or kicking.

Intimidation is defined as behavior or repeated acts which cause fear or physical or psychological discomfort, including, but not limited to, physical conduct or verbal or nonverbal threats or gestures.

Possible consequences for violation of this policy include: application of approved school disciplinary practices and procedures; notification of law enforcement officials; notification of parents, guardians or legal custodians; notification of Superintendent or designee; suspension from school; recommendation for expulsion. (S. 120.13, 120.44, 947.013).

Weapons Policy # 832

The Appleton Area School District (AASD) is committed to providing safe learning environments for all students, staff, parents, and volunteers.

No person, including someone with a CCW (Carrying a Concealed Weapon) license, shall use or possess a firearm, whether loaded or unloaded, any destructive device, or other dangerous weapon as defined under section 948.605 (Gun-Free School Zones Law) and 948.6 of the state statutes, in school buildings and other buildings owned, occupied or controlled by the school district, on school premises, in school-provided transportation, or at any school-sponsored or school-supervised activity, except as otherwise specifically authorized in this policy.

A weapon is defined as any object that by its design, use or intended use could cause bodily harm or property damage or intimidate other persons. Weapons include but are not limited

to firearms (whether loaded or unloaded and whether operational or not), look-alike weapons (e.g. Airsoft guns), knives, martial arts equipment, razors, leather tools, metal knuckles, etc.

Other objects not designed as weapons but used in a manner that cause intimidation or bodily harm to a person, as well as property damage, are considered weapons under this policy. Such items include but are not limited to: chains, pencils, belts, sprays, and laser pens.

In addition to firearms restrictions under the Gun-Free School Zones Law, if a school district owns, occupies or has under its control any building that is not on the grounds of a school (e.g., district Leadership Center, Facilities & Operations building, Valley New School, etc.), the district can restrict a person (including those individuals licensed to carry concealed

handguns) from entering or remaining in that building while carrying a firearm, if the required notice is given as required by the Criminal Trespass Law. Thus, notices will be posted at such sites notifying persons of the restriction.

The following are exceptions to the policy prohibition:

- A weapon in the possession of and under the control of law enforcement or military personnel acting in their official capacity.
- The firearm is not loaded and is encased or in a locked firearms rack that is on a motor vehicle.
- A person who is a CCW licensee or an out-of-state CCW licensee may possess a firearm within 1,000 feet of the grounds of a school, but not in or on school grounds.
- A weapon used or handled by an individual in a legal manner for purposes of demonstration or educational presentations. This approval must be in writing and granted prior to the weapon being brought to the school. The weapon shall be maintained in the possession of the principal except during the actual demonstration or presentation.

On a case-by-case basis, the Board may give advanced approval allowing an exception to this policy for a specific event or activity, provided that the request for such an exception is also consistent with the discretionary exceptions authorized under state law.

Possible consequences for a student violating this policy:

- Suspension from school
- Referral to law enforcement officials or juvenile justice system
- Recommendation for expulsion

Possible consequences for an employee violating this policy:

- Subject to disciplinary action up to and including termination of employment
- Referral to law enforcement officials for prosecution under applicable state laws and/or local ordinances

ACCEPTABLE USE FOR TECHNOLOGY AND NETWORK RESOURCES Policy 363 (522.7)

Technology and network resources are valuable tools for students, staff, and community. The Appleton Area School District (AASD) provides computer facilities, equipment, software and a local and wide-area network that is accessible for the primary purpose of supporting the educational mission of the District. The District's technology system includes, but is not limited to: desktop and portable computers; voice over internet protocol phone system; file, web, and print servers; projection devices; software applications; electronic devices such as cell phones, pagers, personal digital assistants; the internet; and voice messages. Unless otherwise specified, the following regulation shall apply equally to all AASD users including employees, contractors employed by the AASD, students, volunteers, and guests. The AASD permits users to connect to the District network with personal computing devices following acceptance of user agreement terms. Users may have additional obligations given the nature of their positions and/or access privileges.

Use of the District technology system is a privilege and not a right. Users of the District's system should have no expectation of privacy in the content of their personal files, communications, and records of their online activity. The AASD reserves the right to monitor, access, delete and/or disclose all files, communications, and use of the District's technology system at all times without user permission within legal parameters.

Any other person violating this policy shall be referred to law enforcement officials for prosecution under applicable state laws and/or local ordinances.

Law enforcement officials shall be contacted to help deal with a weapons situation, which presents an immediate threat to safety. If the situation does not allow an opportunity to contact law enforcement officials immediately, school staff shall attempt to diffuse and control the situation in the safest manner possible, until law enforcement officials can be summoned.

Appropriate information and training shall be provided to staff in dealing with weapons situations in accordance with the District's Crisis and Response and Emergency Management System.

This policy shall be published annually in student and staff handbooks and through other means appropriate to notify the public as required by law or determined by the administration.

Gun-Free Schools Act

Expulsion is mandatory for a period of not less than a year for possession of a firearm as defined in Section 921 of Title 18 of the United States Code. Wisconsin State Statute 120.13 (1) (g) permits the mandatory expulsion to be modified on a case-by-case basis.

Criminal Trespass Law

The law was amended to include provisions related to carrying firearms. Under the amended law, a person may be subject to a penalty if he/she, while carrying a firearm, enters or remains in certain buildings. Among those buildings is any part of a building that is owned, occupied, or controlled by a local government unit (e.g., school district), if the local governmental unit has notified the person not to enter or remain in the building while carrying a firearm.

It is the responsibility of users to provide for the reasonable care of all District technology. The AASD reserves the right to hold users accountable for vandalism, misuse, and damage to the system in violation of the rules outlined in this policy, including revoking privileges, taking disciplinary and/or legal action. All users must have an appropriate "User Agreement" with the District to access the technology system.

The use of the AASD Student Information System (SIS) is solely for the purpose of facilitating the exchange of information to further communication, education, and research consistent with the mission of the AASD. The SIS and the communications transmitted and documents created on it are the property of the District. The AASD reserves the right to supervise the use of such property. Each user requesting access to the SIS must contact the AASD Information Technology Department (ITD).

- A. NETWORK GUIDELINES
- B. ELECTRONIC COMMUNICATIONS GUIDELINES
- C. SOFTWARE GUIDELINES
- D. WEB PUBLISHING GUIDELINES
- E. PRIVACY GUIDELINES
- F. PROHIBITIONS AGAINST DISCRIMINATION, HARASSMENT, BULLYING, AND DEFAMATION
- G. COPYRIGHT GUIDELINES
- H. NETWORK SECURITY GUIDELINES
- I. PERSONAL TECHNOLOGY EQUIPMENT/BRING YOUR OWN DEVICE (BYOD) GUIDELINES
- J. SOCIAL MEDIA GUIDELINES

K. MONITORING, SUPERVISION, AND CONSEQUENCES

Adoption Date: July 16, 2001

Amended Date: May 22, 2006, August 27, 2012, and May 28, 2013

Procedures

A. NETWORK GUIDELINES

The Appleton Area School District (AASD) maintains a local and wide-area network linking schools together that also provides access to public networks. The purpose of the AASD network is to facilitate the exchange of information to further communication, education, and research consistent with the educational mission of the AASD. Users are responsible for their actions/behavior and communication on the network in order to maintain a safe, lawful, and efficient network.

Network use or attempted use that is unacceptable at all times includes, but is not limited to:

- accessing the network for illegal activity, political or religious purposes, and unethical or disruptive activity.
- placing unlawful information on the network.
- accessing inappropriate content, including pornographic or obscene items.
- disrupting network traffic, overloading or crashing the network and attached systems.
- monitoring or capturing network traffic in any way.
- gaining unauthorized access to information resources or accessing, changing, deleting, or damaging another person's materials, information, or files.
- installing or running a program which damages or places an excessive load on technology and network resources.
- wasting or stealing consumables (e.g., paper, toner, storage devices) associated with the network system.
- disrupting the educational environment with District or personal technology devices.
- accessing or sending offensive or objectionable material to others.
- cyberbullying.

B. ELECTRONIC COMMUNICATION GUIDELINES

Use of the AASD electronic communication systems is provided to students and staff to further the educational mission of the AASD. These electronic communication systems include, but are not limited to: email, blogs, social media, learning management systems, telecommunication systems, and other web-based/electronic tools. Interpretation of appropriate use of electronic communication is the responsibility of the AASD Administrative Leadership Team. The Information Technology Department (ITD) is responsible to ensure the efficient use of the District technology system.

AASD students:

- may use the District communication systems for contact with school employees, access to outside resources related to school assignments, and student collaboration on school activities.
- may only receive emails on the network from District employees, other AASD students, and persons that have been approved by the District. Unauthorized emails will be blocked and returned to the sender.
- will have their accounts removed from the systems after graduation or withdrawal from the District.

AASD employees and students will:

- delete unwanted emails immediately and keep them to a minimum in order to maximize District storage resources.
- not use e-mail for chain letters or other mass solicitations.
- report technical issues related to email accounts and electronic communications to the AASD Helpdesk.

C. SOFTWARE GUIDELINES

All District online resources, including software purchased or acquired for educational use, will be approved by the Assessment, Curriculum and Instruction Department (ACI) and installed by the ITD.

D. WEB PUBLISHING GUIDELINES

The AASD believes that certain guidelines must be followed when creating school web pages in order to maintain high standards. Guidelines are intended to provide direction, consistency, and integrity to maximize accessibility. Guidelines are not an attempt to limit creativity.

Guidelines that apply to school web pages include, but are not limited to, the following:

- First and/or last name of a student may only be published with permission from parent(s)/guardian(s).
- Created web pages may not contain copyrighted material without proper permission.
- All District, department, and school-published web pages will include a copyright notice.
- Parent(s)/guardian(s) may opt out of having pictures, videos, or the name of their student(s) posted or identified on District/School created web pages.
- Student users who create web pages should clearly identify web pages as student-created and that the students' opinions are not necessarily a reflection of the AASD.
- Created web pages may not contain confidential information or information that is in violation of state or federal laws or Board policy.
- Links will be limited only to provide educational information about other youth activities, agencies, or organizations that are known to be nonsectarian, nondiscriminatory, and devoted to school/community interests or child welfare.
- The user that creates a web page that is linked to the AASD homepage is ultimately responsible for the content including links. The AASD reserves the right to review and approve the pages.
- The principal/supervisor of each school site or manager of each department is responsible for compliance with guidelines.

E. PRIVACY GUIDELINES

AASD network users should have no expectation of privacy in the content of their personal files, communication, or their online activity while using the District's technology system. Network content including, but not limited to, documents and other communication may be considered public and subject to disclosure. The AASD reserves the right to retrieve contents and user files on its system for legitimate reasons including, but not limited to: finding lost messages, conducting internal investigations, complying with open records requests, investigating wrongful acts, or recovery from system failure. The District also reserves the right to retrieve contents and user files to conduct student investigations relating to suspension and/or expulsion and personnel investigations relating to discipline and/or termination.

The use of the AASD Student Information System (SIS) is solely for the purpose of facilitating the exchange of information to further communication, education, and research consistent with the mission of the AASD. The SIS and the communications transmitted and documents created on it are the property of the District. The AASD reserves the right to supervise the use of such property. Each user requesting access to the SIS must contact the AASD ITD. Student records and communication between students or family and staff are protected by the Family Educational Right to Privacy Act (FERPA).

Users must be responsible for their own privacy and personal safety as well as that of others when using the District's network. Use that is unacceptable at all times includes, but is not limited to:

- violating the privacy rights of self/others by providing home address, telephone number, or other personal information.
- recording of any type, including but not limited to audio, video, images, and photographs, in violation of Board Policy 492-Photographing and Videotaping in the Schools.

F. PROHIBITIONS AGAINST DISCRIMINATION, HARASSMENT, BULLYING, AND DEFAMATION

The District has an obligation to provide a school environment free of discrimination, harassment, bullying, and defamation. Users of the District's technology must comply with state and federal laws and Board policy regarding these items. Use that is unacceptable at all times includes, but is not limited to:

- accessing, displaying, or sending messages and materials that use language, audio or images that are discriminating, harassing, bullying, or defaming.
- circumventing District content filters in order to access the content listed above.

G. COPYRIGHT GUIDELINES

The AASD recognizes and supports the limitation imposed by copyright laws. These laws specifically prohibit unauthorized duplication of software and online resources except to provide for archival back-up copies. The AASD declares it to be inappropriate to use "pirated" or otherwise illegally obtained software or protected online resources on the District systems. The use of District technology equipment or systems to make unauthorized copies of District-owned, privately-owned, or illegally obtained software or protected online resources is prohibited.

Copyrighted material may not be posted on any District website or used as an attachment or link without permission from the creator. Reproduction or use of copyrighted materials will be done either with the written permission of the copyright holder or within the bounds of the "fair use" guidelines provided in the copyright law under Title 17 of the United States Code (i.e. "in-house" productions, un-copyrighted works, or works in the public domain); otherwise, the user responsible for reproduction or use may be liable for breach of copyright under existing laws.

The principal/supervisor of each school site or manager of each department is responsible for compliance with copyright law.

H. NETWORK SECURITY GUIDELINES

The AASD places a high priority on the security of its technology and network resources. The District has systems in place that can monitor and record all network usage. It scans all inbound and outbound emails, plus attachments, for viruses, but does NOT guarantee such messages to be virus-free. The AASD accepts no responsibility for any damage caused by sending or receiving messages through the electronic communications system. ITD may create filters to scan for and eliminate viruses and large graphic files that are unrelated to the District's educational mission.

Users must be responsible for taking security precautions when accessing the District's technology and network resources. Use that is unacceptable at all times includes, but is not limited to:

- not taking reasonable measures to prevent others from using identifying information.
- sharing accounts or leaving accounts open or unattended.
- not keeping all accounts and passwords confidential and inaccessible to others.
- not respecting the rights and property of others and improperly accessing, misappropriating, or misusing the files, data, or information of others.
- not making back-up copies of documents critical to the user.
- not taking precautions to prevent viruses, spyware, and malware on personal and District devices.
- gaining unauthorized access, altering, deleting, damaging, or destroying any network, program, or data.
- not reporting unusual activity such as spam and phishing schemes to the AASD Helpdesk.

I. PERSONAL TECHNOLOGY EQUIPMENT/BRING YOUR OWN DEVICE (BYOD) – Students at CHS are not permitted to bring personal computing technology such as laptops and tablets into the main school hallway or classrooms for the purpose of

connecting to district network resources. CHS High school students may bring their cell phones, Ipods/MP3 players and storage devices but use is limited as outlined in the rules related to student use of two-way communication devices and / or electronic devices.

The AASD provides a community accessible network with the primary purpose of supporting the educational mission of the District. The District permits AASD employees and AASD students, with parental/guardian permission, to bring personal computing technology for the purpose of connecting to District network resources. These devices might include, but are not limited to: laptop computers, cell phones, iPods/MP3 players, wireless devices, tablets, storage devices, and digital cameras.

The use of personal technology in the District is a privilege, not a right. Ensuring its proper use is the joint responsibility of students, parents, and employees with the following liabilities and limitations including, but not limited to:

- AASD students must have a signed permission form from their parent(s)/guardian(s) on file for use during the school day (See Appendix A).
- Student use of personal devices during instructional time may be limited at the discretion of the teacher.
- Network access is provided on an "as is, as available" basis.
- The District is not responsible for delays, changes, or interruptions of communication or internet service, regardless of the cause.
- The District assumes no financial obligations arising through use of the AASD network.
- The AASD is not responsible for damage caused by inappropriate or inadvertent activity due to interaction with the network.
- The AASD is not responsible for damages to, loss of, or theft of personal devices. The District will investigate and refer unlawful acts to authorities.
- The AASD will not provide technical support for personal devices.
- Any damage to AASD technology or property due to the unauthorized use of personal devices will become the liability of the owner of the device.
- Administrators and professionals may confiscate personal technology devices while on District property if they have reasonable suspicion that the use of these items is in violation of policy or disruptive to the educational environment.
- Confiscated devices may be subject to search.

Acceptable uses of personal technology devices are those which support the educational mission of the AASD. Users are subject to all of the guidelines of this policy and its procedures. Use of personal technology devices that is unacceptable at all times includes, but is not limited to:

- physically connecting personal devices to the AASD wired network.
- tampering with, damaging, or modifying District technology with the use of a personal device.
- using personal devices in such a way as to disrupt the use of District technology by other users.
- disrupting any educational environment including, but not limited to: classes, study hall, library, assemblies, field trips, and co-curricular activities.

J. SOCIAL MEDIA

Social media is defined as “online services that require communication between two or more people” and encompasses a wide range of written, audio, and visual communication. Social media networks include, but are not limited to: personal websites, blogs, wikis, social networks, online forums, twitter, and virtual worlds.

The District recognizes the importance of online social media networks as a communication and learning tool for AASD staff and students. The District also recognizes its obligation to teach and ensure responsible and safe use of these technologies. Toward that end, the District provides password-protected social media tools and District-approved technologies for e-learning and encourages the use of District tools for collaboration by employees and students. District-approved password-protected social media networks include, but are not limited to the following examples: Edmodo, Moodle, and SharePoint.

Public social media networks are generally available to the public or consumers and are not provided by the District’s electronic technologies network. Public social media networks include, but are not limited to: Facebook, Twitter, YouTube, and blog sites. The District takes no position on AASD employees’ decision to participate in the use of public social media networks for solely personal use on personal time. However, AASD employee use of these media that exist outside of those approved by the District during school hours is prohibited unless given special permission by administrators or ITD.

All employees are expected to serve as positive ambassadors for our schools and are role models to students in the community. Readers of social media networks may view the employee as a representative of schools and the District. Therefore, the AASD requires employees, when referring to the District, its schools, students, programs, activities, employees, coaches, advisors, volunteers, and communities on any public or District-approved social media networks to observe the following requirements that include, but are not limited to:

- Use of any social media network or postings, displays, or communications on any social media network must comply with all state and federal laws and District policies.
- Communications by word, image, or other means must be respectful and professional.
- Authorized spokespersons for the District must disclose their employment relationship with the District.
- Confidential or proprietary information of the District, its students, or employees or that which is protected by data privacy laws may not be disclosed.
- The AASD name or its logo may not be posted or used without permission from the Superintendent or his/her designee.
- No images of co-workers may be posted without the co-workers’ consent.
- Unless parents have opted out of having pictures, videos, or the name of their student(s) posted or identified on District/School created web pages, images may be posted, including images of students taken in the public arena.
- No nonpublic images of the District premises and property, including floor plans, may be posted.
- Engagement with student groups that are within the District or in the public must be as a District-employee maintaining appropriate employee-student relationships and addressing inappropriate behavior or activity on the networks, including protecting the safety of minors online.
- District information posted to a social media personal profile must be limited, but may include District employment information including, District name, job title and duties, status

updates on job promotion, and personal participation in District-sponsored events, including volunteer activities.

- Purposeful or inadvertent disclosure of confidential or private information that violates the privacy rights or other rights of a third party, or the content of anything posted on any social media network is the responsibility of the employee.

AASD student use of social media during instructional time will be limited to educational purposes.

Any users of social media on the AASD network must adhere to the guidelines listed in this policy and its procedures.

The AASD may use social media networks and other communication technologies in fulfilling its responsibility for effectively communicating with the general public.

K. MONITORING, SUPERVISION, CONSEQUENCES

The AASD ITD has systems in place that can monitor and record all network use for consistency in enforcing technology and network protocols. The District provides instruction for employees on the appropriate and inappropriate use of its technology systems and requires employees to supervise students’ usage of District and personal technology. The District provides instruction for students on the appropriate and inappropriate use of its technology and network resources in the classroom.

To reduce the risk of compromising District resource security, it is important that all users assist in reporting any inappropriate usage, including, but not limited to hacking, inappropriate content, phishing, and spamming to employees, administrators, the Helpdesk, or ITD.

All volunteer, guest, and contractor users must accept the “User Agreement” by clicking the accept box on the device screen before gaining access to the District network (See Appendix B).

Consequences for violations of the Acceptable Use of Technology and Network Resources Policy and Procedures may result in the suspension/revocation of technology privileges, discipline up to and including suspension and/or expulsion for students, and discipline up to and including termination for employees. The District will investigate and report unlawful activities to authorities.

Appeals may be made in accordance with appropriate Board policies, procedures, and employee and student handbooks.

Cross References: Internet Safety Policy (CIPA), 363.2
Photographing and Videotaping in the
Schools, 492-Rule

Legal References: Wisconsin State Statutes 120.12, 943.7, and 947.0125

Adoption Date: July 16, 2001

Amended Date: May 22, 2006, August 27, 2012, and May 28, 2013

Computer Based Learning (CBL) Lab

Students are to access educational software or sites as specifically determined by the class they are enrolled in or their instructor. Students are not to access music or other sites unless given direct permission from the classroom instructor.

POLICIES MISCELLANEOUS

Academic Integrity

The Appleton Area School District promotes and expects ethical behavior from all members of our school communities. Honesty and integrity are valued in our schools. Dishonest and unethical academic behavior will not be tolerated. Unethical academic behavior includes, but is not limited to, the following activities:

- Plagiarism: the act of presenting the words, ideas, images, sounds or other creative expression of others as your own.
- Using, obtaining, or providing unauthorized assistance on examinations, papers or any other academic work.

- Forging a signature to certify attendance, completion of a course assignment, or any other purpose.
- Copying materials; allowing another to copy your material; or using unauthorized materials during a quiz, test, project, or homework assignment.
- Removing examinations or parts of examinations without the knowledge or consent of the faculty member.
- Stealing, using or accepting stolen copies of tests or answer keys.
- Altering a teacher's grade book or computer records.
- Committing any other violation intended to obtain credit for work that is not your own.

Being a part of any of the above activities is considered unethical and a violation of school rules.

The following consequences may be applied by staff and administration when a student is found to have violated the academic honor code. Decisions on disciplinary consequences will be made by administration with input from key staff as deemed essential and appropriate.

- The student may receive a zero, a failing grade, or some other grading consequence as deemed appropriate on the assignment involved and/or grading period, depending on severity.
- The teacher will file a discipline referral with the office.
- The teacher will make a parental contact in a timely fashion.
- Student may face additional disciplinary consequences including, but not limited to: detention, in-school suspension, and out-of-school suspension
- Repeated incidents of unethical academic behavior can result in more serious disciplinary actions up to and including removal from the class where the cheating took place, suspension, and/or an expulsion recommendation.

Accident Insurance

Neither the school nor the school district provides students with medical coverage for accidents that occur on school grounds or at school activities. For students who are not already covered through family insurance plans, an optional student accident insurance plan is available to students for school-related injuries. Students receive application forms upon request. It is recommended that all students be covered by adequate accident insurance.

Closed Campus

The alternative school and related programs are all closed campuses. Upon arrival at school students must remain on the main floor of the school unless under the direct supervision of staff member or have received permission by the school office to leave and have signed out in the office. As we share a parking lot with district employees, students may not wait in their cars for the start of the school day. Students must be under the direct supervision of a staff member to remove items from their vehicle during the regularly scheduled school day. Students leaving unexcused during the day will not be permitted to re-enter on the same day.

Counseling Groups & Discussions

Throughout the school year, Appleton Central students may discuss many of the following topics through the use of presentations, discussions, counseling groups, videos, guest speakers and field trips. These are all areas our teens are currently experiencing / dealing with in their life or may in their future. The staff at Central appreciates all of your support and encourages parents to have ongoing communication with us. Students have the right to respectfully pass or not participate in these activities and an alternative activity may be assigned. Students and/or parents may make a request for an alternative activity to the counselor, social worker or building administrator.

- | | |
|---|--|
| <ul style="list-style-type: none"> • Domestic violence, sexual assault including date rape, etc. • Relationships – Healthy/Unhealthy • Drugs, alcohol, eating disorders, gambling, etc • Human Sexuality Issues including: Choices we make, abuse, AIDS, sexually transmitted diseases, sexual orientation, teen pregnancy, birth control, etc. • Mental Health/Illness including: Depression, anxiety, bi-polar, major mental illnesses, stress management, anger management, assessments & recommendations • Racism/Discrimination/Ethnicity/Cultures/Diversity | <ul style="list-style-type: none"> • Abuse & Harassment • Addictive Behaviors • Crime/Violence/Gangs • Death, Dying & Grieving • Environmental Concerns • Self Responsibility • Values • Family/Life |
|---|--|

Fire, Tornado, Intruder & Other Emergencies / Drills

When a fire alarm sounds, students are to be silent, leave the building immediately, and wait for instructions from their teacher and/or an administrator. When notified of a pending tornado or at the sound of the community system staff will direct students to the basement. Students are required to follow all directions from staff in emergency drill situations, including intruder and lockdown drills.

Grades

- Grades are indicators of student initiative, attitude, and cooperation. The key to better grades is directly related to student effort and attendance.
- The "F" grade means the student has failed the class and it is not acceptable as credit towards high school graduation.
- When assigned work has not been completed because of a condition beyond the student's control, such as an extended illness, the grade of "I" may be given in the course as a temporary grade. If the work is not made up within a reasonable length of time as designated by the teacher, the student's grade will be changed from "I" to "F" on the official records.
- CBI grading
 - Students in the CBI lab will receive a grade of passing (P) or failing (F) for progress and quarter grades.
 - Semester Grades will reflect the quality of the work that the student has completed. A grade of F will be given if the student has not completed at least one course during the semester. If a student has completed a course, that course and respective grade will be added to their transcript but will not appear on their report card.

- o If a student has completed at least one course during the semester in CBI and continue to make progress in an additional course they will not receive a grade for the second course until it is completed.

97-100	A+	4.0	73-76	C	2.0
93-96	A	4.0	70-72	C-	1.67
90-92	A-	3.67	67-69	D+	1.33
87-89	B+	3.33	63-66	D	1.0
83-86	B	3.0	60-62	D-	0.67
80-82	B-	2.67	0-59	F	0.0
77-79	C+	2.33			

Guest Procedures

Students will not be allowed to bring guests to school for non-educational purposes and must have pre-approval from the building administration for guests to attend for educational purposes.

Highly Qualified Staff

The Appleton Area School District (AASD) knows the educational success your child experiences is directly related to the quality of our educational staff. The AASD is committed to hiring and retaining high quality staff members. One measure of teacher quality is their educational background and licensure. All AASD teachers have at least a Bachelor's degree and are licensed teachers by the Wisconsin Department of Public Instruction (DPI). In addition, 64% of our teachers hold an advanced degree. Below are several specific questions you may have regarding the licensure of the staff members working with your child and the process for locating this information.

Is my child's teacher licensed to teach the grades or subjects assigned? Has the state waived any requirements for my child's teacher?

The status of the qualifications of your child's teacher's licensure can be found on the DPI website at:

<http://dpi.wi.gov/tepd/llisearch.html>. To search this site, click on this Search link: Enter the Educator License Database Search Page, enter the teacher's name in the required fields, then click "Submit." If you do not have computer access, contact your child's principal.

What was the major of my child's teacher in college? What degree(s) does my child's teacher hold? *Answers to these two questions can be obtained by contacting, Julie Hoffman, Appleton Area School District Personnel Services Department at (920) 832-6106.*

Are there paraprofessionals working with my child? If so, what are their qualifications? *Please contact your child's principal directly to receive an answer to this question.*

The AASD will continue to place a high priority on hiring the most qualified educators and providing support for their continued professional growth.

Identification Cards

All students will receive photo identification cards following picture day. These cards must be carried at all times while the student is in school or at school-sponsored activities and must be produced upon request by any staff member. Students may use their ID cards to ride Valley Transit busses Monday- Sunday.

Backpacks and Purses

Backpacks are not permitted in Central, GEDO#2 or DSA; they are to be stored in the office. Purses / bags may not exceed a surface area of 8 1/2" x 11".

Majority Age

As outlined at the intake meeting, regardless of age students may not excuse their own absence unless they are living on their own.

Place of Residence and Changing of School Attendance Area: A person of majority age may elect to attend school in a district other than the residence of his/her parents. The establishment of his/her residence shall be subject to rules, regulations, and laws established by the state and local school district. *Students who reach the age of majority are subject to ALL school rules.

Medication

Medications should be administered at home whenever possible. If a student must take medication during the school day, district staff will administer the medication according to district policy. The medication must be supplied in the original container, and the appropriate consent forms must be submitted. It is permitted, and sometimes necessary, for students to carry and administer their own medications. The parent/ guardian is responsible for providing the school with a completed medication form for each medication. Asthma inhalers and controlled substances (such as Ritalin, Adderall, and Codeine) also need physician authorization.

All medication consent and authorization forms are available in the office. Please contact the school nurse or secretary if you have any questions.

Open Enrollment and Student Transfer Guidelines – Extracted from Board Policy #432 and #432-Rule, March 2012

The Appleton Area School District shall allow nonresident students residing within the State of Wisconsin to attend school full time or part time within the AASD, and resident students shall be permitted to attend school in other districts (inter-district). The process for nonresident parents to submit open enrollment applications takes place from the first Monday in February until 4:00 PM on April 30.

The parent of a pupil may apply for open enrollment at another time period other than the February to April time period if the pupil meets one of the criteria (refer to Board policy 432).

The AASD shall continue open enrollment among the schools within the AASD boundaries (intra-district). The intra-district open enrollment process takes place in January with a deadline of February 1.

Once accepted as an open enrolled student, the student may transition to the same middle and high school as their attendance peers. If the elementary or middle school student is transferring to a middle or high school which transitions to more than one school, then the student will be afforded a choice of schools.

Students who are approved through the open enrollment process are not required to reapply for open enrollment. These students are assured continued enrollment regardless of space availability unless they commit a violation of school rules, which equals an expellable offense, or if determined to be habitually truant. Students attending under a tuition waiver and who apply for open enrollment will be accepted unless they have been found to be habitually truant in the AASD during any semester of attendance in the current or previous school year. The AASD, at its discretion, may reject their open enrollment application for this reason.

Participation / Attendance Area School's Activities

Students wishing to participate in an athletic teams, co-curricular activities or event at their attendance area school must be in good standing at Appleton Central based on current grades and attendance and must adhere to the AASD Co-Curricular Code of Conduct. Students who are interested in participating on an athletic team must have a completed sports physical on file prior to practicing or trying out for any sport. Students enrolled in DSA and CLC are not eligible to attend or participate in school activities.

School Resource Officer

Appleton Central has the full-time services of an Appleton police officer through the School Resource Officer (SRO) program. This officer is ready to answer questions from students, receive information, make presentations, and assist in making school a safe place for everyone. As a police officer, the SRO officer does write tickets, make arrests, and carries a handgun and other police equipment. Although the SRO officer and school officials sometimes conduct joint investigations, legal consequences and school consequences are determined separately as the situation warrants.

Publications, Questionnaires & Solicitation

Students who have materials, which they wish to distribute to the student body, must have prior authorization from the principal or his/her designee. Students may not solicit funds or pledges or sell items without prior approval from the principal or his/her designee. Fundraisers/activities sponsored by a school organization are exempted.

Report Cards / Progress Reports

Report cards are mailed directly to the home four times per year and do not need to be returned to school.

- If the student believes an error has been made on his/her report card, the student should immediately contact the teacher responsible for the grade.
- Progress reports will not be mailed but are accessible on the internet for families to view with a login and password (contact the office to obtain access). These reports are intended to inform parents and the student of the student's academic performance level in each class at the mid-quarter point when there is still adequate time for the student to make improvements if necessary.

Search and Seizure 446.1 AASD Board Policy Legal Reference: Wisconsin State Statute 118.325

The school and its officials retain the right to conduct searches in accordance with Board of Education policy and Wisconsin law. Among the reasons for initiating a search are suspicions of concealing alcohol, illicit drugs, disruptive material, weapons, contraband, or other items, which pose a danger to health, safety, or an educational environment. Discovery of illegal materials will result in a legal referral and appropriate disciplinary consequences, which can include suspension and/or expulsion.

- All lockers, desks, and other storage areas provided for student use remain the property of the Appleton Area School District. At no time does the Appleton Area School District relinquish its exclusive control of these areas. The Board retains ownership and possessory control of all student lockers.
- A search of lockers, desks, and storage areas may be conducted by a District administrator, school administrator, or a school employee designated by the District administrator or school administrator as determined necessary and appropriate. This search can be conducted without the consent of the pupil, without notifying the pupil and without obtaining a search warrant.
- A police school liaison officer or other law enforcement official at the request of or in conjunction with the District administrator or school administrator may also conduct searches.
- No student shall lock or otherwise impede access to any locker, desk, or storage area except with a lock provided or approved by the District. Unapproved locks will be removed. Any unauthorized item(s) found in lockers, desks, and other storage areas may be removed. Items removed may be held by school officials for return to the parent(s)/guardian(s) of the student, retained for disciplinary proceedings, or turned over to law enforcement officials.
- If a student is not authorized to be off campus he or she is subject to a search.
- The District shall include a copy of this policy in the student handbook that is distributed annually to each student enrolled in the district.

Searches will be conducted in the school building and parking lot on a random basis utilizing drug dogs.

Student Injuries

All accidents and/or injuries which occur on school grounds, or while the student is involved in a school-sponsored event or activity, must be reported to Appleton Central Office staff as soon as possible (within 24 hours).

Student Parking / Driving / Bikes

Student drivers, or persons driving students to or from school, are expected to obey all rules of the road and safe driving practices. Students must park their bicycles and motor vehicles in the designated Student Parking Areas. Parking in an area other than designated Student Parking Areas may result in disciplinary action (revoked parking privileges) and/or ticketing by police and/or towing from Central's campus. Students may park in the parking lot on the east side (Morrison Street) of the Morgan Building. We have limited on-site parking and students should give themselves enough time to park on the street and arrive at school on time.

Student Records September 2009

The federal Family Educational Rights and Privacy Act requires school districts to provide annual notice of student and parent(s) rights regarding student records; the existence of the Student Records Policy (347 and 347-Rule) and where copies can be obtained; and, of the opportunity to file a complaint with the Family Policy and Regulations Office of the Department of Education.

Parents/guardians/adult students have the legal right to request a review and/or copy of the contents of the permanent school records of their children. They may also request the amendment of the student's records if it is believed that the records are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Such a review and/or request for an amendment must be made by scheduling an appointment with the principal. If copies are requested, there will be a charge based on actual cost. If the district decides not to amend the record, the district will notify the parent, guardian or adult student of the decision and the right to a hearing regarding their request. Additional information regarding the hearing procedure will be provided in the event of a hearing request.

Directory Data Notification

If a School Board has designated directory data in accordance with 118.125 of the Wisconsin State Statutes, the district must notify parents, legal guardians or guardians ad litem of the categories of information, which the Board has designated as directory data, which may be released without the prior consent of the parent, legal guardian or guardian ad litem.

The Appleton Area School District defines directory data as a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and athletics, weight and height of members of athletic teams, photographs, degrees and awards, and school of most recent attendance.

Upon request, the district may release a student's name, address, and school grade of attendance to requesting agencies (such as state technical colleges, state colleges and universities, alumni reunion committees, the United States Military Services {seniors and students who drop out of school}, photographers for senior pictures, driver's

education facilities, publications sponsored by the Appleton Area School District, etc.).

Upon request, student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and athletics, weight and height of members of athletic teams, photographs, degrees and awards, and school of most recent attendance may also be released to publications sponsored by the Appleton Area School District, area newspapers, and appropriate private and public sponsored magazines.

Parents or guardians of minor children and adult students have the right to consent to the disclosure of personally identifiable information contained in their student records, except as allowed by state and federal law.

In accordance with the law, the district forwards upon request student records to another school without consent for purposes related to the student's enrollment or transfer.

Student records shall be made available to District employees who are required by the state to hold a teacher's license and to other school district officials only if they have a legitimate educational or safety interest in the records. Employees and district officials have a legitimate educational or safety interest in the record if the individual needs to review an education record in order to provide educational service or to fulfill some aspect of his or her professional responsibilities.

Administrators have the discretion to refuse the release of individual student phone numbers and addresses for the safety of the student.

IF PARENTS OR GUARDIANS DO NOT WISH TO HAVE ANY OR ALL OF THE CATEGORIES OF INFORMATION RELEASED, THEY MUST NOTIFY THE SCHOOL IN WRITING WITHIN 14 DAYS OF THIS NOTICE BEING PROVIDED.

Parents/guardians may file a complaint with the Family Policy and Regulations Office of the Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20201 if they feel their rights have been violated.

Transportation

- It is the student/parent responsibility to arrange for transportation to Appleton Central.
- Students may use their school ID to ride Valley Transit buses during the regular school year, during the school week and on weekends.

Work Permits

Work permits are available at the front desk of the Chamber of Commerce Building 125 N. Superior Street.

According to state regulations, the following must be presented at the time of application:

- A certified copy of the student's Birth Certificate, Baptismal Certificate, I-94 card, issued ID, or Resident Alien card, passport or WI Driver License. Notification of Birth Registration Form is NOT a birth certificate and is not acceptable.
- A letter from the employer giving the hours to be worked and the duties to be performed.
- A letter from parent/guardian giving permission for the student to work.
- An original copy of the student's Social Security card
- A \$10.00 fee which may be reimbursed to the student from the employer.



Appleton Central Program

Appleton Central
GED Option #2
Dan Spalding Academy
Community Learning Center

Appleton Area School District
Morgan Building * 120 E Harris Street * P.O. Box 2019 * Appleton, WI 54913-2019
Phone: (920) 852-5590 Fax: (920) 852-5591

Student Handbook Agreement

I have been provided a copy of the Appleton Central Handbook and Program Description Guide. I understand and agree to follow all Appleton Area School District and Appleton Central guidelines as listed in the Handbook and Program Description Guide. I recognize that failure to do so could result in disciplinary actions including suspension and expulsion from the Appleton Area School District.

Student Signature

Date

Parent / Guardian Signature

Date

Principal

Date