

Elkhart Lake-Glenbeulah High School



2024-2025 Student Handbook

Elkhart Lake-Glenbeulah High School
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MISSION STATEMENT

The mission of the Elkhart Lake-Glenbeulah School District is to challenge, inspire, and empower, in a caring and innovative learning environment.

The Elkhart Lake-Glenbeulah School District does not discriminate against pupils on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, learning disability or handicap in its educational programs or activities. Federal Law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or handicap.

School Song Hail Elkhart High

*Hail to our good old Elkhart Glen High
For you the students will do or die
May we ever love thy name
We'll always honor you in fame.
Do your best for old Elkhart Glen High
Hold up the banner, straight toward the sky
Fight your way to fame on high
We're for you, dear Elkhart Glen High.*

*We'll give three cheers for old Elkhart Glen High
Keep up the standards never to die
May we love and honor thee
With fame and glory, victory.
Hold up its honor, forward we go
Onward, until we reach our goal
Fight your way to fame on high.
We're for you, dear Elkhart Glen High.*

DISCLAIMER

The Administration reserves the right to make changes to the Student Handbook during the school year as warranted. All parties will be given ample notice and time to comply with all changes.

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**Elkhart Lake-Glenbeulah High School
Daily Bell Schedules**



ACADEMIC PLANNING

SCHEDULING

Students will select courses for the following school year during the month of January/February. Every effort will be made to accommodate all student requests for classes. It is for this reason that students and parents should take time to familiarize themselves with the Course Guide and make decisions based on career interests and aptitudes, as planning benefits students in the long run. When scheduling for courses, students are encouraged to talk with the school counselors, teachers, and students that have taken courses previously in order to find out more about them. ALL STUDENTS are required to maintain a class load of eight classes. Pay close attention to graduation requirements in order to complete these requirements in a timely fashion. Information to support graduation requirement knowledge is in the Course Guide and on student transcripts (found in Skyward) There are 28 credits required for graduation.

ADD/DROP POLICY

Fall Semester:

Schedule changes do occur at different times throughout the scheduling process. A request for a schedule change may require a written explanation for the change along with parental and administrative approval. Students enrolled in year-long classes (i.e. – algebra, chemistry, band, etc.) are to remain in those courses for the entire school year. Changes will be allowed during registration in August, the first two days of the semester (primarily fall), and possibly for second semester elective courses ONLY.

Schedule adjustments will be allowed for the following reasons:

1. To allow for the scheduling of a required course
2. To remove a conflict
3. To make up for a course failure
4. To allow for the scheduling of work training program
5. To allow for the scheduling of an upper level course
6. To facilitate a genuine change in career direction
7. To provide for a program modification based on special circumstances (requires guidance counselor approval)
8. To correct scheduling errors

The school counselor will email students in need of schedule adjustments during the summer. Students will be held to their schedule unless there are extenuating circumstances due to staffing needs and sections of courses needed for the upcoming school year as determined through student course requests. Students will be required to complete a course request form and meet with the school counselor before any request is considered.

Process to ADD/DROP a Course:

Schedule changes do occur at different times throughout the scheduling process.

- Students may not withdraw from a course AFTER the 5th class day of that course
- A request for a schedule change may require a written explanation for the change along with parental and administrative approval. Students enrolled in year-long classes (i.e. – algebra, chemistry, band, etc.) are to remain in those courses for the entire school year.
- Changes will be allowed during registration in August, the first two days of the semester (primarily fall), and possibly for second semester elective courses ONLY. Reasons for changing schedules can be found in the current course catalog.
- The form requires comments and signatures from the student, parent/guardian, and the teacher.
- There also needs to be a viable replacement class to fit into that time period (an additional study hall will not be allowed)
- Students who do so after this time period will receive a grade of WF (withdrawn fail) on their official transcript and the fail will be calculated into their grade point average.
- Students must maintain their current schedule until the appropriate form is completed and returned.
- Administrative discretion will be used as needed in approving otherwise.

HIGH SCHOOL GRADING PROCEDURES (School Board Policy ag5421A)

The high school grading system is as follows:

A+	100 – up	B+	87-89	C+	77-79	D+	67-69
A	93–99	B	83-86	C	73-76	D	63-66
A-	90-92	B-	80-82	C-	70-72	D-	60-62

At the end of the quarter or semester, a grade of “I” may be recorded by a teacher to indicate incomplete work on the part of the student. If the work remaining is not made up to the satisfaction of the teacher within two weeks following the end of the semester, the grade on the student’s transcript will be recorded as an F.

GRADE POINT AVERAGE (GPA)

The standard 4-point un-weighted system is used in figuring grade point average and class rank.

A+= 4.000	B+= 3.333	C+= 2.333	D+= 1.333
A = 4.000	B = 3.000	C= 2.000	D = 1.000
A- = 3.667	B-= 2.667	C-= 1.667	D-= 0.667

ACADEMIC EXCELLENCE SCHOLARSHIP

In accordance with State Law, the School District is responsible for naming the 12th Grade student with the highest GPA, in all subjects, as eligible to receive an Academic Excellence Higher Education Scholarship. If two or more students have the exact same GPA, the criteria for determining the recipient of the scholarship will be explained to the individuals involved, per the School Board Policy.

TECHNICAL EXCELLENCE SCHOLARSHIP

In accordance with State Law, the school district is responsible for naming the recipient of the Technical Excellence Scholarship (TES). The TES is to be awarded by the State of Wisconsin to a Wisconsin high school senior who has the highest demonstrated level of proficiency in technical education subjects. The scholarship is only for use at a school within the Wisconsin Technical College System (WTCS). The value of the scholarship is up to \$2,250 per year, to be applied towards tuition. Points are awarded to students based on their involvement in technical education classes, organizations, and activities. If two or more students have the same number of points, grades/GPA in technical education courses will be evaluated.

CLASSES FOR WHICH STUDENTS CAN EARN COLLEGE CREDIT

CAPP / COLLEGE CREDIT COURSES

Some of the courses offered at ELGHS are dual credit courses.

EARLY GRADUATION

Students eligible for early graduation are to see the Guidance Counselor at the **beginning** of the school year for details. Students that are requesting early graduation **MUST** have all paperwork submitted prior to October 1st. The School Board makes the final decision on all applications for early graduation at the December Board Meeting.

LAUDE SYSTEM / STUDENT RECOGNITION PROGRAM *(School Board Policy ag5430)*

The Laude System is a Graduation Recognition System where the Laude Score is based on a formula and students are rewarded for classes taken with a higher rigor. The reliance on class rank for college admissions is misleading and fosters student behaviors that most educators view as counterproductive to the learning environment. These may include: avoidance of challenging classes that might impact GPA/Rank; excessive competition with classmates, and a hesitation to take an intellectual and academic risk. Utilizing the Laude System, forces college admissions to review the students' curriculum rigor, activities and accomplishments, and test scores.

The Laude Recognition program will be as follows:

- Cum Laude – 7 to 10.5 points (white honors cord)
- Magna Cum Laude – 11 to 14.5 points (silver honors cord)
- Summa Cum Laude – Greater than 15 points (gold honors cord)

To qualify and be recognized for Cum Laude or higher of the Laude System: A student must have a minimum of a 3.25 Cumulative GPA and have earned a minimum number of Honor Points based on course rigor, through 8 semesters.

The program will be based on a two tier criteria with advanced rigor of classes offered from every curriculum area: Tier 1 (will receive 1 point/semester) – College Credit Courses and AP Courses (including Transcribed Distance Learning, On-line, and Youth Options classes); Tier 2 (will receive 0.5 points / semester) – Youth Apprenticeship, Advanced Standing Courses, and Course Selections by the Instructor. A list of the qualifying classes is available in the Course Catalog, the Guidance Office, the office, and/or any teacher. (APPROVED: May 2013)

A dual credit course– is a course a student is taking for both high school credit and college credit. Students enrolled in any dual or transcribed credit course are concurrently enrolled in a course – at the high school **and** at the college. The class will be taught by an ELGHS faculty member, but is a college level course. The college-credit classes are rigorous and challenging, as they contain college level work, but are very beneficial in preparing students for college. More will be expected of students, as the courses will contain college-level instruction, assignments, and expectations. The instructors will be available to offer assistance, as they are for all courses, but it should be understood that these are college level courses and the student will be expected to consistently perform college level work. It is important to understand that the student is a high school student, but also a college student. He/She must also abide by the rules of the college in which he or she is a student. The grade received at the high school is what is recorded on the high school

transcript, but note that this may be different than the grade issued by the college. Students are encouraged to take advantage of the dual credit opportunities, but must realize the responsibilities involved.

Early College Credit Program(ECCP)-some courses may be taken by a student as part of the ECCP (Early College Credit Program (UW or private colleges) or the Start College Now Program (technical college)). These college courses are not taught by ELGHS faculty, therefore the student is the responsible party. Grades will not be available in Skyward and quarter report cards will often reflect a G/P for "grade in progress", as only semester grades are given. The grade assigned to the student by his/her teacher for the course will be the grade recorded on the high school (and college) transcripts and the grade included in the student's GPA. College courses are often not monitored by school personnel per college policy. Parents are expected to be in communication with their students about class progress.

Classes requiring textbooks will be provided by the district. They will be expected to be returned in the same condition they were issued, or a fee for the book will be charged to the student. Some classes require the purchase of a workbook or code, which is a consumable material. The cost of the workbook(s) or codes will not be covered by the district and must be paid for by the student.

Upon completion of any college/dual enrollment courses, the student will have an existing college transcript at the institution associated with the class. This transcript will then need to be requested by the student if he/she wishes to have another institution honor/consider the credits.

DISTANCE LEARNING/ON-LINE COURSES

The School District utilizes two-way video/audio distance learning courses to supplement in-house high school course offerings, as well as, web-based on-line courses. High School Credit courses: the School District will pay the course fee before the course begins and there will be no cost to the student/family. In the event that the student does not complete the course or fails the course, the student will not be able to take future courses via Distance Learning or On-Line without Administration approval.

Approved dual enrollment courses taken through the ECCP or SCN programs will be paid by the District. In the event that the student does not complete the course or fails the course, the student/family will be required to reimburse the cost of the class and required materials.

Online Classes

In High School online courses are an option for all high school students. If a student desires to take an online course appropriate paperwork must be completed - contract, readiness checklist, and registration form. Upon completion of the paperwork, administration will evaluate the need and readiness of the student. Similar courses offered at the high school will not be approved unless extenuating circumstances exist.

Past performance in an online course will be taken into consideration for future classes. Performance includes academic performance and progress, grades, following rules, ability to work independently and be self-motivated/disciplined, and demonstrating the necessary skills needed for success in an online course. Consideration will be given to students who are interested in taking a class to further explore serious future career interests and/or have a strong rationale for taking the course. Online classes will not be allowed to be taken to fulfill graduation requirements unless extenuating circumstances exist.

Who can take online classes?

Online Class Structure/Rules

- The student must report to the assigned area on time daily with the expectation that he/she is working on their online class. This time is designated for progress in their online course. If all work is on pace and their current grade is passing, then the student may do other work.
- Regular progress must be made in the class and if the student gets behind on their progress (per the pace chart), he/she will be on academic watch until progress is current.
Academic watch means:
- If a student is 5 or more assignments behind, they will lose the privilege to have their cell phone during their class time and study hall. It will need to be turned in to the advising teacher at the start of class, until progress is verified as current. The student will be assigned a working location that will be more conducive to them completing work and not interacting with classmates, as this can often be a distraction.
- If a student is 10 or more assignments behind, they will lose the privilege to have their cell phone during class time and study hall. The student will be assigned a working location that will be more conducive to them completing work and not interacting with classmates, as this can often be a distraction. Additionally, other privileges will be lost - open campus lunch, ability to leave during Academic Resource time/study hall (for seniors only), they will be placed in an advised classroom during Academic Resource time/study hall, and they could be required to stay after school in a supervised setting to complete work. Administration will decide upon evaluation of the class progress when and if privileges will be regained by the student.

GRADING

REPORT CARDS

Report cards will be issued to students and parents at the end of each semester grading period. The grading system will be employed unless individual teachers have explained an alternative method of grading to their students. The report will not only include grades, but also attendance information. This report will become part of the permanent record. These records may be made available to schools of higher education. Many employers consider the attendance record of the report card to be as important as scholastic achievements.

PROGRESS REPORTS

Students experiencing difficulty in a course will be notified and a Progress Report will be sent to the parents/guardians or will be given to the student by the middle of each grading period. Teachers are responsible for notifying the parent / guardian / student with an Interim Progress Report. **ALL** Interim Progress Reports will be sent via email, Skyward notification, or U.S. Mail to the parent/guardian

HONOR ROLL

High Honors: 3.75 – 4.00

Honors: 3.50 – 3.749

Honor Roll is determined every nine weeks on the basis of students' grades for the previous quarter.

TESTING OUT OF HIGH SCHOOL CLASSES

Students are provided an opportunity to test out of any designated course requirement. Testing out will provide no course credit, but offers the student the opportunity to enroll in course(s) best suited for the individual skill level(s). The student's transcript will note all courses waived by mastery testing. Each appropriate department is expected to develop a test, score it, and require the student(s) to have 90% mastery in the designated course(s). The test must represent the same mastery level skills as those of the course being waived. The test may be written portfolio, audition, or verbal depending upon the subject. Students who successfully test out of a class are still required to attain the minimum number of credits and meet district credit requirements within the subject area for graduation. The Guidance Counselor/Principal reserves the right of professional judgment in accepting or denying such requests.

ACADEMIC RESOURCE

Academic Resource is a daily 30-40 minute period of time where students can receive reteaching, targeted intervention, enrichment or time to meet with a group leader. All students are assigned an AR teacher/classroom.

AR Intervention:

Students who are not mastering the concepts taught in class will be asked to attend a targeted reteaching intervention period to re-learn the necessary skills needed to cover the class standards. Notification of attendance will be sent by the requesting teacher to the student to the necessary intervention. This is mandatory and students who fail to report will be marked unexcused which will count towards attendance consequences

Location: Individual teacher rooms

Expectations:

- Students will be on time and work quietly
- Students will receive individualized attention on class work or concepts that are not being understood or are incomplete
- Listening to music on individual student devices will be prohibited

Academic Resource Release (Senior Only):

To qualify for this privilege a student must complete the Senior Release forms and meet the criteria established by Elkhart Lake-Glenbeulah High School.

- The student makes a request on this form, obtains permission from their parents/guardians, and returns the request to the ELGHS office
- The student has at least a 3.5/3.75 GPA at the completion of each quarter (honor roll/high honor roll)
- The student must be in good academic standing (no D's or F's) in all classes. This means the student can lose their open campus privilege if they fail a class or are in danger of failing at ANY time.
- Students that have a "D" or an "F" in any class will have their release suspended for two weeks. A grade check will occur after two weeks for reinstating senior release.
- Students may not have an "**Incomplete**" in any class. A grade check will occur each Monday for reinstating senior release.
- Students may lose their study hall release for behavioral infractions as determined by the administration.
- Students may lose their study hall release for missing assignments and submission of classroom/online assignments.
- Students must carry at least 6 credits during the term they are requesting release privileges
- The student maintains a passing grade in **ALL** classes.

- The student is **NOT** truant for **ANY** class period.
- The student has **NO** tardy detentions, discipline referrals, or parking permit violations.
- The student is **ON TRACK TO GRADUATE**.
- Completion of **ALL ACP** requirements (senior interview, resume, cover letter, portfolio, professional interview, and attendance on all ACP days).
- Failure to meet these requirements will result in loss of senior release privilege.
- The student must follow all ELGHS rules, policies, and expectations according to the Academic Resource Release application. Failure to do so will result in suspension and revocation of the Academic resource release.

**NOTE: In accordance with State Statute 118.33 (1) (b), a student shall not be released for more than one period per day.*

Student Virtual Learning Expectations

1. All teachers and students will utilize Google Classroom as the learning platform for virtual learning. A learning activity/agenda will be posted in Google Classroom for every class. A tangible learning outcome is planned for students to complete that demonstrates their learning.
2. The goal of the virtual learning is to continue the momentum already established with students. With the final assessment of learning in mind, teachers will be providing lessons with high expectations and are connected to current learning goals.
3. Lessons will be posted at the start of class each day. Students will be expected to login at the time their class begins to participate in the live lesson and discussion. Google Meet links will be posted by your teacher to access the live class.
4. If you need support in the Google Classroom platform, please email the teacher of the class, using your school Google email address.
5. Our virtual learning option is designed to continue the well-established instructional flow. Teachers will be available to answer student questions/concerns submitted to Google Classroom or via email during normal school hours (8:00am - 3:30pm). Teachers will also be available from 1:00 – 3:30pm each day to focus on learners through email and Google Meets. In a virtual learning model, there is much more responsibility on the parent and student. Students and parents must ask questions and initiate the contact with the teacher.
6. Types of communication may include:
 - Google Classroom message
 - Google Classroom assessment
 - Google email
 - Google Meet
7. Student attendance will be taken during class time each day. Attendance is based on participating in an online discussion or Google Classroom submission. If a virtual student joins class five (5) minutes late, they will be marked tardy. Anything after that, they will be marked absent. If a student logs in late, they should still attend class but would need to talk to their teacher about why they were late. The student's computer camera and microphone must be turned on and the student must respond to the teacher when prompted. The student must stay logged in until they are excused from class by the teacher. If this is not the case, the teacher may mark the student absent.
8. Truancy is a serious matter when it comes to education. A virtual student will be considered truant if they are absent for part or all of 5 days per semester.
9. Proof of student participation and learning will be documented in the Skyward gradebooks each day depending on the lesson or assessment given.
10. Just as in a face-to-face learning environment, teachers will expect students to activate background knowledge. In virtual learning this can be accomplished several ways. Teachers may use the following media for instruction:
 - Participate in live lessons through Google Meets
 - Post a video which would have been shown in class
 - Review Google or PowerPoint slides
 - Engage with a short reading for students
 - Assess students through Google Classroom
11. In order for your student to be successful, here are some steps that parents/guardians should take:
 - Respond to and communicate with teachers
 - Support your student in taking responsibility for his/her learning and encourage independence during meetings/lessons
 - Create a place at home for virtual learning like a table or desk
 - Create a daily routine so that school is a priority
12. Inappropriate/disrespectful behavior will not be tolerated. Students may be asked to leave the meets or be removed. Parents/guardians are encouraged to stress appropriate and respectful behavior with their students.
13. The goal of any educational program is learning. Grades will be recorded.
14. It is important that students understand their responsibility as learners to engage in their classrooms each day. These

expectations have been put in place so students can be successful with their virtual learning.

ELGH VIRTUAL INCLEMENT WEATHER DAILY SCHEDULE	
A Monday/Wednesday	B Tuesday/Thursday
Period 1 A/B	8:00-8:50
Period 2 A/B	8:55-9:45
Period 3 A/B	9:50-10:40
Period 4 A/B	10:45-11:35
Lunch/Break	11:35-12:35
Open Google Meet/Student Assitance	12:35-3:45

ELGHS VIRTUAL INCLEMENT WEATHER DAILY SCHEDULE C Day Friday	
Block 1A	8:00-8:25
Block 1B	8:30-8:55
Block 2A	9:00-9:25
Block 2B	9:30-9:55
Block 3A	10:00-10:25
Block 3B	10:30-10:55
Block 4A	11:00-11:25
Block 4B	11:30-11:55
Lunch/Break	11:55-12:55
Open Google Meet/Student Assitance	1:00-3:45

COLLEGE VISITS

Students are allowed 2 college visits a year. Upon return to school, students must show verification of their campus visit by having the signature of a campus official. Note: this will not count toward the 10 excused absences.

STUDENT WORK EXPERIENCE OPPORTUNITIES

Opportunities for work experience during the school day through the Work Release, Youth Apprenticeship and co-op programs are available to qualifying students. Students who are interested in pursuing any of these programs should contact the School Counselor.

STUDENT RECORDS (Policy 8330)

In accordance with the Board of Education policy 8330 procedures regarding student records, the following summary is submitted to inform the parent or guardian of minor pupils and adult pupils of the rights accorded them pursuant to the law.

In order to provide appropriate educational services and programming, the Board must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Except for data identified by policy as "directory data," student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

From time to time the schools within the School District of Elkhart Lake - Glenbeulah publish or release student lists recognizing achievements or in some manner identify pupils as members of various groups. This information might include the student's name, his/her participation in school activities, honors or awards received, rosters of athletic teams (including physical statistics), programs for musical performances, graduation exercises, and other similar activities that might be covered in a typical news article pertaining to school events. Unless the parent or adult student files a written request prior to the first Friday of the school year that such personal information as described above is not to be made public, the schools will release this information in a customary manner concerning activities of the schools in response to such requests which may be deemed to have a legitimate interest.

All School District of Elkhart Lake - Glenbeulah schools maintain both academic records and behavioral records for each student enrolled. (1) The academic record is a record of courses taken, grades, attendance dates, and a record of the pupil's extracurricular activities. Academic records are maintained on a permanent basis for all students attending Elkhart Lake - Glenbeulah schools. (2) Behavioral records include psychological test results, personality evaluations, anecdotal reports, written statements relating specifically to an individual pupil's behavior, tests relating specifically to achievement or measurement of ability. Behavioral records are generally destroyed one year after the student has graduated or last attended school. Parents or guardians as well as adult students have the right to inspect and review all official records, files, and data directly related to their child, or in the case of adult students, that relate to himself/herself.

It is important for each student to check and review his or her academic record at the time it is being officially recorded. Once the record becomes official, it cannot be altered. Parents, guardians, or adult students making requests for review of student records are asked to contact the building principal where the individual student is presently enrolled. Upon receipt of such a request from parents for access to their child's records (or adult student for his/her records), arrangements shall be made to comply with the request within 45 days.

ATTENDANCE POLICIES AND PROCEDURES

The focal point of the educational process at Elkhart Lake - Glenbeulah High School is the classroom. POSITIVE learning experiences at school can be achieved only by regular school attendance. Frequent absences disrupt the learning experience, lead to possible failure, and establish poor work habits.

In many ways our expectations for students regarding regular school attendance are similar to the expectations held by most employers. The main difference is that the school has a responsibility to teach dependability rather than just expect it. It is on this basis that the following policies and procedures have been developed.

In accordance with Section 118.15 of the Wisconsin Statutes and board policy 5200, all students living in the School District of Elkhart Lake-Glenbeulah must attend school until the end of the term in which they reach their 18th birthdays, unless the students, parents, and administration agree in writing to a curriculum modification. Alternative programs involving students 16 years of age must lead to a high school diploma. Programs involving students 17 years of age must lead to a high school diploma or a high school equivalency diploma. Students should contact the school counseling office for information.

The responsibility for regular attendance of a student rests upon the student's parent or guardian. The parent or legal guardian is expected to call the school (920) 876-3381 each day a student is absent in order to receive an excused absence. If an absence extends beyond three consecutive days, or ten days in a school year, a doctor's statement may be requested. A note from a parent or call back to a parent may be required in order to verify an absence.

School business hours in the high school office are 7:00 a.m. until 3:30 p.m. Any parent/guardian calling the school during non-business hours is encouraged to leave a message including the name of the student, date, and reason for the absence, or tardy. We hope this procedure will be a user-friendly method of phoning in an absence or tardy when the office is closed. This will help the office and teachers know early in the day if your son or daughter has an excused or unexcused absence, or tardy.

SCHOOL ATTENDANCE OFFICERS

The school board shall designate a school attendance officer to deal with matters relating to school attendance and truancy. The school attendance officer shall establish practices for dealing with attendance and truancy matters, which shall include the requirement that all teachers submit daily attendance reports.

EXCUSED ABSENCES

Excused absences are those absences in which the school administration has excused the student from the school and allows the student to make up assignments missed. Excused absences fall into two categories;

Parent Request Excused

In order that the student gets credit for assignments missed during an absence, a written note or phone call to the office is required. **If a written note or call is not provided, the absence will be unexcused.** Parent Request Excused absences include medical appointments, hunting trips, weddings, vacations, etc. **If the parent request excused absence is for an appointment, the student will be asked to provide a note from the provider verifying attendance at the appointment.** If a note is presented by the student from the provider, the absence will not count as one of the students' 10 parent request absences. **Students are allowed ten (10) days of parent request absences per school year according to state law and school policy.**

Unexpected Illness Absences

These are absences which occur suddenly. In order to excuse your child on these days, please call the high school office at: **(920) 876-3381 before 3:30 PM** and be prepared to give the reason for the absence. If a call is not possible, a call or note **MUST** be provided on the day of return. It is the responsibility of the parent/guardian and the student to ensure this policy is followed. **If no call is received or a note is not provided on the day of return, the absence will be recorded as unexcused and truancy proceedings will be initiated.** Unexpected absences include illness, death in the family, etc. In order to be excused from school, the reason for absence must be approved by the school administration. **If the number of excused parent requests, excused appointments, and/or excused illness absences exceeds 10 days for the school year, a doctor's excuse will be required for a student to be excused. If for some reason a student is unable to obtain a medical excuse, the parent is expected to contact the office and attendance advisor to explain the reason.**

NOTE: In order for a medical excuse to be valid the student must be seen by a medical provider. Simply calling a doctor and requesting a note is not acceptable. Any time a medical excuse is provided and the student was not physically seen by a provider, the absence will not be excused.

Any student that has an appointment with a doctor, dentist or court will be required to have verification of the appointment. Many of the doctors and dentists currently provide the student with this documentation.

UNEXCUSED ABSENCES/TRUANCY [State Statute 118.163(1m)]:

An unexcused absence/truancy is defined as a student that is not present when expected to be in attendance. This would include a student that is absent without parental/guardian notification as outlined above. It is also defined as a situation in which a student has used up all allowed excused days. Tardiness is also considered unexcused/truancy. A student is also considered to be unexcused/truant for the following reasons:

- Failure to properly report an absence;
- Students, ten or more minutes late to class, without an acceptable excuse;
- Not following assigned schedule;
- Being absent without parental approval that does not meet the guidelines of prearranged absences;
- Conducting personal business that could be conducted at a time other than during school hours (e.g. hair appointments, shopping trip, going out to lunch, etc.);
- Missing school with parent permission for reasons other than those described above;
- Oversleeping
- Transportation problems not related to school bussing.
- Failure to provide verification of appointments.
- Leaving school property during his or her lunch period.

Being absent for all or any part of a day or class period without school permission is considered unexcused/truant. **NOTE: IF a student leaves the school building without prior permission, a pass will not be accepted after the absence has occurred.**

****NOTE: Students must be signed into the office no later than 11:30am in order to participate in any after school activity on that day. This includes attending a practice, a game, a performance, or any event (dances, sporting events, etc.)**

TRUANCY

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. [Wisconsin Section 118.16 (1) (d)]

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. [Wisconsin Section 118.16 (1) (a)]

Students whose unexcused absences meet the legal standard of “habitual truancy” are subject to prosecution in circuit court. If found guilty of violating this statute, the court may impose any or all of the following sanctions:

- A court order to attend school regularly. This means that any additional truancy would be a violation of a court order, and would subject the student to more serious judicial penalties.
- Suspension of the student's driver's license for at least 30 days, and perhaps as long as a year.
- An order to participate in counseling or a supervised work program/community service requirement.
- An order to revoke a student's work permit.
- A fine of up to \$500.00. This penalty may be imposed against the student, the parent(s) or both.
- Any other reasonable condition that is consistent with the statute, including curfew, restrictions against visiting specific places and/or associating with other children or adults.

Consequences for Unexcused Absences: It is our intent to discourage any student from missing school for reasons that are unexcused. It is for this reason that the following consequences will be employed when a student misses school with an unexcused absence.

Students who have an unexcused absence will be assigned an in-school suspension the following day upon return and allowed to make-up any missed chapter, unit, quarter, or semester exams.

GUIDELINES FOR MAKE-UP WORK

All students with excused absences will be allowed to make up all work missed in accordance with the following guidelines:

1. It is the responsibility of the student to contact the teacher to make arrangements to make up the work that was missed.
2. Examinations and quizzes during an excused absence will be permitted to be taken at a time mutually agreed upon by the teacher and student.

Students and parents are reminded that only summative assessments can be made up when an unexcused absence occurs.

CLASSROOM TARDIES

Classroom tardies will be handled by the teacher. Habitual tardiness may be referred to the attendance advisor or principal for further consequences. All students will be expected to be in the classroom before the bell rings to start class. Being on time to class is defined as the student being in the classroom **before the last bell sounds**. If a student is tardy to class, the teacher will mark the student tardy in the Electronic Student Management System. After three tardies, the student will serve a ½ hour teacher assigned detention in that teacher's classroom. The detention will be arranged by the teacher and the student, and the teacher will notify parents.

A student will be allowed two excused times of tardiness per class, per quarter. If a student is tardy more than two times in a quarter for a class, the following consequences will apply:

3rd Tardy – Teacher Assigned ½ Hour Detention (served with the teacher or designated staff member)

6th Tardy - Teacher Assigned ½ Hour Detention (served with the teacher or designated staff member)

9th Tardy - Teacher Assigned ½ Hour Detention (served with the teacher or designated staff member)

10th and all subsequent Tardies – Referral to Office - Truancy Recommendation filed with Village of Elkhart Lake Police department or Sheboygan County Sheriff's Department

***Students are considered tardy in the morning until 8:0am. After 8:00 am, the student is considered truant until a parent and/or guardian excuses the absence.**

APPOINTMENTS

In order for appointments (doctor, dentist, court, etc.) to be excused and not count against the 10 allowed excused days, verification of the appointment is required, including verification of time with signature from a medical provider.

NOTE: Most dental, medical, or orthodontist appointments do not take a whole day -- especially local ones. You are excused from school for only the amount of time (plus travel time) that it actually takes for the appointment.

NOTE: If you are absent from school for any reason other than verified appointments or excused purposes, you are not allowed to attend or participate in evening school events such as games, concerts, plays, performances, etc.

SCHOOL RELATED ABSENCES (Field Trips, Games, etc.)

Students excused from school because of a class or school sponsored activity are required to notify teachers prior to their absence to make arrangements to complete required assignments. It is the student's responsibility to obtain missed assignments.

COLLEGE VISITS

The High School Guidance Counselor must approve all college visits. The Counselor will facilitate financial aid meetings and campus tours. Students are allowed two college visits, starting in the second semester of their junior year. Upon return to school, students must show verification of their campus visit by having the signature of a campus official.

CLOSED CAMPUS / LEAVING THE BUILDING DURING THE SCHOOL DAY

Elkhart Lake-Glenbeulah High School operates a **closed campus policy**. Students may not leave campus, loiter or enter cars in the parking lot, or drive automobiles during the school day, unless for a pre scheduled appointment. The other exceptions to this rule is **Open Lunch and Senior Academic Resource Release WITH PARENT/GUARDIAN PERMISSION**. The first violation will result in the assignment of detentions. The second violation may draw a three-day suspension or loss of this privilege. If a student must leave during the day for an appointment, he/she **MUST** notify the office or principal, for any reason. A student **MAY NOT** leave the building without permission from the principal/designee and the parent/guardian.

NOTE: *No student may leave the building without first checking out of the high school office. No excuse will be accepted after the fact if and when a student leaves without checking out of the office. Such absences will be recorded as unexcused, and the customary consequences will be assigned.*

The attendance advisor/ principal will make the determination if an absence is excused or unexcused. In a case where it is discovered that a student was absent for a reason other than was reported to the attendance office, it will be counted as an unexcused absence and disciplinary action will be taken.

When a student's excused absences become excessive, the attendance advisor may require a note from a doctor for any continued absences. Failure to comply with the request will result in the absence(s) being treated as unexcused.

WORK PERMITS

In order for a student who is under 18 to work legally, a work permit is required. The requirements for Child Labor and Street Trades Permits are:

- Proof of age – Birth Record or Baptismal Record. Birth records may be obtained from the Register of Deeds in the county of birth. Baptismal records may be secured from the pastor of the church in which the baptism took place.
- Letter from the employer stating the intent to employ the minor along with the job duties, hours of work, and time of day the minor will be working.
- Letter from the minor's parent, guardian or court-ordered foster parent while the minor is under their care and supervision consenting to the employment. As an alternative, the parent, guardian, or foster parent may countersign the employer's letter.
- The minor's social security number.
- Statutory permit fee is \$10.00. The employer is required to pay the permit fee. If the minor advances the fee, the employer shall reimburse the minor not later than the minor's first paycheck.
- School address minor attends or school district.
- Ages 12-13 years may be employed only as caddies, in agriculture, domestic service, street trades, school lunch programs, or for a parent/guardian who owns the business.

WORK RELEASE

Wisconsin's compulsory attendance law allows a school attendance officer to excuse a student's attendance at school for up to one non-instructional period each day. 11th and 12th grade students are eligible for this consideration under guide-lines set forth in the work release permit form available in the high school office. More hours may be granted on a case-by-case basis with administrative and parent approval.

AGE OF MAJORITY STUDENTS

Any student who has reached the age of majority (eighteen) will be subject to the following provisions and consequences. As we believe behavior, attendance, and responsibility are imperative to continued school success, we have in place the following agreement between our eighteen year old students and the administration of the high school. This agreement is put in place through a signed contract by administration when deemed necessary for eighteen year old students.

This agreement will be based upon the following terms:

1. State statute and school policy allow up twenty (10) excused days per school year.
2. No unexcused absences will be allowed. If you are out for illness or an emergency you must notify the school the day of the absence. You may be required to provide a medical excuse for these days.

3. You may not leave the school for any reason without checking out in the office before leaving.
4. You may not leave school during the lunch period. This includes being in the parking lot for any reason.
5. No more than five instances of tardiness to school or class will be allowed or progression to the next step will occur.
6. No skipped detentions or progression to the next step will occur.
7. No disciplinary issues that require administrative attention.

The following consequences will be used if a violation of the above provisions occurs:

- No participation in the student recognition night
- No participation in the senior class trip
- No participation in scholarship night
- Meeting before the Attendance & Truancy Board (Further attendance provisions will be determined at this meeting)
- No participation in the graduation ceremony.
- Students will be un-enrolled and deactivated as a student at Elkhart Lake - Glenbeulah High School.

STUDENT BEHAVIOR AND CONDUCT

GENERAL BEHAVIOR

The development of attitude, response and motivation are goals at Elkhart Lake-Glenbeulah High School. Elkhart Lake-Glenbeulah students are expected to be considerate, honest, and positive about themselves and sensitive to the needs of others. Discipline procedures are designed to help students command responsibility for themselves and to ensure that a proper learning environment is maintained for all students. In general, our rules have been developed to ensure three primary goals:

1. Every student will treat themselves, their peers and all staff members at Elkhart Lake-Glenbeulah High School with respect.
2. No student will interfere with the staff's efforts to teach.
3. No student will interfere with other students' efforts to learn.

Consequences for inappropriate behaviors include, but are not limited to the following:

1. Teacher conference;
2. Classroom detention;
3. Parent contact;
4. Meetings with teacher, student, parent;
5. Behavior referral to office, punished by the following depending on severity of the act;
 - A. Written warning
 - B. Detention
 - C. Community service
 - D. In-school suspension
 - E. Parent conference
 - F. Out of school suspension
 - G. Expulsion

ACADEMIC HONESTY

Academic honesty requires that a student's work reflects the student's own academic efforts. Students and staff are expected to share the responsibility for maintaining high standards of honesty and integrity in their academic work.

Violations of school standards for academic honesty include, but are not limited to:

1. Cheating on tests.
2. Working together on assignments unless given explicit permission to do so by the teachers. Blatant copying of assignments is not permitted. Working together to understand concepts is encouraged, but the work must reflect the individual's effort, unless it is intended to be a group assignment.
3. Submitting work previously submitted in another class without the approval of the teacher.
4. Stealing examinations or course materials.
5. Plagiarism.
6. Sharing information about the content of a test or quiz
7. The use of artificial intelligence in academic work

Cheating includes communicating with another student during a test, using any written material or electronic device not permitted by the teacher, asking another student about the test without permission to do so, leaving answers exposed, or attempts to read another student's test.

Plagiarism is an especially serious offense. Plagiarism involves using all or part of another person's ideas, works, or research and presenting it as one's own by not properly crediting the author. If you use another's exact words, enclose the words in quotation marks and credit the source. You may put another's ideas in your own words as long as you properly credit the source and you do not leave the paraphrased material too close to the original wording. **Plagiarism includes downloading papers from the internet and**

downloading parts of a paper from the internet without enclosing the downloaded material within quotation marks and/or without crediting the source, and the use of artificial intelligence. If you are unsure about the proper way to credit the source, ask your teacher.

The following consequences apply to a single class within a given school year:

First Violation: The teacher will confer with the student about the instance of plagiarism and contact the student's parents or guardian. The student initially receives a zero on the assignment and has 5 school days to redo the assignment for full credit.

Second Violation: The teacher discusses the second instance of plagiarism with the student and will contact the student's parent or guardian. The student initially receives a zero on the assignment and has 5 school days to redo the assignment to receive 50% credit or score it would have received. The student will also spend a day in in-school suspension.

Third Violation: If this is the student's third time plagiarizing in one class, the student will be removed from class for the remainder of the term. The students will receive an "F" letter grade on the transcript. The student will also spend a day in in-school suspension. If this is a third violation among multiple classes, the teacher will discuss the instance with the student and will contact the student's parent or guardian. The student receives a zero on the assignment. The student will serve a day in in-school suspension.

Fourth Violation: The teacher will discuss the instance with the student and will contact the student's parent or guardian. The student receives a zero on the assignment. The student will serve a day in in-school suspension.

Fifth Violation: Upon the student's fifth violation within an academic year, the student will meet with school administration and School Board for a possible hearing on expulsion.

**Incidences of academic misconduct will result in further disciplinary action including, but not limited to:, removal from National Honor Society, non-consideration of scholarship application, loss of academic awards, and considered behavior unbecoming of an athlete.*

ILLEGAL BEHAVIOR

There is no question that in order for a school to operate in a manner that is conducive to quality education, cooperation from everyone is a must. Our school must be safe for everyone. The following rules prohibit students from engaging in behavior that will endanger, or threaten to endanger, their own safety, the safety of others, or that will damage property. Behavior that is in violation of state law, occurring while in school, on school property, or during school sponsored events is subject to disciplinary action and may be reported to the Village of Elkhart Lake Police Department or Sheboygan County Sheriff's Department.

WEAPONS

FIREARMS AND FACSIMILE

The possession of firearms in school, on school premises, or at school-sponsored activities is prohibited per policy 5772. Any person possessing a firearm on school property will be referred to the Board of Education for expulsion. *State law dictates that school boards shall expel a student for one year for violating this regulation.*

Furthermore, under the Wisconsin Law, Act 191, no person may carry or display a facsimile or real firearm in a manner that could be construed as alarming, intimidating, threatening, or attempting to terrify another person. Any student who violates this law is subject to forfeiture and will be suspended out of school. The duration of the suspension will be determined by the high school principal. Factors to be considered include type of facsimile used and the manner in which it was used.

OTHER WEAPONS

No one shall possess a weapon on school property, school buses, or at any school-related event. A weapon is defined as any object that by its design and/or use can cause bodily injury or property damage. In cases where weapons are brought onto the school's property, police intervention will be mandatory and the student will be out-of-school suspended pending an expulsion hearing.

USE, POSSESSION, OR BEING UNDER THE INFLUENCE OF ALCOHOL OR OTHER DRUGS

(In accordance with Board policy 5530)

The goal of this policy is to promote the maximum level of learning success for all students by working with them, their parents, and the community so all schools will be totally free of the harmful effects of alcohol and other drugs. This policy is designed to convey a strong message of zero tolerance. Students are prohibited when, on school property, in school related transportation or at a school sponsored event, from possessing alcohol, non-prescribed controlled substances or related chemicals, unauthorized prescribed medications, look-alike controlled substances, or drug paraphernalia as defined in Section 961.571, Wisconsin Statutes, and from transferring or selling any of these items.

Failure to abide by this policy will result in disciplinary action up to and including suspension or expulsion from school. Such disciplinary action shall be done in accordance with state law enforcement officials regarding prosecution under specific local, state, and federal laws.

Sale and/or Distribution of Alcohol or Other Drugs (at school, on school premises, or at school-sponsored events): The sale and/or distribution of alcohol, drugs, or look-alikes, on school grounds or at school-sponsored events will result in the removal of the student from classes until the Board of Education can meet to determine what action to take, which could include expulsion from the School District of Elkhart Lake-Glenbeulah. The police will be notified.

First offense – The student will be suspended up to five days out of school and parents will be notified. A conference will be held to address the student’s use and plans for abstaining during school for the duration of the school career. The police may be notified.

Second offense – The student will be removed from classes until the Board of Education can meet to determine what action to take, which could include expulsion from the School District of Elkhart Lake-Glenbeulah. School personnel will help the family arrange for educational and professional counseling. The police will be notified.

TOBACCO and NICOTINE by STUDENTS (policy 5512)

As of April 1, 1992, any person is prohibited from using or possessing any tobacco products on school grounds (1991 Wis. Act 1995), *or while participating in a school-sponsored activity*. These materials will be confiscated and not returned. Possession or use of tobacco products on school property may result in suspension, parent notification, and possible law enforcement notification. Tobacco products include (but not limited to) cigarettes, cigars, snuff, chew, clove cigarettes, dissolvable tobacco, and e-Cigarettes/vapes.

Disciplinary Action

First Offense: - One - three (1-3) day suspension, parent notification, police notification. Tobacco products confiscated.

Second Offense: - One- three (1-3) day suspension, mandatory parent conference, police notification. Tobacco products confiscated.

Third Offense: - Suspension from school, pending an expulsion hearing.
Tobacco violations are cumulative on an annual basis.

CANINE SEARCHES

In order to maintain a safe and healthful school environment, school officials are authorized to allow the use of trained dogs on school property to detect marijuana or other illegal drugs or contraband on school premises. Canines accompanied by law officials may be used for exploratory sniffing of locker exteriors, vehicles parked on school property and any other area of school property deemed appropriate. This activity will be carried out on a random or periodic basis and/or when reasonable suspicion exists.

1. Canines may be used without prior immediate notification of students and/or school personnel.
2. Canines may be called by the district administrator or his/her designee, usually the school principal.
3. Under normal circumstances, canines will be used in the district’s middle school and high school. Canines may also be used at the district elementary school, given reasonable suspicion.
4. Students will be restricted to their classrooms or commons/study areas while canines are in use.
5. In the event of a canine “hit,” the locker, vehicle, area or property being sniffed will be searched more extensively using established procedures.
6. Annually, a copy of this policy will be distributed to all pupils enrolled within the school district, and will be incorporated within all student handbooks.

SCHOOL LOCKERS / SEARCH & SEIZURE

Lockers are assigned in the freshman year. Students keep the same locker all four years. Lockers are to be kept neat and clean AND CLOSED. Students assume all risk for lockers and their contents if they share lockers or reveal their combination. School, Physical Education, and athletic lockers are to be cleaned out at the end of each school year, semester, and end of the season. Students failing to clean out lockers could be subject to a fine/fee.

School lockers and desks are the property of the Elkhart Lake-Glenbeulah School District. At no time does the Elkhart Lake-Glenbeulah School District relinquish its exclusive control of lockers and desks provided for the convenience for students. School authorities for any reason may conduct periodic general inspections of lockers and desks at any time, without notice, without student consent, and without a search warrant. Materials deemed hazardous or unlawful will be confiscated, and may be turned over to legal authorities.

FIGHTING

No student shall participate in, encourage, or instigate any fighting at school or at a school function. Also, no student will threaten, coerce, intimidate or annoy, either singly or in groups, any other students or staff member. "Play fighting" is considered fighting. Students who become involved in this type of conduct will be immediately sent to the office and are subject to suspension, and possibly a referral to the Village of Elkhart Lake- Glenbeulah Police department or Sheboygan County Sheriff's Department, depending on the extent of the involvement.

HARASSMENT (Policy 5517 - STUDENT ANTI-HARASSMENT)

It is the goal of the Elkhart Lake-Glenbeulah School District to ensure that all students and staff learn and work in a safe and secure environment. The policy of the Board to maintain an educational environment that is free from all forms of harassment, including sexual harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

Harassment is not acceptable. Name calling, teasing, note writing, intimidating, stalking/following, hanging around, or blocking a person's path, etc... are all considered harassment. Cyber bullying may also be covered under this area if occurring during school time or school functions. Disciplinary action will take place if warranted. Per school board policy and discipline guidelines, consequences may be issued if behavior persists. Please see either your school principal or school counselor if you feel you are being harassed.

BULLYING (Policy 5517.0)

Bullying is prohibited by Board Policy 5517.0. Bullying. It is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. Bullying need not be based on any Protected Class. Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the student's sex (including transgender status, change of sex, or gender identity), race color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights. Complaints brought under this policy that are more appropriately handled under the Bullying policy shall be referred for investigation consistent with the procedures in that policy.

SEXUAL HARASSMENT

The School District of Elkhart Lake-Glenbeulah prohibits sexual harassment under any circumstance!

Definition: Sexual harassment has been defined by the Equal Employment Opportunities Commission as follows:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status, (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or (3) such conduct has the purpose or effect or unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive environment.

Individuals who experience sexual harassment should make it clear that such behavior is offensive to them and may process a complaint pursuant to established procedures. Sexual harassment may include actions such as:

- Sex-oriented verbal "kidding" or abuse;
- Sexual contact as defined by statutes; and
- Demand for sexual favors, accompanied by implied or overt promises or preferential treatment or threats concerning an individual's employment or academic status

HAZING (School Board Policy 5516)

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and violation of State law. It prohibits all such activities at any time in school facilities, on school property, and at any District sponsored event.

Hazing shall be defined for purposes of this policy as performing any act of coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Harassment/Bullying/Sexual Harassment Complaint Procedure

The following procedure is adopted to provide for the resolution of student complaints alleging any discrimination due to harassment.

Reporting procedures are as follows:

- Any student who believes s/he has been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to any District employee, such as a teacher, administrator or other employees.

- Any parent of a student who believes the student has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the student's teacher, building administrator or District Administrator.
- Teachers, administrators, and other school officials who have the knowledge or received notice that a student has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the Compliance Officer and the Building Principal or District Administrator.
- Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to any District employee, such as a teacher, administrator or other employee.
- The reporting party or Complainant shall be encouraged to use a report form available from the Principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing.
- To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, each school's building principal shall be advised to designate both a male and a female Compliance Officer for receiving reports of harassment prohibited by this policy. At least one (1) Compliance Officer or other individual shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

The Administration may modify consequences based upon the severity of the action involved. The consequences involved in each situation will be determined on a case-by-case basis after an administrative review of the available information.

BULLYING/HARASSMENT CONSEQUENCES PROCESS

1st Offense - Student and administration meet and a verbal warning is issued to the student.

2nd Offense- Student and administration meet and a verbal warning is issued to the student. Written or verbal contact is made with the parent(s)/guardian(s) regarding the situation.

3rd Offense - Student receives a one day in-school suspension. Written or verbal contact is made with the parent(s)/guardian(s) regarding the situation. Students will meet with guidance department and/or administrative staff to discuss bullying and harassment issues, and the impact of such actions on the victims of bullying/harassment.

4th Offense - Student receives a one day out-of-school suspension. A referral for harassment is made to the Village of Elkhart Lake Police Department or the Sheboygan County Sheriff's Department. The student will be allowed to return to school only after a face-to-face meeting is held between administration, the student, and the student's parent(s)/guardian(s).

5th Offense - Student receives a three day out-of-school suspension. A referral for harassment is made to the Village of Elkhart Lake Police Department or Sheboygan County Sheriff's Department. Parents are notified in writing via certified mail, that this is the final warning step. In addition, the parent will be required to meet with administration, including the Superintendent of Schools prior to the student being readmitted to school. Any additional incident will result in an out-of-school suspension pending an expulsion hearing before the Board of Education.

6th Offense - Out-of-school suspension is issued to the student, pending an expulsion hearing before the Board of Education. Parents will be notified via phone alerting them of the situation. An expulsion notice will be sent via certified mail from the Superintendent of Schools.

*** The Administration may modify consequences based upon the severity of the action involved. The consequences involved in each situation will be determined on a case-by-case basis after an administrative review of the available information.**

OTHER ILLEGAL BEHAVIOR

Other offenses, such as stealing, possession and unauthorized use of school keys, destruction of property, false fire alarms, and possession of any form of explosives or dangerous instruments will result in suspension and restitution. Depending on the seriousness of the act, there will be possible police involvement and an expulsion hearing with the Board of Education.

THE SEVERITY CLAUSE

The Severe Clause is used when a Elkhart Lake-Glenbeulah High School rule is broken in such a manner that a staff member considers it extreme and therefore it may result in a longer than specified suspension, a compensatory consequence, or a combination of consequences. In some cases it may result in a recommendation for expulsion or a referral to legal authorities. This includes verbal abuse or refusing to follow a directive.

DETENTIONS

The high school office will assign detentions for unexcused absences, tardies, truancies, or student misconduct. Classroom teachers will also assign detentions. It is recommended that the students who have detention either serve them the day they are assigned or the following day. **FAILURE TO SERVE WILL RESULT IN IN-SCHOOL or OUT-OF-SCHOOL SUSPENSION.** A student may serve a detention between 7:00 and 7:45 or 3:00 to 3:45 p.m. with the assigned detention teacher or with another teacher with his/her permission. The teacher will notify the office that a detention has been served. The rules of the detention room are:

1. Students must report promptly and stay the full time for the detention to be made up.
2. The teacher supervising the room will validate students' time based on behavior and promptness.
3. Students are expected to bring study or reading materials to the room.
4. No students other than those who are serving time should be in the room.
5. It is the intent of the staff to use detentions as consequences for breaking rules. When a detention is assigned, students should cooperate, serve time, and have their names removed from the list.
6. If any rules are broken during detention, the student will be asked to leave and the detention will not be counted as served

DISCIPLINARY ALTERNATIVE PLACEMENT PROCESS

In order to create a meaningful, positive educational experience at Elkhart Lake-Glenbeulah High School for all students, we must stop chronic disrespectful and disruptive behavior. When a student receives an office referral that requires administrative attention, the student meets with the Principal to discuss the infraction and possible consequences per policy and student handbook. In all cases, an email and a letter is sent home to the parent/ guardian. In some cases, but not all, phone contact may be made with the parent/ guardian.

When a student becomes a chronic discipline problem, the following steps will be taken:

- Step 1:** When a student accumulates five (5) disciplinary referrals, a phone contact to the parents will be made about the school's concerns with the student's behavior.
- Step 2:** When a student accumulates ten (10) disciplinary referrals, a face-to-face meeting between the student, his/her parent(s)/guardian and building administration will be scheduled to discuss the student disciplinary record and review the student's gradebook and transcript. At this meeting, a behavior plan, a modified schedule, and/or a behavior contract may be discussed or created. Guidance services will also be recommended for the student to discuss any issues that may be the cause of the behavioral issues.
- Step 3:** When a student reaches fifteen (15) disciplinary referrals, a mandatory parent meeting will be held. The meeting will include the student, the student's parents, and high school administration.. The group will discuss behavioral provisions to better ensure success at the high school. In addition, consequences for continued disruptive behavior will be discussed and made part of the behavioral plan. The student will also be required to attend at least one meeting with guidance or other appropriate pupil services staff.
- Step 4:** When a student reaches twenty (20) disciplinary referrals, the student may be assigned an alternative placement or the student will be expelled for failure to follow school rules

Note: Administrative discretion about assigning disciplinary action will be determined on a case by case basis. **Chronic behavioral incidents may lead to an alternative education placement or possible expulsion proceedings in front of the School District of Elkhart Lake-Glenbeulah Board of Education.**

Recommendation for School Board Expulsion Hearing:

It is the recommendation of the high school administration that the student be given an alternative placement from the Elkhart Lake-Glenbeulah High School through age 21.

Educational Services Offered for the Term of Alternative Placement:

- Students will be enrolled for up to four one-credit courses per semester of on-line coursework through the Odysseyware program. Courses will be assigned based on requirements for graduation.
- Students will be expected to arrange a face-to-face meeting with an assigned high school teacher once every two weeks. The purpose of this meeting is to:
 - Discuss progress with online courses
 - Maintain a personal connection with a school official

Provisions for Reinstatement:

Students assigned an alternative placement through this process may earn reinstatement to Elkhart Lake-Glenbeulah High School at the beginning of the school year following the placement decision. Reinstatement provisions include:

- Students must complete at least six out of the eight half-credit courses per semester provided by the online Odysseyware program. Students will have until August 15th to complete these credits to be considered for reinstatement for the following school year.
- Students must attend all required face-to-face meetings with the alternative high school instructor.
- Students/ parents must make a formal verbal or written request for reinstatement.
- Reinstatement is done on a school year to school year basis. Once reinstatement has occurred, a student will remain full time unless a condition of reinstatement is violated.

Conditions of Reinstatement:

A reinstated student will follow all rules and expectations set forth in the Elkhart Lake-Glenbeulah High School student handbook and the Elkhart Lake-Glenbeulah Public School District board policies.

- A student may not have more than ten disciplinary referrals per school year (including tardiness and truancy) during the period of reinstatement.
- A student may not be removed from a specific class more than three times.
- A student may not exceed the number of allowed days of absence for the school year without a proper medical excuse.
- A student may not have a referral that is deemed severe enough to include a police referral and/or multi-day out-of-school suspension.
- A student may not be involved in behavior that would place him or her on a consequence step of the bullying and harassment policy.

Consequences for the Violations of Reinstatement:

- The decision to revoke reinstatement lies with high school administration in consultation with the Superintendent.
- A violation of any condition of reinstatement will result in the immediate re-issuance of the alternative placement order.
- A student who has been removed for a violation of the conditions of early reinstatement will be provided educational services as listed in this document.
- A student who has been removed for a violation of the conditions of early reinstatement may reapply for reinstatement the following school year provided that the provisions of reinstatement are met as outlined in this document.

A student may reapply for reinstatement yearly, if necessary, through the semester in which he or she turns twenty (20). A person over the age of twenty (20) may apply to the Elkhart Lake-Glenbeulah School Board for readmission. The School Board may readmit if, in their judgment, the person will not interfere with pupils of school age. (WI Statute 118.14 (2))

Disciplinary Alternative Placement Process

In order to create a meaningful, positive educational experience at Elkhart Lake - Glenbeulah High School for all students, we must stop chronic disrespectful and disruptive behavior. When a student receives an office referral that requires administrative attention, the student meets with the Principal to discuss the infraction and possible consequences per policy and student handbook. In all cases, an email and a letter is sent home to the parent/ guardian. In some cases, but not all, phone contact may be made with the parent/ guardian.

When a student becomes a chronic discipline problem, the following steps will be taken:

- **Step 1:** When a student accumulates five (5) disciplinary referrals, a phone contact to the parents will be made about the school's concerns with the student's behavior.
- **Step 2:** When a student accumulates ten (10) disciplinary referrals, a face-to-face meeting between the student, his/her parent(s)/guardian and building administration will be scheduled to discuss the student disciplinary record and review the student's gradebook and transcript. At this meeting, a behavior plan, a modified schedule, and/or a behavior contract may be discussed or created. Guidance services will also be recommended for the student to discuss any issues that may be the cause of the behavioral issues.
- **Step 3:** When a student reaches fifteen (15) disciplinary referrals, an alternate placement meeting will be held. The meeting will include the student, the student's parents, high school administration, and the Superintendent. The group will discuss behavioral provisions to better ensure success at the high school. In addition, consequences for continued disruptive behavior will be discussed and made part of the alternative placement decision. The student will also be required to attend at least one meeting with guidance or other appropriate pupil services staff.
- **Step 4:** When a student reaches twenty (20) disciplinary referrals, the student will be assigned an alternative placement.

Note: Administrative discretion about placement will be determined on a case by case basis. If parents/students refuse an alternative placement, the student may be out-of-school suspended pending an expulsion hearing in front of the School District of Elkhart Lake - Glenbeulah Board of Education.

Recommendation for School Board Expulsion Hearing:

It is the recommendation of the high school administration that the student be given an alternative placement from the Elkhart Lake - Glenbeulah High School through age 21.

Educational Services Offered for the Term of Alternative Placement:

- Students will be enrolled for up to eight half-credit courses per semester of on-line coursework through the Odysseyware program. Courses will be assigned based on requirements for graduation.
- Students will be expected to arrange a face-to-face meeting with an assigned high school teacher once every two weeks. The purpose of this meeting is to:
 - Discuss progress with online courses
 - Maintain a personal connection with a school official
 - **Provisions for Reinstatement:**

Students assigned an alternative placement through this process may earn reinstatement to Elkhart Lake - Glenbeulah High School at the beginning of the school year following the placement decision. Reinstatement provisions include:

- Students must complete at least six out of the eight half-credit courses per semester provided by the online Odysseyware program. Students will have until August 15th to complete these credits to be considered for reinstatement for the following school year.
- Students must attend all required face-to-face meetings with the alternative high school instructor.
- Students/ parents must make a formal verbal or written request for reinstatement.
- Reinstatement is done by a school year to school year basis. Once reinstatement has occurred, a student will remain full time unless a condition of reinstatement is violated.

Conditions of Reinstatement:

A reinstated student will follow all rules and expectations set forth in the Elkhart Lake - Glenbeulah High School student handbook and the Elkhart Lake - Glenbeulah Public School District board policies.

- A student may not have more than ten disciplinary referrals per school year (*including tardiness and truancy*) during the period of reinstatement.
- A student may not be removed from a specific class more than three times.
- A student may not exceed the number of allowed days of absence for the school year without a proper medical excuse.
- A student may not have a referral that is deemed severe enough to include a police referral and/or multi-day out-of-school suspension.
- A student may not be involved in behavior that would place him or her on a consequence step of the bullying and harassment policy.

Consequences for the Violations of Reinstatement:

- The decision to revoke reinstatement lies with high school administration in consultation with the Superintendent.
- A violation of any condition of reinstatement will result in the immediate re-issuance of the alternative placement order.
- A student who has been removed for a violation of the conditions of early reinstatement will be provided educational services as listed in this document.
- A student who has been removed for a violation of the conditions of early reinstatement may reapply for reinstatement the following school year provided that the provisions of reinstatement are met as outlined in this document.

A student may reapply for reinstatement yearly, if necessary, through the semester in which he or she turns twenty (20). A person over the age of twenty (20) may apply to the Elkhart Lake - Glenbeulah School Board for readmission. The School Board may readmit if, in their judgment, the person will not interfere with pupils of school age. (WI Statute 118.14 (2))

COMMONS/CAFETERIA RULES

The commons area should be kept clean. Machines will be turned off for a period of time if the area is not kept clean. It is the responsibility of everyone to maintain the building and keep it free from litter. All students must have a pass to travel in or out of the commons. Students must sit in chairs and not on the floor. The Commons area should be a relaxed environment. Students should keep the noise down and use good judgment while they are here. Weather permitting, students may use the outdoor picnic table area with

permission from the supervisor.

LIBRARY MEDIA CENTER RULES AND REGULATIONS

The Library Media Center (LMC) is a valuable resource for our learning community. For this reason, our one rule is RESPECT. Respect for the patrons' right to learn, respect for the staff and respect for the materials that the LMC provides.

- All students wishing to use the LMC during the school day must have permission from their teacher.
- All materials must be checked out at the circulation desk and be returned by the due date so others have access to them.

Reserve and reference books are only for library use during the day and may be checked out during the last period for overnight use. These materials are due back at 7:45 a.m. the following day.

- Books in the general collection can be checked out for three (3) weeks. Videos, reference materials, and USB storage devices may be checked out for 1 week. Nook Readers are available and may be checked out with an adult signature on Nook Use Agreement. Encyclopedias may be checked out for one class period or overnight.
- Any lost library materials will be charged out to the student at replacement cost. If a lost item is found and returned prior to the end of the school year, a refund will be granted (minus \$5) provided the material is in satisfactory condition.
- Students wearing headphones are expected to keep them at a reasonable volume. If another person can hear what is being played, the volume is too loud.
- Computers in the LMC should be used for academic and educational purposes only. No game playing will be allowed.

VIDEOTAPING/DIGITAL RECORDING

The School District of Elkhart Lake-Glenbeulah reserves the right to videotape any area of the building or grounds, with the exception of restrooms and locker rooms, for the purpose of maintaining a safe and orderly learning environment. Students wishing to record, photograph, or video a teacher, class, or other students, should receive their permission before doing so.

INTERNET POLICY AND USE

The Information Technology resources provided by the School District of Elkhart Lake-Glenbeulah are to be used only for instructional purposes. These rules ensure equitable and appropriate access for all students. The term "information technology" refers to more than just computers. It also includes the District's voice/data network, Internet access, programs and software, and all associated devices. **Students must not engage in any action involving information technology that has a negative impact on themselves, others, the school, or the District.**

At the discretion of District staff, activities that have a negative impact include waste, abuse, and vandalism.

Examples:

- Wasting Internet access by watching YouTube videos or downloading programs/music/other multimedia not related to a classroom project or activity.
- Abusing the data network by accessing the system with someone else's username.
- Vandalizing technology hardware by removing keyboard keys or inflicting other damage.

RULE: Students must not attempt to get around computer, application, and network security. District computers are secured to prevent tampering. The network is secured to keep files and data private. User accounts are issued to all staff and students to provide equal access to information technology resources.

RULE: Students must not access inappropriate material from or with any form of media. At the discretion of District staff, inappropriate material includes: sexually explicit images/videos/sounds, references to illegal substance use and abuse, and references to weapons and incendiary devices. Accidental access to inappropriate material should be stopped immediately and reported to the teacher or another staff member.

RULE: Students must not send or retrieve copyrighted materials or otherwise violate copyright rules. Programs, pictures, music, movies, and other media are very often owned by another party. Accessing or using them in ways other than the owner intended is a violation of the law and shows disrespect for the owner's work.

RULE: Students must agree to follow any supplemental rules for use of information technology that may be set by their teacher(s) or other District staff. Teachers and other staff members may enforce more specific rules/procedures for using information technology. A teacher or staff member may, for example, decide a specific website is not to be accessed even though the website is not blocked by existing District rules.

CONSEQUENCES: Consequences for breaking any of the rules will be determined by the District administration on a case-by-case basis and can include anything from temporary or permanent loss of computer or Internet privileges, suspension from school, or to police action.

CLASSROOM DISRUPTIONS

The school district is committed to maintaining an orderly academic climate. Teachers are expected to create a positive learning climate for students in the classrooms and to maintain proper order. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their lesson plans and for students to participate in classroom learning activities. Students

are also expected to abide by all rules of behavior established by the Board of Education, administration and their classroom teachers.

Student behavior that is dangerous, disruptive or unruly or that interferes with the teacher's ability to teach, or the ability for other students to learn, will not be tolerated. Any student who engages in such behavior, as defined by school board policy 5500, may be subject to removal from class. In addition, the student may be subject to disciplinary action in accordance with established Board policies, state laws and school rules.

Students are reminded that proper behavior in school is expected. Students who have frequent behavioral problems within the school setting interfere with others' right to an education and will be dealt with in a severe manner. It is the School District of Elkhart Lake-Glenbeulah's intention that all students feel safe and have classrooms that are conducive to learning. When a student disrupts the atmosphere, the whole class is negatively affected.

Temporary Removal From Classroom - If a teacher finds it is necessary, a student may be sent to the office from a classroom. A student may be removed for disruptions that interfere with teaching and learning, swearing, endangerment, or repeated refusal to follow teacher direction. **IF REMOVED, THE STUDENT IS TO REPORT TO THE SCHOOL OFFICE IMMEDIATELY.** To be reinstated in the class, the student must confer with a school administrator and the teacher if appropriate. **If a student is removed from class and a referral is submitted to the office a parent phone call is required by the teacher.**

Permanent Removal from Class – A student who is removed three (3) times from the same class for major violations of learning environment rules MAY result in the student's removal from the class for the remainder of the semester. If removal occurs, a failing grade will be entered for the class. A student removed permanently from class will be assigned to an online class for the remainder of the semester.

HIGH SCHOOL CODE OF CLASSROOM CONDUCT *(School Board Policy 5500)*

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

Student behavior that is dangerous, disruptive or unruly or that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined below. In addition, the student may be subject to disciplinary action, state laws and school rules outlined in this Code. Students may also be subject to disciplinary action by the teacher and/or principal in accordance with this established Policy.

Examples of behaviors, which would interfere with a teacher's ability to teach effectively, are listed below. This list is not all-inclusive:

1. Student Removal from Class - A teacher may remove a student from class for the following reasons:

- a. Dangerous, disruptive or unruly behavior or behavior that interferes with the ability of the teacher to teach effectively. This type of behavior includes, but is not limited to, the following:
 - possession or use of a weapon or other item that might cause bodily harm to persons in the classroom
 - being under the influence of alcohol or other controlled substances or controlled substance analogs, or otherwise in violation of district student alcohol and other drug policies
 - behavior that interferes with a person's work or school performance or creates an intimidating, hostile or offensive classroom environment
 - Fighting
 - taunting, baiting, inciting and/or encouraging a fight or disruption
 - disruption and intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations
 - pushing or striking a student or staff member
 - obstruction of classroom activities or other intentional action taken to attempt to prevent the teacher from exercising his/her assigned duties
 - interfering with the orderly operation of the classroom by using, threatening to use or encouraging others to use violence, force, coercion, threats, intimidation, fear or disruptive means
 - dressing or grooming in a manner that presents a danger to health or safety, causes interference with work or creates classroom disorder
 - restricting another person's freedom to properly utilize classroom facilities or equipment
 - repeated classroom interruptions, confronting staff argumentatively, making loud noises or refusing to follow directions
 - throwing objects in the classroom
 - repeated disruption or violation of classroom rules

- excessive or disruptive talking
 - behavior that causes the teacher or other students fear of physical or psychological harm
 - physical confrontations or verbal/physical threats
 - use of tobacco products
- b. Other behavior as outlined below:
- willful damage to school property
 - defiance of authority (willful refusal to follow directions or orders given by the teacher)
 - repeatedly reporting to class without bringing necessary materials to participate in class activities
 - possession of personal property prohibited by school rules and otherwise disruptive to the teacher and learning of others
 - repeated use of profanity

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations. When a student is removed from class, the teacher shall send the student to the building principal or designee and inform him/her of the reason for the student's removal from class. A written explanation of the reasons shall be given to the principal or designee within 24 hours of the student's removal from class. The principal shall inform the student of the reason(s) for the removal from class and shall allow the student the opportunity to present his/her version of the situation. The principal shall then determine the appropriate educational placement for the student who has been removed from a class by a teacher. The parent/guardian of a minor student shall be notified of the student's removal from class as outlined below.

2. Placement Procedures

- a. The building principal or designee shall place a student who has been removed from a class by a teacher in one of the following alternative educational settings:
- (1) An alternative education program approved by the Board. State law defines this as an instructional program approved by the school board that utilizes successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms or regularly scheduled curricular programs or that is offered in place of regularly scheduled curricular programs.
 - (2) Another class in the school or another appropriate place in the school.
 - (3) Another instructional setting.
 - (4) The class from which the student was removed if, after weighing the interests of the removed student, the other students in the class and the teacher, the principal or designee determines that readmission to the class is the best or only alternative.
- b. When making a placement decision, the principal or his/her designee shall consider many factors, including, but not limited to, the reason the student was removed from class, the student's previous behavior and disciplinary record, the student's individual needs, and the placement alternatives available to the student.
- c. All placement decisions shall be made consistent with Board policies and in accordance with state and federal laws and regulations.
- d. If the removal from class is for two (2) days or less the placement will be made by the principal. He/She will consult with others as he/she determines necessary.
- e. If the removal is expected to extend beyond two (2) days, the principal will consult with the teacher, the student's parents/guardians, if available, and others as determined by the principal or his/her designee before making the placement decision. If the student has an IEP, the IEP Committee will meet to discuss the student's behavior and placement options.

3. Parent/Guardian Notification Procedures

- a. If a minor student is removed from class, and returned the next day, the parent will be notified via telephone or in writing by the principal or his/her designee.
- b. If a minor student is removed from class for more than one (1) day, the parent or guardian will be notified via telephone and a written follow up by the principal or his/her designee. If the parent/guardian cannot be reached via telephone, the principal or his/her designee will notify them in writing of the incident, placement decision, and any other disciplinary action taken. He/She will also inform the parents of his/her attempt(s) to contact them (telephone).
- c. If the removal from class and change in educational placement involves a student with a disability, parent/guardian notification shall be made consistent with state and federal laws and regulations.
- d. If the student removed from a class is also subject to disciplinary action for the particular classroom conduct (i.e. suspension or expulsion), the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

RESPECT TOWARD STAFF

Students are expected to show respect and courtesy toward all staff members. Students will also follow any directions from a staff member. Any derogatory, negative, or inappropriate comments directed at or toward staff will not be tolerated. This includes swearing. Students who show disrespect toward Elkhart Lake-Glenbeulah High School staff may receive a detention, suspension, and/or a referral to the Village of Elkhart Lake Police department or Sheboygan County Sheriff's Department, depending upon the severity of the act.

LANGUAGE

Students are expected to use appropriate language in all settings. Inappropriate language will be confronted and may result in detention, suspension, parental notification, and possible police referral. Continued inappropriate language will result in a suspension from school and/or a referral to the Village of Elkhart lake Police Department Sheboygan County Sheriff's Department.

PUBLIC DISPLAYS OF AFFECTION

Understanding the human need for contact, we will allow hand-holding and brief, appropriate hugs. Prolonged hugs, arms around the body, and lengthy pressing against one another will not be allowed. **KISSING IS NOT ALLOWED.** If students are deemed to have crossed the acceptable lines of displays of affection, a student will be warned. If the problem continues, the student may be sent to the office where consequences will be determined by the administration. As with inappropriate conduct of any sort, inappropriate displays of affection will be confronted and may result in additional consequences being issued.

STUDENT DRESS

Proper dress is the responsibility of the students and their parents. The school also has the responsibility to establish dress standards that promote a positive and proper learning environment. Rules pertaining to student attire are necessary in order to maintain decorum and an academic atmosphere.

Students are not to wear clothes that are distracting, cause classroom disruption, inappropriate for the school setting. Clothing that displays profanity, inappropriate sayings/slogans/topics or advertises alcohol, tobacco, or drugs will not be permitted. *All styles, and the manner in which the clothing is worn must cover the student's private areas and underwear at all times.* Shoes must be worn in school except for approved activities. Hats, hoods, or other headgear will not be allowed to be worn in school. Coats and/or jackets are not to be worn in the building. Although there may be differences in temperatures throughout the building, please dress appropriately with layers of clothing.

IF A STUDENT'S CLOTHING IS DEEMED TO BE INAPPROPRIATE BY ADMINISTRATION THE STUDENT WILL BE REQUIRED TO CHANGE THE CLOTHING, CALL FOR DIFFERENT CLOTHING, OR MAY BE REQUIRED TO SIT IN IN-SCHOOL SUSPENSION IF NO CHANGE OF CLOTHING IS AVAILABLE.

Examples of Clothing that may be deemed inappropriate by administration include, but are not limited to:

- Shorts or skirts that are too short showing the buttock area.
- Clothing that show underwear
- Shirts that expose a female's breasts/cleavage
- Clothing that has excessive rips and/or tears **exposing private areas**

All staff members have a responsibility to see that these rules are followed. *Students will not be excused from school to return home to change clothes during the school day.* Students participating in physical education classes are required to wear certain types of clothing **AS DETERMINED BY THE PHYSICAL EDUCATION STAFF.** Certain classes will require a student to wear specific types of protective clothing and/or equipment.

NOTE: Some exceptions may be made for certain activities and events.

Backpacks, Handbags, Shoulder Bags, Purses

In order to increase security, improve students' health with respect to back health issues and improve the general orderliness of the school building, backpacks and other luggage items will not be allowed during the school day. Students may use said items to transport books and materials between home and school, but they must be left in a locked locker during the school day.

Students are not allowed to carry any type of backpack, bag, or purse between 7:50 AM and 3:00 PM in any part of the school facility unless they are headed to physical education class with their clothes inside. All backpacks, purses, and bags are to be kept in student lockers at all times between the times listed. If a student does need to carry a bag, purse, or backpack for any reason, the student will need to have approval by administration. Items may be confiscated and turned into the office. Detention may be assigned for repeated offenses.

CELL PHONES/ ELECTRONIC DEVICES

(Policy 5136 - PERSONAL COMMUNICATION DEVICES)

"Personal communication devices" ("PCDs") as used in this policy are defined in Bylaw 0100.

Students must follow the school rule regarding use of PCDs during the school day, at school-sponsored activities, and while on District property. This typically will include not using PCDs during class time, as the District has provided technology to students where appropriate for reaching established educational goals. Students who use PCDs while on District property, outside of the school day, must follow all rules and guidelines of the Student Technology Acceptable Use Policy 7540.03. During emergencies, the District may require PCDs and/or other student-owned technology to be turned off so emergency networks are not overwhelmed.

Students will be allowed to use cell phones during the lunch period and during passing periods. Cell phones will not be allowed at any other time during the day, unless authorized by a staff member. Students who choose to use these devices to call or text at inappropriate times may have them confiscated and consequences issued.

ELECTRONIC LISTENING DEVICES

Students may listen to personal devices during non-class time, or during class with expressed teacher permission. For safety, it is recommended that only one earpiece be worn during passing periods. If music can be heard by surrounding people, it is considered too loud and distracting; students will be asked to lower the volume. It is at each teacher's discretion when and if personal listening devices may be used during class. Students must abide by each teacher's classroom policy. Devices may be confiscated if procedures are not followed. Continued infractions will be referred to the office.

MISUSE OF ELECTRONIC DEVICES

Students using personally owned electronic devices are subject to the same guidelines for appropriate behavior and use as they are with school-owned electronics. Specifically, students who use electronic devices during the school day or while on school property at any time, or at school-sponsored events, may not possess or share with others any form of illegal data, including pornography.

Students may not use the media for the purpose of intimidation or threat toward others. Students may not use electronics for the purpose of tampering with the operation of or information stored on any other computer or electronic device that belongs to another individual or to the School District of Elkhart Lake-Glenbeulah.

Students violating this policy will be subject to disciplinary action, which can include suspension or expulsion. Parents will be notified in all situations, and police may be involved for severe instances. The electronic device involved may be confiscated from the student. It will be returned to the parent or turned over to the police in severe cases.

DAMAGE AND THEFT

Damage or theft of the property of teachers, other students, or the school district will result in suspension and full restitution. The student may be referred to the Sheboygan County Sheriff's Department.

STUDENT BEHAVIOR ON SCHOOL BUSES

Once a child boards the bus -- and only at that time -- does he or she become the responsibility of the school district. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day. In view of the fact that the bus is an extension of the classroom, the administration shall require children to conduct themselves on the bus in a manner consistent with established standards of behavior as outlined in the bus policy. In cases when a child does **not** conduct himself/herself properly on a bus, it should be brought to the attention of the Administration by the bus driver. Students who become a serious disciplinary problem on the school bus may have their riding privileges suspended. In such cases, the parents of the students involved become responsible for seeing that their children get to and from school safely.

VIOLATIONS OF THE BUS RIDING RULES SHALL BE TREATED AS FOLLOWS:

First Step – Verbal or written warning to students. Severity of the violation may necessitate immediate application of penalties set forth in the second and third steps.

Second Step -Verbal or written warning to students and parents. Severity of the violation may necessitate immediate application of penalties set forth in the second and third steps.

Third Step - Written warning to parents and students. Administrator may assign appropriate discipline. Parent conference should be scheduled. Severity of the violation may necessitate immediate application of penalty set forth in the third step.

Fourth Step - Students may be suspended from riding for a period up to five (5) days and parents will be notified of each case by the Principal. A written warning will be sent that further discipline problems may result in total suspension from riding a bus.

Fifth Step - Suspension from riding for a determined amount of time.

LUNCHROOM POLICY

If a student's behavior in the cafeteria requires a supervisor to remove the student, the following consequences may be issued:

First Offense – One (1) day out of the lunch room;

Second Offense – One (1) week out of the lunch room;

Third Offense – Two (2) weeks out of the lunch room, one (1) day suspension, and parental notification;

Fourth and Subsequent Offenses – loss of lunch room privileges for the remainder of the semester, or at least nine (9) weeks.

SCHOOL RULES AND CODES

The following acts are unacceptable and subject to disciplinary action in Elkhart Lake-Glenbeulah High School, on school buses, and at any school-sponsored activity. Listed after each act are possible disciplinary actions for that act. **This does not imply or require**

that a "step-by-step" progression of increasing severity be employed in dealing with violations. However, there shall be a logical relationship between the severity of the offense and the disciplinary action taken.

It is understood that the rules for student conduct are not all inclusive. The administration shall take such action as necessary to ensure the positive and productive educational climate of the school. Action may be taken with respect to any offense which interferes with the orderly conduct of the school or which impairs the well-being of the school.

Chronic Lack of Supplies - Repeatedly reporting to class lacking necessary materials such as books, physical education attire, or other class supplies. **Actions:** Teacher assigned detention may be issued. After repeated violations students may be referred to the office for refusal to participate in class. **See permanent removal from class consequence.**

Inappropriate Personal Property – Any personal property that is not deemed by staff or administration to be necessary in the educational environment is prohibited. **Actions:** Material will be confiscated. Depending on the material, it may or may not be returned to the student and/or parent. Students may be sent to the office for refusal to turn over the item(s). Detention may be issued and parents may be contacted.

Refusal to Follow Instruction or Teacher Directive - Failing to comply with a proper and authorized direction or instruction of a staff member. **Actions:** Teacher assigned detention may be issued. Repeated refusal may result in a student being sent to the office. Parent conference may be scheduled.

Classroom Disruptions - Behaving in a manner which disrupts or interferes with educational activities. **Actions:** Teacher assigned detention may be issued. Students may be sent to the office for repeated offenses or a major disruption. Detention or in-school suspension may result. Parents may be contacted.

Stealing - Taking property belonging to the school or any individual or group without prior permission. **Actions:** Police intervention. Possible restitution may have to be paid. In-school/out-of-school suspension and possible expulsion.

Fire/Bomb Threat - Reporting a fire or bomb threat to a school or emergency official without reasonable belief that a fire exists or bomb is present is a violation of school rules and law. Setting off a fire alarm when there is no fire is also against school rules and a violation of law. **Actions:** Police intervention; federal offense - expulsion.

Property Damage - Maliciously and intentionally causing damage to school property or the property of others. This includes situations of minor damage which can be repaired at no cost to the school district. **Actions:** Detention. In-school/out-of-school suspension. Possible expulsion. Restitution.

NOTE: Final determination of consequences for violations of rules and expectations will be determined on a case-by-case basis by administration.

POSSIBLE CONSEQUENCES FOR VIOLATIONS OF SCHOOL RULES AND CODES

Student Conference/Warning -- A meeting with the student, teacher, and/or administrator is held to discuss the student's misbehavior and ways of correcting behavior and improving overall achievement.

Parent Contact -- Depending on the violation, a student's parent may be contacted by telephone or mail to inform the parent of the violation and the student's attitude during a conference to elicit parent support for correcting the unacceptable behavior.

Parent Conference -- The Principal, counselor, or teacher may request a parent conference, with or without the student present, to ensure parent understanding of the student's academic and/or behavior problem and to mobilize a cooperative effort to correct the difficulty.

Temporary Removal From Classroom - If a teacher finds it is necessary, a student may be sent to the office from a classroom. A student may be removed for disruptions that interfere with teaching and learning, swearing, endangerment, or repeated refusal to follow teacher direction. **IF REMOVED, THE STUDENT IS TO REPORT TO THE SCHOOL OFFICE IMMEDIATELY.** To be reinstated in the class, the student must confer with a school administrator and the teacher if appropriate. If a student is removed from class and a referral is submitted to the office a parent phone call is required by the teacher.

Teacher Assigned Detention - Detention(s) may be assigned by teachers for violations. Detentions may be assigned before school, during lunch, or after school. This decision is up to the teacher assigning the detention. These detentions will be served with the teacher who assigned the detention. Failure to serve a teacher assigned detention will result in a referral to the office and an in-school suspension.

Office Assigned Detention – Detentions may be assigned during lunch, before school, or after school. The decision as to the time of the detention will be determined by the nature of the offense. Failure to serve an assigned detention will result in an in-school suspension.

In-School Suspension - A student is assigned to the ISS room (located next to the office) during the regular school day under the supervision of a staff member. The student may not attend his/her regular classes. The student will be expected to complete school assignments. No sleeping, talking, or leaving without permission. Upon entrance to the ISS room a student is required to place all electronic devices in the basket provided. Students will be given cafeteria privileges under the direction of a supervisor and will eat lunch in the ISS. The absence will be listed as excused, and the student will be given an opportunity to make-up his or her work for that day. Failure to comply with the ISS rules will result in an out-of-school suspension for the remainder of the day and the entire following school day.

Out-of-School Suspension - A student assigned an OSS is placed under the supervision of the parents or guardians during the period of suspension. A suspended student is not to appear on school property during the period of suspension and cannot participate in or attend any school-sponsored activities. The absence will be listed as excused and the student will be given an opportunity to make up his or her class work for that day.

Suspensions from school or classes cannot last longer than five school days unless an expulsion notice has been sent, in which case, a suspension may last up to fifteen school days. After five days of suspension, a student is entitled to return to school. Prior to any suspension, the pupil shall be advised of the reason for the proposed suspension. The parent or guardian of the suspended minor pupil shall be given prompt notice of the suspension and the reason.. Within five (5) school days following commencement of a suspension, the suspended pupil, or the parents or guardian may have a conference with the district administrator or his designee who should be someone other than a school administrator in the suspended pupil's school.

Class Suspension - A student may be prohibited by administration from attending a particular class for one to three days due to misconduct in that particular class.

Permanent Removal from Class – A student who is removed three (3) times from the same class for major violations of learning environment rules MAY result in the student’s removal from the class for the remainder of the semester. If removal occurs, a failing grade will be entered for the class. A student removed permanently from class will be assigned to an online class for the remainder of the semester.

Suspension From Participation in Outside of School Activities - A student can be denied the privilege of participation in extra-curricular or outside-of-school activities.-

Community/School Service – Students may be required to do some type of school service in lieu of detention or suspension time. This might be picking up trash from the school grounds, assisting with after school cleaning with the custodial staff, etc.

Referral to Counselor, School Social Worker, School Psychologist, or Chemical Assistance Program Coordinator -- The student may be referred to one of the listed professionals to seek help for the student in correcting misbehavior. If there is some evidence that student behavior is adversely affected by the use of alcohol or drugs, a referral will be made to the Chemical Assistance Program Coordinator.

Financial Settlement - Students and/or parents will be expected to pay for damage done by the student to either school property or materials. In addition, if a theft has occurred the student may be required to pay restitution.

Contract with Student -- An agreement may be written listing steps to be taken by the student to improve behavior. The agreement will list the provisions to be followed by the student and the consequences that will occur should any subsequent violations occur.

Referral to Police or Juvenile Authorities - If a student's misbehavior is such that a violation of the law is involved, police or juvenile authorities may be contacted by the Principal, or a designated representative. Every reasonable attempt shall be made to notify parents at the same time police or juvenile authorities are called. If the officer indicates that he/she is arresting the pupil, with or without a warrant, that officer shall have complete jurisdiction and responsibility in the matter, and the Principal, or a designated representative shall not interfere with the pupil's removal from the building. It is expected that the contact with the pupil shall be arranged in a manner to make it as unobtrusive as possible.

Expulsion Recommendation - School administrators will follow the procedures outlined in the Elkhart Lake-Glenbeulah Public Schools, Board of Education Policy. A copy of this policy is available in the high school Office

SCHOOL CLUBS, ATHLETICS AND ORGANIZED ACTIVITIES

All students are strongly encouraged to participate in activities outside the classroom. The music department, club programs, and athletics are some of the many ways students can be involved in the school. All clubs and organizations are open to both boys and

girls. No form of humiliating, initiation, or any hazing is permitted.

FUND RAISING

Every effort will be made to space fundraising over the course of the school year. Any organization that would like to raise funds must obtain approval from the Board of Education at the beginning of each school year.

SCHOOL FUNDS

Funds that are raised as part of a club or organization belong to that club or organization. No fundraising will be done or expenditures made without the permission of the advisor and principal. Funds may be used only for the purpose of educational growth or for the benefit of the school community

SCHOOL SPONSORED EVENTS

For any school sponsored event such as celebratory events, homecoming, recognition events, prom, etc... Whether it be held on school property or an outside venue, school administration will determine the parameters for student participation. (Homecoming and Prom Court Selection is specifically outlined below)

SCHOOL SOCIAL EVENTS

The activity committee or class officers shall make arrangements with the advisor when scheduling or planning any class, school event or activity. Events must be scheduled at least one week in advance. Guests of Elkhart Lake-Glenbeulah High School students must be registered in the office prior to a school sponsored dance. Guests must be at least of high school age and under the age of 21.

HOMECOMING/PROM COURT

The Student Council sponsors Homecoming. Traditionally the Homecoming Court has been selected from the Senior class members who participate in a fall sport (football, volleyball, cross-country, boys' soccer, girls' swimming/diving, and cheerleading) a minimum of 2 years.

Prom is sponsored by the Junior class. Traditionally the Prom Court has been selected from the Junior class and the King and Queen are voted on by the entire student body.

Students selected to participate on either Homecoming Court or Prom Court must be in Good Standing. Good Standing means: passed all classes (previous quarter or made up in summer school if offered); has not reached Step 1 of our alternative placement process (4 referrals) ; has not reached Step 2 of our Academic Honesty policy (same year); has not reached level 3 of our bullying/harrassment policy, maintaining regular school attendance, which includes or is not limited to excessive tardies (ELGHS attendance policy); all detentions and suspensions made up. In addition, there must be no active athletic code violations or past felony convictions.

ATHLETICS

Athletic Opportunities

The interscholastic athletic program at Elkhart Lake-Glenbeulah High School offers many students an opportunity to receive valuable instruction and to compete with students from other schools in a number of sports. The students at ELGHS have the opportunity to participate in a variety of interscholastic programs.

ATHLETIC EVENTS RULES – HOME AND AWAY

The policy on crowd behavior is designed to provide participants, officials, and spectators with respect and to ensure their safety. We believe that the following rules will assist in meeting that goal.

- All fans are expected to stay in the designated event areas during the extra-curricular event. Children must be monitored by their parents during the event.
- Abusive language, gestures toward officials, participants, and spectators is prohibited
- Any cheers that ridicule, insult, or use profanity and noisemakers are prohibited.
- Signs, banners, and pennants are subject to WIAA and school guidelines.
- Students are allowed to enter school events at 3:40. Students will be allowed to stay after school to wait for the event with supervision in the cafeteria but will need to sign up in the office.

ATHLETIC PHYSICALS

The school district requires that each student participating in interscholastic athletics must have a physical examination every other year. Either the official W.I.A.A. Athletic Permit (physical examination), signed by the examining physician, the student's parent and the student or the Alternate Year Athletic Permit, signed by the student's parent and the student, must be on file in the school office prior to the student's first practice.

A fee is assessed to participate in each sport. Must be paid prior to starting practice. **Students will not be allowed to practice/participate until the fee is paid.**

CO-CURRICULAR CODE (WIAA/Elkhart Lake-Glenbeulah Co-Curricular Code)

Students who are involved in co-curricular activities tend to demonstrate behavior that is more positive and improves classroom performance. These activities are designed to help students become well-rounded mature adults. These activities provide mental, social, and physical challenges.

CODE VIOLATIONS

A student is required to follow all district policies and school policies and regulations, including the school's code of conduct at all times, during school hours and at school sponsored events.

TRAVEL

Students selected to travel out of the District for a co-curricular event must travel to and from the event with the other participants via transportation designated by the coach. Students who fail to travel to the event on the transportation provided by the school district may not use their own private transportation and then participate in the activity. In the event of extenuating circumstances, unless special arrangements are made with school administration approval, students **must use** the mode of transportation provided by the district when returning from a school-sponsored event unless parents/guardians have made arrangements prior to the event.

SPORTSMANSHIP

It is expected that students who participate and those who attend school events will display the highest level of sportsmanship at all times. All conference and WIAA rules will be followed by student athletes and their coaches/advisors. All student athletes and fans are expected to be respectful in all of their interactions with others while at the event.

EQUAL OPPORTUNITY PARTICIPATION

All programs and activities follow the district's policies of nondiscrimination. No person shall, on the basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability, be excluded from participation in, be denied the benefits of, or otherwise be discriminated against regarding any program or activity.

AGE MAJORITY

Any student who has reached the age of majority (eighteen) will be subject to the following provisions and consequences. As we believe behavior, attendance, and responsibility are imperative to continued school success, we have in place the following agreement between our eighteen year old students and the administration of the high school. *This agreement is put in place via signed contract by administration when deemed necessary for eighteen year old students.*

This agreement will be based upon the following terms:

1. State statute and school policy allow up ten (10) excused days per school year.
2. No unexcused absences will be allowed. If you are out for illness or an emergency you must notify the school the day of the absence. You may be required to provide a medical excuse for these days.
3. You may not leave the school for any reason without checking out in the office before leaving.
4. You may not leave school during the lunch period. This includes being in the parking lot for any reason.
5. No more than five instances of tardiness to school or class will be allowed or progression to the next step will occur.
6. No skipped detentions or progression to the next step will occur.
7. No disciplinary issues that require administrative attention.

The following consequences will be used if a violation of the above provisions occurs:

- Loss of honors study hall privileges for the remainder of the year.
- No participation in the student recognition night
- No participation in the senior class trip
- No participation in scholarship night
- Meeting before the Attendance & Truancy Board - further attendance provisions will be determined at this meeting.
- No participation in graduation ceremony.
- Students will be un-enrolled and deactivated as a student at Elkhart Lake - Glenbeulah High School.

WORK OPPORTUNITIES FOR STUDENTS

STUDENT WORK EXPERIENCE OPPORTUNITIES

Opportunities for work experience during the school day through the Youth Apprenticeship and co-op programs are available to qualifying students. Students who are interested in pursuing any of these programs should contact the School-to-Work Coordinator.

WORK PERMITS

In order for a student who is under 18 to work legally, a work permit is required. The requirements for Child Labor and Street Trades Permits are:

1. Proof of age – Birth Record or Baptismal Record. Birth records may be obtained from the Register of Deeds in the county of birth. Baptismal records may be secured from the pastor of the church in which the baptism took place.
2. Letter from the employer stating the intent to employ the minor along with the job duties, hours of work, and time of day the minor will be working.
3. Letter from the minor's parent, guardian or court-ordered foster parent while the minor is under their care and supervision consenting to the employment. As an alternative, the parent, guardian, or foster parent may countersign the employer's letter.
4. The minor's social security number.
5. Statutory permit fee is \$10.00. The employer is required to pay the permit fee. If the minor advances the fee, the employer shall reimburse the minor not later than the minor's first paycheck.
6. School address minor attends or school district.
7. Ages 12-13 years may be employed only as caddies, in agriculture, domestic service, street trades, school lunch programs, or for a parent/guardian who owns the business.

WORK RELEASE

Wisconsin's compulsory attendance law allows a school attendance officer to excuse a student's attendance at school for up to one non-instructional period each day. 11th and 12th grade students are eligible for this consideration under guide-lines set forth in the work release permit form available in the high school office. More hours may be granted on a case-by-case basis with administrative and parent approval.

CHILD ABUSE OR NEGLECT (REPORTING OF)

Any employee of the School District who, during the course of performing his/her professional duties, has reasonable cause to suspect that a student has been subjected to abuse or neglect, are required by law as mandatory reporters to report the abuse or neglect immediately. Neglect or abuse refers to harm to a student's physical, psychological or intellectual functioning which is exhibited by severe anxiety, depression, withdrawal or outward aggressive behavior, actual physical evidence, production of methamphetamines in the presence of a child or a combination of the above symptoms caused by the student's parent/guardian, legal custodian or other person..

REPORTING OF CHILD ABUSE OR NEGLECT PROCEDURE

The report of suspected abuse or neglect shall be made to the appropriate County Department of Health and Family Services immediately. Persons reporting suspected student abuse or neglect shall be immune from any legal action from such reporting. The identity of the person making such a report shall be kept confidential in accordance with Wisconsin Statutes. Failure of mandatory reporters to report student abuse or neglect may result in prosecution under state statutes. Investigation of suspected student abuse or neglect shall be done by the Department of Social Services or by police investigators. (Board Policy 8462)

PUBLIC NOTIFICATION OF NON-DISCRIMINATION POLICY

It is the policy of the School District of Elkhart Lake-Glenbeulah that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, co-curricular, pupil service, recreational, or other program or activity because of the person's sex, race, color, national origin, ancestry, creed, pregnancy, marital, or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s. 115.28 (31), 118.13, 947.013, and 947.0125 Wis. Stats., PI 9 and PI 41. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Individuals with Disabilities Education Act, Civil Rights Act of 1991 and the McKinney – Vento Homeless Assistance Act. The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the School District of Elkhart Lake-Glenbeulah..

NON-DISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES (policy 2266)

Introduction

The Board does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The

Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits sexual harassment that occurs within its education programs and activities. When the District has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating sexual harassment and will take appropriate action when an individual is determined responsible for violating this policy. Members of the School District community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. Third parties who engage in sexual harassment are also subject to the disciplinary sanctions listed in this policy. The Board will provide persons who have experienced Sexual Harassment ongoing supportive measures as reasonably necessary to restore or preserve access to the District's education programs and activities.

Coverage

This policy applies to sexual harassment that occurs within the District's education programs and activities and that is committed by a Board employee, student, third-party vendor or contractor, guest, or other members of the school community.

This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the Board's education programs and activities; such sexual misconduct/sexual activity may be prohibited by the Student Code of Conduct if committed by a student, or by Board policies and administrative guidelines, applicable State and/or Federal laws and/or Employee Handbook if committed by a Board employee.

Consistent with the U.S. Department of Education's implementing regulations for Title IX, this policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the District's education programs or activities. Sexual harassment that occurs outside the geographic boundaries of the United States is governed by the Student Code of Conduct if committed by a student, or by other applicable Board policies and administrative guidelines, applicable State and/or Federal laws and/or Employee Handbook if committed by a Board employee.

Complaints alleging sexual harassment and/or discrimination on the basis of sex are also covered by and subject to the investigation procedures in Board Policy 5517 - Student Anti-Harassment. Complaints not covered by this policy may still be governed by and subject to the procedures in Policy 5517 - Student Anti-Harassment.

TITLE IX

Title IX prohibits all forms of sex discrimination in federally funding education programs: No person in the United States shall, on the basis of sex, be excluded from the participation in, be denied the benefit of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance. U.S. C. § 1681 (a).

If a student believes there has been a violation of actions under Title IX, specifically sex discrimination or sex-based harassment, the student is to contact one of the District's Title IX Coordinators for assistance and support. The Districts has designated the following individuals as its Title IX Coordinators:

Dr. Jeanne Courneene - Middle School Principal
251 East Maple Street
Elkhart Lake, WI 53020
jcourneene@goresorters.com
(920) 876-3307

Mr. Ryan Faris - High School Principal
201 North Lincoln Street
Elkhart Lake, WI 53020
rfaris@goresorters.com
(920) 876-3381

RELIGION IN THE CURRICULUM - Policy 2270

As a public entity, the District must comply with the U.S. Constitution's First Amendment requirement that the District neither establish religion in the schools nor prohibit students' free exercise of religion according to pertinent interpretation and application of those Constitutional provisions by the Courts. Accordingly, no Board employee will promote religion in the classroom or in the District's curriculum, or compel or pressure any student to participate in devotional exercises. Displays of a religious character must conform

with Policy 8800. Instructional activities shall not be permitted to advance or inhibit any particular religion or religion generally. Teachers shall forward requests for religious accommodation in instruction to the Principal.

Accordingly, no student shall be exempted from completion of a required course of study on the grounds that components of the instruction interfere with the free exercise of his/her religion. However, if after careful personal review of the program's lessons and/or materials, a parent indicates to the school that either the content or activities conflict with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from particular class periods for specified reasons.

Complaints by students or the public regarding any such course of study will be handled in accordance with Board Policy 9130.