



SPASH Student Handbook

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Prepare Each Student To Be Successful

Nondiscrimination Statement

The Stevens Point Area Public School District does not discriminate on the basis of race, color, national origin, ancestry, marital status, pregnancy, parental status, arrest or conviction record, membership in the military reserve, religion, political beliefs or affiliations, citizenship, use or nonuse of lawful products off school premises during non-working hours or any other factor prohibited by law. Discrimination on the basis of age, sex or other requirements constitutes a bona fide occupational qualification necessary to the proper and efficient operation and administration of the school district. The Director of Student Services is the district's compliance officer, Caleb Feidt. If you have concerns, please call 715-345-5454.

Equal Access

If a program or service is scheduled or available only in a location which is inaccessible due to a disability, reasonable steps will be taken to relocate the program or service to an accessible location to afford a qualified individual with a disability an equal opportunity to participate in and enjoy the benefits of the programs and services provided by the district. The person(s) making the request to relocate the program, service or activity must provide advance notification of the inaccessibility and advance request for reasonable steps to be taken must be made.

Primary consideration will be given to the request of a qualified individual with a disability unless another equally effective accommodation is available, or relocation would result in a fundamental alteration of the program, service or activity, or an undue financial or administrative burden.

Notification of inaccessibility and requests for the relocation of programs or services should be directed to:

Chris Budzinski
Director, Buildings and Grounds
(715) 345-5433
cbudzins@pointschools.net

This handbook contains guidelines but is not intended to be all-inclusive. Additional rules and procedures or revisions of existing school rules will be announced to students as they become effective throughout the school year.

SPASH Daily Schedules

Monday	Tuesday	Wednesday	Thursday	Friday
1st Period 7:35 AM - 8:27 AM	1st Period 7:35 AM - 8:27 AM	Teacher PLCs 7:35 AM - 8:25 AM	1st Block 7:35 AM - 9:00 AM	1st Period 7:35 AM - 8:27 AM
2nd Period 8:32 AM - 9:24 AM	2nd Period 8:32 AM - 9:24 AM	Advisory 8:30 AM - 9:00 AM		2nd Period 8:32 AM - 9:24 AM
3rd Period 9:29 AM - 10:21 AM	3rd Period 9:29 AM - 10:21 AM	2nd Block 9:05 AM - 10:30 AM	3rd Block 9:05 AM - 10:30 AM	3rd Period 9:29 AM - 10:21 AM
4th Period 10:26 AM - 11:21 AM	4th Period 10:26 AM - 11:21 AM			4th Period 10:26 AM - 11:21 AM
5A Class Period 11:26 AM - 12:18 PM	5A Class Period 11:26 AM - 12:18 PM	Student PLT 10:35 AM - 11:15 AM	Student PLT 10:35 AM - 11:15 AM	5A Class Period 11:26 AM - 12:18 PM
5E Lunch Period 11:26 AM - 12:06 PM	5E Lunch Period 11:26 AM - 12:06 PM	Lunch 11:20 AM - 12:00 PM	Lunch 11:20 AM - 12:00 PM	5E Lunch Period 11:26 AM - 12:06 PM
5B Class Period 12:11 PM - 1:03 PM	5B Class Period 12:11 PM - 1:03 PM	4th Block 12:05 PM - 1:30 PM	5th Block 12:05 PM - 1:30 PM	5B Class Period 12:11 PM - 1:03 PM
5F Lunch Period 12:22 PM - 1:03 PM	5F Lunch Period 12:22 PM - 1:03 PM			5F Lunch Period 12:22 PM - 1:03 PM
6th Period 1:08 PM - 2:00 PM	6th Period 1:08 PM - 2:00 PM	6th Block 1:35 PM - 3:00 PM	7th Block 1:35 PM - 3:00 PM	6th Period 1:08 PM - 2:00 PM
7th Period 2:05 PM - 3:00 PM	7th Period 2:05 PM - 3:00 PM			7th Period 2:05 PM - 3:00 PM

**Announcements are read daily at 10:26 AM.*



ACADEMIC HONESTY

SPASH regards academic honesty as a cornerstone of its educational mission. It is expected that all schoolwork submitted for the purpose of meeting course requirements represents the original efforts of the student. This includes, but is not limited to: test taking, homework, class assignments, and the original creation of essays, compositions, term papers and scientific research. If such is not the case, then the student has demonstrated unacceptable academic behavior and is subject to disciplinary action. Administrators, teachers, students and families are all important contributors to the upholding of academic integrity in our school.

Plagiarism is defined as copying/stealing and passing off as one's own the ideas or words of another, using someone else's created production without crediting the source, or committing literary theft. Examples include (but not limited to) the following:

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- Turning in a paper retrieved from an internet source as one's own.
- Using another student's work in whole or part and handing it in as one's own.
- Using information from an encyclopedia, book, textbook, web site, database, etc., without citing the source.
- Using another person's idea, opinion, or theory without citing the source.
- Using any facts, statistics, graphs, drawings, pictures, sounds or other pieces of information which you found from any source that is not common knowledge, without citing the source.
- Using quotations of another person's actual spoken or written word without citing the source.
- Paraphrasing (putting into your own words) another person's unique ideas, spoken or written, without citing the source.
- Using online translators for assignments and assessments.
- The use of AI language models like ChatGPT (or others) to generate content for academic assignments is strictly prohibited unless approved by the classroom teacher.

Many institutions of higher (post-high school) education penalize plagiarism with student expulsion. Therefore, in the interest of our students' future education, as well as the school's part in the personal development of students, the SPASH policy on plagiarism is outlined below:

- When plagiarism is found to have taken place, the student may be allowed to rewrite the assignment according to teacher specifications. The student's grade on the rewritten assignment will be no higher than a 70%. Failure to rewrite the assignment will result in a zero for that assignment. A second plagiarism offense will result in a zero with no opportunity for a rewrite.
- A student may be subject to loss of junior/senior release privileges.

Teachers will provide written documentation of the plagiarism and will use the following procedure:

1. Discussion with the student
2. Teacher will contact parent/guardian
3. Documentation in Next Path regarding the incident
4. Principal's referral to co-curricular coaches/advisors and National Honor Society as applicable

ACADEMIC OVERVIEW

Related School Board Policies:

- [Policy 5460 - Graduation Requirements](#)

Letter Grades

Letter grades are given a number value. Weighted grading has been approved for all Advanced Placement courses and some courses taken under the Early College Credit Program (ECCP). The amount of grade-point weight applied to these courses will be .33. This will apply only to students who achieve a grade of C+ or above in courses that are eligible for weighted

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grades. For ECCP, the subject areas that the weight of .33 applies to includes: English, Math, Science, Social Studies and World Language. Please note that students will receive 0.25 credit at SPASH for every 1.0 credit class taken through ECCP or Start College Now through Mid-State Technical College. For example, a 4.0 credit class taken through UW-Stevens Point or Mid-State Technical College will be equivalent to 1.0 credit on the SPASH transcript.

Grade	GPA Value	Weighted Value
A	4.00	4.33
A-	3.70	4.03
B+	3.30	3.63
B	3.00	3.33

Grade	GPA Value	Weighted Value
B-	2.70	3.03
C+	2.30	2.63
C	2.00	2.00
C-	1.70	1.70

Grade	GPA Value	Weighted Value
D+	1.30	1.30
D	1.00	1.00
D-	0.70	0.70
F	0.00	0.00

Grading Scale

Grade	Grade %
A	93.0 - 100
A-	90.0 - 92.99
B+	87.00 - 89.99
B	83.0 - 86.99

Grade	Grade %
B-	80.0 - 82.99
C+	77.0 - 79.99
C	73.0 - 76.99
C-	70.0 - 72.99

Grade	Grade %
D+	67.0 - 69.99
D	63.0 - 66.99
D-	60.0 - 62.99
F	0 - 59.99

Graduation Requirements

4.0 credits	<p>English</p> <ul style="list-style-type: none"> ● 1.0 credit English 9 ● 0.5 credit writing ● 0.5 credit literature ● 1.0 credit English 10 ● 0.5 credit speech/debate ● 0.5 credit elective
3.0 credits	<p>Social Studies</p> <p>*All graduates will need to pass a civics assessment to graduate.</p> <ul style="list-style-type: none"> ● 1.0 credit Civics/AP Government ● 1.0 credit US History/AP US History ● 0.5 credit Intro to Diversity Studies / Social Problems / WRA ● 0.5 credit elective (senior year)

3.0 credits	Science <ul style="list-style-type: none"> • 1.0 credit Environmental/Physical Science • 1.0 credit Biology • 1.0 credit elective
3.0 credits	Mathematics
1.5 credits	Physical Education (1.5 credits over 3 school years)
.5 credits	Health
.5 credits	Personal Finance
.5 credits	Fine Arts (Art Department, Music Department or Drama in the English Department)
.5 credits	Career & Technical Education (Agriscience, Business & Marketing, Family & Consumer Science, Computer Science, or Technology & Engineering Education)
7.0 credits	Electives
23.5 credits	Total credits required to graduate

Student Course Load

To complete the twenty-three and one-half (23.5) minimum credits, students should enroll in no fewer than the minimum loads indicated below and be in an activity approved by the school board each period of each school day.

The minimum class loads for each semester are as follows:

Seniors	5.0 credits
Juniors	6.0 credits
Sophomores	6.0 credits

Course Selection & Changes

Course selection is a critical component for students' ability to stay on track for graduation and to explore and plan for future careers. SPASH creates a master schedule and teacher staffing based on students' selections. Following registration, all students in grades 9-11 will be mailed a course verification confirmation late in the second semester. Courses should be reviewed carefully by both a parent/guardian and the student. Any requested corrections must be submitted by the noted deadline.

Course Drop Policy:

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- Days 1-5: no penalty
- Days 6-15: "W" or withdrawal that doesn't impact the grade point average but will be recorded on the transcript
- Day 16 and after: "F" will be recorded on the transcript and factored into the grade point average

Course Change Requests may only be granted for students with:

- Medical reasons impacting the need for the change
- Computer error in their schedule (e.g. missing a class period)
- Two study halls in one semester and none in the other
- A schedule that is below the required amount of credits (6.0 credits: sophomores and juniors and 5.0 credits: seniors)
- IEP or 504 Plan that requires modifications to be made
- A class that is needed as a graduation requirement
- Failure to meet a prerequisite
- A course on their schedule that was completed in summer school
- Conflict with an Early College Credit Program course or Start College Now course

Note to seniors planning on attending a 4 year college: Prior to requesting a schedule change, you need to get permission from all colleges/universities that you applied to so that this change will not impact your admissions status. Universities have informed us that if you have received your acceptance and you change your schedule without their permission, they may rescind your acceptance.

"W" - Withdraw

A "W" grade indicates that a student has dropped a class after the start of the semester. A student may withdraw from a class only if permission is granted by the parent. Up to the end of the third week of classes for any semester, a "W" will appear on a student's grade report for any class(es) dropped. After the third week of classes all class drops will be indicated on the student's grade report and permanent record (official transcript of grades) as an "F" grade unless there are extenuating circumstances.

"I" - Incomplete

When a student's work in a class is not completed and the instructor extends the time to complete the work an "I" grade will be issued. An "I" grade indicates an opportunity to complete work due to extenuating circumstances. The incomplete indicates a student is still in good standing academically. Incomplete grades are not issued for students, who have been tardy to class, absent from class participation for unexcused reasons, not doing satisfactory work, or not putting forth reasonable effort. Incompletes must be made up prior to granting junior/senior release privileges.

If a teacher issues an "I" incomplete grade, the student must make up the work and the "I" must be removed from the student's transcripts within two weeks of the end of the quarter. All seniors must complete incomplete coursework by the ceremony rehearsal.

Repeating High School Courses

It shall be the policy of the District that any enrolled full-time high school student be afforded the opportunity to retake courses, in accordance with the following:

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- A student who repeats a failed class, whether during the school year or summer school, may earn a passing grade and credit with successful completion of the repeated course. The original failing grade as well as the passing grade will appear on the student's transcript. The new passing grade will be factored into the student's cumulative grade point average (GPA) instead of the failing grade.
- A student who wishes to repeat a passed class where a grade of C+ or lower was earned, may do so with the intent of improving his/her grade. The higher grade will be used in calculating a student's GPA; however, both grades will remain on the transcript. Credit will not be earned again for completing the repeated course, since the student already passed the class.

Commencement

Graduation is the culminating experience of a student's academic career at SPASH. Participation in commencement exercises is optional. Students are to complete all graduation requirements to participate in commencement exercises.

1. Students must earn or accumulate at least 23.5 credits by commencement rehearsal.
2. Students must be in attendance at graduation rehearsal. If a student is not in attendance and did not get prior administrative approval to miss rehearsal, the student may not participate in graduation.
3. The Principal will meet with students in the spring to talk about the expectations for graduation.
4. A student may be denied participation in graduation activities for disciplinary reasons and/or for non-payment of fees.

Tickets will be distributed for attendance at graduation. The number of tickets distributed per student will be determined in the spring and will be based upon the number of graduating seniors. The graduating student will pick-up the tickets from the main office.

Early Graduation

Students who satisfactorily complete the graduation requirements by January of senior year may request to leave SPASH for further education or meaningful work experience. The goal of early graduation must not be based solely on the desire to leave school before the May graduation date. Students who plan to graduate early must:

1. Consult with their counselor early to determine required courses for their academic plan
2. Receive parent approval
3. Complete an Early Graduation Form and submit to the principal for approval

ADDITIONAL COURSE OFFERINGS

Advanced Placement Courses

The SPASH Advanced Placement program provides students with opportunity to take courses that allow the opportunity to gain college credit. Students who participate in the AP program not only gain college-level skills, but in most cases, earn college credit while still in high school.

All AP courses at SPASH are taught by qualified high school teachers who have undergone a rigorous audit process by the College Board in order to approve their curriculum.

AP assessments are typically administered during the first two weeks of May. Exams usually last about three hours and contain multiple choice questions and a free response section. The final result of the assessment is reported on a 5-point scale and is based on a weighted combination on the multiple choice section and on the free-response section.

Each college decides which AP examination scores it will accept. A student can earn credit and/or placement at most colleges and universities in the U.S. as well as colleges and universities in more than 40 other countries. At many of these institutions, a student can earn up to a full year of college credit through a sufficient number of qualifying AP scores. Each university and college grants the placement and credit, not the College Board. Students can access AP information on each institution's website.

Students should begin early to prepare for AP opportunities by making sure that the appropriate prerequisite courses are taken. The following 19 AP courses are offered here at SPASH:

- Biology, Chemistry, Physics, Environmental Science
- Calculus, Statistics
- Computer Science
- Micro-Economics, Macro-Economics, European History, United States History,
- US Government & Politics, US Government & Politics:Comparative, Psychology
- French, Spanish, German
- Literature & Composition, Language & Composition

Early College Credit Program (ECCP) & Start College Now Program

The Early College Credit and Start College Now programs are designed to support enrollment of college courses that are not comparable to any courses offered by the school district. Students may enroll in one or more courses for high school credit and post-secondary credit. Students may not enroll in both programs during the same semester.

Students will need to meet the necessary prerequisites for taking a college level class and be responsible for maintaining good academic standing and communicating any grade/progress concerns directly to the college instructor and school counselor. If a student withdraws or fails a course, they may be responsible for reimbursing the school district. Information below provides key components for each program.

For more information please see the [Early College Credit Program/Start College Now](#) section of the SPASH Counseling Office website.

Dual Enrollment

Dual Enrollment is an actual technical college or university course, using college textbooks and materials, taught to high school students. Students simultaneously earn high school and college credit. College credits are awarded and recorded on a college transcript immediately upon successful completion of the course.

“Mid-State Dual Credit may be awarded for this course pending Mid-State’s Dual Credit approval/re-approval process. Students who complete all Mid-State requirements, and earn a grade of “C” or better on Mid-State’s grading scale can be awarded high school credit, as well as credit on a Mid-State transcript. Mid-State course requirements and grading scale may be different from that of high school courses. Students can consult with their high school teacher and/or school counselor as well as directly to MSTC with further questions about being awarded Dual Credit through Mid-State.”

ATTENDANCE EXPECTATIONS

Related School Board Policies:

- [School Board Policy 5200](#)

State law requires the Board to enforce the regular attendance of students.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy.

Parent Notification of Absence Required

The Superintendent shall require, from the parent/guardian of each student or from an adult student, who has been absent for any reason either a written or oral notification stating the reason for the absence and the time period covered by the absence. The School Board reserves the right to verify such statements and to investigate the cause of any absence. Failure to notify the school of an absence within 24 hours of the absence may result in a record of "unexcused absence".

Late Arrival and Early Dismissal

It is necessary that a student be in attendance throughout the school day, or as required by the student's virtual instruction program, in order to benefit fully from the educational program of the District. Unless excused per School Board policy, tardiness, or late arrival, occurs when a student arrives at the student's registered class location after the bell that signals the start of the class period has sounded. Unless excused, early dismissal occurs when a student leaves the student's registered class location before the bell has rung signaling the end of the class period or the end of the school day.

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Tardiness and early dismissal can occur more than once per day. Tardiness and early dismissal constitute being absent for part of a school day. Late arrivals to school must report to the North Office for a late pass.

Early Dismissal Requests

Students who require early dismissal from school for personal business, medical appointments, or other reasons must have their parent's or guardian's permission prior to leaving the building. Justifiable reasons shall be determined by the School Attendance Officer.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her. No student shall be released to anyone who is not authorized such custody by the parents.

Students who leave the building during the school day must check out at the SPASH North Office or the Security Desk.

Excused Absences

As required under State law, a student shall be excused from school for the following reasons:

- A. Physical or Mental Condition - The student is temporarily not in proper physical or mental condition to attend a school program. This excuse shall be in writing, and state the time period for which it is valid, not to exceed thirty (30) days.
- B. Obtaining Religious Instruction - To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223 - Absences for Religious Instruction).
- C. Permission of Parent - The student has been excused by their parent before the absence for any or no reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:
 - i. Illness that doesn't require a doctor's visit
 - ii. Vacations
 - iii. College visits
 - iv. Funeral
 - v. Job fairs
- D. Religious Holiday - In observance of a religious holiday consistent with the student's creed or belief.
- E. Suspension or Expulsion - The student has been suspended or expelled.
- F. Program or Curriculum Modification - The School Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.
- G. High School Equivalency – Secured Facilities - The School Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and their parent(s) agree that the student will continue to participate in such a program.
- H. Child at Risk - The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

- I. Election Day Official - A high school student, including students enrolled in private schools and students enrolled in home-based private education, age sixteen (16) or seventeen (17) is permitted to be excused to serve as an election official provided that the required criteria are met
- J. Virtual Access - The student is unable to access virtual instruction programming due to a temporary disruption in the student's access to necessary technological systems (i.e. internet outage, computer failure, software malfunction, etc.) as communicated by the student's parent.

A student may be excused from school, as determined by the School Attendance Officer, or their designee.

Make-up Course Work and Examinations

A student whose absence from school was excused shall be permitted to make-up course work when they return to school. It is the student's responsibility to contact his/her teachers to determine what coursework and assessments must be made-up. Teachers shall have the discretion to assign substitute coursework and assessments. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances.

A minimum of one day's make-up time will be allowed for each day of an excused absence. If, in the opinion of the teacher, additional time is necessary to make up the work, the teacher may extend the time.

Parent/Guardian Responsibilities Regarding Student's Absence

1. To ensure student safety, parents are required to notify the school by phone on the day of their student's absence. Calls should be made by 9 a.m., Monday through Friday.
2. Permits to Leave School
 - Parents are required to notify the school by phone on the day of the planned absence. Parents are asked to please notify the attendance office as early as possible so that the school can issue a pass to a student. Students must report to the North Office to check-out before they leave campus. Failure to check-out to leave campus will result in consequences.

Tardy

All students are expected to be in classes on time and are expected to meet the expectations of all teachers relative to tardiness, if students are more than 10 minutes late to class, they are unexcused. Tardiness results in a loss of class participation. Habitual problems will be referred to and dealt with by SPASH administration.

Students will have the following consequences if they are tardy in any combination of classes in a semester upon their:

5th Tardy: One lunch detention and parents notified

10th Tardy: Meeting with administrator, two lunch detentions, and parents notified

15th Tardy: Meeting with administrator, three lunch detentions, and parents notified

Additional tardiness will result in further disciplinary action as determined by administration.

Truancy

A student will be considered truant if s/he is absent part or all of one (1) or more days from school during which the School Attendance Officer or principal has not been notified of the legal cause of such absence by the parent of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute Sec. 118.15, Wis. Stats., will also be considered truant.

A student will be considered a habitual truant if s/he is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

Referral to Truancy Court

Truancy cases will be referred to the District Attorney as provided in the County Truancy Committee Plan. The School Attendance Officer will ensure that appropriate school personnel have done the following before any case is referred to the District Attorney:

- A. met with the student's parent/guardian to discuss the student's truancy or attempted to meet with the student's parent and received no response or were refused
- B. provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy and have curriculum modifications under State law
- C. evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems, except that the student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at grade level
- D. conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals

Note that paragraph A. is not required if the meeting between school personnel, the student, and the student's parent, which was requested in the Notice of Habitual Truancy to the parent, did not occur within ten (10) school days after the Notice was sent. Paragraphs B., C., and D. are not required if appropriate school personnel were unable to carry out the activity due to the student's absences from school.

BULLYING / HARASSMENT / HAZING

Related School Board Policies:

- [School Board Policy 2260 - Non-Discrimination](#)
- [School Board Policy 5516 - Hazing](#)
- [School Board Policy 5517 - Student Anti-Harassment](#)

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- [School Board Policy 5517.01 - Bullying](#)

HARASSMENT POLICIES

Any form of harassment is wrong. It will not be tolerated at SPASH. Harassment is taken seriously and all complaints are completely investigated. A student who chooses to harass another student or be involved in a hazing activity can expect consequences which may include:

- student contact and conference
- parent contact
- parent conference
- in-school suspension
- out-of-school suspension
- police referral
- expulsion

It is 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.

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Harassment may occur student-to-student, student-to-staff, staff-to-student. It may involve the behavior of persons with different or the same genders, races/colors, religions (creeds), national origins, and/or disabilities. The Board will investigate all allegations of harassment and in those cases where harassment is substantiated, the Board will take immediate steps designed to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation;

Filing a malicious or knowingly false report or complaint of harassment;

Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties

Definitions

Bullying

Bullying is prohibited by Board Policy 5517.01 – 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.

Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student based on one or more of the student's Protected Characteristics that:

- A. places a student in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.
- D. "Harassment" also includes "hate speech"—the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any Protected Characteristics(s).

Examples are:

- a. making statements that promote violence toward a racial or ethnic group;
- b. drawing, displaying, or posting images or symbols of prejudice (e.g., confederate flags, swastikas).

Sexual Harassment

For purposes of this policy only and not sexual harassment under Title IX, addressed in Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

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

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or

benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's physical, mental, emotional or learning disability and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Reporting Procedures

Students and all other members of the School District community, as well as third parties, are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor, or District employee or official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Students who believe they have been subjected to harassment are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with the knowledge that it is false.

Reporting procedures are as follows:

- A. Any student who believes they have 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 employee.
- B. 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 Superintendent.

- C. 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 Superintendent.
 - D. 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.
 - E. 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.
 - F. 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.
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FIELD TRIPS

[School Board Policy 2340 - Field Trips](#)

Certain courses may offer field trips which involve transportation. Students must meet all requirements with School Board Policy 2340 and abide by normal bus regulations and school behavior expectations. Students who do not participate on the field trip will attend school as normally scheduled. Parent/guardian permission must be granted for all field trips and teachers must be notified prior to the event using the form(s) provided by the school.

Students with significant academic or truancy/attendance issues may not be allowed to participate on the field trip and may be required to attend their normal class day to avoid missing additional class time.

GRADUATION & ACADEMIC AWARDS

Academic Letter Award

SPASH recognizes all students with a cumulative GPA of 3.8 or higher with an academic letter award. There is an awards program each spring to honor these high achieving students. The criteria to earn an academic letter is as follows:

1. Cumulative semester GPA must be a minimum of 3.8.
2. Courses taken must reflect a rigorous schedule throughout the student's high school career.
3. Transfer students meeting these two requirements will be eligible to receive the academic letter in accordance with the number of years the student has maintained these standards. It is the responsibility of the transfer student to

present a Letter of Request for SPASH Academic Letter eligibility to the SPASH principal outlining the details of their performance at their prior school upon enrollment.

Valedictorian

Class valedictorian status will be awarded to all students with a 4.0 GPA and above.

Scholarships

There are three main sources of obtaining scholarships. These include local, national, and post secondary institutions. Local scholarships are found on the SPASH Counseling Office or Career Center websites. Other local scholarships include those provided by the Community Foundation of Central Wisconsin. These scholarships can be found at www.cfcwi.org. and are available after December 1 of a student's senior year. National scholarships can be found on other credible sites including fastweb.com and scholarshipexperts.com. Additional scholarships may be available directly from the colleges to which students have applied. Other sources of scholarships include: civic organizations (Elks, Kiwanis, cultural leagues, etc.), private businesses, and parental affiliations (employers & labor unions). Scholarship workshops will be offered in the Career Center to students throughout the year to help with the scholarship application process.

Wisconsin Academic Excellence Scholarship

Wisconsin's Academic Excellence Scholarship is a State supported program, jointly administered by the Department of Public Instruction (DPI) and the Higher Education Aids Board (HEAB). The program offers scholarship recipients an exemption from specified tuition and fees for post high school education at eligible higher education institutions in Wisconsin.

By February 25th of each school year, the School Board will designate the appropriate number of senior(s) from the Stevens Point Area Senior High School with the highest grade point average in all subjects as scholars eligible to receive an Academic Excellence Scholarship.

The following standards must be met to qualify for the Academic Excellence Scholarships. The student and alternates must:

- A. be a resident of the United States who is either a U.S. citizen or an alien lawfully admitted for permanent residence;
- B. be a Wisconsin resident as defined in 36.27 Wis. Stats.;
- C. have achieved senior status and have been in attendance for four (4) consecutive semesters, which could include participation in a District -recognized foreign exchange program for no more than two (2) semesters, during their freshman, sophomore, junior, and senior year(s);
- D. be selected based on the Grade Point Average (GPA) on the student's official transcript as the last day of the semester which ended just prior to February 25th.

The grade point average (GPA) computation will be in accord with the School Board Policy 5430-Class Rank. In selecting the scholarship recipient(s) for the Academic Excellence Scholarship, weighted grades for seven (7) semesters will be used to compute grade point averages.

Students enrolled under full-time public school Open-Enrollment Program who qualify based on the standards identified above are eligible for the Academic Excellence Scholarship in the school they actually attend.

The designation of scholar will be awarded to the qualifying student(s) with the highest grade point average. The scholar's GPA shall be computed to as many places past the decimal point as necessary to determine a distinction between the Scholars.

In the event of a tie involving the GPAs:

1. The first tie breaker will be the ACT composite score; the scholar with the highest ACT composite score will be selected.
2. The second tie breaker will be the highest sub-score on the ACT Test; a student may select English, mathematics, reading or science to determine the highest sub-score. The next tie breaker will be the second, third and fourth highest sub-scores in that order.
3. In the event there is still a tie, a coin flip will determine the scholar.

Except for the limitation on the number of designated scholars, the faculty of the high school shall select the applicable number of seniors for designation as scholars and shall certify, in order of priority, any remaining seniors with the same remaining level of proficiency as alternates for the scholars or, if there is no remaining senior with the same level of proficiency, any remaining seniors with the next highest level of proficiency as alternates for the scholars.

Wisconsin Technical Excellence Higher Education Scholarship

Technical Excellence Scholarships are to be awarded to Wisconsin high school seniors who have the highest demonstrated level of proficiency in technical education subjects. The scholarships are only for use at a Wisconsin Technical College within the Wisconsin Technical College System (WTCS) located within the state. The value of the scholarship is up to \$2,250 per year, to be applied towards tuition. Eligibility for the TES scholarship does not exceed 6 semesters, or a total of three years. Semesters are defined as fall or spring semesters, not summer sessions or other shorter sessions.

In order to receive a TES scholarship, a student must be enrolled on a full-time basis by September 30th of the academic year following the academic year in which he or she was designated as a scholar, at a participating Wisconsin Technical College in the state. (Recipients of TES scholarships may NOT wait to claim the scholarship for one year after high school graduation, but after claiming the scholarship a student may take up to one year off from school and reclaim the scholarship upon their return to enrollment.

No student may receive both a TES scholarship and an Academic Excellence Scholarship (AES), an existing program under HEAB (Higher Education Aids Board) that was a model for the TES program.

An eligible candidate for a TES scholarship is a high school senior meeting at least one of the following criteria:

1. Be a CTE Concentrator, which is a high school student who has completed at least two (2) high school CTE courses (career and technical education courses) in program area(s). A student may be enrolled in (rather than have completed) the second course at the time of their nomination for TES.
 2. Participated in a Youth Apprenticeship Program under the supervision of the Wisconsin Department of Workforce Development (DWD).
 3. Completed (or be on track to complete) an industry-recognized certification program.
 4. Participated in a Career and Technical Student Organization (CTSO) in Wisconsin: DECA, FBLA, FCCLA, FFA, HOSA, or SkillsUSA.
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LOCKERS

The school provides lockers to students for their convenience and security. Lockers are to be used solely and exclusively for the storage of clothing and school-related materials. Lockers may not be used for any other purpose.

All lockers are the property of the School District. At no time does the District relinquish its exclusive control of lockers. Lockers may be searched as necessary or appropriate without notice, without student consent, and without a search warrant. The search may be conducted by a district administrator, a building principal, an assistant principal, a police school-liaison officer, or a school employee designated by the district administrator or building principal.

Any unauthorized item found in the lockers may be removed. Items removed from the lockers may be held by the school for return to the parent(s)/guardian of the student, retained for disciplinary proceedings, or turned over to law enforcement officials. The parent/guardian of a student shall be notified of items removed from the lockers and that items may be turned over to law enforcement officials.

While lockers remain the property of the District, students may decorate them with tasteful appropriate posters and install shelves provided that the interior of the locker is not permanently altered or damaged. Students are responsible for removing all posters, stickers, and shelves at the end of the school year.

Students may use only the lockers that are issued to them. Any students using a locker not approved by the administration will be subject to disciplinary action. Any problems with lockers or locks are to be reported to the office.

The school is not responsible for anything taken from your locker. If you value your personal possessions, keep your locker locked and give your combination to no one!

Locker Room Privacy

The District shall observe measures intended to protect the privacy rights of individuals using school locker rooms. The following provisions outline the extent to which that protection can and will be provided.

Locker rooms are provided for the use of physical education students, athletes and other activity groups and individuals authorized by the Administration.

No cameras, video recorders, cell phones or other devices that can be used to record or transfer images or sound may be used in the locker room at any time. Students and staff violating this policy shall be subject to disciplinary action and possible legal referral, if applicable. Other persons violating the policy may be subject to penalties by law.

[Wisconsin Statute 942.08- Invasion of Privacy](#)

NONDISCRIMINATION & ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

Please see [School Board Policy 2260](#) - Nondiscrimination and Access to Equal Educational Opportunity.

For nondiscrimination specific to Sexual Harassment, see [School Board Policy 2266-Nondiscrimination on the Basis of Sex in Education Programs or Activities](#).

SCHOOL SAFETY

Standard Response Protocol

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

[Standard Response Protocol Information](#)

[Standard Response Protocol Training Video](#)

[Parent Resources for School Safety](#)

Fire Drill & Tornado

According to state law, fire drills are to be held once each month during reasonable weather. Each room or large area should have signs with directions for evacuation. All faculty members are expected to be familiar with evacuation routes from assigned areas. A tornado drill will also be conducted at least twice each year with proper in-service of the staff and student body.

Student ID Cards

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Identification cards must be carried at all times by students. ID cards are required for payment in food services, admission to school functions, the Library Media Center, for entrance / dismissal privileges, and for detentions. Students who do not show their ID cards upon request will be referred to the office immediately for disciplinary action. Lost IDs may be replaced in the Main Office for a fee.

STUDENT BEHAVIOR

Related School Board Policies

- [Board Policy - 5136 - Personal Communication Devices](#)
- [Board Policy 5500 - Student Code of School Conduct](#)
- [Board Policy 5512 - Use of Tobacco, Nicotine and Vapor Products by Students](#)
- [Board Policy 5517.01 - Bullying](#)
- [Board Policy 5530 - Drug Prevention](#)
- [Board Policy 5610 - Suspension and Expulsion](#)
- [Board Policy 5772 - Weapons](#)

Behavioral Expectations

The District is committed to maintaining a favorable academic atmosphere. 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 allows 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. In addition, the student may be subject to disciplinary action in accordance with established Board policies and school rules.

The following are some of the basic expectations for all SPASH students:

- Physical or verbal assault or harassment of another person is not tolerated.
- Committing racist acts or using racial slurs against another person or organization while on the school premises or at school-sponsored functions is not tolerated.
- Cheating or stealing from another person, or taking property belonging to the Stevens Point Area Public School District is not tolerated.
- Lying or withholding information from authorities should not occur.
- Vandalism of another person's property or property belonging to the Stevens Point Area Public School District is not tolerated.
- Students may not disrupt or attempt to disrupt the function of the school.
- The possession or use of a weapon while on the school premises or at school-sponsored functions is illegal and will be dealt with severely.

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- Students who possess, sell, purchase, use or are under the influence of drugs or alcohol while on the school premises or at school-sponsored functions will be dealt with severely.
- Students who possess, sell, or use any form of tobacco products, including smokeless tobacco and e-cigarettes, while on the school premises or at school
- A student will not tamper with the school fire alarm system or security system.
- Threats of violence will not be tolerated.
- A student is expected to be in class and on time unless excused.
- Littering on the school premises or at school-sponsored functions is not acceptable.
- Being disrespectful to other individuals while on the school premises or at school-sponsored functions is not tolerated.
- The use of inappropriate, and/or abusive language while on the school premises or at school-sponsored activities is not tolerated.
- Students may only leave the school campus during the school day when authorized by the office staff or during an approved "release".
- A student will abide by all bus regulations when attending school or involved in a school activity or school-sponsored event.
- A student will follow all the LMC rules and procedures when in the LMC.
- Defiance of staff and staff directives will not be tolerated.

In addition to these basic behavioral expectations, students are expected to comply with ALL staff directives that are legal, moral and safe.

Disciplinary Action

Discipline for repeated minor infractions or for infractions of a serious nature shall require a written record to be maintained. Discipline actions can include but are not limited to the following:

Detention: Administrators and teachers have the authority to detain pupils for disciplinary reasons. Students who fail to serve a detention will be subject to further disciplinary action.

In-School Suspension: This is defined as a student being temporarily excluded from classes yet, reporting to a suspension room in the building.

Out-of-School Suspensions: This is defined as one of the following: A temporary exclusion from school for a period not to exceed five (5) school days, or exclusion in cases being investigated pending expulsion for a period not to exceed fifteen (15) school days. Any student that is suspended may not be on any Steven Point Area Public School campus at any time during the entire period of the suspension.

Expulsion Conference: One possible outcome of a pre-expulsion conference may be a recommendation to the Board of Education for an expulsion hearing. Parents and adult students (over 18) have the right to appeal a suspension or expulsion.

Students who do not respond to guidance or minor discipline must accept the consequences of such action. Willful disobedience, open defiance of a staff person's authority, or the use of profane or obscene language or gestures is also sufficient cause for discipline.

In addition to the rules included in the school board policy, students are also subject to the City of Stevens Point codes including fines for disorderly conduct; tobacco products, etc.

Related Policy: [Policy 5610 Suspension and Expulsion](#)

Cell Phone & Electronic Device Policy

The use of cell phones and other electronic devices (including portable speakers and smartwatches) during instructional time is prohibited. Students may also not wear AirPods, earbuds, headphones, etc during class periods. All electronic devices are expected to be turned off and put away during the school day once first hour begins. A student may use an electronic device during limited times of the day that comply with the SPASH Our Time / Your Time Policy.

<u>Our Time</u> - (No Cell Phone or Electronic Device use)	<u>Your Time</u> - (Cell Phone or Electronic Device use permitted)
<ul style="list-style-type: none">• Class Time / Instructional Time (This includes the hallways)• Bathrooms and Locker Rooms• Study Centers• Library	<ul style="list-style-type: none">• Passing Time• Lunch• Jr/Sr Releases - Lower Commons Only• Before school / After school

SPASH will strictly enforce the following expectations:

- Cell phones are not allowed for use during class time, study centers, and Personal Learning Time (PLT), from bell-to-bell for any reason.
- Audio-devices (Airpods, earbuds, headphones, etc) will not be allowed in classrooms, unless directed by the teacher for use in instruction.
- Cell phones and any type of recording device are not allowed for use at any time in the bathrooms or locker rooms (per state statute [175.22](#)).
- Cell phones may not be used as a substitute for Chromebooks during class.

Students violating this policy shall be disciplined under established procedures. Cell phone / electronic device violation procedures are as follows:

1. If a student's cell phone is visible to a staff member during class time, they will be asked to turn it in. The phone will remain in the office for the remainder of the school day.
 - The staff member will inform the student's parents or guardians by the end of the school day.
2. If the student refuses to turn in their phone,
 - The staff member will call the main office for assistance.
 - After assistance arrives, the student will turn in their phone for the remainder of the school day, with the goal of remaining in class.
 - The staff member will write a referral for insubordination.
3. If the student does not comply,
 - it will result in In-School Suspension (ISS) for the remainder of the class period in which the cell phone policy violation occurred.

- The student will pick up their cell phone from the Main Office at the end of the school day.

Student refusal to give the cell phone or device to a staff member or repeated phone violations can result in additional consequences determined by administration.

The Stevens Point Area Senior High, its faculty and staff are not responsible for, and is not required to investigate any lost, stolen, or damaged electronic devices brought onto school grounds or the bus.

Family/Guardian Expectations:

If you need to contact your student(s) during the school day, please contact the SPASH North Office Administrative Assistant, at (715) 345-5402 and we will get ahold of your student.

You can contact your student(s) via phone during their assigned lunch period(s), as this will not cause a disruption to their academic time in the learning environment.

Related Policy: [Policy 5136 - Personal Communication Devices](#)

Electronic Recording

Photography, videotaping, audio recording, cell phone and electronic device recording of any kind, will not be made in private places. Examples include but are not limited to bathrooms, locker rooms, changing facilities, etc.

Photography, videotaping, audio recording, cell phone and electronic device recording of any kind, will not be made in classrooms, assemblies, commons, hallways, and any other inside or outside school facilities/grounds without the permission of the other students or staff member in charge.

Photography, videotaping, audio recording, cell phone and electronic device recording are permitted at athletic events, school dances, and school designated events without permission.

Photography, videotaping, audio recording, or production of any kind made about an employee of the district may not be made or distributed without the expressed permission of that employee.

Tobacco Products

1991 Wisconsin Act 95. On April 1, 1992, this law prohibits the possession of any cigarette, tobacco or nicotine products by minors. Students who violate this state law by using or possessing nicotine products (including vapes) subject themselves to arrest and fine, disciplinary procedures, or both. Students shall not possess or use nicotine products on the campus or in areas adjacent to the campus which come within supervision areas of school staff.

The possessions of lighters, e-cigarettes, vaping devices, or look-a-like products are also prohibited. Possession of these products cause a predictable disruption of the ability of school staff members to enforce state law and school board policy.

School District Drug & Alcohol Abuse Policy

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The Stevens Point Area School District has taken a firm position on chemical use and abuse. The possession and/or use or sale of chemicals in the schools, the schools' parking lots, on school buses, at athletic events and other school sponsored functions is strictly prohibited. School Board Policy and Procedures have been established to respond to individuals possessing, distributing, and/or selling alcohol and other controlled chemicals/substances or their look-alike counterparts. For possession or use of alcohol/other chemicals (or their counterparts), parents and police will be notified and the student will be suspended up to five days. For sale or delivery of alcohol/other chemicals (or their look-alike counterparts), parents and police will be notified and the student will be suspended out-of-school for 10 to 15 days pending an expulsion hearing in accordance with state law.

A re-entry conference will be scheduled involving the student, parents/legal guardians, counselor and school administrator prior to the student being readmitted.

Dangerous Weapons In School

The possession of a dangerous weapon or "look-a-like" weapon on school premises, in a vehicle on school grounds, at a school event, or other setting under supervision of the school is prohibited. If a student is found to be in possession of a dangerous weapon on school premises, the student may be expelled from school for a period of 12 months. Possession of weapons such as firearms, knives, smoke bombs, or any device designed as a weapon, any electronic weapon, or any other device or instrumentality which, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, is strictly prohibited. (Ref. State Statutes, 939.22 (10), 948.605 and 948.61) A person found in violation of this policy may be subject to criminal charges.

Junior/Senior Release

Junior/Senior Release is for students who exhibit a high level of maturity and personal responsibility. It allows them to leave during their lunch or unscheduled period. Students will respect the rights of others, particularly in the library, hallways, commons, etc. Parking lots are off-limits unless a student is arriving on campus or leaving campus. Failure to meet expectations will result in the student losing this privilege. Listed below are the criteria and rules pertaining to release time.

1. Parental and administrative approvals are required.
2. Students must have no failures or incompletes in the previous quarter.
3. Students may not have more than 5 tardies and no more than 3 unexcused days absent during the previous quarter.
4. Students must carry their student ID card and must follow all check-in and check-out procedures.
5. Students who have earned the release privilege and choose not to leave campus are permitted on campus but only in supervised areas. **Students may be in the lower commons, library, core lab, or working under the supervision of a teacher. Released students may not be in the halls during class periods.**
6. Students will lose their release privilege if they are transporting students on/off campus who do not have Junior/Senior Release.
7. Students are expected to use designated entrances upon exiting and entering the school.
8. Students must have a positive behavioral record with no suspensions in the previous or current semester.
9. Students must be responsible and respectful at all times. Failure to maintain these criteria or follow school rules and expectations will result in the loss of this release privilege.

Lunch Hours/Closed Campus/Lunch Release

There are two lunch sessions in our school day for students, 5E hour, 11:26 a.m. to 12:06 p.m., and 5F hour, 12:22 p.m. to 1:02 p.m. Behavior during lunch periods will be in accordance with school expectations. Persons showing unacceptable behavior will be referred to the principals. A closed campus exists for all sophomores, juniors and seniors during all hours of the school day with the exception of:

1. A Lunch Release Request Form, signed by a parent or guardian, requesting permission to leave the campus during lunch time.
2. Work release school program.
3. Students who have earned junior/senior release.

Lunch Release Request Forms are available through the North Office. A student must have a form on file for the current school term. Lunch release forms must be on file by the end of the second week of a school term. Changes in status must be requested in writing after the second week of the school term. Written requests should be addressed to the North Office.

Hall Passes

Whenever students are in the halls, they must have a pass. All students must have their student IDs in their possession at all times. If asked to identify themselves, a student must comply without question. If a student is uncooperative, disciplinary action will be taken, including but not limited to the loss of release privileges.

Dances And Other School Functions

It is important to remember that school activities occurring after the regular school day are considered an extension of the school day, and school rules, guidelines, and consequences apply. Such activities may include (but are not limited to) athletic events, dances, homecoming, formals, graduation, music and drama performances, and other school sponsored events.

Please note the following important information concerning dances and formal events:

1. All students: All students, including student guests attending SPASH dances must present an ID.
2. Guest policy: SPASH students are allowed to bring one approved guest who is not a student at SPASH provided they are approved in advance and bring a photo ID. Guests must be at least a freshmen in high school and not older than 19 years. Exceptions to this policy will need to be made in advance by administrative approval. Guests are not allowed to attend SPASH dances/formals if they are serving an active suspension or expulsion from their home school. A completed Dance Guest Request form must be approved by administration before a ticket for a guest can be purchased.
3. Dress code: Students dressed inappropriately will not be admitted. Any attire that violates the SPASH student dress code or is deemed inappropriate by the SPASH Administration will not be allowed.
4. Attendance: Students will not be allowed to return to a dance once they've left.

STUDENT DRESS CODE

Related Policy: [Policy 5511 - Dress and Grooming](#)

Student dress is the responsibility of the student and parents. This includes a student's appearance and grooming. Clothing that is appropriate for some occasions may not be appropriate for school. Student dress, appearance, and grooming should not affect the health and safety of students nor disrupt the learning process within the classroom or on school grounds. Clarification regarding dress, appearance, and grooming should be obtained prior to wearing it to school; this can be obtained from the school's administration. The following dress code is applicable for students whenever they are in school facilities or on school grounds during the school day and whenever a student is involved in school supervised activities and/or events.

Guidelines

- Undergarments must be covered at all times, and students will ensure that they are completely covered with outer clothing and not seen.
- Pants, shorts, and skirts must be secured around the waist area. Shorts and skirts must completely cover the student's buttocks.
- Any fashion that disrupts the learning process or presents a safety risk; displays suggestive, offensive, obscene, libelous graphics, and/or statements; denigrates others on account of race, color, religion, creed, national origin, gender, sexual orientation, or disability; displays sexually degrading or racially motivated graphics or statements; is determined to be gang related; and/or pertains to drugs, alcohol, or tobacco products is not permitted. Articles of clothing that cause damage, noise problems, or present a safety risk are not permitted.
- Gang insignia may not be worn, possessed, used, distributed, carried, or sold by any student on school grounds or at school-related activities at any time. This includes items of clothing that signify gang activity and/or affiliation by the manner in which they are worn.
- Hats, bandanas, religious headwear may be worn during the school day as long as it doesn't cover the face or ears. Hoods are not allowed. Any headwear worn must not create a visual barrier for other students. Teachers have the discretion to have students remove hats during a summative assessment (test, quiz, etc.). Hats or any headwear worn must not violate any other dress code guidelines.
- For sanitary and health reasons, students will wear appropriate footwear at all times. Footwear that is a safety hazard, i.e., slippers without rubber soles, are not allowed.
- Students will not wear coats that would normally be considered outdoor/cold weather jackets, trench coats or use blankets inside the school building during the school day, except when arriving to or leaving school.
- Costumes are prohibited outside of school-approved dress-up days. In this case, a costume may include: large head gear, character costume masks, artificial anatomical features unrelated to a disability, capes, worn flags, or other components or accessories of a costume that pose a potential safety risk or disruption to the school environment.

Dress that is protected speech may still be prohibited if it is likely to cause a substantial disruption to the educational environment. This may include dress that includes the use of vulgarity, discriminatory language including racial or ethnic

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slurs, negative stereotypes, violence, or other communication when the clear intent is to invoke strong reactions in observers so as to impair the ability of teachers and/or students to engage in educational pursuit.

Students who do not comply with the dress code will be asked to change clothes, may face disciplinary action, and/or both. Refusal to comply with this policy will be considered insubordination and will result in disciplinary action. Exceptions may be made for school-wide activities such as dress-up days and dances as determined by school's administration. The school's administration maintains the right and authority to determine the acceptability of current fashion at school and all school events.

STUDENT HEALTH AND MEDICATION

Related School Board Policies

- [School Board Policy 5310 - Health Services](#)
- [School Board Policy 5320 - Immunization](#)
- [School Board Policy 5330 - Administration of Medication/Emergency Care](#)
- [School Board Policy 5335 - Care of Students with Chronic Health Conditions](#)
- [School Board Policy 5340 - Student Accidents/Illness/Concussion & Student Cardiac Arrest](#)

Health Office

The SPASH Health Office, located near the North Commons, is open each hour of the day and is staffed by a school nurse. Students who are ill or in need of first aid should seek services in the Health Office. Students injured or feeling ill while in class should report to the Health Office only after informing the classroom teacher and receiving a pass to the Health Room. Following treatment and first aid services, students are to return to class or arrangements to go home ill may be made with the office staff. Students who have concerns about specific health issues may discuss these concerns confidentially with the school nurse.

Medication

According to district policy, students requiring any medication in school must have the appropriate forms on file in the Health Office. Prescription medications require parent/guardian and physician signatures, and nonprescription medications require parent signature only. Students at SPASH may carry and self-administer nonprescription and certain prescription medications only with consent of parent/guardian and school nurse. The school nurse or designee may provide certain nonprescription medications (acetaminophen, ibuprofen) to students with written consent from the parent. Students over age 18 may sign in place of a parent. Medication forms can be found in the SPASH Health Office or on the school's website. To contact the SPASH Health Office, call 715-345-5400 and choose option 3 or email spashnurse@pointschools.net

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Substances, which are not FDA approved (i.e. natural products, food supplements), will require the written instruction of a practitioner and the written consent of the parent. Cannabis Oil is not permitted under any circumstances

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unless authorized by law. Only those nonprescription drugs that are provided by the parent or guardian in the original manufacturer's package which lists the ingredients and dosage in a legible format may be administered. Any dosage of nonprescription medication other than that listed on the medication's packaging must be authorized in writing by a medical practitioner.

Medication forms can be found in the SPASH Health Office or on the school's website. To contact the SPASH Health Office, call 715-345-5400 and choose option 3 or email spashnurse@pointschools.net

Immunizations

Section 252.04 (2) of Wisconsin State Law requires students through grade 12 to present written evidence of full immunization, including the date, month and year. Exemptions may be obtained for medical, religious or personal convictions. The school of attendance must receive this information within thirty days (30) of admission. Parents/guardians of students who are not immunized and do not have a signed waiver on file will be notified by the school about the consequences of failure to meet immunization requirements within twenty-five (25) days after admitting that student. In the event the parents/guardians fail to comply within thirty (30) days of admission, the school is required to contact the district attorney who will petition the court to direct that the student be immunized, or a waiver signed. If you have any questions about the immunizations, please contact the school office.

Insurance

Schools do not carry health and accident insurance nor do they cover personal property damage due to theft or vandalism.

Safety Glasses

State law requires the use of safety glasses in certain classes. All students will wear safety glasses in classes that require them. No student will be allowed to remain in class without safety glasses. Students who do not have or refuse to wear safety glasses will be issued a consequence by the classroom teacher.

Accidents

Students suffering an injury of any kind in gym, classrooms, corridors, as well as in athletic participation, must report the accident to the teacher in charge immediately. The teacher is responsible for filing an accident report in the main office. Accident insurance is available through the school district at parental cost for individual students. Accidents which cannot be reported to a supervising teacher must be reported to one of the principals.

STUDENT / PARENT / GUARDIAN RIGHTS

Please see [School Board Policy 5780](#).

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STUDENT PARKING AND TRANSPORTATION

Parking

Use of the school parking lot is a privilege and is provided for your convenience. Students may park in the school lot if they agree to follow the rules and if they purchase a parking permit. Students are expected to follow directives of the school staff and security officers. The rules established for the parking lot are to promote safety for all students at SPASH.

A parking permit must be purchased for each student that drives their own car to school and chooses to park in the student parking lot. The parking fee is \$50.00 for the year. A valid driver's license is required when purchasing your permit.

1. Parking permit must be displayed from the rearview mirror in clear view at all times during the school day. The replacement fee for a lost parking hanger is \$5.00.
2. If a student replaces this vehicle with another vehicle they must report vehicle information to the main office.
3. Students may not sell or transfer individual parking permits to other students. Doing so will result in losing the permit for the rest of the year.
4. No students are allowed to park in the marked visitor areas in front of the building during the school day, in the faculty lots located on the northwest side of the building, or behind the field house prior to 3:00 p.m.
5. Student drivers must park in a manner consistent with the instructions provided in the student planner. Ten miles per hour is the maximum speed on school grounds. Noncompliance may lead to revocation of parking privileges.
6. Vehicles parked on school grounds are subject to search if an administrator has reasonable suspicion that the vehicle may contain items or substances which violate the law or school rules or are evidence of such violation. SPASH administration may also employ a canine unit as part of the parking lot security program.
7. The school district cannot assume responsibility for any property damage to vehicles, theft of vehicles, or loss of personal articles from vehicles in school parking lots. Vehicles should be locked. We recommend that valuable items be left at home. The SPASH parking lot is enforced by the Stevens Point Police Department and by SPASH.
8. Students with parking privileges who exhibit poor attendance may have their parking privileges revoked in conjunction with other disciplinary procedures at the discretion of an administrator.
9. Flags, stickers, etc. on vehicles that display inappropriate, potentially offensive, and racially motivated graphics are not permitted.
10. Please refer to the 2023-2024 student handbook for complete rules and regulations regarding the SPASH parking lot.

[Related Policy: Policy 5515 - Student Use of Motor Vehicles](#)

Personal Safety - Parking Lot

Students are reminded that they are not to ride in the back of a pickup truck or in any manner which may endanger personal safety or the safety of others while on SPASH property. Violation of this regulation may lead to disciplinary action including revocation of parking privilege to use SPASH parking lots.

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Bus Conduct

Students living more than two miles from school are entitled to bus transportation. They may be required to walk up to 1/2 mile to a designated bus stop. Students being transported in district-owned or contracted school buses or other vehicles shall conduct themselves in a lawful and orderly manner at all times. Students who do not follow bus riding rules and who become disciplinary problems may have their riding privileges suspended. In such cases, the parents of students involved are responsible for seeing that their children get to and from school. The Director of Transportation has authority over students' conduct while students are being transported by the school district. The bus driver has full authority to make whatever seating assignments are deemed appropriate.

In addition to transporting students to and from school buses are provided for athletic events and field trips. In all cases, the following rules will be observed.

- Buses will be marked with a route number. Your child should know the number, time, and place of pickup.
- The bus will not wait as it has a schedule to maintain. Missing the bus in the morning is not a valid excuse to be late or absent from school. Excessive tardiness or absenteeism will result in disciplinary action.
- Be careful in approaching bus stops; walk on the left side of the road toward oncoming traffic.
- If it is necessary to cross the road after leaving a bus, always wait for a signal from the driver, then cross in front of the bus.
- All students must remain seated while the bus is moving. No one should extend their head, arms, or hands out of the windows without permission. Loud talking, laughing, or unnecessary activity diverts the driver's attention and makes the task of providing safe transportation extremely difficult. The driver will assign students to specific seats when necessary.
- All buses are in good condition. Riders are expected to cooperate in keeping them that way. Students will be assessed a fine for any damage done to the bus for which they are deemed responsible.
- The emergency door shall remain closed unless directed otherwise by the driver or in the case of an emergency.
- If a student wishes to get off the bus at some point other than the regular point of departure or wishes to ride a bus other than the regularly assigned bus, a parent/guardian note must be presented to the administration for approval.
- Students must be at the assigned loading area on time.
- Students who ride the bus to a school-sponsored activity located in another school district must also return on the bus.
- Students may not remain in the school building after dismissal unless they are participating in an extra-curricular activity, serving a detention, or under the supervision of a teacher or coach.
- Athletic and activity buses are provided only for those students directly involved in the particular school-sponsored activity.
- Any conduct that is unacceptable at school is unacceptable on the bus including, but not limited to fighting, vulgar language, smoking, immoral conduct, excessive noise, vandalism and harassment of other riders.

Serious infractions may result in discipline at the discretion of the principal. Each school principal or assistant principal reserves the right to deny students the privilege of bus transportation for an extended period of time not to exceed the remainder of one school year.

TECHNOLOGY FOR STUDENT LEARNING

Related Policy: [Policy 7540.03 - Computer, Network, Internet, And Other Technology Acceptable Use](#)

The District recognizes that access to and use of technology in school gives students and staff greater opportunities to learn, engage, communicate and develop skills that will prepare them for work, life and citizenship. The District is committed to helping staff and students develop 21st-century technology and communication skills. To that end, the District provides access to technologies for student and staff use. The following are guidelines and rules that users are expected to follow when using District technologies or when using personally-owned devices in the District.

The District's computers, network, internet, and other technologies are intended solely for use in the District's operations, to serve its goals as an educational institution and are intended for educational and work-related purposes only. The District's computers, network, internet, and other technologies do not constitute a public access service or public forum. The District has the right to place restrictions on the material accessed and/or posted through the use of its computers, network, internet, and other technologies. Use of the District's computers, network, internet, and other technologies is a privilege, not a right for students, faculty, and staff. The District administrative staff retains the right to collect and/or inspect District computers, network and other technologies at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

There are many electronic media devices that students bring to school or have access to at school. With the current 1:1 Chromebook initiative, every student at SPASH is provided with a Chromebook to use. In addition, many students' cell phones are capable of taking pictures, shooting video, and accessing the internet. Here are the expectations and guidelines for appropriate, responsible use of electronic devices at SPASH:

- Federal law mandates that all public schools use internet filtering to protect students from inappropriate sites on the internet. Students that intentionally bypass district network filters to access blocked sites are subject to sanctions. Any tampering or unauthorized access of the district network is also a violation of school board policy.
- Teachers have flexibility in their classrooms as to what electronic devices can be used. Students are expected to use electronic devices responsibly and within the parameters predetermined by the teacher. Students violating classroom rules and expectations may be subject to disciplinary action.
- Chromebooks are to be used for school purposes and within the parameters of the district expectations and guidelines that every student and parent signs.

Families and students need to follow the practices listed in the following handbook and agreement:

- [District Acceptable Use Policy](#)

If you have any questions about technology, digital citizenship, or digital learning in our school district, please contact your school administrator.

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For Digital Citizenship resources, please visit: <https://www.pointschools.net/site/Default.aspx?PageID=8091>

For Digital Learning Resources, please visit: <https://www.pointschools.net/Page/8088>

Chromebooks

Students are reminded that the district-provided Chromebook they received is for academic use. Students are expected to use the Chromebooks responsibly, safely, and respectfully. In order for a student to receive a Chromebook, he/she and a parent or guardian must read, discuss, and agree to the terms and expectations outlined in the "Appropriate Use of Technology Accounts and District Chromebook" document. Students and parents are also reminded that they must abide by all other applicable Stevens Point Area Public School District policies.

Students will:

- Bring the Chromebook to class when required by teachers and use only under the teacher's direction.
- Comply with all district and school rules regarding the use of district technology (see the 1:1 Chromebook Initiative Agreement).
- Print responsibly.
- Always transport the computer in a protective Chromebook case. The Chromebooks may be placed in standby mode in the bag, but must be shut down at the end of the school day.
- Charge Chromebooks at home each night. Students are expected to come to class prepared with enough charge in their Chromebook battery.

Students will not:

- Leave Chromebooks unattended.
- Let other students use your issued Chromebook during the school day.
- Use the Chromebook carrying case as a backpack. Too many items in the case can damage the Chromebook.
- Use proxies or attempt to alter, avoid or go around filters.
- Block teacher access to vision.
- Install programs/games onto the Chromebook.
- Run programs/games off of a flash drive.
- Put stickers of any kind on the Chromebook.
- Intentional damage the Chromebook - Students will be fined for all intentional damage.

STUDENT FEE WAIVER REQUEST

The Fee Waiver Request Form is to be completed to request a fee waiver, reduction in fees, or schedule a payment plan for payment of student school fees. One form is completed per child and returned to their school office.

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[Fee Waiver Request Form](#)

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Fee Waiver Request Form



Complete this form, one per child, to request a waiver and/or reduction of co-curricular fees and/or K-12 student fees. Please note that Drivers Education fees are not subject to reduction or waiver.

1. Waivers, Reduced Fees, and Payment Options Information

- A. There are four possible alternative fee payment plans:
- 1) Students qualifying for free lunch may request fee waiver and/or participate in activities at no charge.
 - 2) Students qualifying for reduced lunch may request a 50% fee waiver reduction and/or participate in activities with a 50% reduction of assessed fees.
 - 3) Students not covered under a) or b) above, may request a payment plan to have fees paid by April 1st, and/or may request a payment plan of 2 or 3 installments over the course of each sport season or activity.
 - 4) Families experiencing special financial hardship may request a waiver/reduction of fees by filing the form and attaching a statement of circumstances.
- B. Fees for free and reduced participants will not be waived without a parent or guardian signing this form.
- C. The **district athletic director or principal** will approve or deny payment plan requests and financial hardship requests for **school sponsored athletics**.
- D. The **principal** will approve or deny payment plan requests and financial hardship requests.

2. Please complete the form below

Student Name _____ Grade _____ School _____

A. Select the areas to apply the waived/reduced fee option. (The first six are 7-12 fees.)

- | | | |
|--|--|--|
| 1) <input type="checkbox"/> Course Fees | 2) <input type="checkbox"/> Activity Fee | 3) <input type="checkbox"/> Planner Fee |
| 4) <input type="checkbox"/> Towel Fee | 5) <input type="checkbox"/> Textbook Fee | 6) <input type="checkbox"/> Co-Curricular/Athletic Fee |
| 7) <input type="checkbox"/> Elementary Student Fee | Sport, Club, or Activity _____ | |

B. Select an alternative fee payment plan

- 1) If the **Waived Fee or Reduced Fee** option is selected below, permission must be provided by the parent or guardian for free or reduced lunch information to be released to the school principal. By signing below, you are giving the food service office permission to release that information to both the district athletic director and/or principal.
 - a. _____ Waived Fee – Free Lunch Option
 - b. _____ Reduced Fee (50% reduction) - Reduced Lunch Option
- 2) If you wish to design your own payment schedule, it **must** be written on the back of this form or attached separately. Your signature below requests consideration of the payment schedule option.
 - a. _____ Payment Schedule (May also be requested in conjunction with Reduced Fee request above)
- 3) If Special Financial Circumstances apply, a written explanatory statement **must** be recorded on the back of this form or attached separately along with your fee reduction payment schedule (if applicable).
 - a. _____ Special Financial Circumstances; Requesting waived/reduced fees

Parent/Guardian Signature _____

Date _____

Print Parent/Guardian Name _____

Parent/Guardian Phone Number _____

For Office Use Only

- | | | |
|--|----------------------------|--------------------------|
| 1. _____ Verification Reviewed for free lunch | a. _____ Waiver Approved | b. _____ Waiver Denied |
| 2. _____ Verification Reviewed for reduced lunch | a. _____ 50% Fees Approved | b. _____ 50% Fees Denied |
| 3. _____ Approved for Payment Schedule Option | a. _____ Schedule Approved | b. _____ Schedule Denied |
| 4. _____ Special Financial Circumstances | a. _____ Request Approved | b. _____ Request Denied |
- Signature of Principal/District AD _____ Date _____

