

Crivitz Middle School / High School

Student Handbook 2026-27



To learn more about Crivitz Middle School/High School or to contact staff, please explore our website.
<https://www.crivitz.k12.wi.us/>

Crivitz Middle School / High School (715) 854 - 2721		
Principal	Justin Lauber	Ext. 309
Administrative Assistant	Valerie Staidl-Borkovec	Ext. 304
MS Counselor	Joel Pagel	Ext. 471
HS Counselor	Alex Graves	Ext. 313
District Administrator	Kelly Robinson	Ext. 315
Director of Special Education	Stacey Caine	Ext. 454

OFFICE HOURS

The Crivitz Middle School/High School Office will be open from 7:30 am to 4:00 pm each weekday.
Summer office hours may vary.

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INTRODUCTION

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

It is understood that the rules contained in this handbook are not all-inclusive. The administration and teachers may take such action as is necessary and lawful to ensure the discipline and orderly conduct of the school. Action may be taken for any offense that interferes with the orderly conduct of the school or affects the safety and welfare of students, individually or collectively, regardless of whether a rule covers the offense. **School rules apply to all students enrolled, regardless of age.**

MISSION OF THE DISTRICT

The primary mission of the Crivitz School District is to educate each student to the full extent of their ability. To meet this goal, Crivitz School District will provide a safe, secure learning environment within a supportive atmosphere. Instruction will be sensitive and challenging to students and will be based on the developmental, intellectual, social, and emotional needs of each student. Opportunities for personal and academic growth will be made available through instructional core subjects and exploratory and vocational offerings. The natural inquisitiveness of each student will be nurtured to enhance their ability to pursue productive, lifelong enjoyment of learning.

BOARD OF EDUCATION

Cory Siebert – President
Kim Hanson – Vice President
Kris Heidewald – Clerk
Kaitlin Deschane – Treasurer
Amy Grandaw – Member
Rebecca Zillges - Member
Sara Roman - Member

Regular School Board Meetings are held on the third Wednesday of each month and begin at 6:00 PM.

STAFF - INSTRUCTIONAL, SUPPORT, AND DISTRICT

Instructional Staff

Allard, Mark.....	Choir
Anderson, Bryan.....	Computer Science
Bernier, Matt.....	Phy Ed
Boivin, Charlie.....	Special Education
Brown, Jill.....	Science
Copiskey, Randall.....	Tech Ed
DeTullio, Melissa.....	MS Math
Dorschner, Jeff.....	Social Studies
Emler, Bethany.....	Special Education
Graves, Shane.....	MS Science
Klitzke, Carrie.....	Art
Kopfhammer, Brian.....	Band
Kroll, Danielle.....	Special Education
McGavock, Stacie.....	Spanish
Meyers, Brett.....	MS Social Studies
Meyers, Molly.....	Math
Miller, Kristy.....	MS Social Studies
Miller, Roman.....	Special Education
Nelson, Amanda.....	MS English
Ott, Jeff.....	Math
Plucker, Traci.....	English
Randall, Lindsey.....	MS English
Reichardt, Ryan.....	Health & Phy Ed
Retza, Julie.....	Science
Russel, Scott.....	Tech Ed
Sailer, Kelly.....	Business
Stillings, Dana.....	English

Nurse

Witt, Stacey.....	Nurse
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Library

Bernier, Sharon.....	Library Media Specialist
Biernasz, Kay.....	Library Aide

Aides

Mayhew, Cathy.....	Special Education Aide
Ducaine, Dawn.....	Special Education Aide

Lunch

Cooper, Stacey.....	Director of Food Service
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Custodial

White, Tom.....	Buildings and Grounds Director
Corrigan, Tim.....	Maintenance

District Office

Marsolek, Jannie.....	Administrative Assistant
Jones, Sarah.....	Business Administrative Assistant
Zahn, Marris.....	Bookkeeper

For up to date contact information please visit the Faculty/Staff Directory located on the Crivitz School District website.

<https://www.crivitz.k12.wi.us/>

SCHOOL CALENDAR - 2026-27

Aug. 24	New Teacher In-Service
Aug. 31 - Sept. 2	Teacher In-Service Days
Sept. 3	Teacher Work Day / Open House (3:30 PM - 6:00 PM)
Sept. 7	Holiday - No School
Sept. 8	First Student Day
Oct. 14	Parent-Teacher Conferences (4:00 PM - 7:30 PM)
Oct. 21	No School Students/Teacher In-Service/Parent-Teacher Conferences (1:30 PM - 6:00 PM)
Nov. 6	End of 1st Quarter
Nov. 20	Early Dismissal Day
Nov. 23 - Nov. 27	Holiday - No School
Dec. 11	Early Dismissal Students / Staff In-Service
Dec. 24 - Jan. 1	Holiday - No School
Jan. 22	End of 2nd Quarter
Feb. 5	No School Students / Teacher In-Service
Feb. 10	Parent-Teacher Conferences (4:00 PM - 7:30 PM)
Mar. 5	Early Dismissal Students / Staff In-Service
Mar. 8 - Mar. 12	Vacation - No School
Mar. 26	Holiday - No School
Mar. 29	No School Students / Teacher In-Service
Apr. 2	End of 3rd Quarter
Apr. 23	Early Dismissal Students / Staff In-Service
May 21	Graduation Practice
May 22	Graduation Ceremony - 12:00 PM (Noon)
May 31	Holiday - No School
June 4	Last Student Day / End of 4th Quarter

HIGH SCHOOL CLASS BELL SCHEDULE

7:58	Warning Bell
8:00 – 8:47	First Period
8:51 – 9:38	Second Period
9:42 -10:29	Third Period
10:33 – 11:20	Fourth Period
11:20 – 11:50	Fifth Period - Lunch 11-12/ACP 9-10 (T/TH)
11:50 – 12:20	Fifth Period - Lunch 9-10/ACP 11-12 (T/TH)
12:24 – 1:11	Sixth Period
1:15 – 2:02	Seventh Period
2:06 – 2:53	Eighth Period
2:57 – 3:25	Flex Period

MIDDLE SCHOOL BELL SCHEDULE

7:58	Warning Bell
8:00 – 8:47	First Period
8:51 – 9:38	Second Period
9:42 – 10:29	Third Period
10:33 – 11:20	Fourth Period
11:24 – 12:11	Fifth Period
12:11 – 1:11	Sixth Period – Study Hall/Lunch
1:15 – 2:02	Seventh Period
2:06 – 2:53	Eighth Period
2:57 – 3:25	Flex Period

SCHOOL COLORS

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

CRIVITZ HIGH SCHOOL SONG

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

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

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

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

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

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATION OPPORTUNITY

It is the policy (Policy 2260-Nondiscrimination and Access to Equal Educational Opportunity) of the School District to provide an equal educational opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational, or other programs or activities shall not be abridged or impaired based on membership in a Protected Classification defined in Board Policy 2260 - Nondiscrimination and Access to Equal Educational or other protected characteristics as well as place of residence within School District boundaries, or social or economic background.

Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services. Parents/guardians who have questions should contact the Director of Special Education at (715) 854-2721 ext. 454.

It is also the School District's policy (Policy 5517-Student Anti-Harassment) to maintain an educational environment free from all forms of harassment. This commitment applies to all School 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 School District can exercise control, including on school property or at another location if such conduct occurs during a School District-sponsored activity.

Any person who believes that the Crivitz School District or any staff person has discriminated against them in violation of these policies may file a complaint. A formal complaint can be made in writing to a School District Compliance Officer listed below:

Kam Dama
Elementary Principal
718 Hall Hay
715-845-2721
kdama@crivitz.k12.wi.us

Justin Lauber
Middle / High School Principal
400 South Ave
715-854-2721
jlauber@crivitz.k12.wi.us

The complaint procedure is described in Board Policy 2260-Nondiscrimination and Access to Equal Educational Opportunity and Policy 5517-Student Anti-Harassment. The policies are available on the School District's web page.

PARENT NOTIFICATION REQUIREMENTS

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

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

PROCESS FOR DEALING WITH PARENT CONCERNS/ISSUES

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

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of Crivitz Middle School / High School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures will comply with the requirements of State and Federal law.

Parents have the right to know how their child is succeeding in school, and will be provided information on a regular basis and as needed, when concerns arise. Many times, it will be the responsibility of the student to deliver that information. If necessary, U.S. mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish their educational goals.

No student shall be required, as a part of the school program or the School District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the minor's parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning: political affiliations or beliefs of the student or the student's parents; mental or psychological problems of the student or their family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or the student's parents; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program). (Board Policy 2416 - Student Privacy and Parental Access to Information)

Students must arrive at school on time, prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the office.

CRIVITZ HIGH SCHOOL GRADUATION REQUIREMENTS

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

A. English	4.0 credits
B. Social science	3.0 credits
C. Mathematics	3.0 credits
D. Science	3.0 credits
E. Physical education	1.5 credits
F. Health education	0.5 credits
G. Personal Finance	0.5 credits

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

- A. Class of 2027 – 26 credits (including personal finance, civics, and ACP requirements)**
- B. Class of 2028 – 26 credits (including personal finance, civics, and ACP requirements)**
- C. Class of 2029 – 26 credits (including personal finance, civics, and ACP requirements)**
- D. Class of 2030 – 26 credits (including personal finance, civics, and ACP requirements)**

Typical requirements met at each grade level are:

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

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

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

Grade 12: English, social studies

During the nine-period day, students must take seven (7) classes, one ACP period, and one flex period.

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

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

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

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

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

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

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

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

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

Online & Blended Courses – Online courses and blended courses are offered to enhance our course selection at Crivitz High School. Online courses are done completely online, while blended courses are a combination of online material and material presented by a teacher in the classroom. Approval is needed from the counselor and the principal to enroll in these courses.

THE CREDIT EARNED IN AN ONLINE OR BLENDED COURSE WILL ONLY COUNT AS ELECTIVE CREDIT. THE CREDIT EARNED IN THESE COURSES CANNOT FULFILL THE REQUIRED COURSE CREDITS AS MANDATED BY THE STATE.

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

A deposit is required to enroll in an online/blended course. If a student passes the class, the deposit will be returned. If a student fails a course, the deposit will be forfeited to Crivitz High School.

FOUR-YEAR COURSE SELECTION PLAN

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

For example: **Freshmen:**

Math	Algebra I & II
English	English 9 I & II
Science	Physical Science/Biology
Social Science	World History 1 – Semester I
	World History 2 – Semester II
Physical Education	PE 1
Elective	(Spanish)
Elective	(Band)

FRESHMAN YEAR

Math _____
 English _____
 Soc. Sci. _____
 Science _____
 Electives _____

SOPHOMORE YEAR

Math _____
 English _____
 Soc. Sci. _____
 Science _____
 Electives _____

JUNIOR YEAR

Math _____
 English _____
 Soc. Sci. _____
 Science _____
 Electives _____

SENIOR YEAR

Math _____
 English _____
 Soc. Sci. _____
 Science _____
 Electives _____

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

ACADEMIC HONESTY

All school work submitted for the purpose of meeting course requirements must be the individual student's original work or the original work of a group of students for group projects. It is prohibited for any student to unfairly advance their own academic performance or that of any other student. Likewise, no student may intentionally limit or impede the academic performance or intellectual pursuits of other students. (Policy 5505 - Academic Honesty)

Academic dishonesty includes, but is not limited to:

- Plagiarism (of ideas, work, research, speech, art, music, etc.);
- Forgery of another's work;
- Presenting the results that are the product of an artificial intelligence (AI) Platform as one's own where the use of AI was not specifically allowed by the teacher as part of the assignment;
- Downloading or copying information from the other sources and presenting it as one's own;
- Using language translation work of someone else or using technology when the expectation is doing one's own translation;
- Copying another person's work;
- Allowing another person to copy one's own work;
- Stealing another person's work;
- Doing another person's work for them;
- Distributing copies of one's work for use by others;
- Distributing copies of some else's work for use by others for academic gain or advantage;
- Intentionally accessing another's work for the purpose of presenting it as one's own for academic gain or advantage;
- Distributing or receiving answers to assignments, quizzes, tests, assessments, etc;
- Distributing or receiving questions from quizzes, tests, assessments, etc.

Students who violate this policy are subject to disciplinary consequences.

Students who violate this policy will result in the student receiving a score of zero on the assignment, assessment, or other work impacted by the academic integrity violation. The student may receive additional consequences, up to and including detentions, suspension, removal from the class with a failing grade, removal from student leadership positions, elimination of honors recognition, loss of membership in honor organizations, as well as other disciplinary consequences appropriate to the nature of the violation.

Repeated violations of this policy will result in additional disciplinary consequences, up to and including suspension and expulsion.

For policy regarding Artificial Intelligence / Natural Language Processing Tools for School Work please reference Board Policy 5505 Academic Honesty.

ATTENDANCE POLICY

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

Compulsory Attendance

If your child has an unexcused absence and is over the cumulative 10 days/90 hours of absences, your child will be issued a citation for Truancy for each additional unexcused absence. This citation will hold a minimum fine of \$114.00. Please remember that once a student has over 10 days/90 hours of absences, a parent/guardian written excuse or phone call will not excuse your child from school. At that point, the child must be excused by a doctor or the school nurse. Also, for each citation your child receives for truancy, the parent/guardian may be issued a citation for Parental Responsibility of a Juvenile, holding a minimum fine of \$208.50. Once your child receives four truancy citations, any additional citations will be considered habitual truancy, holding a minimum charge of \$177.00. Any truancy citations issued are given by the Village of Crivitz Police Department according to Wisconsin state law and are in addition to any disciplinary action that may be taken by the school.

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

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

Number of Days Absent	Description	Minimum Fine
1-10 (0-90 Hours)	No citations given for truancy	\$0.00
11-14**	Truancy (child)	\$114.00 for each day
	Parental Responsibility (parent/guardian)	\$208.50 for each day
15+	Habitual Truancy (child)	\$177.00 for each day
	Parental Responsibility (parent/guardian)	\$208.50 for each day

Procedures for Excused Absences

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

- The following reasons are considered excused absences:
 - Student illness (a doctor's excuse will be required if the student is absent 3 or more consecutive days or if the student has 10 cumulative absences). Any medical excuse accompanied by a doctor's written approval is not included within the 10 days;
 - Serious illness or death in the family;
 - Absence resulting from a grave emergency at home as determined by the principal;
 - Participation in official school functions that are directly related to the Crivitz School curriculum or extra-curricular activities, including 3 college visits (1 during junior year, 2 during senior year).
 - Jury duty;
 - Court appearance.
- If a student leaves at any time during the day, he/she must have written approval from his/her parent/guardian and the school office before he/she leaves. The student **MUST** sign out in the office prior to leaving and **MUST** sign in if returning the same day.

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

Procedures for Unexcused Absences

1. **No written excuse or parent call** – The student is to report to the office upon returning to school. The absence will be marked “unexcused,” and he/she will have **24 hours** to bring a written parental excuse. The written parental excuse must indicate one of the reasons found in the “excused absence” section on the previous page.
2. The following reasons for class absence **are not** and **cannot** (under 118.16) be considered justified and excused:
 - a. Leaving school during the day without signing out in the office;
 - b. Car trouble, shopping trips, hair/beauty shop/tanning appointments, picture taking, oversleeping, issues with alarms, mental health days, personal days, etc., even though approved by parent/guardian;
 - c. Working, child care, or helping out at home;
 - d. “Skip” days;
 - e. Other conditions that would warrant an unexcused absence, as deemed by the administration
3. Consequences for unexcused absences will result in one or more of the following:
 - a. **One detention per class period missed.** If a student has an unexcused absence for an entire day, he/she will be given 8 detentions for 8 missed classes.
 - b. Phone call to parent;
 - c. Parent conference;
 - d. Possible restriction from extra-curricular activities;
 - e. Legal notice of truancy;
 - f. Legal action under Wisconsin State Statutes 118.15 and 118.16
4. **All homework is due on the day a student returns from an unexcused absence. The student may be allowed to make up work or take tests, but will only be given 70% credit.** The student will have the obligation to understand, retain for future reference, and use all materials presented during their unexcused absence.

Student Incentives for Good Attendance

Students who meet the following attendance criteria will be exempt from all to one semester exam if he/she chooses.

1. 0 periods = all semester exams + money drawing
2. 1-6 periods = 6 semester exams
3. 7-8 periods = 5 semester exams
4. 9-10 periods = 4 semester exams
5. 11-12-13 periods = 3 semester exams
6. 14-15-16 periods = 2 semester exams
7. 17-18 periods = 1 semester exam

The following absences will not count toward the total number of hours missed:

- a. A death in the immediate family
- b. School business
- c. A Covid-related absence with proof of a positive test. The number of allowed absences will be determined by school policy. COVID-related absences will not count toward the 36 hours of medically excused absence.
- d. Up to 18 hours of absence accompanied by a doctor's note. The doctor's note must be submitted within 24 hours after the absence. If a student is sent home from school because of injury or illness, a doctor's note will not be necessary.

These guidelines are for the time period of one semester. The number of absences starts over at the beginning of the second semester.

If a student is not in his/her scheduled class during the school day, it will be considered an absence.

If a student has earned an "A" in a class the first quarter and an "A" the second quarter, he/she may opt out of taking the 1st semester exam in that class. If a student has earned an "A" in a class in the third quarter and an "A" in the fourth quarter, he/she may opt out of taking the 2nd semester exam in that class. 91% and above is considered an "A."

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

Tardiness

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

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

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

All absences, except for school business, mandatory court appearances, and a death in the immediate family, will be counted against this policy. If a student is not in his/her scheduled class for any other reason, it will be considered an absence.

Responsibilities for Attendance

1. Parent(s)/Guardian Responsibility:
 - a. When a student is absent, his/her parent(s) or guardian shall contact the school **by 9:00 A.M.** Failure to contact the school will result in a telephone call to the home or workplace of the parent or guardian.
 - b. Parents or guardians are required to provide a written explanation of absences at the time the student returns to school, or in the case of anticipated absences, prior to the absence. Anticipated absences shall receive prior approval of the school attendance officer or designee.
2. Student Responsibility:
 - a. Students are required to attend all of their scheduled classes, resource periods, and lunch periods, unless they have obtained parental permission and a pass approved by the student attendance officer or designee.
 - b. A student who has been absent, or is anticipating an absence, shall be expected to provide a written explanation of the absence signed by his/her parent(s)/guardian.
 - c. Students must always check in and out of the high school office when they leave and return to school.
 - d. If a student has to leave school, he/she is to exit the building through the south doors in the main hall corridor after obtaining an Off-Campus Permit and signing out in the office.
 - e. If a student arrives at school late, he/she is to enter the building through the south doors in the main hall corridor and **sign in at the office.**
3. Teacher Responsibility:
 - a. Teachers are required to emphasize the importance and necessity of good attendance. Classroom procedures and grading requirements will be developed that reflect the importance of daily assignments, classroom discussion, and examinations in grading students.
 - b. Teachers are required by law to take daily attendance at the beginning of the period in their classes and **maintain a record of absences.**
 - c. Teachers must ask for an absence slip if the student was absent the day before, or a pass if the student is late.
4. Principal's Responsibility:
 - a. The principal shall request from each teacher the procedures used for grading students. All grading systems throughout the school district should reflect the importance of daily assignments and classroom discussion in grading students.
 - b. The principal shall maintain office records for all excused and unexcused absences that occur in the school building.
 - c. Students will receive written notice after 5 days of absence, 7 days of absence, and 10 days of absence.
5. School Board Responsibility:
 - a. The school board has a responsibility to stress, on a routine basis, the importance of regular school attendance to students, parents, employers, and the community.
 - b. The school board shall promote activities that increase the community awareness of school attendance issues and regulations. This will be done by:
 - i. Annually publishing the district's attendance policy and state attendance law prior to the start of the school year.
 - ii. Providing speaking opportunities for local service club programs and public service radio programming.
 - iii. Encouraging employers to establish work schedules that reduce interference with school attendance and scheduled detentions.
 - c. The school board shall promote home-school cooperation in the implementation of the district's attendance policy and procedures. This will be done by:
 - i. Providing information relative to the attendance policy and procedures, along with rationale, to parents and students each year.

ACCIDENTS, ILLNESSES, AND INJURIES

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

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

Illness in School-Children who become ill in school will be sent home by the school health office staff or office staff. The Wisconsin Department of Health Services criteria for school exclusion will be followed.

See <https://www.dhs.wisconsin.gov/publications/p4/p44397.pdf> for disease-specific exclusion criteria. If a child has been sent home ill, they are not to attend after-school activities. This helps prevent the spread of disease and also helps the child get well.

Medication procedure when administered by school personnel:

1. Pupils who require medication at school shall be identified by parents/guardians to the principal. The principal, in turn, shall assume authority for involving designated school personnel in the administration of the medication.
2. Written statements shall be required from:
 - a. The parent/guardian shall specify medication, dosage, frequency, possible side effects, and the length of time to be given.
 - b. The parent/guardian shall request and authorize the designated school personnel to give medication in the dosage prescribed by the physician.
3. The physician shall be requested by the parent/guardian to supply a properly labeled container of medication for the school authorities. Prescribed medications dispensed by the nurse shall be kept in a locked container. The label on the container shall contain the name and telephone number of the pharmacy, the pupil's identification, name of the physician, name of the drug, and the dosage to be given, and must be current. Taking this medication shall be supervised by the school nurse or other designated school personnel at a time conforming to the indicated schedule. This medication will remain at school as long as the student is required to receive it, so duplicate containers, one for home and one for school use, are required.
4. It is important that an accurate and confidential system of record keeping be established for each pupil receiving medication.
 - a. It is advisable to have in the principal's office a list of pupils needing medication during school hours, including the type of medication, the dose, and the time to be given. This list should be reviewed periodically.
 - b. The classroom teacher and school personnel may be asked to record unusual behavior of the pupil on medication.
 - c. An individual record for each pupil receiving medication shall be kept and will include dosage, effects, changes, continuance, or disruption.
5. School personnel should under no circumstances provide aspirin or any other medicine to students unless:
 - a. A signed Authorization to Administer Non-Prescription Medication by School Personnel form is on file with the school office.
 - b. The non-prescription medication must be in its original container.

ACTIVITY ACCOUNTS

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

ADDRESS AND TELEPHONE NUMBER CHANGES

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

ANNOUNCEMENTS

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

AUTOMOBILES, MOTORBIKES, MOTORCYCLES, SNOWMOBILES, AND ATVS

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

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

ATVs must park in a designated area in the high school parking lot.

STUDENTS MAY LOSE THEIR PARKING LOT PRIVILEGES IF THEY DRIVE IN AN UNSAFE MANNER IN THE LOT.

BULLYING

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

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional, or learning disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

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

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

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

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

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

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

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

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

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, electronically transmitted, psychological (e.g.,

emotional abuse), through attacks on the property of another, or a combination of any of these. Some examples of bullying are:

- A. Physical - hitting, kicking, spitting, pushing, pulling, taking, and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name-calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "Cyber-bullying" – the use of information and communication technologies such as e-mail, cell phone, and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.
 - a. Cyber-bullies more easily hide behind the anonymity that the Internet provides;
 - b. Cyber-bullies spread their hurtful messages to a very wide audience with remarkable speed;
 - c. Cyber-bullies do not have to own their own actions, as it is usually very difficult to identify cyber-bullies because of screen names, so they do not fear being punished for their actions; and
 - d. The reflection time that once existed between the planning of a prank or a serious stunt and its commission has all but been erased when it comes to cyberbullying.

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

- 1. posting slurs, rumors, or other disparaging remarks about a student on a website or on a weblog;
- 2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
- 3. using a camera phone to take and send embarrassing photographs of students;
- 4. posting misleading or fake photographs of students on websites.

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

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

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

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

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

Staff includes all school employees and Board members.

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

Privacy/Confidentiality

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

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

Notification

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

Education and Training

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

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

BUS TRAVEL

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

BULLETIN BOARDS

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

CLASSIFICATION OF STUDENTS

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

<u>Freshmen</u>	<u>fewer than six and a half (6.5) credits</u>
<u>Sophomore</u>	<u>seven (7) through thirteen (13) credits</u>
<u>Junior</u>	<u>thirteen and a half (13.5) through nineteen and a half (19.5) credits</u>
<u>Senior</u>	<u>twenty (20) or more credits</u>

COMMENCEMENT

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

Processional:

1. Graduation Speakers: Three seniors will be allowed to speak during the graduation ceremony:
 - a. The senior class president
 - b. The senior with the highest Laude score
 - c. A senior from the highest Laude score group selected by the faculty based on scholarship, leadership, service, and character
2. Students who participate in the graduation ceremony shall wear proper attire.

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

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

COMPUTER LAB REGULATIONS

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

DANCES

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

Arrangements for social functions must receive approval from the principal.

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

The following regulations will be in effect:

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

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

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

Dance Court Nominations:

1. Students will vote and determine who will be on the court.
2. The vote will be a written (closed poll) vote.
3. One cannot be on extra-curricular suspension.
4. One must have a good attendance record.
5. If a person rejects a nomination, he or she will be removed from nomination. A person must accept or reject the nomination before the vote.
6. If a person has been a representative before, he or she cannot be a representative again, but can be a king or queen. If a person has been a king or queen, he or she cannot be on another court.

DETENTION, SUSPENSION, AND EXPULSION

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

DETENTION

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

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

Detention Room Rules

1. Detentions will begin at 7:30 a.m. and end at 8:00 a.m. in a designated room, Monday through Friday. If one is not on time, it will not count.
2. Students will bring schoolwork to do while on detention, or it will not count.
3. There will be no talking while in detention, or it will not count.
4. Students are not to bring anything to eat or drink to detention, or it will not count.
5. No one will be allowed to sleep while serving a detention, nor will it count.
6. If students do not serve detentions, they will eat lunch in the office, and that time is not counted as detention time served.

SUSPENSION

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

In-School Suspension Rules

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

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

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

EXPULSION

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

Expulsion shall be exercised only through formal action by the board of education (State Statute 119.25(1)). Expulsion is desirable only as the very last measure.

The school board may expel a pupil from school whenever it finds the pupil guilty of repeated refusal or neglect to obey the rules (State Statute 120.13(1)(c)).

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

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

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

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

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

The above-described guidelines shall not preclude the administration from recommending an immediate expulsion due to serious behavior problems (Board of Education Policy 5114).

DISCIPLINE SYSTEM (THE STEP SYSTEM)

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

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

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

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

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

Provisions of the Step System

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

A. Student to Student Relationships

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

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

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

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

B. Student to Staff Relationships

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

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

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

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

C. School Property		
Right: Each student is entitled to a well-equipped, well-maintained, attractive school environment. Responsibility: Each student is responsible for respecting and helping maintain the appearance of the building and the equipment. Policy: Acts of vandalism, theft, and abuse of school property, buildings, and grounds are prohibited.		
Infraction	Step	Special Provision
C-1 Vandalism: Willful damage of property	3-4	May be referred to the police. Restitution required.
C-2 Damage requiring cleaning and/or repair	2-5	May be referred to the police. Restitution required.
C-3 Abuse of printed materials, AV materials, or computer technology	2-5	May be referred to the police. Restitution required.
C-4 Willful misuse of school materials, printed materials, AV materials, or computer technology	2-5	May be referred to the police. Restitution required.
C-5 Theft	3-6	May be referred to the police. Restitution required.
C-6 Littering	0-3	May be referred to the police. Assignment work detail.
D. Protection of the Public Safety		
Right: Each student and staff member has the right to be safe and secure from physical harm while attending school. Responsibility: Students and staff members have a responsibility to conduct themselves in such a manner as not to pose a threat to the health of others. Policy: The infraction listed below, as well as other acts that threaten the health and safety of students and/or threaten the health and safety of staff, are strictly forbidden.		
Infraction	Step	Special Provision
D-1 Detonation of firecrackers or other explosive devices	4-6	May be referred to the police.
D-2 False Alarms	4-6	May be referred to the police.
D-2a. The act of initiating a fire alarm or initiating a report of warning of a fire or other catastrophe without just cause	4-6	May be referred to the police.
D-2b. Bomb threats	6	May be referred to the police.
D-3 Arson: The intentional burning or attempt to burn any part of school property	6	May be referred to the police.
D-4 Improper use or parking of motor vehicles	2-6	Referral to police when appropriate.
D-5 Weapon: Possession/use/threat. An instrument or device that could be used for attack or defense	5-6	May be referred to the police.

E. Intoxicants		
Right: Each student has the right to participate in a healthy environment and associate with students who are free from the influence of alcohol, intoxicating inhalants, tobacco, and drugs, and not be subjected to those wishing to buy, sell, or use such substances. Responsibility: Each student has the responsibility to keep his/her mind and body in a sound, healthy condition and abide by established laws. Policy: The possession, use, or sale of any prescription drugs, illegal drugs, alcoholic beverages, intoxicating inhalants, or tobacco is prohibited on school grounds or at school-sponsored activities.		
Infraction	Step	Special Provision
E-1 Alcohol, Inhalants, drugs, and other intoxicants:		
Possessing, having under one's control, or using any illegal substances, intoxicants, or alcoholic beverages	4-6	May be referred to the police.
Selling, giving away, or otherwise transferring to another person any illegal substance or alcohol; includes any transfer of a prescription drug or any substance alleged to be a drug, regardless of its actual content.	4-6	May be referred to the police.
Possessing, using, or having under one's control any substances, materials, or related paraphernalia which are dangerous to health or safety or which disrupt the educational process	4-6	May be referred to the police.
The possession, use, or distribution of drug paraphernalia, look-alike drugs, nonalcoholic beer, or any substance misrepresented as alcohol or a mood-altering drug	4-6	May be referred to the police.
E-2 Tobacco:		
Use of tobacco products on school premises or at a function under school sponsorship (includes smoking, chewing, or look-alike tobacco).	4-6	May be referred to the police.
Possession of tobacco products (on person, in vehicle, in locker)	4-6	May be referred to the police.

F. Student Behavior

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

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

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

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

G. Other Disciplinary Infractions

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

G. Other Disciplinary Infractions (cont.)		
Infraction	Step	Special Provision
G-10 Classroom Removal: Teachers at Crivitz High School shall have the authority to remove students from their classrooms who are disruptive or act in a manner that is detrimental to the academic atmosphere of the classroom environment. The principal and teacher shall determine the length of time for which the student will be removed from class or school.	1-3	1st Removal: Student conference with teacher and/or principal with parental notification. 2nd Removal: Conference or phone call with parent(s), student, teacher, and/or principal. 3rd Removal: Disciplinary procedures, including, but not limited to, detention or suspension with parental notification. 4th Removal: Removed from class with an "F." Immediate removal may result in cases of gross misconduct.
H. Triton		
Distance learning is a means for districts to provide low-incidence courses that normally would not be offered to students due to low enrollments, financial restraints, or lack of qualified personnel. Due to the unique nature of distance learning, certain standards of behavior are expected of students enrolling in these courses. This policy is intended to make both the students and the parents aware of the standards and to secure signatures of agreement. Students and parents are required to attend a meeting and sign a contract outlining the TRITON expectations.		
Infraction	Step	Special Provision
First Offense	0-6	Verbal warning, teacher referral sent to school/parent
Second Offense	0-6	May result in permanent removal, teacher referral sent to school/parent
Severe Misconduct	0-6	Permanent removal, disciplinary action, and parent, teacher, and administrator conference

DRESS CODE

All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities. The school reserves the right to send students home if their appearance does not reflect good taste and cleanliness, or if it is disruptive to the educational process.

During school hours (7:30 a.m. to 3:30 p.m.), guidelines shall prohibit student dress or appearance practices that:

1. Present a hazard to the health or safety of the individual student or to others in the school, including by way of communicating threats of harm or depictions of harmful conduct directed at others;
2. Interfere with school work, create disorder, or disrupt the educational program, including dress that promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities;
3. Cause excessive wear or damage to school property;
4. Prevent the student from achieving educational objectives because of blocked vision or restricted movement;

During school hours (7:30 a.m. to 3:30 p.m.), students are NOT allowed to wear:

1. Coats, scarves and gloves, blankets (unless approved by administration)
2. Tank tops, muscle shirts, tube tops, halter tops, spaghetti straps, crop tops and backless tops
3. Clothing or other attire with inappropriate text or images, including those that may degrade or devalue others. Examples of inappropriate text or images may include alcohol, drug or tobacco references, suggestive sexual references, including the playboy bunny, weapons, etc.
4. Chains or spikes
5. Any apparel, color, accessory, or object that denotes gang membership
6. Clothing that resembles underwear
7. Clothing with rips and tears that show undergarments or the rips are higher than mid-thigh.
8. Hats and hoods

Shorts and skirts are acceptable school attire under the following conditions:

- They must be in decent taste
- They may not be revealing when a person is seated.

Student MUST wear clothing that covers their:

- Undergarments
- Stomach
- Chest
- Back
- Buttocks

Footwear is required at all times.

PUNISHMENTS FOR VIOLATION OF SCHOOL DRESS CODE:

Clear violations of these rules will result in the student being sent to the principal's office. In cases of questionable dress, students may appeal to the principal who will make the final determination, with potential input from other staff members as appropriate, as to whether or not the clothing is acceptable for school.

- FIRST OFFENSE: Any student dressing inappropriately will be sent to the principal and asked to change or to make the necessary adjustments in his/her dress. This is considered a warning. Parents may be requested to bring a substitute item of clothing to school for the student.
- SECOND OFFENSE: The student will be sent down to the principal by the teacher or other staff to make the necessary adjustments in his/her dress. Two (2) detentions will be issued. If student does not change into proper attire, an in-school suspension will be issued.
- THIRD OFFENSE: An in-school suspension will be issued and the parents will be called for a conference on proper attire.

EARLY RELEASE

If a school day should end at an earlier time than normal, such as 1:25 P.M., no students will be allowed to leave before that time. The only exception would be a verified illness.

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

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

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

ELECTRONIC COMMUNICATION DEVICES

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

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

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

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

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

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

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

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

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

ENTERING THE BUILDING

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

EVALUATION OF STUDENTS

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

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

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

Other potential grades reported by teachers are:

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

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

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

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

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

EXTRA-CURRICULAR ACTIVITIES

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

FIRE DRILLS AND ALARMS

Fire drills at regular intervals are required by law and are an important safety precaution (§118.07). It is essential that when the first signal is given, everyone clears the building by the prescribed route as quickly as possible. The classroom teacher will give the students instructions.

FOOD – BEVERAGES

There will be no eating or drinking in classrooms during regular class hours except for special occasions. Water bottles are allowed as long as they are clear.

GPA INCENTIVE PROGRAM

The GPA Incentive program – being able to leave at the end of 8th period - is a quarterly program available to all juniors and seniors who qualify with a **3.0 grade point average**. To qualify, the following criteria must be met:

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

Every eligible student will report to the resource period for attendance. All students will then sign out before leaving. Any student who leaves after the 8th period must not return to the building until the end of the school day at 3:25 p.m.

GYM REGULATIONS

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

HOMEWORK

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

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

HONOR ROLL

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

INCOMPLETE GRADES

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

LIBRARY USE

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

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

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

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

LUNCH ROOM AND NOON HOUR REGULATIONS

Lunch Room Rules:

- Students are to enter the lunchroom from the south doors in a **quiet and respectful** manner and **form a single line** leading to the lunchroom counter. Running, pushing, and boisterousness are not to be tolerated.
- After being served, students are to go directly to the table of their choice.
- After eating, students are to return their trays to the proper place at the service counter.
- Students are not to sit or stand on the tables or on the benches.
- Students are to remove all paper bags, pop bottles, etc., from the lunch tables.
- The noon lunch should be an enjoyable period for the students, but an orderly lunchroom is necessary.

MEDICATION – PRESCRIPTION AND OVER-THE-COUNTER

Prescribed Medications

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

- A. Parents should determine with their practitioner's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The "Prescribed Medication Form" and the "Over-the-Counter/Short-term Prescription Medication Form" are both available from the district web page, under DEPARTMENT and HEALTH/SCHOOL NURSE or from the secretary, and must be filed with the school nurse before the student will be allowed

to begin taking any medication during school hours. This written and signed request form is to be submitted on an annual basis, or more often if changes in dosage occur, and will include:

1. student's name and date of birth;
 2. medication and dosage or procedure required;
 3. times required;
 4. special instructions, including storage and sterility requirements;
 5. The date prescribed medication will be started;
 6. date prescribed medication will no longer be needed;
 7. practitioner's name, address, and telephone number;
 8. probable side effects;
 9. authorization for school personnel to administer the prescribed medication, if necessary, but only in the presence of an authorized staff member or parent;
 10. agreement/satisfactory arrangement to deliver medication to/from school;
 11. agreement to notify the school in writing if the medication, dosage, schedule, or procedure is changed or eliminated. A new request form must be submitted each school year or for each new medication.
- C. For each prescribed medication, the medication shall be in the original pharmacy-labeled package with the following information in a legible format:
1. student's name
 2. practitioner's name
 3. date
 4. pharmacy name and telephone
 5. name of medication
 6. prescribed dosage and frequency
 7. special handling and storage directions
- D. All medications to be administered during school hours must be registered with the nurse's office. Upon receipt of the medication, the school nurse shall verify the amount of medication brought to the school and indicate that amount on the student's medication log sheet.
- E. Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. Two to four (2-4) weeks' supply of medication is recommended. Medication MAY NOT be sent to school in the student's lunch box, pocket, or other means on or about his/her person. An exception to this would be prescriptions for emergency medications.

Nonprescription Drug Products

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

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

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

1. student's name
2. date
3. name of medication
4. dosage and frequency
5. special handling and storage directions

NOON HOUR – CLOSED CAMPUS

The high school is currently under a closed campus policy, as directed by the board of education. Students are to be in the auditorium and the main lobby during the noon hour. Any closed campus violation will result in a student being restricted to a specific area during the noon hour, receiving detentions, or being suspended.

ONLINE CLASSES

Online classes at Crivitz High School are a privilege, and approval for enrollment in such courses is at the discretion of the high school principal. These courses are meant to enhance the curriculum for students who want to branch out into an area of learning we do not offer.

In order to enroll in an online class – and to stay enrolled – a number of conditions must be met by the student:

1. Students must submit a check for \$300 made out to the Crivitz School District. If the student successfully passes the class, the district will pay for the class, and the check will be destroyed or returned to its owner.
2. The student must have the check and all required paperwork turned in by the 2nd week of the online course. If the student fails to do so, he/she will be dropped from the course.
3. If a student fails to log in to the course for 2 weeks, that student can be dropped from the course and will receive a failing grade for the semester.

PEP ASSEMBLIES

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

PERMIT TO LEAVE BUILDING

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

PHYSICAL DISPLAY OF AFFECTION

Physical displays of affection between students are not considered acceptable behavior in school or on the school grounds. Any contact between students beyond holding hands is considered inappropriate in the school building and will result in a disciplinary referral.

PHYSICAL EDUCATION GRADUATION REQUIREMENT SUBSTITUTION OPTION

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

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

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

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

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

PROPERTY DAMAGE

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

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

PROM/HOMECOMING

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

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

PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS

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

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

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

Guidelines for Matters Regarding a Professional Staff Member

A. First Level

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

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

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

B. Second Level

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

C. Third Level

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

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

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

D. Fourth Level

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

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

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

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

Guidelines for Matters Regarding a Support Staff Member

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

Guidelines for Matters Regarding District Services or Operations

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

Guidelines for Matters Regarding Enrollment Disputes

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

Guidelines for Matters Regarding the Educational Program

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

Guidelines for Matters Regarding Instructional Materials

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

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

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

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

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

RECORDS

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

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

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

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

Progress Records Include:

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

Behavior Records Include:

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

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

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

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

SCHEDULING CLASSES

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

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

SCHEDULE CHANGES

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

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

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

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

SCHOOL-WIDE EXPECTATIONS

Cafeteria Expectations

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

Corridor Expectations

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

Classroom Expectations

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

Resource Period Expectations

1. A pass must be issued by a teacher if a student wants to go to a resource room other than the one assigned to him/her. Pre-planning is a must.
1. Bring study materials, including books, worksheets, pencils, pens, and paper.
2. No talking will be allowed.
3. Card playing, sleeping, listening to the radio, and other non-educational activities are not allowed.
4. No soda or any beverages or snacks of any kind are allowed.
5. The study hall supervisor may assign work to those students who have nothing to do.

Parking Lot Expectations

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

TELEPHONE USE & TELEPHONE MESSAGES

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

TEXTBOOKS

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

VISITORS

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

WATER GUNS

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

WEAPONS POSSESSION OR USE

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

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

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

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

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

The following are exceptions to this policy:

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

LEGAL REFERENCE: Wisconsin Statutes 120.13(1), 939.22(10), 9487.60, 948.61; Federal Gun-Free School Zones Act of 1990

MISCELLANEOUS

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

Procedures followed at Crivitz Middle School / High School:

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

Building and Equipment

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

Class and Club Meetings

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

Lost and Found

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

Withdrawal From School

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

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

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

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

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

Tornado Drills

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

MIDDLE SCHOOL SPECIFIC RULE: GRADES – PASSING AND FAILING

In middle school, a student may be promoted or retained for a full school year. If a student is not being successful in the classroom, the parent will be contacted by the classroom teacher to share concerns and plans for student improvement. The child may become part of the Response to Intervention (RTI) process for improving student learning.

MIDDLE SCHOOL SPECIFIC RULE: LUNCH ROOM/RECESS GUIDELINES

Lunch Room Rules:

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

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

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

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

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

Students are required to stay in the lunchroom for ten minutes until a teacher is on duty for outside or gym supervision.

Playground Rules:

Students should play in their assigned playground area north of the main parking lot.

Students may not play near the storage areas, the baseball/softball fields, or the concession areas.

Rough playing, fighting, throwing hard objects, or snowballs is not allowed.

STUDENT HANDBOOK - CONDUCT AGREEMENT

These rules are in the Student Handbook.

Please read these rules and check them off as you read them.

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

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

Print Student Name

Student Signature

Parent/Guardian Signature

Date