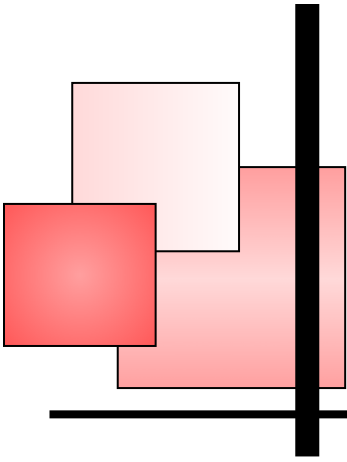
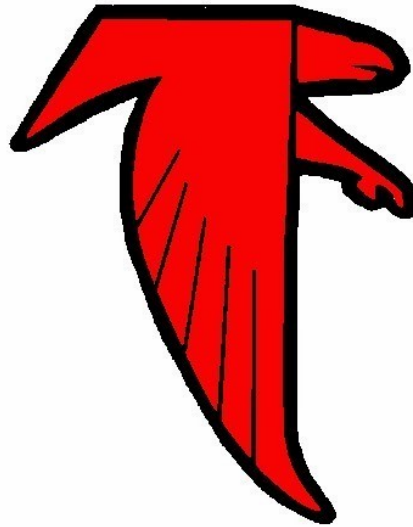




2026– 2027

Abbotsford School District

Student / Parent Handbook



(Board Approved July 20, 2026)

2026-2027 School District of Abbotsford

July 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July		
4	Independence Day	
6	First Day of Summer School	
31	Last Day of Summer School	

August 2026						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August		
3	First Day to Work in Classrooms	
12	New Teacher Orientation	
17-19	Fall Inservice	
19	Back to School Night (4pm-8pm)	
	(Note: 2 days work time in classrooms)	

September 2026						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

September		
7	Labor Day - No School for Staff/Students	
1	First Day of School	
	Late Start Wednesdays. Classes begin at 9:00am	

October 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October		
8	Parent/Teacher Conferences	
	Elem 1:30-8:00pm, MS/HS 4:00-8:00pm	
9	No School for Staff/Students	
30	End of 1st Quarter (42 Days)	

November 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November		
25-27	Thanksgiving Break - No School for Staff/Students	

December 2026						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December		
24-31	Holiday Break - No School for Staff/Students	

January 2027						
Su	M	Tu	W	Th	F	Sa
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January		
1	Holiday Break - No School for Staff/Students	
15	End of 2nd Quarter (45 Days)	
29	No School for Staff/Students	

February 2027						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

February		
25	Parent/Teacher Conferences (4-8pm)	
	Elem 1:30-8:00pm, MS/HS 4:00-8:00pm	
26	No School for Staff/Students	

March 2027						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

March		
19	End of 3rd Quarter (43 days)	
22-26	Spring Break - No school for Staff/Students	

April 2027						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

April		
-------	--	--

May 2027						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May		
15	Graduation at 2pm	
31	Memorial Day - No School for Staff/Students	

June 2027						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

June		
2	Last Day of School (11:20am release)	
2	End of 4th Quarter (46.5 days)	

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Visit Our Website at <http://www.abbotsford.k12.wi.us>
* COMMUNITY * FAMILY * EDUCATION *

RYAN BARGENDER

District Administrator
510 W. Hemlock Street
Abbotsford WI 54405

GEORGIA KRAUS

Accountability Coordinator
510 W. Hemlock Street
Abbotsford WI 54405

MELISSA PILGRIM

Middle/High School Principal
510 W. Hemlock Street
Abbotsford WI 54405

ABBIEY FRISCHMANN

Elementary Principal
510 W. Hemlock Street
Abbotsford WI 54405

July 2026

Dear Students and Parents:

I, along with the entire Middle and High School Staff would like to welcome you to a new school year at Abbotsford Middle/High School. I hope everyone has enjoyed the summer and are looking forward to this 2025-26 school year. I am extremely excited to see everyone back on September 1, 2026.

This handbook represents the guidelines and expectations for behavior, policies, and services that will assist and guide you during your experience in this school. It is extremely important that you make yourself familiar with this handbook. If at any time you have questions regarding the information in this handbook, please contact me so I can answer anything you are unsure about and help you understand if needed. Please note the updated PBIS information that will be put into place this school year along with the updated cell phone information.

Becoming part of your school community is important. You get to help pave your own path and become part of your academics, extracurriculars, and enjoy all of the things associated with school. You need to continue to focus, go after your dreams and have an amazing experience. We are all here to help you reach your full potential and need you to help us do that. As I always say, "dreams don't work unless you do."

Each year is a new start, a new beginning, and your time to make the most of the opportunities surrounding you at school. All of us together are going to move forward together, embrace all of your possibilities at school, work hard, and have a little fun along the way. These are the things you will remember from Abbotsford Middle/High School. Take advantage of all the opportunities around you. This is going to be a great year and can't wait to get it started with you.

Welcome back!

Sincerely,

Melissa Pilgrim
MS/HS Principal

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Middle/High School Principal
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Abbotsford WI 54405

ABBAY FRISCHMANN

Elementary Principal
510 W. Hemlock Street
Abbotsford WI 54405

July 2026

Dear Students and Families,

Welcome back to a brand-new school year! We are excited to open our doors and begin another year of learning, growth, and memorable experiences together.

Whether you are returning or joining our school for the first time, we are thrilled to have you as part of our school family. Our dedicated staff has been working hard to prepare classrooms, plan engaging lessons, and create a safe, welcoming environment where every child can learn, grow, and succeed.

This year, we look forward to partnering with you to help each student reach their full potential. We encourage families to stay connected, communicate with teachers, and participate in school events throughout the year. Together, we can make this a positive and successful experience for every child.

To our students: We can't wait to see your smiles, hear your stories, and watch you discover new talents and interests. Come ready to learn, be kind, work hard, and have fun!

Thank you for being an important part of our school community. Here's to an amazing school year filled with learning, friendship, and success!

Welcome back!

Sincerely,

Abbey Frischmann
Elementary Principal

2026-27 MS/HS Telephone Listing

Last Name	First Name	Ext.	Title
Beer	Mike	4209	MCSE Resource Teacher
Bay	Gilda	4210	EL Aide
Carino	Miriam	4208	MCSE Aide
Clement	Cathy	4203	HS Library Aide
Clement	Catie	4207	MCSE Resource Teacher
Daniels	Kasey	4222	HS/MS Math
Fleischman	Paige	3390	Library Media Coordinator
Frederick	Sydney	4215	MS Science
Griesmer	Amber	4227	HS English Lang Arts
Jicinsky	Ally	4101	FEAHS
Johnson	Katie	4225	HS Social Studies
Kloth-den-Otter	Nicole	4103	FACE
Knapmiller	Jacob	4223	MS/HS Social Studies
Knapmiller	JanaLee	4102	Business Ed
Kolar	Lori	4217	MS Math
Kraus	Amber	42501	ELL Services Coord
Langbehn	Jordyn	4216	MS English Lang Arts
Larson	Alex	4450	Phy Ed/Athletic Director
Leader	Ashley	4209	MCSE Aide
Lopez	Esmeralda	4211	Spanish
McGowan	Megan	4221	Math
Nelson	Brett	4104	HS Business Ed
Niapon	Vanessa	4114	Agriculture
Novak	Dillon	42502	Phy Ed / Health Class
Novak	Toni	4109	HS Band
Pietrangelo	Alyssa	4228	HS English Lang Arts
Rachu	Mason	4118	Tech Ed
Rau	Garrett	4108	HS Science
Reissmann	Joseph	4224	HS/MS Math
Reyes	Fernanda "Maria"	4210	EL Aide
Rosales Gomez	Carlos	4214	Spanish
Rutka	Vanessa	4208	MCSE Resource Teacher
Schindler	Kim	4110	HS/MS Choir
Shilts	Andrea	4205	MCSE Resource Teacher
Stuttgen	Pam	4207	MCSE Aide
Vincent	Grace	4107	HS Art
Warthen	Charles	4218	MS Social Studies
Wojner	Kristine	4219	MS English Lang Arts
Wolf	Sara	4105	HS Science
Zintzun	Elizabeth	4205	MCSE Aide

Last Name	First Name	Ext.	Title
Bergender	Ryan	4180	District Administrator
Dake	Ashley	4170	District Finance Manager
Espino	Selenia	4160	District Adm Asst/Payroll
		4150	District Adm Asst/AP
Frischmann	Abbey	3000	Elementary Principal
Kraus (ELEM)	Amber	3338	District ELL Services Coord.
Kraus	Dr Georgia	3337	District Accountability Coordinator

Fronk	Stacy	4200	School Psychologist
Huther	Lori	4202	School Counselor
Devine	Troy	8523	Technology Assistant
Rau	Chris	8521	Food Service Director
Wiese	Sean	8522	Maintenance Supervisor

Linzmeier	Courtney	8525	HS Office - Nurse Station
		8525	Health Aide

Leichtnam	Patrick	5000	School Resource Officer
Leza (MS/HS)	Janeth	4115	Pupil Services Navigator
Leza (ELEM)	Janeth	5313	Pupil Services Navigator
Pilgrim	Melissa	4060	HS/MS Principal
Ruesch	Becky	4000	Administrative Assistant
Sanchez	Anahi	4010	Administrative Assistant

Community	Room	5500	Community Room-FEMA Addition
Conference	Room A	4490	Conference Room A
Conference	Room	4190	District Conference Room
Conference	Room	5505	Conference Room-FEMA Addition
Fitness	Center	3360	Fitness Center
Locker Room - Pool	Boys	4460	Pool Locker Room - Boys
Locker Room - Pool	Girls	4440	Pool Locker Room - Girls
OT/PT		42500	Occupational/Physical Therapy Room
Pool		4351	Pool
Tech Ed		4120	Tech Ed
Workroom	Staff	4444	HS Staff Workroom - Main Area
Workroom	Staff	4380	HS Staff Workroom - Conference Room

All Call Page - District	Dial 8800, wait for beeps
All Call Page - Elementary	Dial 8820, wait for beeps
All Call Page - HS	Dial 8810, wait for beeps

2026-27

Elementary Telephone Listing

EXT.	OFFICE
3030	Frischmann, Abbey Principal
3000	Garcia, Yenifer Elem Admin Assist.
8524	Meyer, Cindy Elem/MCSE Admin Asst.
3305	Wozniak, Jessica Counselor
3306	Thielen, Rachel El. School Psychologist
EXT.	HIGH SCHOOL
4060	Pilgrim, Melissa Principal
4000	Ruesch, Becky HS Admin. Assist.
4010	Sanchez, Anahi HS Admin. Assist.
8523	Devine, Troy Tech. Coordinator
4200	Fronk, Stacy School Psychologist
4202	Huther, Lori Counselor
3338	Kraus, Amber ELL Coordinator
4210	Ms. Reyes HS Translations
5313	Leza, Janeth - EL Pupil Service Navigator
4115	Leza, Janeth - HS Pupil Service Navigator
EXT.	TEACHING STAFF
5501	Stuttgen, Chelsea 4K Teacher
5502	Vela, Amber 4K Teacher
5503	Falteisek, Jayden 4K Teacher
3311	Pospichal, Terrie Kindergarten
3312	Meyer, Cassie Kindergarten
3310	Coutley, Maddi Kindergarten DL
3309	Brogan, Hannah Kindergarten
3315	Baehr, Jennifer 1st Grade
3316	Buchberger, Anna 1st Grade DL
3314	Shedivy, Alyssa 1st Grade
3313	Rowley, MaKayla 1st Grade
3342	Elmhorst, Jena 2nd Grade
3345	Mendoza, Shyann 2nd Grade
3343	Edwards, Allison 2nd Grade DL
3327	Becker, Neilaine 3rd Grade
3326	Gumz, Penny 3rd Grade DL
3328	Will, Jody 3rd Grade
3330	Novak, Sierra 4th Grade
3331	Penczek, Emma 4th Grade
3329	Stewart, Michelle 4th Grade
3332	Schneider, Madelyn 4th/5th Grade DL
3333	Toto Seba, Anita 4th/5th Grade DL
3334	Stuttgen, Lexie 5th Grade
3335	Leibfried, Mikaela 5th Grade
EXT.	HEALTH
8525	Linzmier, Courtney Nurse - Office Lines
3380	Elem. Sick Room
4020	HS Nurse
EXT.	SPECIALS
3308	Art
3390	Fleischmann, Paige Library
3307	Hiller, Erica Music
4350	Klabon, Tonya Phy. Ed
4450	Larson, Alex Athletic D./4K Phy-Ed
3317	MCSE OT / PT

EXT.	DISTRICT OFFICE
4180	Bargender, Ryan Superintendent
3337	Kraus, Georgia Dist. Accountability Crd
4160	Espino, Selenia Admin Assist/Payroll
4170	Dake, Ashley District Bookkeeper/HR
4150	Admin Assist/AP
5000	Leichnam, Patrick School Resource Officer
EXT.	MCSE TEACHING STAFF
3318	Hilgemann, Mary Early Childhood
3320	Hurrell, Elizabeth MCSE K/1 Teacher
3344	Riehle, Lisa MCSE 2/3 Teacher
3322	Mueller, April MCSE 4/5 Teacher
3317	Iesaliniaks, Pamela Speech & Language
3317	Zierer, Hannah Speech & Language
3317	Feld, Madison Speech & Language
3324	Schwab, Johnneen Social/Behavioral
3319	Brutger, Rachael MCSE Teacher
EXT.	MCSE ASSISTANTS
3319	Alcantar, Maria MCSE T. A.
3181	Chairez, Yuri MCSE T. A.
3319	MCSE T. A.
3319	MCSE T. A.
3182	Mulderink, Melissa MCSE T. A.
3318	MCSE T. A.
3318	Weier, Kelly MCSE T. A.
3318	Johnson, Julie MCSE T. A.
3318	Walley, Kathy MCSE T. A.
5501	Olmedo, Kimberly 4K Teacher Assist.
5502	Lopez, Erika 4K Teacher Assist.
5503	Bonilla, Marisol 4K Teacher Asssit.
	Tompkins, Kathy 2/3 Teacher Assistant
	2/3 Teacher Assistant
3302	Bittner, Sarah Library Assistant
	Blasel, Jenny K/1 Teacher Assistant
	Ontiveros, Lizbeth K/1 Teacher Assistant
	Marin, Juana 4/5 Teacher Assistant
	4/5 Teacher Assistant
3420	Perreto, Cristina Teacher Assistant
EXT.	OTHER
Michelle B/	Mike Rau /Karen Brecke Custodian
8522	Wiese, Sean Maintenance Supervisor
3304	Large Conference Room Elementary
3301	Small Conference Room Elementary
5500	FEMA Community Room
8521	Rau, Chris Kitchen
EXT.	EL. INTERVENTIONIST
3321	Carmichael, Dawn Math Interventionist
3323	Hirsch, Taffy Reading Interventionist
3325	Boneske, Tina Title 1/Reading Spec.
3347	Rodriguez, Kresely ELL
	Schlough, Amanda Literacy Coach

Phone Directory By Department

DEPARTMENT	ASSIGNMENT	E-MAIL	EXTENSION #
Baseball	Brett Nelson	bnelson@abbotsford.k12.wi.us	4104
Basketball, Girls	Alex Larson	alarson@abbotsford.k12.wi.us	4450
Boiler Room	Sean Wiese	swiese@abbotsford.k12.wi.us	8522
Career Center	Lori Huther	lhuther@abbotsford.k12.wi.us	4202
Community Education	Selenia Espino	sespino@abbotsford.k12.wi.us	4160
Cross Country-Boys	Alex Larson	alarson@abbotsford.k12.wi.us	4450
Cross Country-Girls	Dillon Novak	dnovak@abbotsford.k12.wi.us	4450
Distance Learning	Cathy Clement	cclement@abbotsford.k12.wi.us	4380
District Office	Ashley Dake-Bookkeeper	adake@abbotsford.k12.wi.us	4170
District Office	Selenia Espino-Secretary	sespino@abbotsford.k12.wi.us	4160
District Office	Selenia Espino-AP	sespino@abbotsford.k12.wi.us	4160
Director of EL Services	Amber Kraus	akraus@abbotsford.k12.wi.us	3322
FBLA	Janalee Knapmiller	jknapmiller@abbotsford.k12.wi.us	4102
FCCLA	Nicole Kloth-den Otter	nklothdenotter@abbotsord.k12.wi.us	4103
FFA	Vanessa Nicpon	vnicpon@abbotsford.k12.wi.us	4114
Fitness Center	Selenia Espino	sespino@abbotsford.k12.wi.us	4160
Football	Jacob Knapmiller	jknapmiller@abbotsford.k12.wi.us	4214
Forensics	Ally Jicinsky	ajicinsky@abbotsford.k12.wi.us	4206
Greenhouse / Horticulture	Vanessa Nicpon	vnicpon@abbotsford.k12.wi.us	4114
Lunch Menu	Chris Rau	crau@abbotsford.k12.wi.us	8521
NHS	Garrett Rau	grau@abbotsford.k12.wi.us	4108
Office	Becky Ruesch	bruesch@abbotsford.k12.wi.us	4000
Office	Anahi Sanchez	aaraiza@abbotsford.k12.wi.us	4010
School-to-Work	Nicole Kloth-den Otter	nklothdenotter@abbotsord.k12.wi.us	4103
Skills USA/VICA	Mason Rachu	mrachu@abbotsford.k12.wi.us	4118
Softball	Alex Larson	alarson@abbotsford.k12.wi.us	4450
Spanish Club		@abbotsford.k12.wi.us	4203
Student Senate-HS	Amber Griesmer	agriesmer@abbotsford.k12.wi.us	4210
Student Senate-Middle	Megan McGowan	mmcgowan@abbotsford.k12.wi.us	4221
Summer School	Abbey Frischmann	afrischmann@abbotsford.k12.wi.us	3030
Track	Jacob Knapmiller	jknapmiller@abbotsford.k12.wi.us	4214
Volleyball	Alex Larson	alarson@abbotsford.k12.wi.us	4450
Wrestling	Alex Larson	alarson@abbotsford.k12.wi.us	4450

Phone Directory for Meeting Rooms

ROOM	EXTENSION #	CONTACT EMAIL	CONTACT	EXTENSION #
Community Room – FEMA	4101	sespino@abbotsford.k12.wi.us	Selenia Espino	4160
Conference Room – DO	4190	sespino@abbotsford.k12.wi.us	Selenia Espino	4160
Conference Room – MS/HS	4380	aaraiza@abbotsford.k12.wi.us	Anahi Sanchez	4010
Conference/Book Room – Elem	3303	ygarcia@abbotsford.k12.wi.us	Yenifer Garcia	8524

Phone Directory for Schools

SCHOOL	TELEPHONE NUMBER	FAX NUMBER
Abbotsford Middle/High	715-223-2386	715-223-3986
Abbotsford Elementary	715-223-4281	715-223-0691
Abbotsford District Office	715-223-6715	715-223-4239
Falcon Enterprises Alternative High School	715-223-2386 (ext. 4101)	715-223-3986

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This Student/Parent Handbook is based in significant part on policies adopted by The Board and Administrative Guidelines developed by the District Administrator. The Policies and Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed. If you have questions or would like more information about a specific issue, contact your school principal.

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. This handbook summarizes many of the official policies and administrative guidelines of the Board and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Principal who you will find listed in the Staff Directory section of the handbook. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

This handbook summarizes many of the official policies and administrative guidelines of the Board and the District. If any of the policies or administrative guidelines referenced herein is revised after June 30, 2022 the language in the most current policy or administrative guideline prevails. The current policies are available on the District's website.

MISSION OF THE SCHOOL

WE BELIEVE:

- Every student is valued and has a right to a quality education.
- Education is a shared community responsibility.
- Everyone is a learner and a teacher.
- Learning must be creative, innovative, collaborative, and relevant.
- Respect, honesty, and safety are essential to the learning environment.
- Students must demonstrate academic, cultural, technical, and social competence.
- Education must be fiscally responsible and accountable.

OUR MISSION:

- To prepare life-long learners to lead productive and rewarding lives in a changing world.

OUR VISION:

- To be a school district with excellent staff, programs, and student achievement.

EQUAL EDUCATION OPPORTUNITY/ANTI-HARASSMENT

The Board of the School District of Abbotsford does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator is the District Accountability Coordinator and can be contacted at (715) 223-6715, ext. 3337, at gkraus@abbotsford.k12.wi.us, or at the School District of Abbotsford, 510 W. Hemlock St., Abbotsford, WI 54405.

It is the policy (Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity) of the District to provide an equal education 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 Education 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 who have questions should contact Ryan Bargender at (715) 223-2386.

It is also the policy (Policy 5517 - Student Anti-Harassment) of the School District to maintain an educational environment that is 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 an activity sponsored by the School District.

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

Any person who believes that Abbotsford Middle/Senior High School 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:

Brett Nelson
High School Business Teacher
(715) 223-2386
510 W. Hemlock St
Abbotsford, WI 54405
bnelson@abbotsford.k12.wi.us
Tina Boneske
Reading Specialist
(715) 223-4281
510 W. Hemlock St.,
Abbotsford, WI 54405
tboneske@abbotsford.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 in the School Office on the School District's website.

Due to the sensitivity surrounding complaints of harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the complaint process is begun, the investigation will be completed promptly. What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence.

If at any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under Board Policy 5517.01 - *Bullying*, and not harassment under Board Policy 5517 - *Student Anti-Harassment*, because the conduct at issue is not based on a student's Protected Characteristics, the investigator shall transfer the investigation to the appropriate Principal.

Under no circumstances will the School District threaten or retaliate against anyone who raises or files a complaint.

Our school is committed to an educational environment that is free of harassment of any form. Our school will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Harassment means behavior toward a student or group of students based, in whole or in part on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws (hereinafter referred to as "Protected Characteristics which substantially interferes with the student's school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. Examples of conduct that may constitute harassment include:

- A. graffiti containing offensive language;
- B. name calling, jokes or rumors;
- C. threatening or intimidating conduct directed at another because of the other's protected characteristic (e.g., sex, race, learning disability);
- D. notes or cartoons;
- E. slurs, negative stereotypes, and hostile acts which are based upon another's protected characteristic;
- F. written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- G. a physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual's protected characteristic; or
- H. other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

NONDISCRIMINATION ON THE BASIS OF SEX

The Board of the Abbotsford School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The School District's Title IX Coordinator(s) is/are:

Name Georgia Kraus Title District Accountability Coordinator
Office Address 510 W. Hemlock St., Abbotsford, WI 54405
Email Address gkraus@abbotsford.k12.wi.us
Telephone Number 715-223-6715, ext. 3337

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Board Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the School District will respond.

It is a violation of this policy for anyone to knowingly making false statements or knowingly submitting false information during the sex discrimination complaint process, including intentionally making a false report of sexual harassment, or submitting a false formal complaint. The School District will not tolerate such conduct, which is a violation of the Student Code of Conduct.

Neither the Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or Board Policy 2266 - Nondiscrimination on the Basis of Sex in Education, Programs or Activities, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, is a serious violation of Board Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities that can result in the imposition of disciplinary sanctions, consequences, and/or other appropriate remedies.

All students, parents, and their representatives are advised to review Board Policy 2266 for more information and detail regarding the School District's commitment to nondiscrimination on the basis of sex.

SEXUAL HARASSMENT

Sexual harassment is prohibited in our school and at school-sponsored activities in accordance with Board Policy 5517 - Student Anti-Harassment. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

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

Sexual harassment may include, but is not limited to

- A. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity;
- C. threats or insinuations that a person's employment, wages, academic grades promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls and obscene gestures;
- E. sexually suggestive objects, pictures, graffiti, videos, posters, audio recording or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals;
- F. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;

- G. unwelcome sexual behavior or words including demands for sexual favors,—accompanied by implied or overt threats concerning an individual's educational status;
- H. unwelcome sexual behavior or words, including demands for sexual favors,—accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;
- I. unwelcome behavior or words directed at an individual because of gender;

Examples are:

1. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
2. rating a person's sexuality or attractiveness;
3. staring or leering at various parts of another person's body;
4. spreading rumors about a person's sexuality;
5. letters, notes, telephone calls or materials of a sexual nature;
6. displaying pictures, calendars, cartoons or other materials with sexual content;
7. a pattern of behavior—which may be subtle in nature—that carries sexual connotations and is intended to cause, or has the effect of causing, discomfort and/or humiliation to another person; or
8. comments speculating about a person's sexual activities or sexual history, or comments regarding one's own sexual activities or sexual history.

It is also the policy of the School District that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the school, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student. An inappropriate boundary violation by a School District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment.

If you wish to report harassment, please contact the School District's Title IX Coordinator listed below:

Name Georgia Kraus Title District Accountability Coordinator
Office Address 510 W. Hemlock St., Abbotsford, WI 54405
Email Address gkraus@abbotsford.k12.wi.us
Telephone Number 715-223-6715, ext. 3337

Any person may report sexual discrimination, including sexual harassment, to the School District's Title IX Coordinator listed above, regardless of whether the person is the alleged victim of the reported conduct. The report may be made in person, by mail, by telephone, or by email. The report may be made at any time, including during non business hours.

A copy of Board's Policy 2266 - Nondiscrimination of the *Basis of Sex in Education Programs or Activities*, including the reporting, investigation, and resolution procedures, is available on the School District's website. Board Policy 5517 – *Student Anti-Harassment*, as well as Board Title IX Sexual Harassment Policy (2266) both contain the complaint procedures and steps for investigating complaints under these policies.

Any person who is unsure about how to submit a complaint of discrimination, harassment, or sexual harassment is encouraged to immediately contact one of the listed Compliance Officers, a Title IX Coordinator, an administrator, or any trusted member of the staff for assistance in filing a complaint.

Retaliation against a person who files a complaint is prohibited by Board policy and Federal law. Any allegation of retaliation should be filed immediately with assurance that it will be taken seriously and fully investigated by the School District.

STAFF-STUDENT BOUNDARY VIOLATIONS

The School District is committed to maintaining safe, professional, and appropriate physical and behavioral boundaries between students and school employees, volunteers, or other adult members of the school community that occur during or outside of school hours.

- **Prohibited Behavior:** Professional boundary violations include any inappropriate physical contact, grooming behaviors, or interactions that breach the professional staff-student relationship.
- **Reporting:** Any student who experiences or witnesses an inappropriate boundary invasion, or unapproved communication by a school employee or volunteer, must report it immediately to a building administrator.
- **Mandatory Parental Notification:** If there is reasonable cause to suspect that a student has been the victim or target of staff sexual misconduct, physical abuse, or an inappropriate boundary violation by a school employee or volunteer, the District will provide immediate and prompt formal notification to the student's parent or legal guardian.

BULLYING

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. 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. Examples of bullying include:

- 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. "Cyberbullying" – the use of information and communication technologies such as email, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. If the investigation finds that aggressive behavior has occurred, it will result in prompt and appropriate discipline, co-curricular sanctions and/or disciplinary action up to and including suspension or expulsion. Individuals may also be referred to law enforcement officials. (Board Policy 5517.01 - Bullying)

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 bullying 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 bullying.

Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, the student should report it and allow the administration to determine the appropriate course of action. (Policy 5517.01 - *Student Hazing*)

STUDENT HAZING

Hazing activities of any type are inconsistent with the educational process and may in some circumstances be a violation of State law. The Board prohibits all such activities at any time in school facilities, on school property, and at any School District-sponsored activity or event.

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

If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Principal of the District Administrator.

Students who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties. Disciplinary action for students may include, but is not limited to, suspension and/or expulsion (*Policy 5516 - Student Hazing*).

SECTION 504/ADA COMPLAINT

Any person who believes that the Abbotsford Middle/Senior High School or any staff person has discriminated against them in violation of the Board Policy 2260.01 - Section 504/ADA Prohibition Against Discrimination Based on Disability may file a complaint. A formal complaint can be made in writing to a District Compliance Officer listed below:

Brett Nelson
High School Business Teacher
(715) 223-2386
510 W. Hemlock St
Abbotsford, WI 54405
bnelson@abbotsford.k12.wi.us

Tina Boneske
Reading Specialist
(715) 223-4281
510 W. Hemlock St.,
Abbotsford, WI 54405
tboneske@abbotsford.k12.wi.us

The complaint procedure is described in AG 2260.01A and AG 2260.01B and are available in the School office and on the School District's website.

SCHOOL DAY

The Middle and Senior High building will not be open until 7:45 a.m. unless supervised by a staff person. Students with special circumstances must discuss these circumstances with the principal to get permission to enter the building before this time.

Students are expected to be out of the building by 3:30 unless supervised by a staff person.

STUDENT ENTRANCES

Safety guidelines recently provided by the Department of Justice require that ENTRANCES into and EXITS out of school buildings be restricted and physically monitored. Therefore, the following doors ONLY will be available for student use before and after school:

Door B (Elementary - Main Entrance)

Door T (MS/HS - Main Entrance, Parking Lot for Student Drivers & Staff)

Door BB (Fitness Center Entrance - **Bus Rider** Entrance & Exit only)

Due to availability of adults to physically monitor entrances/exits, doors will not open daily until 7:45 a.m.

STUDENT DROP-OFF/PICK-UP

Parents are asked to drop-off or pick-up their student(s) in the East or South parking lots before and after school. If picking up your student(s) during the school day, please use the main doors in the East lot. Parents (or students) must sign the student(s) in/out on the "Daily Sign In/Out" form located on the counter in the main office. Any student who shows up to school after the school day begins (8:10 a.m.) or leaves prior to the end of the school day (3:20 p.m.) must sign in/out in the office.

Leaving the building during the school day without signing out in the office will be considered an unexcused absence (truant).

ELEMENTARY STUDENT DROP-OFF/PICK-UP

Parents are asked to drop-off or pick-up their student(s) in front of the elementary school. If picking up your student(s) during the school day, please use the main elementary doors. Parents (or students) must sign the student(s) in/out on the "Daily Sign In/Out" form located on the counter in the main office.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of Abbotsford Middle/Senior 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 Principal.

Adult students (age eighteen (18) or older) are expected to follow all school rules. If residing at home, adult students should include their parents in their educational program.

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, tornado, and emergency intruder drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, the student must notify a staff person immediately.

All students must have emergency medical information completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or to the office staff. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes injured or ill during the school day should request permission from the teacher to go to the office. The office staff will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission. (Board Policy 5340 - Student Accidents/Illness/Concussion & Sudden Cardiac Arrest)

HOMEBOUND INSTRUCTION

The School District may arrange for individual instruction to students of legal school age who are not able to attend classes because of a serious physical or emotional disability.

Parents should contact the principal regarding procedures for such instruction. (Board Policy 2412 - Homebound Instruction)

COUNSELING SERVICES & SUICIDE PREVENTION RESOURCES

During the school year, all students are encouraged to meet with a member of the counseling staff for an individual interview. The student's past progress, aspirations, and special areas of concern can be discussed. All students should feel free to see a member of the counseling staff whenever necessary.

Suicide Prevention Resources

- * <http://dpi.wi.gov/sspw/suicideprev.html>
- * Suicide Prevention Resource Center, www.sprc.org
- * American Foundation for Suicide Prevention, www.afsp.org
- * Mental Health America of Wisconsin, www.mhawisconsin.org
- * Helping Others Prevent and Educate about Suicide, www.hopes-wi.org



WISCONSIN DEPARTMENT
OF PUBLIC INSTRUCTION

Annual Model Notice For Youth Suicide Prevention

2026 - 2027

Youth Suicide Prevention Resources

Visit [DPI's website](#) to access online training modules, suicide prevention requirements in state law, curriculum and teaching materials, and peer-to-peer grant opportunities. Additional resources include suggestions for school board policy and memorials, screening resources, and information and toolkits on suicide prevention, intervention, and postvention.

Resources for emergency situations

[988](#) – National Suicide Prevention Lifeline

Talk, text, or chat for immediate assistance in a suicide or mental health crisis.

[HOPELINE](#)

Text "HOPELINE" to 741741

[TREVOR PROJECT](#)

Text 678-678 or Call 1-866-488-7396

Resources for non-emergency situations

[Prevent Suicide Wisconsin](#)

[Suicide Prevention Resource Center](#)

[American Foundation for Suicide Prevention](#)

IN THIS ISSUE

- ◆ Resources
- ◆ Suicide is Complex
- ◆ Common Concerns
- ◆ How to Respond



All Staff Play a Role

[Gatekeeper training](#)

helps all staff with recognizing the signs and symptoms of suicidal thoughts and behavior and taking appropriate steps to keep a student safe.

Know the Signs

There are signs or symptoms often shown that can indicate potential need for concern. Get the **FACTs** and know the signs of suicidal thoughts and behavior in students, friends, and family members (see *FACTs chart on right*).

Suicide is a Complex Problem

Suicide is a complex problem that is often misunderstood when oversimplified ([American Foundation for Suicide](#)). Oversimplifying the reasons someone dies by suicide is not helpful. For instance, saying bullying “caused” someone to end their life is not accurate. Not all students who experience bullying will attempt or die by suicide. Research suggests many factors contribute to suicide. These include biological factors, social determinants of health, precipitating factors, and activating events. Examples of biological factors and social determinants of health include mental illness, losing a family member to suicide, neighborhood violence, or food security. Precipitating factors include poor grades, attending an unsafe school, victimization, or family rejection. Crisis or activating events include experiencing a major loss, humiliation or bullying, and having access to lethal means.

Identifying the factors of disproportionate risk for youth suicide is vital to prevention.

Youth identifying as LGB have consistently reported more suicide ideation and attempts than their heterosexual peers based on the Youth Risk Behavior Survey (YRBS). Also at higher risk are female students who have self-reported rates of suicide attempts that are twice as high as their male counterparts.

Lethal means safety can save lives.

(see [Lethal Means Safety](#) and [Be Smart for Kids](#))

The most lethal means of suicide are firearms, hanging, and poisoning. Encouraging secure storage of all lethal means is a critical prevention strategy. A suicide attempt is often an impulsive act. Reducing access to lethal means of suicide provides a significant reduction in youth suicide rates. Most often, youth who attempt suicide use a gun or drugs kept in the home. Securing lethal means and making the environment safer saves lives.

(continued on page 3)

SUICIDE PREVENTION SIGNS or SYMPTOMS (FACTs)

FEELINGS

- Hopelessness
- Rage, uncontrolled anger, seeking revenge
- Feeling trapped like there's no way out
- Having no sense of purpose in life

ACTIONS

- Acting reckless or engaging in risky activities
- Withdrawing from friends, family, society, and typical activities
- Increased use of alcohol or drugs
- Giving away prized possessions

CHANGES

- Decline in quality of schoolwork
- Dramatic mood changes
- Anxiety, agitation, change of eating/sleeping habits

THREATS

- Threatening/talking about hurting self

From American Association of Suicidology



Suicide is a Complex Problem (cont'd)

What can you do if you are concerned about a student?

Suicide is a permanent solution to a temporary problem; but for kids, their problems can sometimes seem endless and overwhelming. All staff, peers, and family members play a key role by noticing concerns, showing care, and helping connect youth to appropriate supports. IACTT is one model that can be utilized when a concern is noticed, or a report or disclosure of self-harm occurs. IACTT stands for **Identify, Ask, Communicate, Take action, and Take care.**



Identify the signs and symptoms of someone who is struggling with their mental health. Reaching out to others with an empathetic *"Thank you for sharing with me. It sounds really hard"* can be the first step in helping them through their crisis.



Ask questions to learn more about what is going on and ask the person directly if they are thinking about suicide. Use open questions (e.g., "Tell me what's going on.") to gather information and context. Don't be afraid to ask the hard question (e.g., "Have you had thoughts about suicide?")

SP1

Communicate care and compassion for the student by taking the next step. (e.g., *"I am worried about you. I don't want anything bad to happen to you or for you to be hurt."*)

Take action and tell a member of your crisis team. (e.g., *"Let's go talk with someone in the counseling office."*)

Take care of yourself. You have helped and supported someone, now give yourself that same care. Seek support from your network.

DPI Suicide
Prevention
Curriculum
teaches IACTT

Common Concerns

Can I be sued for intervening when a student shows suicidal thoughts or behaviors?

State Law, [Wis. Stat. Sec. 118.295 Suicide intervention; civil liability exemption](#) insulates all public and private school district employees and volunteers from civil liability for their acts and omissions when trying to intervene in a student's possible suicide.

If a student tells me they are thinking about suicide or harming themselves, can I keep it confidential?

HB2

No. Disclosures of self-harm or suicidal thoughts must be shared promptly with the appropriate school mental health professional or administrator according to school policy. Parents need to be involved. Do not discuss these sensitive disclosures with other students or adults who do not have a need to know.

Seeing Urgent Signs or Symptoms? Here's What to Know and Do

All children and adolescents can experience moodiness and will take time to ask life's big questions. As they grow, question, and struggle, it can be overwhelming. The best role for staff is to support students and use IACTT if signs or symptoms of suicide are observed, shared, or relayed.

Below are some ideas and reminders on how to respond.

Validate Feelings

"You seem to be struggling with something. I'm wondering what I can do to support you."

"It sounds like you've been carrying a lot."

"That sounds really difficult, and I appreciate your trust in telling me."

"I can hear that things have felt overwhelming for you."

Provide Support

"I care and want to be here to help."

"I'm glad you told me."

"I'm listening."

**These statements are most effective when delivered calmly and without judgment.*

Act Now

When you have worries or concerns, talk with your pupil services staff or administrator.

When you see urgent signs or symptoms, *get help immediately*. Don't wait.

Let students know you will be connecting them with someone who can help. "Let's get some additional support for you right now."

Every role matters in suicide prevention. Every connection matters.



Anything
that's human
is mentionable,
and anything
that is mentionable
can be
more manageable."
— Fred Rogers

This publication is available from:

Division of Academics

Student Services Section

608-266-8960

[DPI Suicide Prevention Webpage](#)

2026 Wisconsin Department of Public Instruction

The Wisconsin Department of Public Instruction does not discriminate on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status or parental status, sexual orientation, or ability and provides equal access to the Boy Scouts of America and other designated youth groups.



SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

Wisconsin students generally enroll in the School District in which they live. However, the School District will release a resident student who is accepted as a student in another School District under that District's open enrollment program.

Students who are new to Abbotsford Middle/Senior High School are required to enroll with their parents or legal guardian unless the student is eighteen (18). When enrolling, the parents will need to bring:

- A. a birth certificate or similar document;
- B. custody papers from a court (if appropriate);
- C. proof of residency; and
- D. proof of immunizations and/or an appropriate waiver.

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to complete the enrollment process.

Students enrolling from another school will have their courses and grades evaluated by the school counseling department. The office staff will assist parents in obtaining the official records from the previous school.

During the enrollment process, a parent (or adult student), may present information to the School District certifying that the parent (or adult student), their child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice. In such cases the School District shall use the address designated by the Department of Justice to serve as the student's address for enrollment purposes. The School District shall place a copy of any certification provided by the parent in the enrollment files.

Students experiencing homelessness who meet the Federal definition of homeless may enroll and will be under the direction of the Homeless Liaison with regard to enrollment procedures (Board Policy 5111.01 - Homeless Students).

Students who meet the Federal definition of children and youth in foster care may enroll and will be under the direction of the Local Point of Contact with regard to enrollment procedures (Board Policy 5111.03 - Children and Youth in Foster Care).

Adult students (eighteen (18) years of age or older) may enroll themselves, but if residing with their parents, are encouraged to include their parents in the process. Adult students do carry the responsibilities of both the student and parent and are expected to follow all School rules.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the counseling department. It is important to note that some courses may be denied because of limited space or the need to complete prerequisite courses. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

EARLY DISMISSAL FROM SCHOOL

No student will be allowed to leave school prior to dismissal time without a written or oral request signed by the parent or a person whose signature is on file in the school office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a permission note signed by the custodial parent(s) or guardian. (Board Policy 5200 - *Attendance* and Policy 5230 - *Release of Students to Authorized Persons*)

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer to another school, the parent must notify the Principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. Parents are encouraged to contact the Principal for specific details.

OPEN ENROLLMENT

The School District participates in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and the relevant policies and rules of the School District, all as amended from time-to-time. (Board Policy 5113 - *Open Enrollment* and Policy 5113.01 - *Part-Time Open Enrollment*).

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of their parents and completion of any required forms.

IMMUNIZATIONS

Each student must have the immunizations required by the Wisconsin Department of Health Services or must have an authorized waiver. If a student does not have the necessary vaccinations or waivers, the student may be excluded from school as permitted by law. This is for the safety of all students and staff. Any questions about immunizations or waivers should be directed to the school nurse. (Board Policy 5320 - *Immunization*)

NOTE: If the District conducts a preschool or day-care program, all children must be immunized in accordance with the regulations for that age group provided by the Wisconsin Department of Health Services.)

STUDENT ACCIDENTS/ILLNESS/CONCUSSION & SUDDEN CARDIAC ARREST

The School District believes that school personnel have certain responsibilities in case of accidents, illness, concussions, or student cardiac arrest that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports. (Board Policy 5340 - *Student Accidents/Illness/Concussions & Sudden Cardiac Arrest*)

SUICIDE PREVENTION

The School District values the mental health of every student and has counseling and prevention resources available for any student considering self-harm. Students may seek help from any staff member. In addition, students are urged to approach any staff member of their choice if they know of

another student who is talking about death by suicide. (Board Policy 5350 - *Suicide Prevention, Intervention, and Postvention*).

EMERGENCY MEDICAL AUTHORIZATION

The Board requires every student to have an Emergency Medical Authorization Form completed and signed by their parents in order to participate in any activities off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. (Board Policy 5330 - Administration of Medication/Emergency Care)

The school has made the Emergency Medical Authorization Form available to every parent at the time of enrollment. A student's failure to submit the completed form may jeopardize the student's participation in school activities.

EMERGENCY NURSING SERVICES

To provide for the protection of the students, the School District shall make available emergency nursing services during the regular school day and during all school-sponsored student activities. (Board Policy 5310.01- Emergency Nursing Services)

USE OF PRESCRIBED MEDICATIONS

In circumstances where a student must take prescribed medication during the School day, the following guidelines of Board Policy 5330 - Administration of Medication/Emergency Care are to be observed.

- A. Parents should, with their physician's advice, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, Form 5330 F1a, and Form 5330 F1b (END Of OPTION) must be filed with the Principal before the student will be allowed to begin taking any medication during school hours. The forms are available in the School office.
- C. All medications to be administered during school hours must be registered with the middle/high school office.
- D. Medication that is brought to the middle/high school office will be properly secured.
- E. Medication may be conveyed to school directly by the parent.
- F. For each prescribed medication, the container shall have a pharmacist's label with the following information:
 1. student's name;
 2. practitioner's name;
 3. date;
 4. pharmacy name and telephone;
 5. name of medication;
 6. prescribed dosage and frequency; and
 7. special handling and storage directions.

Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about their person, except for school approved emergency medications for allergies and/or reactions.

Any unused medication unclaimed by the parent will be destroyed by School personnel when a prescription is no longer to be administered or at the end of a school year.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

ASTHMA INHALERS AND EPINEPHRINE DELIVERY SYSTEMS

Students, with appropriate written permission from the physician and parent, may possess and use a method of dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. (Board Policy 5330 - Administration of Medication/Emergency Care)

Students, who suffer from severe allergic reactions may, possess and use an epinephrine -delivery system when the student is required to carry the epinephrine delivery system to prevent the onset of an allergic reaction, and the appropriate written permission from the medical practitioner and completed Parent Consent form have been submitted to the Principal.

Inhalers and Epinephrine can be administered by school officials only in accordance with conditions confirmed by the Principal, consistent with the approved plan adopted by the School District and updated annually, as necessary.

USE OF NONPRESCRIBED (DRUG PRODUCTS)

Possession, administration, and use of nonprescription drug products shall be in accordance with Board Policy 5330 - Administration of Medication/Emergency Care.

Staff and volunteers will not be permitted to dispense non-prescribed drug products to any student without written parental consent.

The Nonprescription Drug Product Request and Authorization Form 5330 FLA Form 5330F1b (END OF OPTION) must be filed with the school nurse before the student will be allowed to begin taking any medication during school hours.

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:

- A. student's name;
- B. date;
- C. name of medication;
- D. dosage and frequency
- E. special handling and storage directions;
- F. authorization for trained and authorized school staff to administer the medication; and
- G. healthcare practitioner's note authorizing administering medication in a dosage that varies from the label's recommended dosage, if applicable.

If a student is found using or possessing a non-prescribed drug product without parent authorization, the student will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and may be disciplined in accordance with the drug-use provision of the Code.

CBD PRODUCTS

In accordance with Board Policy 5330 - Administration of Medication/Emergency Care, students and parents are reminded of the following regulation regarding CBD product use, possession, and distribution on School District property or at school activities:

Lawful, Hemp-derived CBD products may be stored at school in a specific location, in its original packaging and allowed for self-administered use under the supervision of school staff and subject to appropriate physician's certificate and parent/guardian documentation.

ESSENTIAL OILS

In accordance with Board Policy 5330 - Administration of Medication/Emergency Care, students and parents are reminded of the following regulation regarding the use of essential oils on School District property or at school activities:

All students wishing to use essential oils in the school must seek prior approval from administrators.

HEAD LICE

If a child in the School District is found to have lice, the child's parent will be contacted to have the child treated and to pick up the student at the parent's earliest convenience. After treatment with an FDA-approved pediculicide/ovicide, treatment by a qualified healthcare provider, or treatment at a clinic specializing in lice and nit removal, and upon returning to school, the child will be examined by the school health staff or principal. The School District practices a policy of "no live lice" as a criteria for return to school. (Board Policy 8451- Pediculosis)

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. In order to protect the health and safety of the students, School District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations that pertain to immunization and other means for controlling casual-contact communicable disease spread through normal interaction in the school setting.

In accordance with Board Policy 8450 - *Control of Casual-Contact Communicable Diseases*, a teacher, nurse, or Principal may send home a student who is suspected of having a communicable disease and will notify the parent of such action and the reason(s) it was taken. School officials may be required to notify local health officials if they suspect a student has a covered communicable disease. School officials will comply with the notification requirements of the Wisconsin Department of Health Services in addition to notifying the student's parent.

Examples of such diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Wisconsin Department of Health Services.

Any student's removal from school will only be for the contagious period as specified in the school's administrative guidelines.

DIRECT CONTACT COMMUNICABLE DISEASES

In the case of direct contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have their status reviewed by a panel of resource people to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion. (Board Policy 8453 - Direct Contact Communicable Diseases)

Direct contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the Wisconsin Department of Health Services.

As required by Federal and State law, parents may be required to have their child's blood checked for HIV and HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

STUDENTS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability (Board Policy 2260.01 - Section 504/ADA Prohibition Against Discrimination Based on Disability). This protection applies not just to the student, but to all individuals who have access to the School District's programs and facilities.

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is generally required. More importantly, the school encourages parents to be active participants. To inquire about Special Education programs and services, a parent should contact Stacy Fronk at 715-223-2386. (Board Policy 2460 - Programs for Students with Disabilities)

The School District is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

SERVICE ANIMALS AND OTHER ANIMALS ON DISTRICT PROPERTY

Students, parents, and other members of the public may be accompanied at school by a service animal in accordance with Federal and State law and Board Policy 8390 - Animals on District Property. Other animals permitted in schools and elsewhere on School District property shall be limited to those necessary to support specific curriculum-related projects and activities as approved by the principal.

An emotional support animal is not granted the same access to school buildings and classrooms, as service animals. The School District is not required to grant students' requests that they be permitted to bring an emotional support animal to classes or on school grounds for any purpose.

Therapy dogs which meet the certification and documentation requirements in Board Policy 8390 - *Animals on District Property* may be allowed limited access to the schools to perform their education purpose as determined by the principal.

BILINGUAL STUDENTS/ENGLISH LEARNERS

The School District recognizes that there may be students enrolled whose primary language is not English. The School District provides appropriate identification and transition services for bilingual students and English Learners (ELs). The purpose of these services is to develop English language skills that will enable the students to function successfully and complete the School District's required curriculum. (Board Policy 2260.02 - Services for Bilingual Students/English Learners)

Services are also available for bilingual students and/or English Learners, (Board Policy 2260.02). To inquire about programs and services, a parent should contact Amber Kraus at 715-223-2386.

STUDENT RECORDS

The origination and maintenance of appropriate student records are essential to the effective operation of the School District and meeting the educational interests of students. The rights and responsibilities of students, parents and the School District with respect to student records are governed by State and

Federal law (Board Policy 8330). Many student records are kept by teachers, counselors, and administrative staff. There are two (2) basic kinds of student records - directory data and confidential records.

Directory data can be given to any person or organization when requested, unless the parents of the student object in writing to the disclosure as required under school policy and State and Federal law. Directory data is specified in Board Policy 8330 - *Student Records* and includes a student's name, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, name of school most recently previously attended, and degrees and awards received. Directory data also includes a student ID number, user ID, or other unique personal identifier used by the student when accessing or communicating in a School District's electronic systems, if, standing alone, it cannot be used to access student education records, (i.e. a pin number, password, or other factor is also needed).

If parents and eligible students do not submit such written notification to the School District, directory data may be utilized by the District Administrator in District-wide publications, on the cable television educational access channel, or on the School District's website. The directory data used will be properly verified and approved by the District Administrator.

Student records are generally considered confidential under State and Federal law and may not be released to third parties unless the student's parent(s) consent in writing. However, there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent's written consent. If you have questions about the confidentiality of student records and/or the release of student records to third-parties, please contact the Principal or consult the Board Policy 8330 - Student Records and associated Administrative Guidelines.

Parents and students are reminded of: 1) their rights to inspect, review and obtain copies of student records; 2) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading; 3) their rights to consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent; 4) the categories of student record information which have been designated as directory data and their right to deny the release of such information; and 5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

Consistent with the Protection of Pupil Rights Amendment (PPRA), 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 student's parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or their parents;
- B. mental or psychological problems of the student or their family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or their parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the Principal to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the Principal.

The Family Policy Compliance Office in the U.S. Department of Education administers both Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA). Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

ARMED FORCES RECRUITING

The School must provide at least the same access to the high school campus and to student directory data as is provided to other entities offering educational or employment opportunities to those students. "Armed forces" means the armed forces of the United States and their reserve components and the United States Coast Guard.

In accordance with Federal and State law, the school shall release the names, addresses, School District assigned e-mail addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed who requests such information. A secondary school student, or parent of the student, may request in writing that the student's name, address, School District assigned e-mail address, and telephone listing not be released without prior consent of the parent(s)/eligible student.

The Board shall ensure that students and parents are notified of the provisions of the opportunity to deny release of directory data. Public notice shall be given regarding the right to refuse disclosure to any or all directory data including in the armed forces of the United States and the service academies of the armed forces of the United States. (Board Policy 8330 - Student Records)

If parents and eligible students do not submit such written notification to the School District, directory data may be utilized by the District Administrator in School District-wide publications, on the cable television educational access channel, or on the School District's website. The directory information used will be properly verified and approved by the District Administrator.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

STUDENT FEES, FINES, AND CHARGES

Students using school property and equipment can be fined for excessive wear and abuse. The fine will be used to pay for the damage, not to make a profit. The school and staff do not make a profit.

Late fines for Library Media Center materials can be avoided when students return checked-out materials promptly. Their use may be needed by others. Students who fail to pay fines, fees, or charges may be denied participation in graduation ceremonies. (Board Policy 5460 - Graduation Requirements).

Fees may be waived in situations where there is financial hardship. (Board Policy 6152.01 - Student Fees, Fines, and Charges).

TEXTBOOKS

It will be necessary to number books and to record new books when they are delivered. See the librarian before you do either. Keep an accurate record of students' textbooks and make periodic checks of their condition. Whenever a student withdraws from school, it is the teacher's responsibility to collect the textbook from the withdrawing student and to check their name from the list. Check the condition of the book, and if there has been excessive abuse, a fine is assessed according to the following guidelines:

- | | |
|---------------------------------|-------------------------|
| 1) Loss of book | total restoration price |
| 2) Missing / mutilated pages | ½ the price |
| 3) Marking pages (non-erasable) | \$1.00 per page |

- | | |
|--|---------------------------|
| 4) Missing covers | total price |
| 5) Broken spine (back) | ½ the price |
| 6) Defaced book (water soaked or soiled in any manner) | not less than ½ the price |

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines (Board Policy 5830 - *Student Fund-Raising*). The following general rules will apply to all fund-raisers:

School-level fundraisers must be approved by the Principal.

- Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
- For fundraisers by student clubs and organizations that involve the sale to students of food items and/or beverages that will be consumed on campus, the food and/or beverages items to be sold must comply with the current USDA Dietary Guidelines for Americans and the Smart Snack Rules. Each student organization shall be permitted two (2) fundraising exceptions per school year where foods and beverages that are not allowable under the Smart Snack Rules can be sold. If approved, fundraisers that involve the sale, to students, of food items or beverages to be consumed on School District property shall not compete directly with the sale of reimbursable meals.
- A student will not be allowed to participate in a fund-raising activity for a group in which the student is not a member without the approval of the student's teacher or counselor.
- No student may participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- House to house canvassing by any student is not allowed for any fundraising activity.
- If the fundraising activity will involve students under age twelve (12) such students' parents must provide written permission for the student to participate in the fundraising activity. Any student under nine (9) years of age, or each group containing one (1) or more students under nine (9) years of age, must be physically accompanied by a parent or a person at least sixteen (16) years of age.
- Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for", will be monitored by a staff member in order to prevent students from overextending themselves to the point of potential harm.
- No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.
- Fundraising by students on behalf of school-related organizations whose funds are not managed by the School District may be permitted on school grounds by the District Administrator.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

REVIEW OF INSTRUCTIONAL MATERIALS

Any parent who wishes to review instructional materials or observe classroom instruction should contact the Principal to make the appropriate arrangements. Parents also have the right to review any instructional materials related to the human growth and development curriculum and may also observe instruction in classes dealing with such subject matter (Board Policy 2414 - Human Growth and Development). Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

MEAL SERVICE

The school participates in the National School Lunch Program and makes lunches available to students for a fee (Board Policy 8500 - Food Services). Ala carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the Principal.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students (Board Policy 8531 - Free and Reduced-Price Meals). Extra applications can be obtained in the School office.

The following nondiscrimination statement applies to all programs administered by the School District that are funded in whole or in part by the U.S. Department of Agriculture (USDA):

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating based on race, color, national origin, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication to obtain program information (e.g. Braille, large print, audiotape, American Sign Language, etc), should contact the responsible State or local agency that administers the program contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Envelopes for the hot lunch money may be picked up in the cafeteria during breakfast and lunch serving times or in the office. Hot lunch money is to be placed in an envelope and dropped off in the 'lunch box' (wooden box located in the cafeteria or in the MS/HS office) during school hours. Money

may also be mailed to:

Abbotsford School Lunch Program
510 W. Hemlock St.
Abbotsford, WI 54405

- A. Families will be notified when their credit falls below \$10. No credit will be extended if the balance of your account is \$0.00.
- B. If an account exceeds the board limit of -\$15, the child(ren) will be placed on bag lunch for up to five (5) school days. After five (5) days, if the account is not paid in full, the child(ren) will no longer be eligible to participate in our Food Service Program until the account is paid in full. If the account remains unpaid, the district will have no recourse but to refer the account to a credit collection agency.
- C. A student may bring a sack lunch.
- D. No student may use an automobile during the lunch period.
- E. Students that live within walking distance of the school may obtain permission to walk home for lunch. Students must fill out the Lunch Hour Permission Form.
- F. Daily lunch prices for students in MS/HS for 2022-2023 school year are: breakfast is free for all students, \$2.95 for lunch, and \$.30 for an extra carton of milk.

FIRE DRILLS, TORNADO DRILLS, LOCKDOWN DRILLS

The school has a comprehensive School Safety Plan (Board Policy 8420 - School Safety) that includes specifications for fire drills, tornado drills, and lockdown drills.

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers, who are responsible for safe, prompt, and orderly evacuation of the building.

Severe Weather drills will be conducted during the severe weather season using the procedures provided by the State.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will use the following notification process:

Official Closing of school because of weather conditions is announced over WIGM, WDLB, WAXX, WCCN, WOSX, WSAU Radio and Channel 7, 9, & 13 TV. The announcement is generally made between 6:30 a.m. and 7:00 a.m. and school district social media.

Parents and students are responsible for knowing about emergency closings and delays. (Board Policy 8220 - *School Day/School Closure*)

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Toxic Hazard Policy and asbestos management plan will be made available for inspection at the School District office upon request. (Board Policy 8431 - *Preparedness for Toxic Hazards* and Policy 8431.01 - *Asbestos Management*).

VISITORS

Visitors, particularly parents, are welcome at the School. In order to properly monitor the safety of students and staff, ALL VISITORS must buzz in at the office. Upon entry, visitors must sign in at the office. Visitors without a proper reason for entry will be denied access. Visitors requesting access to areas outside the office will be subject to a background check and issued a visitor badge. Visitors must sign out when leaving. Any visitor found in the building without a pass shall be reported to the Principal and/or law enforcement.

If a person wishes to confer with a member of the staff, they should call for an appointment prior to coming to the school, in order to prevent any loss of instructional time. Visitors access to classrooms and instructional activities are subject to reasonable restrictions and limits. Please consult with the Principal regarding these restrictions. Students may not bring visitors to school without first obtaining written permission from the Principal. The written permission must be submitted to the principal at least three (3) school days before you bring a student visitor. (Board Policy 7440 - *Facility Security* and 9150 - *School Visitors*)

In accordance with 120.13(35), Wis. Stats., the District Administrator has the authority to establish conditions for entering or remaining in a School District building, prohibit the entry of any person to a school of this School District, or to require a visitor to leave when there is reason to believe the presence of such person would be or is detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, administrators are authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

USE OF THE LIBRARY MEDIA CENTER

The library media center is available to students throughout the school day. An EHall pass may be obtained from a student's teacher or from the librarian/media center staff. Books on the shelves may be checked out for a period of time. To check out any other materials, contact the librarian/media center staff.

To avoid late fees, all material check out of the library media center must be returned by the due date noted.

Requests for reconsideration of school media center material shall be processed in accordance with Board Policy 2522 - *Library Media Centers*.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

LOCKERS

Lockers are the property of the school. Each student will have the use of a locker and should keep it neat, clean and orderly. Lockers will be checked for cleanliness. No food or drink (other than water) are allowed in the lockers. Signs are not to be posted on lockers. You are the only one who knows the combination to your locker. If you feel you need more protection you may place an additional lock on your locker. **EITHER THE KEY OR COMBINATION FOR THE LOCKER MUST BE ON FILE IN THE OFFICE.** Lockers are subject to search.

Also, please remember to lock your lockers at all times. The school is not responsible for lost or stolen items. Lockers should NOT be “penny locked” and should be locked at all times.

LOCKER ROOM & OTHER LOCATIONS OF PRIVACY

District locker rooms are provided for the use of physical education students, athletes, and other groups or individuals authorized by the building principal of Board policy. The District recognizes the privacy rights of individuals using the locker room and shall take reasonable measures to protect and ensure an individual's privacy.

The following provisions outline the extent to which that protection can and will be provided:

1. No one will be permitted to enter the locker room or remain in the locker room to interview or seek information from an individual. No media is allowed access to the locker rooms before, during, or after any school athletic event, including practices. In addition, no meetings with individuals or groups will occur in the locker room without authorization from the building principal or supervisor.
2. No cameras, video recorders, cell phones or other devices that can be used to record or transfer images may be used in the locker room, bathrooms, and other areas where privacy is an issue, at any time.
3. No person may use a cell phone to capture, record, or transfer a representation of a nude or partially nude person in the locker room, bathrooms, and other areas where privacy is an issue.

Students and staff violating this policy shall be subject to school disciplinary action and possible legal referral, if applicable. Other people violating the policy may be subject to penalties outlined in state law. The building principal or his/her designee shall be responsible for enforcing this policy.

This policy shall be publicly posted in the areas designated above as private areas of the school.

LOST AND FOUND

There are multiple lost and found areas. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the Principal. Violation of this rule may lead to disciplinary action.

USE OF SCHOOL TELEPHONES

The office telephones are for school business. Lines are kept open, thus students are to avoid using office telephones, except in an emergency and must have permission for such use. Students will not be called to the telephone to take messages, except in the case of an emergency. A telephone is also available on the office counter for students' use. A record is kept of all telephone calls. Unnecessary calls are discouraged!

USE OF CELL PHONES, OR ELECTRONIC PERSONAL COMMUNICATION DEVICES

Policy 5136 - PERSONAL COMMUNICATION DEVICES

The Board is aware that PCDs are used by students and parents to communicate with each other. However, the use of PCDs on school grounds must be appropriately regulated to protect students, staff, and the learning environment.

"Personal communication devices" (PCDs), also referred to as "wireless communication devices", as used in this policy, mean a portable wireless device that has the capability to provide voice, messaging, or other data communication between two (2) or more parties and includes all of the following:

- A. cellular/mobile telephone;
- B. tablet computer;
- C. laptop computer;
- D. gaming device;
- E. smartphone;
- F. e-reader;
- G. smartwatch;
- H. wearable technology;
- I. any other web-enabled devices of any type.

Students may use PCDs before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption, or otherwise interfere with the educational environment, during after-school activities (e.g., extra curricular activities), or at school-related functions. Use of PCDs at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored in classroom caddies.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school.

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles, or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

During after-school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Except as authorized by a teacher, administrator, or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member, or other person. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person

shall face consequences according to the student handbook. If the violation involves potentially illegal activity, the confiscated PCD may be turned over to law enforcement.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon any Protected Class consistent with Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Policy Violations

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity, in which case the PCD may be turned over to law enforcement.

A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 Search and Seizure. If multiple offenses occur, a student may lose the privilege to bring a PCD to school for a designated length of time or on a permanent basis.

Student use of PCDs in the following circumstances will not be considered a violation of this policy:

A. Emergency or Threat: Student use of a PCD is allowed in the event of an emergency or a perceived threat to address the safety and security of students and staff.

B. Health Care Management: Student use is authorized as necessary to manage or support a specific student's health care needs as defined in the individual student health plan.

C. Individualized Education Plans: Student use is authorized consistent with a student's Individualized Education Program (IEP) or a plan developed under Section 504 of the federal Rehabilitation Act of 1973.

D. Educational Purposes: Student use is authorized by a teacher for legitimate educational purposes during instructional time as described above. A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students Responsible for Their PCDs

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property. Parents are advised that the best way to get in touch with their child during the school day is by calling the school office.

Annual Notice

No later than October 1 of each year, the Department of Public Instruction (DPI) shall be notified by the District of whether any changes have been made to this policy and, if so, the updated policy shall be submitted to the DPI.

Failure to follow these rules result in disciplinary consequences:

1st Offense: Confiscated and returned at the end of day.

2nd Offense: Parent meeting and returned to parent.

3rd Offense: Confiscated and held until four hours of detention are served.

4th Offense: Device must be checked into the office at the beginning of each day and will be returned at the end of each day.

PCDs, or any device with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes in the District or in use for District purposes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Board Policy 5517.01 – *Bullying*. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon membership in a Protected Classification defined in Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's main office until it is retrieved by the parent or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Board Policy 5771 *Search and Seizure*. If multiple offenses occur, a student may lose their privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property. [Board Policy 5136 - Personal Communication Devices]

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCDPCD.

STAFF-STUDENT COMMUNICATION USING PERSONAL COMMUNICATION DEVICES

The School District is committed to maintaining professional and safe boundaries between students and school employees, volunteers, or other adult members of the school community that occur during or outside of school hours. In accordance with state law, all electronic communications between students and district staff or approved volunteers must occur exclusively through transparent, district-monitored educational tools (such as official district email or platforms that archive communication logs and remain accessible to parents and administrators).

Private, unmonitored communication between staff members and individual students on personal social media platforms or unapproved messaging applications is strictly prohibited. All digital communications regarding school-related matters constitute official student or public records and are subject to state retention laws. Any student who experiences or witnesses unapproved communication by a school employee or volunteer must report it immediately to a building administrator.

WEAPONS

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law without the permission of the District Administrator

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives or any fuel injected accelerant used to ignite an explosive.

The District Administrator is authorized to establish instructional programs on weapons and reporting and dealing with violations of this policy.

The District Administrator will refer any student who violates this policy to the student's parents and may also make a referral to law enforcement. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;
- B. items pre-approved by a principal, as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms and live ammunition will never be approved);
- C. theatrical props used in appropriate settings; and
- D. a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the student's class work.

Any student who has reason to believe that a person has or will violate this policy shall report to the District Administrator or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of twenty-four (24) advance hours notice is required to ensure that the Principal has the opportunity to review the announcement or posting. (Board Policy 9700 - Relations with Non-School Affiliated Groups)

VIDEO AND AUDIO SURVEILLANCE

The Board has authorized the use of video surveillance and electronic monitoring equipment at various school sites throughout the school, including school buses.. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action. (Board Policy 7440.01 - Video Surveillance and Electronic Monitoring)

SAFETY AND SECURITY

The safety of our students requires the following precautions that are conducted in accordance with Board Policy 7440 - Facility Security and the School Safety Plan:

- A. All visitors must enter through the designated visitor entrance and report to the School office when they arrive at School.
- B. All visitors are subject to a background check and are given and required to wear a visitor pass while they are in the building.
- C. The staff is expected to question people in the building whom they do not recognize and who are not wearing a visitor pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. All outside doors, except the main entrance, are locked during the School day.
- F. Portions of the building that will not be needed after the regular school days are closed off.
- G. All School District employees are to wear photo-identification badges while on School District property.

STUDENT INTELLECTUAL PROPERTY RIGHTS

Students who develop ideas, concepts, or materials which may carry with them intellectual property characteristics may pursue protection of those rights on their own. No School District staff may take steps to claim intellectual property rights relative to any work product created by student(s), except as expressly approved by the School District Administrator and agreed to by participating students prior to the commencement of any projects. The School District does not determine the protectable nature of any particular work. (Board Policy 5870 - Student Production of Goods and Services)

ACCIDENT INSURANCE

The school provides accident insurance for all students free of charge. The coverage is only for when a student is injured at school, in a school-sponsored and supervised activity, and/or while participating in interscholastic sports. The insurance is only for items not covered by your personal insurance.

The accident report form will be filled out by the supervising authority that witnessed or was informed of the accident. Once the bottom portion of this form is filled out by the school official that witnessed or was informed of the accident, the form will be given to the parent to fill out and mail to the insurance company.

BACKPACKS/TOTE BAGS

Backpacks are prohibited in all classrooms. Backpacks are to be left in lockers. Tote bags or any other personal bag is not allowed either. The school issued chrome bag is the only thing to be carried by the student.

BICYCLES

Bicycles should be parked in the bike racks. The school is not responsible for bicycles left on school property. It is advisable that they be padlocked or chained to the bike rack.

SECTION II - ACADEMICS

NONDISCRIMINATION

All courses, including Career and Technical Education courses, are available without discrimination based on race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including gender status, change of sex or gender identity), or physical, mental, emotional, or learning disability, any other characteristic protected by law in any of student programs, activities, and employment (“Protected Classes”).

COURSE OFFERINGS

The Board will provide a balanced curriculum which meets the diverse needs of all students. Curriculum offerings will be benchmarked against state, national, and international standards when appropriate.

Annually, an “Educational Planning Guide” will be prepared by the counseling department and school office prior to the scheduling process. A copy of the guide is available on our Counseling Department webpage. Students will be scheduled into middle and senior high school classes and programs during the months of December and January for the following year according to a process established by the principal. Open enrollment and post-secondary option enrollment timelines and Board established procedures will be strictly enforced.

Student class schedules for the upcoming school year will be given to students prior to the end of each school year.

ACADEMIC AND CAREER PLANNING

Academic and career planning services, including individualized support and access to software tools and staff assistance, is provided to students in grades 6 to 12. The mission of academic and career planning is to provide a comprehensive plan, which will be developed and maintained by a student, that includes the student's academic, career, personal, and social goals and the means by which the student will achieve those goals both before and after high school graduation. (Board Policy 2411 - School Counseling and Academic Career Planning)

PROGRAM OR CURRICULUM MODIFICATIONS

The Board recognizes that the regular school program may not be appropriate for all students. Student and parent requests for a program or curriculum modification may be submitted, in writing, in accordance with Board Policy 2451 - Program of Curriculum Modifications. School counselors are available with further information regarding program or curriculum modifications.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent. (Board Policy 2340 - District-Sponsored Trips)

Attendance rules, the Code of Conduct and the Search and Seizure policy apply to all field trips.

MIDDLE & HIGH SCHOOL GRADES

Teachers have a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned course grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis

on these areas in determining a course grade and will inform the students at the beginning of the course work. Course grades will be determined in line with Policy 2623 - Student Assessment and Grading. If a student is not sure how their course grade will be determined, the student should ask the teacher.

The school uses the following grading system with the equivalent numerical value listed.

A	4.00	B+	3.33	C+	2.33	D+	1.33	F	0.00
A-	3.67	B	3.00	C	2.00	D	1.00	I	0.00
		B-	2.67	C-	1.67	D-	0.67	M	0.00

Grade Point Average

To calculate a grade point average (G.P.A.), assign a point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half-credit course with an earned grade of C would be $.5 \times 2 = 1$. Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the G.P.A. This can be done by grading period, semester, year, or for a series of school years.

Grading Periods

Students shall receive a report card at the end of each nine week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve the student's performance.

ELEMENTARY GRADES

Grading Periods

Students shall receive a report card at the end of each nine week period indicating their grades for each course of study for that portion of the academic term. The scale used in reporting grades will be a 1, 2, 3 or 4 and based on WI Academic Standards for each grade level.

When a student appears to be struggling the parents would be notified about next steps and informed of our Response to Intervention process. Notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve the student's performance.

PROMOTION, PLACEMENT, AND RETENTION

Board Policy 5410 - Promotion, Placement, and Retention and related guidelines provide the framework for promotion, placement, and retention decisions.

Middle School

Promotion to the next grade (or level) is based on the following criteria:

- A. current level of achievement
- B. potential for success at the next level
- C. emotional, physical, and/or social maturity

High School

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing appropriate tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (I.E.P.). It is the student's responsibility to keep in contact with their counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance office and a counselor will be pleased to answer any questions.

GRADUATION REQUIREMENTS

Diploma

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the School District's requirements for basic course work and earn the total number of required credits (*Board Policy 5460 - Graduation Requirements*).

Specific course requirements are:

English	4	credits
Phys. Ed.	1.5	credits
Mathematics	3	credits
Science	3	credits
Social Studies	3	credits
Computer Applications	1	credit
Personal Financial Literacy	.5	credit
Electives	8	credits
ACP		Portfolio
Wisconsin Civics Exam		Pass
Community Service	20	hours
Total	24	credits

In recognizing its responsibility to uphold the minimum educational standards of the State of Wisconsin, the Board has established a policy and criteria regarding the acceptance of credits for students transferring to the high school from nonpublic schools, whether they are private schools, as defined by law, or other types of schools. For credit or course-work to be accepted for courses taken in such schools, assurance of compliance with minimum requirements established by the State must be provided. Accepted credits from nonpublic schools will be entered on the student's transcript with a notation of the school at which the credits were earned.

The School District may grant a high school diploma to a student who has not satisfied the

requirements under policy if the student was enrolled in an alternative education program and the School District determines that the student has demonstrated a level of proficiency in the subjects required under this policy.

[] Graduation must be earned by passing all mandated subjects and earning the total units required for the specific diploma sought.

Depending upon the disability profile, students in special education shall either receive

- () a diploma
- () a certificate of completion [END OF OPTION] if certified they have properly completed the requirements of their IEP, or received the recommendation of the IEP Team, as related to completion of credit requirements through regular, special, or alternative education. They may participate in all graduation activities.

A student may be denied participation in graduation activities for disciplinary reasons and/or for nonpayment of fees. (Board Policy 5460 – *Graduation Requirements*)

() A complete explanation of the requirements for graduation are listed in the High School Course Selection Guide.

CHILDREN AT-RISK OF NOT GRADUATING FROM HIGH SCHOOL

The Board shall establish programs to serve children in the School District who are identified as "children at-risk" in compliance with State statutes.

The School District shall annually identify all children at-risk enrolled in the School District and develop a plan describing how the Board will meet the needs of such students. All programs and services developed for "children at-risk" shall be designed to improve and expand educational opportunities for these children on an individualized basis, through a variety of means (e.g., additional instruction, differentiation, intervention), and provide alternative courses or program modifications which satisfactorily meet the School District's graduation requirements.

Principals are responsible for identifying and addressing barriers to learning through a variety of strategies. The plan will communicate the structure, strategies, and program offerings for students at-risk which will vary by individual. Strategies for support, interventions, programs, and alternative educational options are made available to all students and at all levels as needed. (Board Policy 5461 - *Children At-Risk of Not Graduating from High School*)

EARLY COLLEGE CREDIT PROGRAM

Any student in 9th, 10th, 11th, or 12th grade may enroll in the Early College Credit Program providing the student meets the requirements established by law and by the School District and subject to the approval of The Board on an annual basis. A student or their parent must also complete and submit the Intent to Participate Form available from the Student Services Office or the Department of Public Instruction to the high school administration by February 1st if the student intends to enroll in the summer session, by March 1st if the student intends to enroll in the next fall semester, and by October 1st if they intend to enroll in the spring semester. Any interested student should contact the school counselor to obtain the necessary information. (Board Policy 2271 - Early College Credit Program)

START COLLEGE NOW PROGRAM

Any student in 11th or 12th grade may enroll in a course at a Wisconsin Technical College System campus through the Start College Now Program providing the student meets the requirements

established by law and by the School District and subject to approval of the Board on an annual basis. A student or their parent must also complete the application form and submit it to the high school Student Services Office by March 1st if the student intends to enroll in the next fall semester or by October 1st if they intend to enroll in the spring semester. Any interested student should contact the school counselor to obtain the necessary information. (Board Policy 2271.01 - *Start College Now Program*)

PART-TIME OPEN ENROLLMENT

The Board will provide students enrolled in the School District with the ability to take up to two (2) courses at any given time in a non-resident public school district. Any interested students should contact the Principal to obtain the necessary information. (Board Policy 5113.01 - Part-Time Open Enrollment)

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the Principal or designee.

There are two different kinds of honor rolls. The Quarterly Honor Roll that is determined each quarter and the Academic Letter Honor Roll that is determined each semester. Each honor roll will contain a High Honors and Honors. To achieve High Honors a student must have a grade point average of 3.5 or higher and have not received a grade of C+, C, or C- for the appropriate quarter or semester. If the student has a 3.5 or higher grade point average and received a C+, C, or C- grade, he/she will be recognized as an Honor student not High Honor student. To achieve Honors, a student must have a grade point average of 3.0 or better and have not received a grade of D+ or lower for the appropriate quarter or semester.

The Quarterly Honor Roll students are recognized for their achievements in the newspaper. The Academic Letter Honor Roll students are recognized for their achievements by receiving an Academic Letter or pin (gold for High Honors and silver for Honors).

The honor rolls will be determined no sooner than two weeks after the end of a grading period to allow students with an incomplete (I) grade to make up his/her work.

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the standardized tests and graduation. (Board Policy 2330 - Homework)

Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

ACADEMIC HONESTY

Honesty and integrity are expected at all times. Students are prohibited from presenting someone else's work as their own, providing unauthorized assistance to another student, and cheating in all its forms.

All school work submitted for the purpose of meeting course requirements must be the individual student's original work. Also, no student may intentionally limit or impede the academic performance or intellectual pursuits of other students.

Students who engage in cheating or academic dishonesty will be subject to disciplinary consequences. (Board Policy 5505- Academic Honesty)

The unauthorized use of Artificial Intelligence tools to generate or complete academic work shall constitute a violation of the District's policy on academic honesty. (See Policy 5505 - Academic Honesty)

All student use of AI technology must comply with the requirements and standards set forth in Policy 7540.08 – Artificial Intelligence (AI).

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Students are encouraged to use the school's technology resources for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Unauthorized or inappropriate use, including any violation of the School District's policies and administrative guidelines, may result in cancellation of the privilege, disciplinary action consistent with the School's rules, and civil or criminal liability. Smooth operation of the School's network relies upon users adhering to the School District's policies and administrative guidelines. Prior to accessing the Internet at School, students are required to confirm their agreement to abide by the terms and conditions of the Student Technology Acceptable Use and Safety Agreement each year.

Violation of the Student Technology Acceptable Use and Safety Agreement may result in disciplinary consequences up to and including expulsion from the School District, civil liability and/or referral to law enforcement.

The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

Expectations for Responsible Artificial Intelligence (AI) Use

Students are strictly prohibited from inputting Personally Identifiable Information (PII), confidential student or staff data, or any non-public school records into any AI tool or service that has not been explicitly approved and contracted with by the District.

Students are expected to adhere to principles of transparency, proper citation, and responsible use of AI in all academic and school-related activities. Students must disclose the use and extent of AI assistance on any submitted work as required by staff.

Students are prohibited from using technology and/or AI to bully, harass, threaten, impersonate, create, or distribute deceptive or harmful content, including deepfake or synthetic media that falsely depicts another person. AI may not be used for academic dishonesty, privacy violations, or any

conduct that materially disrupts the educational environment. Violations of this policy will result in disciplinary action consistent with Policy 5500 - Student Codes of Conduct and other applicable Board policies.

Use of School District technology resources to engage in “cyberbullying” is prohibited.

Use of School District technology resources to engage in “cyberbullying” is prohibited. “Cyberbullying” involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, which is intended to harm others.”

Cyberbullying includes, but is not limited to the following:

- A. posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;
- B. sending emails or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
- C. using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students or school staff;
- D. posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct. (Board Policy 7540.03 - Student tEchnology Acceptable Use and Safety)

Students shall not access social media for personal use from the School District's network but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

ARTIFICIAL INTELLIGENCE

Students may use AI tools for academic purposes when specifically and clearly permitted by their teacher(s). If a student has any questions about whether they are permitted to use AI tools for a specific class assignment, they should ask their teacher(s).

Instruction

Students shall receive age appropriate instruction about responsible AI use, digital citizenship, privacy, and the risks/limitations of AI prior to using AI.

Academic Standard and Authorized Use

Students are expected to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI tools and they should ask their teacher(s) when they have questions and/or need assistance. Students may use AI tools for academic purposes when specifically and clearly permitted by their teacher(s). The use of AI must be properly disclosed and cited in accordance with the established guidelines and not be employed to undermine authentic learning or learning objectives for the course or assignment.

Academic Misconduct and Consequences

Unauthorized use of AI tools will be considered a form of plagiarism, unauthorized collaboration, or misrepresentation of AI-generated content as original work and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Handbook or Policy 5500 – Student Code of Conduct and Policy 5505 – Academic Honesty.

Students are strictly prohibited from inputting Personally Identifiable Information (PII), confidential student or staff data, or any non-public school records into any AI tool or service that has not been explicitly approved and contracted with by the District.

Behavioral Prohibitions:

Students are prohibited from using AI to bully, harass, threaten, impersonate, or create or distribute deceptive or harmful content, including deepfake or synthetic media that falsely depicts another person. AI may not be used for academic dishonesty, privacy violations, or any conduct that materially disrupts the educational environment. Violations of this policy will result in disciplinary action consistent with the Policy 5500 - Student Code of Classroom Conduct and other applicable Board policies.

Use of AI to Generate any Synthetic Intimate Representation

Any student suspected of using AI or other technological means to create a synthetic intimate representation will be referred to law enforcement in addition to any disciplinary action imposed by administration. Synthetic Intimate Representation means a representation generated using technological means that uses an identifiable person's face, likeness, or other distinguishing characteristic to depict an intimate representation of that person, regardless of whether the representation includes components that are artificial, legally generated, or generally accessible, and that is so realistic that a reasonable person would believe it depicts conduct of the identifiable person.

VIRTUAL INSTRUCTION

Students engaged in classes conducted in a virtual/online environment are considered, for conduct purposes, to be in attendance at school. Policies, rules, and expectations for student conduct while at school, or under the supervision of school authorities while at a school-sponsored activity, also apply to students when engaged in online learning activities.

Conduct that is not permitted at school is also not permitted during online learning in a virtual classroom setting. (Board Policy 5500.01 - Conduct in Virtual Classroom)

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and School District policy. (Board Policy 2623 - *Student Assessment*)

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign course grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the school counseling staff.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. The assessment program will not violate the rights of consent and privacy of a student participating in any form of evaluation.

College entrance testing information can be obtained from the School's Counseling office.

SINCERELY HELD RELIGIOUS BELIEFS

Our curriculum is chosen for its place in the education of the District's students, not for its conformity to religious principles. It is expected that students will receive unbiased instruction in the schools, so they may privately accept or reject the knowledge thus gained, in accordance with their own religious tenets if any.

If after careful personal review of the program's lessons and/or materials, a student, or parent of a minor student, indicates to the school that either the content or activities conflict with the student's or parent's religious beliefs or value system, the school will honor a written request for the parent's child to be excused from particular class periods for specified reasons.

The student will be provided with alternate learning activities during the times of such adult student or parent requested absence. (Board Policy 2270 – Religion in the Curriculum and Board Policy 2240 – Controversial Issues in the Classroom)

HOMEROOM

Goals

- To provide targeted students with more opportunity to work with instructional staff during the school day for both remediation and enrichment.
- Close the achievement gaps and provide education and equity of opportunity to all students.
- To engage and prepare all students for life, education, and work after high school.
- To make it more work for a student to fail than it will to learn and succeed.
- To increase the academic success of all of our students.
- All students can and will succeed.

What the Time is Used For

- **Monday** - Monday Mania
- **Tuesday** -Character Strong
- **Wednesday** - Sign up for Flexi
- **Thursday, Friday** -Flexi Activity/Guided SH

Homeroom Rules:

- Students will report to their scheduled homeroom on Mondays, Tuesdays and Wednesdays.
- Students not requested by teachers will sign up for their Thursday and Friday Flexi schedule.
- Students are expected to report and remain in their assigned classrooms.

STUDY HALL

We believe a scheduled study hall should provide the opportunity for each student to effectively study. In order to fulfill this value the following guidelines are established.

1. Students are required to be on time and in their assigned seats for roll call when the bell rings.
2. Students are to sign out to their destination as well as their leaving and returning time.
3. Students are to use available passes, which will be honored after roll call.
4. Students are to be prepared to work by bringing appropriate materials with them.
5. Students, with permission of the supervising teacher, may be allowed to study together.
6. Students receiving two D's or an F at grade deficiency time are to remain in their assigned study hall until the next grading period. If necessary, a pass may be given to the teacher in order to report to a specific teacher for educational purposes (i.e. make-up work, or make-up tests); library passes must come from the classroom teacher.

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Students have the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

The school has many student groups that are approved by the Administration and Board. Authorized groups include:

<i>Annual Club</i>	<i>High School Student Senate</i>
<i>FFA</i>	<i>Middle School Student Senate</i>
<i>National Honor Society (NHS)</i>	<i>Skills USA</i>
<i>Spanish Club</i>	
<i>Family, Career & Community Leaders of America (FCCLA)</i>	
<i>Future Business Leaders of America (FBLA)</i>	

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

<i>Forensics</i>	<i>Jazz Band</i>
<i>One Act Play</i>	<i>Show Choir</i>

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. (Board Policy 2430 - District-Sponsored Clubs and Activities)

NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non School-sponsored student groups organized for religious, political, or philosophical reasons may meet during non instructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, no School staff person is actively involved in the event, the event will not interfere with School activities, and nonschool persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No non district-sponsored organization may use the name of the School or the School mascot or logo. (Board Policy 5730 - Equal Access for Non District-Sponsored Clubs and Activities)

All District-sponsored club communications, including flyers or posters to be displayed on school property, shall be limited to the club's name, meeting date, time, and location, () and subject to administrative approval.

SCHOOL SPONSORED PUBLICATIONS AND PRODUCTIONS

The Board sponsors student publications and productions as a means by which students learn, under adult direction/supervision, the rights and responsibilities inherent when engaging in the public expression of ideas and information in our democratic society. (Board Policy 5722 - School-Sponsored Publications and Productions)

General Prohibitions

Regardless of their status as non-public or limited-purpose public forums, the Board prohibits publications, productions and advertisements that:

- A. promote, favor, or oppose any candidate for election or the adoption of any bond issue, proposal, or question submitted at any election;
- B. fail to identify the student or organization responsible for the publication/ performance;
- C. solicit funds for non school organizations or institutions when such solicitations have not been approved by Administration .

ATHLETICS

A variety of athletic activities are available in which students may participate provided they meet eligibility requirements that may apply. The following is a list of activities currently being offered. For further information, contact the Athletic Director at 715-223-2386.

Cross-Country (Fall)
Swimming (Fall)

Football (Fall)
Volleyball (Fall)

Basketball (Winter)

Wrestling (Winter)

Baseball (Spring)
Track (Spring)

Softball (Spring)

STUDENT EMPLOYMENT

The school recognizes that employment can provide valuable life skills and financial support. However, a student's primary responsibility is their education. If a student believes that they must maintain a job in addition to going to school they must first make contact with their counselor for support and to discuss any applicable state labor laws or work permit requirements.

SECTION IV - STUDENT CONDUCT

ATTENDANCE

The School District requires all students to attend school regularly in accordance with the laws of Wisconsin and Board Policy 5200 - Attendance. The school's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the guidance of a competent teacher are vital to this purpose.

Compulsory Student Attendance

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school is in session. All students must attend until the end of the term, quarter or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception outlined in the Board Policy 5200 - *Attendance*. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

If a student needs to be absent from school, a parent/guardian **MUST** call the office prior to the start of the school day (715-223-2386). Voice mail is available to receive calls any time.

Attendance is also defined as participation in the various forms of distance learning including videoconference, satellite, Internet or other electronic information and telecommunications technologies. Discuss these alternatives with your school counselor since the approval of the Principal may be required prior to enrollment in a distance learning program.

Excuse for Absence

A parent of a student who is absent shall provide either a written or oral notification stating the reason for and the time period of the absence. This statement must be submitted prior to the absence if the absence is foreseeable. If the absence is not foreseeable, the statement must be provided prior to the student's readmission to school. The statement shall be submitted to the school office and filed in the student's school record. The School District reserves the right to verify statements and investigate absences from school.

Release of Students to Authorized Persons

If only one (1) parent is permitted to make educational decisions or to approve absences of the student by Court order, the responsible parent shall provide the school with a copy of the Court order. Absent such notice, the school will presume that the student may be released into the care of either parent.

No student who has a medical disability which may be incapacitating may be released without a person to accompany the student. No student shall be released to anyone who is not authorized by a parent with authority to do so.

Excused Absences

A student shall be excused from school for the following reasons:

Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program. The inability of the student to attend school due to a physical or mental condition must be certified in writing by a licensed physician, dentist, chiropractor, optometrist or psychologist or Christian Science practitioner living and residing in Wisconsin, who is listed in the Christian

Science Journal. The time period for which the certification is valid may not exceed thirty [30] days.

Obtaining Religious Instruction

Students may wish to obtain religious instruction outside the school during the required school period. The time period or periods of absence shall be determined by the Principal. Such absences must be at least 60 minutes but not more than 180 minutes per week. Requests for absence under this paragraph shall be denied if the student fails to attend religious instruction after requesting to be absent from regular school. The supervisor of such religious instruction shall report monthly, to the principal of the school regularly attended, the names of the students who attended such weekly religious instruction. See Policy 5223 - Absences for Religious Instruction for further details.

Students have three school days following an absence to provide a written parental excuse. Students failing to provide an acceptable excuse after three days can be considered truant.

Permission of Parent or Guardian

The student may be excused by their parent or guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days under this paragraph and must complete any course work missed during the absence. The Abbotsford School District **does not encourage** absences of this nature because of the lost instructional time. In such cases, a parent/guardian must request in writing a **minimum of 24 hours in advance of the absence**, that the student be excused from school for an activity, which is important to the family. In such cases, it is the student's responsibility to overcome the lost learning and shall not expect the school to alter its program for such an absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

- professional and other necessary appointments that cannot be scheduled outside the school day. All attempts should be made to schedule these types of appointments outside of school hours.
- to attend the funeral
- legal proceedings that require the student's presence
- college visits
- job fairs
- vacations

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal and the student's teacher(s) to make necessary arrangements.

Religious Holiday

The student wishes to observe a religious holiday consistent with the student's creed or belief.

Suspension or Expulsion

The student has been suspended or expelled.

Program or Curriculum Modification

Students may be excused from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

High School Equivalency – Secured Facilities

A student may be excused from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail. The student and their parent or guardian must agree that the student will continue to participate in such a program.

Child at Risk

The student is a “child at risk” as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school, as provided under State law.

Election Day Official

A high school student age sixteen (16) or seventeen (17) is permitted to be excused to serve as an election official provided that the following criteria are met: (1) the student has the permission of their parent to serve as an election official on election day; (2) the student has signed up and the municipal clerk has informed the principal that the student has been assigned to serve in this capacity; and (3) the student has at least a 3.0 grade point average or equivalent, or has met alternative criteria established by Board, if any. The principal shall promptly notify the municipal clerk or the board of election commissioners of the municipality that appointed the child as an election official if the child no longer has at least a 3.0 grade point average or the equivalent, or no longer meets the established alternative requirements. A student's absence to serve as an election official under this policy shall be treated as an excused absence. Where possible students are encouraged to provide advance notice as much as possible. Students are responsible for completing any missed school work and responsible for making appropriate arrangements to do so.

Virtual Access

The student is unable to access virtual instruction programming due to a temporary disruption in the student's access to necessary technological systems (i.e. internet outage, computer failure, software malfunction, etc.) as communicated by the student's parent.

A student may be excused from school, as determined by the School Attendance Officer, for the following reasons:

- () Quarantine – Quarantine of the student’s home by a public health officer.
- () Illness of an Immediate Family Member – The illness of an immediate family member.
- () Emergency – An emergency that requires the student to be absent because of family responsibilities or other appropriate reasons.
- () Work at Home Due to Absence of Parents – To work at home due to the absence of the student’s parents. Absences under this section shall not exceed ____ days nor be granted to any student younger than ____ years of age.
- () Severe Weather Conditions – In the parent’s reasonable judgment, weather conditions are a danger to the health and welfare or safety of the student.
- () Sounding Taps – A student in grades 6-12 may be excused for the purpose of sounding “Taps” during military honors funeral for a deceased veteran.

Truancy

A student will be considered truant if he or she is absent part or all of one or more days from school during which the School Attendance Officer, Principal, or a teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student will also be considered truant if the student has been absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance statute (118.15, Wis. Stats).

When a student is truant, the School Attendance Officer shall ensure that all applicable provisions of the School District’s Truancy Plan are carried out.

Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The Principal will determine on a case-by-case basis the appropriate methods to deal with unexcused absences. The following methods may be considered:

- Counseling the student;
- Requiring the student to make-up lost time;
- Requiring the student to make-up course work and/or examinations, as permitted under this Guideline;
- Conferring with the student's parents;
- Suspending the student from school;
- Referring the student to an appropriate agency for assistance.

Administrative action to address unexcused absences shall be in accord with due process as defined in, the Student Code of Conduct, and other applicable Board Policies.

Late Arrival and Early Dismissal

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the School District.

The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As an agent for the education of the children of this School District, the Board shall require that the school be notified in advance of such absences by written note, email or phone call.

Request of the student's parent, who shall state the reason for tardiness or early dismissal. Justifiable reasons shall be determined by the Principal.

No student who has a medical disability which may be incapacitating may be released without a person to accompany the student.

No student shall be released to anyone who is not authorized such custody by the parents.

Habitual Truancy

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

When a student initially becomes a habitual truant, the School Attendance Officer shall ensure that all applicable provisions of the School District's Truancy Plan are carried out.

Open enrolled students who are habitually truant will have their open enrollment status denied.

School Responsibilities

It is the responsibility of the Abbotsford School District to develop attendance policies that are in compliance with state statutes. District truancy plans are part of the Student/Parent Handbook for parent/guardian information.

Truancy Process:

- A. Should the school district identify a habitual truant, a habitual truancy notice will be sent to the student's parent/guardian to discuss the student's truancy within five school days. Copies of correspondence will be sent to appropriate county agencies.
- B. With the consent of the student's parents/guardian, the date for the meeting may be extended for an additional five days.
- C. If a meeting between school personnel and parent/guardian is not held within ten (10) school days after the date the notice is sent, the parent or guardian may be prosecuted for failure to cause the child to attend school regularly and municipal or juvenile court proceedings relating to

the child may be initiated without a meeting between school personnel and the parent/guardian.

Parent/Guardian Responsibilities

It is the responsibility of the student's parent or guardian to ensure that their child attends school regularly. Parents are expected to provide an excuse for all absences.

Student Responsibilities.

Students are required to attend all classes and other school activities on their daily schedule, unless they have been excused from school.

Students Leaving School During the School Day

No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the Principal and with the knowledge and approval of the student's parents.

No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the Principal.

Make-Up Course Work and Examinations

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

Unexcused Absences

Credit in a course or subject shall not be denied solely because of a student's unexcused absence from school.

A student whose absence from school was unexcused shall be permitted to make-up course work and quarterly, semester or grading period examinations missed during the absence if the student is at risk of receiving no credit in a course or subject if the work is not made up.

Subject to the immediately preceding two paragraphs, credit may, but is not required to be given for the completion of make-up work. Further, credit for make-up work may be given only after the student has satisfied consequences imposed for unexcused absences. The extent to which make-up credit is given shall be determined on a case-by-case basis by the Principal and the respective teachers.

If make-up work is allowed, it is the student's responsibility to contact their teachers to determine what coursework and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the Principal based upon extenuating circumstances.

Tardiness

Students who are not in their homeroom or in class when the late bell rings are considered tardy.

All students who are tardy to school must report to the principal's office to sign in.

When a teacher detains a student after class, the teacher shall issue a late pass for the student's next class.

Teachers are requested to refer cases of chronic tardiness to the principal.

When a High School/Middle School student has been tardy to homeroom or to a class on three occasions, an after school detention will be assigned by the principal. An additional detention is to be assigned for every third tardy thereafter.

STUDENT ATTENDANCE AT SCHOOL EVENTS
[NOTE: This section is for Elementary and Middle School Only]

The school encourages students to attend as many school events held after school as possible, without as long as such attendance does not interfere with their student's school work and home activities. Enthusiastic spectators help to build School spirit and encourage those students who are participating in the event. (Board Policy 5855 – *Student Attendance at School Events*)

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event.

[] The school will not be able to supervise unaccompanied students not will it be responsible for students who arrive without an adult chaperone.

[] The school will continue to provide adequate supervision for all students who are participants in a school activity.

STUDENT BEHAVIOR

SOAR Expectations

School Wide

Safe Organized Accountable Respectful

1. Respect everyone in the learning environment.
2. Be where you are supposed to be.
3. Use proper language at an appropriate volume.
4. Care for school property and keep it clean.

5. Be prepared for class, bring required materials, and arrive on time.
6. Arrive on time.
7. Dress appropriately and practice good hygiene.
8. Be a good citizen with honesty, integrity, and accountability.
9. Notify adults of unsafe behaviors, acts against campus, or students of concern.
10. Challenge yourself.
11. Be a Falcon. Be an 11.

Abbotsford Middle/Senior High School

T- Chart of Behavior

TEACHER MANAGED BEHAVIORS	OFFICE MANAGED BEHAVIORS
Minor <i>It's a reminder of expectations and a redirection and teaching can continue</i>	Major <i>It's a behavior that stops the class from learning</i>
Abusive/Offensive Language Bus Incident Cell Phone Violation Cheating/Academic Dishonesty Defiance Disrespect Disruption Horse Play Inappropriate Dress/Attire	Abusive/Offensive Language Arson Bomb Threat Bullying Cell Phone Violation Cheating/Academic Dishonesty Closed Campus Violation Defiance Disrespect

Internet Violation Intimidation Misuse of Motor Vehicle Personal Technology Devices Public Display of Affection Physical Attack Tardy Theft Unauthorized Area	Disruption Drugs Fighting Harassment Internet Violation Intimidation Intoxicants Misuse of Motor Vehicle Nicotine/Tobacco Personal Technology Devices Physical Attack Possession of Paraphernalia Possession of Weapon Property Damage Safety Threat Tardy Theft Truancy/Unexcused Absence Vandalism
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STUDENT EXPECTATIONS IN COMMON AREAS

During the 2010-11 school year, we started the process of implementing Positive Behavior Intervention and Supports (PBIS). Part of PBIS is to develop a core set of values for our school. In conjunction with the elementary school, we have developed SOAR (Safe, Organized, Accountable, Respectful). Around those values we have developed certain expectations for how students should behave in common areas. Those expectations are as follows:

Cafeteria Expectations

- Safe in the Cafeteria
 - Walk
 - Hands, feet and objects to self
 - Eat your own food
- Organized in the Cafeteria
 - Know your cafeteria number
 - Have money in your account
 - Stay in single file while in line
- Accountable in the Cafeteria
 - Focus on eating first
 - Follow cafeteria procedures
 - **Clean up after yourself**
 - Use table manners
 - Hands to self
- Respectful in the Cafeteria
 - Wait your turn
 - Use a soft voice

- Keep silent in serving line
- Respect others' personal space
- Give your attention to the cafeteria personnel while in serving line

Cafeteria Procedures

- Enter the cafeteria quietly
- Students eating school lunch – stand in line quietly by class, keeping hands and feet to self
- Keep silent in the serving line
- Give your attention to the cafeteria personnel
- Walk to your table
- Use a soft voice
- Use good table manners
- When finished, pick up all trash and return lunch tray
- Put all uneaten food and trash into the trash can carefully
- Pick up any food or trash you drop on the floor at the trash can

Hallway Expectations

- Safe in the Hallway
 - Hands, feet and objects to self
 - Walk on the right of the hallway
 - Look straight ahead
 - Hands and feet off the walls
- Organized in the Hallway
 - Keep backpack closed
 - Throw all trash in appropriate can
 - Keep locker neat, clean and free of any beverages or food
- Accountable in the Hallway
 - Go directly to your destination
- Respectful in the Hallway
 - Respect others' personal space – do not go into other's lockers
 - Use soft voice
 - If garbage is on the floor, pick it up and throw it away
 - Walk in the hallway

Restroom Expectations

- Safe in the Restroom
 - Use restroom facility appropriately
 - Keep water in the sink
 - Walk in the restroom
- Organized in the Restroom
 - Throw paper towels in the trash can
- Accountable in the Restroom
 - Keep restroom clean
 - Flush toilet after use
 - Use water, soap and paper towels sparingly
 - Return directly to class or designated area when finished
- Respectful in the Restroom
 - Observe personal space
 - Respect privacy
 - Use a soft voice
 - Wait patiently if restroom is full

- Lock stalls when entering and unlock when leaving
- Throw all paper towels in trash can

Study Hall Expectations

- **Safe during Study Hall**
 - All materials should be placed or under your desk
 - Hands, feet and objects to self
- **Organized during Study Hall**
 - Be in seat when bell rings
 - Have pass if leaving
 - Bring work to keep you busy during the entire period
 - Throw away materials in proper trash can
- **Accountable during Study Hall**
 - Keep your area neat and clean
 - Go directly to the location you receive your pass
 - If leaving, move quickly and only go to the designated location
- **Respectful during Study Hall**
 - Work quietly
 - Listen to directions of staff member
 - Observe personal space of others

Bus Expectations

- **Safe on the Bus**
 - Remain seated in one seat until the bus comes to a stop
 - Keep hands, feet and objects to self, inside of bus and out of the aisle
 - **Organized on the Bus**
 - Keep all materials organized until arrival to school or home
 - **Accountable on the Bus**
 - Keep backpack, lunch kits, hands, feet and all other objects out of the aisle
 - Board or exit the bus only at your stop
 - Keep all food and drinks in backpack until off the bus
 - No eating or drinking on the bus
 - **Respectful on the Bus**
 - Follow bus driver instructions
 - Use soft voice
 - Keep hands, feet and objects to self
 - Move over to allow others to sit in seat or move through aisle
- **Bus privileges can and will be revoked for poor or unsafe behavior on the bus.

Expectations	Safe	Organized	Accountable	Respectful
Office	Sit in chairs if available	Turn in paperwork	Wait to be addressed	Use manners, such as "please" and "thank you"
	Report concerns to office staff	Have all documents prepared	Go and return promptly	Knock on Mr. Bargender and Mrs. Huther's doors before entering
		Be ready for your turn	Sign in and out	
				Politely wait until the person you want to talk to is off the phone
				Make office requests at appropriate times
Computer Lab	Use appropriate/safe websites	Enter ready to learn	Take care of the computers	Follow directions
	Troubleshooting and repairs need to be done by qualified staff	Bring all materials	Recycle and garbage need to be in correct bins	Use quiet voices
		Turn in computer documents	Keep both feet on the ground	Keep hands off screens
	Guard personal information	Know your password/log-in	Leave space better than you found it	Honor personal space
	Keep chairs by computer		Notify teacher if something is broken	
	Log off computer		Sign up for computer used	
Library	Use appropriate/safe websites	Know your student ID	Return books on time and in proper space	Use manners, such as "please" and "thank you"
	Troubleshooting and repairs need to be done by qualified staff	Bring all materials	Take care of your materials and inform librarian if materials are damaged	Use quiet voices
				Honor personal space
	Guard personal information		Leave space better than you found it	
	Keep chairs by computer		Food and drink in Commons ONLY	
	Log off computer		Use your account ONLY	
Commons (Lunch)	Walk to the lunch line	Know your student ID	Pick silverware in proper bin	Wait your turn in line
	Walk to the gym/class when dismissed	Throw away all garbage	Stack dirty trays neatly	Say "please" and "thank you" to the cooks
	Keep hands to self	Bring all work with you	Take only food you intend to eat	Sit appropriately at the tables
	Take care of spills or alert lunch supervisor	Have a pass to leave	Keep positive balance in account	
Before/After School	Drive cautiously and honor speed limit	Leave during the correct bell	Pick up after yourself	Keep noise level low
	Sit on the seats rather than table tops in Commons	Go directly to your destination	Food and drink in Commons ONLY	Obtain food properly
	Respect pedestrians		Keep areas clean	Use appropriate language
	Remain in supervised areas only		Stay in Commons – your locker only	Respect school and personal property
	Use correct entrance and exit		Take garbage with you and dispose of properly	
Common/Schoolwide	Backpacks in lockers	Be prepared for class	Keep areas clean	Maintain personal space
	Notify adult of unsafe behaviors	Throw away trash properly	Be a good citizen (honest, integrity, accountable)	Keep hands, feet and other objects to self
	Use proper volume and tone	Park in designated locations	Food and drink in Commons ONLY	Proper dress and language
	Stay in assigned areas			Respect others right to learn
	Maintain proper speed in parking lots			Be a positive role model
Expectations	Safe	Organized	Accountable	Respectful
Pep Rallies/Assemblies/Games	Enter/exit Gymnasium in controlled manner	Bring materials with you	Take possessions with you	Honor personal space
	Keep area clear in front of fire	Visit restroom prior	Represent school positively	Sit with good posture and

	extinguishers and fire exits			feet on floor
		Sit with your class	Pick up after yourself	Respectfully applaud at appropriate times
	Use steps when exiting or entering the bleachers	Only go to the concession stand during breaks in the action	Throw away garbage	Be respectful of other's equipment
	Be conscious of your surroundings			Quietly listen to speakers
	Walk at all times to and from events	Throw away garbage in the garbage can		Stand with hat off during the National Anthem
	Follow directions of supervisor	Keep area cleaner than when you arrived		Stand during the playing of both school's songs
				Positive cheering only displaying good sportsmanship
				Participate when prompted
Restrooms	Use equipment appropriately	Return to class quickly	Treat school property with care	Flush the toilet
	Wash hands with soap and water	Report damage to staff	Dispose of items properly	Respect school property
			Flush the toilet and keep foreign objects out of toilet	Graffiti free
			Throw away paper towels in the garbage can	Respect space and privacy of others
Locker Room / PE	Report all accidents	Wear white, red, black or gray	Wash clothes once a week	Keep hands and feet to self
	Use self-control	Dress for class	Mark name on articles of clothing	Put used towels in bin and use correctly
	Follow all directions from instructor	Practice proper hygiene	Keep same locker and lock your locker	Be on time, be ready and listen
	Lock your locker	Wait to use equipment until told by instructor	Get dressed within 3 minutes and head into gym	Respect school property
	Keep phones and cameras out of locker room	Use equipment properly	Return equipment after use	Try our best and participate
	Control emotions			Use appropriate language
	Abide by safety rules			
Hallways	Make room for people passing through	Get to class on time	Report harassers and bullying	Quiet in the hallways
	Walk to the right of the hall	Bring class materials with you	Pick up items from the floor and dispose of properly	Use appropriate language
	Keep hands to self		Food and drink in Commons ONLY	Treat school property with care
	Keep legs tucked in		Post information on designated bulletin boards	Be aware of others needing to use the space
	Walk		Use low volume	Maintain personal space
	Keep lockers locked			
Bus	Stay seated at all times	Throw away all trash	Report unsafe activities to the driver or teacher	Follow all directions of the bus driver
	Use quiet voices	Keep area clean	Be helpful to younger riders	Keep hands and feet to yourself
	Wait for bus to stop before exiting		Share seats	Make room for other passengers
	Walk in aisle			Use appropriate language
Expectations	Safe	Organized	Accountable	Respectful
Homeroom	Stay in assigned seat	Bring materials with you	Sign in and out prior to leaving	Follow FIT rules
	Follow classroom rules	Move and return quickly to destination when on a pass	Report to assigned FIT classroom	Keep Ipod volume low and lyrics school appropriate during individual work time
			Request permission to leave prior to FIT	
Study Hall	Stay in classroom	Bring all materials to class	Sign in and out	Work quietly

	Follow classroom rules	Move and return quickly to destination when on a pass	Obtain passes before class starts	Follow classroom rules
			Follow supervisor's instructions	Follow guidelines for Library/Lab use
				Keep Ipod volume low and lyrics school appropriate
Classroom	Clean up your own space	Come prepared with supplies	Attend class	Raise hand to speak
	Personal belongings under the desk	Homework completed	Must be in the classroom when the bell rings	Follow classroom rules
		Move and return quickly to destination when on a pass	Follow teacher's instruction	Listen when others are speaking
			Pick up after yourself	Use appropriate language

Abbotsford Elementary SOAR Expectations

	Hallways	Bathroom	Cafeteria	Recess/ Playground	Technology	Bus	Arrival/Dismissal
Safe S	- Walk - Stay to the right - Keep body to self	- Walk - Keep body to self - Wipe up spilled water or notify an adult	- Walk - Stay seated until dismissed - Keep feet under the table and body to self	- Play under control - Keep the rubber chips on the ground - Keep body to self	- Stay on school-approved sites - Keep the volume down or off	- Walk - Follow directions - Remain seated - Keep body to self	- Walk - Stay on the sidewalk
Organized O	- Hang items in your cubby - Boots and shoes on racks - Keep items off the floor	- Stay in line and wait for your turn - Throw away trash	- Stay in line - Keep body to self - Every other person on each side of the food line	- Use the restroom before going outside - Line up in a single file line	- Keep Chromebook charged - Keep headphones/earbuds in the designated space	- Keep aisles clear - Hands off Windows - Pick up Belongings	Stay with teacher until adult pick up has arrived
Accountable A	Walk directly to the destination	- If you make a mess, clean it up - Use in a timely and appropriate manner	- Ask permission to leave - Return the tray, silverware, and trash to the proper place - Report and clean up spills/messes	- Wear the required clothing - Use the equipment as intended and return it after use - Line up immediately when the whistle blows	- Think before you click - Be mindful of what you share - Phones are silenced and put away during school hours and during after school program	Keep your belongings with you	- Only school-related materials in backpacks - Only water is allowed in the school
Respectful R	- Voice level 0 or 1 - Touch only your items	- Voice level 0-1 - Keep technology out of the bathroom - Respect the privacy of others	- Voice level 1 or 2 - Eat politely - Respect all adults	- Respect personal space - Invite others to join your group - Treat others with kindness - Stay away from classroom windows	- Use only your device/Chromebook - Take care of all devices/Chromebooks - Follow school device protocols	- Use voice level 0-1 - Wait your turn - Keep hands, feet, and objects to yourself - Help others when requested	Voice level 1 or 2

STUDENT BEHAVIOR

A major component of the educational program is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors

Each student shall be expected to:

- abide by national, State, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, sex, sexual orientation, race, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family and in the school.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for the loss of personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

The Board authorizes the imposition of fines for the loss, damage, or destruction of School District-owned, borrowed or leased equipment, computing devices, school records, apparatus, musical instruments, library material, textbooks, and for damage to School District buildings or facilities. Therefore, if a student damages or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Code of Conduct, and may be referred to law enforcement. (Board Policy 5513 - *Care of District Property*)

PROHIBITED USE OF POSSESSION OF INTOXICANTS, DRUGS, OR PARAPHERNALIA

The administration and staff recognize that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, our school strives to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

- all dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- all derivatives of hemp, including Delta-8 THC, Delta-9 THC, Delta-10 THC, Delta-11 THC, THC-O, and all other forms that cause psychosis; in all forms of delivery (i.e. inhalation, ingestion, injections, etc.) except those permitted by the school in accordance with Board Policy 5530 - Administration of Medications/Emergency Care;
- all chemicals which release toxic vapors;
- all alcoholic beverages;
- any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;

- "look-alikes":
- essential oils and oil like products that may be mistaken for a drug;
- anabolic steroids;
- misuse of over the counter drugs of medication;
- any other illegal substances so designated and prohibited by law.

The use, possession, concealment, or distribution of any drug, drug look-alike and any drug-paraphernalia at any time on school property or at any school-related event is prohibited. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school's drug abuse guidelines. (Board Policy 5530 - Student Use of Possession of Intoxicants, Drugs, or Paraphernalia)

USE OF TOBACCO/NICOTINE IS PROHIBITED

The Board is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco and nicotine use for both users and non-users, particularly in connection with second hand smoke, are well-established. In addition, students less than eighteen (18) years of age are generally prohibited by law from purchasing or possessing cigarettes and other tobacco products.

It shall be a violation of School District policy for any student of the School District of **possess**, use, consume, display, promotion, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content, at any time on school property or at off-campus, school-sponsored events. Specifically, in policy the term "tobacco product" means any product containing, made, or derived from tobacco or that contains nicotine, whether synthetic or natural, that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including but not limited to, cigarettes; electronic smoking devices; cigars; little cigars; cheroots; stogies; periques; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; pouches, snuff; snuff flour; cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco, and other kinds and forms of tobacco.

(Board Policy 5512 - *Use of Tobacco and Nicotine by Students*)

The use of other products containing nicotine, such as nicotine patches and nicotine gum is also prohibited except when a student provides documentation from a licensed medical practitioner that the student's use of non-tobacco nicotine products is being medically supervised for the cessation of nicotine addiction and the student complies with Board Policy 5330 - *Administration of Medication/Emergency Care*.

STUDENT CODE OF CLASSROOM CONDUCT

The school is committed to maintaining an orderly and safe academic atmosphere. Teachers are expected to create a positive learning environment and to maintain proper order in the classroom. Students are expected to behave in the classroom in a manner that allows teachers to effectively carry out their lessons and allow students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the school and their classroom teachers.

Such rules of behavior include a prohibition on knowingly making false statements or knowingly submitting false information during a sex discrimination complaint process, including intentionally making a false report of sexual harassment or submitting a false formal complaint. Providing false information is a violation of the Student Code of Conduct.

To ensure adherence to these expectations and principles, The Board has adopted a Code of Classroom Conduct, which applies to all students. (Board Policy 5500 - *Student Code of Classroom Conduct*)

Grounds for Removal of a Student from Class

Disturbances that interrupt the learning process cannot be permitted by any teacher. A teacher may temporarily remove a student from the teacher's class if the student violates the Code of Classroom Conduct. Additionally, the student may be removed from the class for a longer period of time at the discretion of the Principal. A student removed from class may also be placed in an alternative education setting.

Removal of a student from class for violating the Code of Classroom Conduct or placement of the student in an alternative educational setting does not prohibit the school from further disciplining the student for the conduct that caused removal or placement including, but not limited to, suspending or expelling the student.

It is neither possible nor necessary to specify every type of improper or inappropriate behavior for which a teacher may remove a student from class. Provided below, however, are examples of reasons a student may be removed from class. A teacher may remove a student from class for conduct or behavior that:

- A. would result in suspension or expulsion under the Board's policies and procedures;
- B. violates the behavioral rules and expectations of the school;
- C. is dangerous, disruptive or unruly. Such behavior includes, but is not limited to, the following:
 - 1. possession or use of a weapon or look-alike or other item that might cause bodily harm to persons in the classroom;
 - 2. being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy;
 - 3. behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment;
 - 4. arguing, taunting, baiting, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations;
 - 5. disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations;
 - 6. pushing, striking, or other inappropriate physical contact with a student or staff member;
 - 7. interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means;

8. using dress or appearance in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder;
 9. restricting another person's freedom to properly utilize classroom facilities or equipment;
 10. repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions;
 11. throwing objects in the classroom;
 12. repeated disruptions or violations of classroom rules, or excessive or disruptive talking;
 13. behavior that causes the teacher or other students fear of physical or psychological harm;
 14. willful damage to or theft of school property or the property of others; or
 15. repeated use of profanity.
- D. interferes with the ability of the teacher to teach effectively. Such conduct includes, but is not limited to, the following:
1. repeated reporting to class without bringing necessary materials to participate in class activities; or
 2. possession of personal property by school rules or otherwise disruptive to the teaching and learning of others.
- E. shows disrespect or defiance of the teacher, exhibited in words, gestures or other behavior; or
- F. is inconsistent with class decorum and the ability of others to learn. Such behavior includes, but is not limited to, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

Procedure for Student Removal from Class

When a student is removed from class, the teacher shall send or escort the student to the Principal and inform the Principal of the reason for the student's removal from class. The teacher shall provide the Principal with a written explanation of the reasons for the removal of the student within twenty-four (24) hours of the student's removal from class.

The Principal will generally give the student an opportunity to briefly explain the situation. The Principal shall then determine the appropriate educational placement for the student.

Student Placement

The Principal shall place the student, who has been removed from a class by a teacher, in one of the following alternative educational settings:

- A. an alternative education program approved by the Board under State law;
- B. another instructional setting, time-out, in-school suspension or out-of-school suspension; or
- C. the class from which the student was removed if, after weighing the interests of the student, the other students in the class, and the teacher, the Principal determines that readmission to the class is the best or only alternative.

Parent/Guardian Notification Procedures

The Principal shall provide the parent or guardian of a student removed from class-with written notice of the removal and the reason(s) for the removal. The notification shall be made as soon as practicable, but no later than two (2) school days after the student's removal from class. The notice shall also include the reasons for the student's removal and the placement made by the Principal. If the removal from class and change of educational placement involves a student with a disability,

the parent notification shall be made consistent with State and Federal laws and regulations applicable to disabled students.

If the student removed from a class is subject to disciplinary action up to and including suspension or expulsion for the particular classroom conduct and/or other disciplinary incidents the parent shall also be notified of the disciplinary action in accordance with legal and policy requirements.

Students with Disabilities

A student with a disability under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and 115.758, Wis. Stats. may be removed from class and placed in an alternative educational setting only to the extent authorized under the laws.

Definitions

- “Student” means any student enrolled in the District, an exchange student, or a student visitor to the District’s schools.
- “Teacher” means a person holding a license or permit issued by the State Superintendent whose employment by a school district requires that the teacher hold that license or permit.
- “Class” or “classroom” means any class, meeting or activity which students attend, or in which they participate while in school under the control or direction of the School District. This definition of “class” includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, counseling groups, assemblies, study halls, lunch, or recess. “Class” also includes regularly scheduled School District-sponsored extracurricular activities, either during or outside of school hours. Such activities include, by example and without limitation, School District sponsored field trips, after-school clubs, and sporting activities.

Community Service Project:

As part of or instead of disciplinary action, the board, superintendent, principal or principal’s designee, at his/her discretion, may allow a student to perform community service on school grounds, or with written permission of the student’s parent/guardian off school grounds, during non-school hours. Such service may include, but is not limited to, community or school outdoor beautification, campus betterment, or light cleaning of school grounds.

Provisions for the use of the Administrative Assertive Discipline Policy:

- A. All teachers will develop and maintain an Assertive Discipline Plan within their classrooms to handle any problems that occur within the classroom. As part of this Assertive Discipline Plan each teacher will incorporate provisions for notifying the parent(s) or guardian(s) when a problem exists within the classroom. Teachers who send students to the office on a discipline referral will contact the parent(s) or guardian(s) regarding the reason for the removal.
- B. A separate disciplinary file will be initiated for each student referred to the school office. A record of each violation, as well as the step assigned, will be maintained. Parents will be notified in writing of all violations of the Administrative Assertive Discipline Policy.
- C. Normally a student will be advanced up the Assertive Discipline Policy one step at a time, however, administration reserves the right to exercise discretion depending upon the circumstances of the violation.
- D. Once a student has been given an after school detention he or she must serve that detention on the assigned date. Students who miss their detention will have that time doubled.
- E. Students assigned to ASD are required to bring work or reading materials. Failure to work and to follow ASD rules will result in the “step” being increased. Students who are unexcused absent from their assigned session will have the time that they missed doubled.
- F. Students may not participate or practice in any school-sponsored extracurricular activity if they have any unexcused absences from an assigned ASD until that time is made up.
- G. Repeated violations will move a student up on the step system.
- H. The principal shall be responsible for seeking the assistance of counselors, teachers, the school psychologist, and other professionals to help students correct their behavior problems.

DISCIPLINE INFRACTIONS AND CONSEQUENCES

A. SCHOOL ATTENDANCE

1. **Truancy/Unexcused Absence:** The act of being absent from school part or all of a school day without a legal excuse from parents or school administration. Step 2-4 (a class period missed is equal to one hour of ASD)
2. **Leaving Campus Without Permission:** The act of leaving school grounds without permission. Step 1-4 This can also be referred to the police department for truancy.
3. **Tardiness:** The act of reporting late for school, class or other required activity without an acceptable excuse. 5 or more Step 2. Continual and habitual tardiness beyond this will increase the steps.

Students are responsible for being in the classroom when the bell rings to start a class period or they will be considered tardy. Each teacher will develop a tardy policy for their classroom following the guidelines below:

3 tardies/class/quarter = 1 detention
6 tardies/class/quarter = 2 detentions
9 tardies/class/quarter = ½ day ISS & parent meeting
12 tardies/class/quarter = 1 day ISS & parent meeting

Tardies and detentions will be handled by the teacher up to six (6) tardies in a quarter. Once the tardies have become continuous and excessive during any quarter (6) the student will be referred to the office along with a listing of previous actions and parent contacts taken to resolve the problem. The teacher will refer students who are habitually tardy. All tardies will reset at the start of each quarter.

Habitual tardiness may constitute truancy, and could result in referral to Abbotsford Municipal Court for truancy. Teachers have the authority to assign detention at different intervals than suggested above.

B. STUDENT/STUDENT RELATIONSHIPS

1. **Threatening or Intimidating Acts:** The act of verbally or by gestures threatening the well-being, health or safety of any student on school property, or en route to or from school or a school function on school provided transportation. Step 2 or greater
2. **Physical Attack:** The act of physically assaulting or in some manner, attempting to injure, on any school property, or going to or from school or school function on any school provided transportation. Step 3 or greater (referral to police when appropriate)
3. **Disrespect:** The act of insulting, calling derogatory names, using obscenity toward, dishonoring or, in any other manner, abusing verbally or in writing any member of the student body. Step 0 or greater
4. **Shake Down:** The act of extorting things of value from a person in the school, under pressure of either implied or expressed threats. Step 3 or greater (referral to police when appropriate)
5. **Fighting:** The act of involving hostile bodily contact in or on school property, or going to or from school, including school-sponsored events. Step 3 or greater (referral to police when appropriate)
6. **Horseplay:** The act of tripping, shoving, misusing other students' books, possessions, etc. Step 0 or greater
7. **Property Damage:** Step 3 or greater (restitution and referral to police when appropriate)
8. **Theft:** Step 4 or greater (restitution and referral to police when appropriate)

C. STUDENT/STAFF RELATIONSHIPS

1. Insubordination: The act of willfully failing to respond to or carry out a reasonable request by authorized school personnel. Step 0-2
2. Threatening or Intimidating Acts: The act of verbally or by gesture threatening the well-being, health or safety of any member of the school staff. Step 4 or greater (referral to police when appropriate)
3. Physical Attack: The act of physically assaulting any member of the school staff. Step 5 or greater (referral to police when appropriate)
4. Disrespect: The act of insulting, calling derogatory names, dishonoring, making gestures, or in any other manner abusing verbally or in writing any member of the school staff. Step 2 or greater.
5. Disrespect for the Property of a Member of the School Staff.
 - a). Damage: Step 2 or greater (restitution and referral to police when appropriate)
 - b). Theft: Step 4 or greater (restitution and referral to police when appropriate)
 - c). Major Theft/Damage: Step 6 or greater (restitution and referral to police when appropriate)

D. SCHOOL PROPERTY

1. Vandalism: The act of willfully destroying public property:
 - a). Destruction: The act of rendering property unusable. Step 5 or greater (restitution and referral to police when appropriate)
 - b). Defacing: The act of damaging property requiring cleaning or repair. Step 2 (restitution required)
 - c). Misuse of Printed Material: The act of destroying or defacing magazines, books, or other printed material. Step 2 or greater (restitution required)
2. Theft
 - a). Theft: Not serious enough to report to police. Step 2
 - b). Major Theft: Considerable enough to be reported to police. Step 4 or greater (restitution and referral to police when appropriate)
3. Abuse of School Grounds: Step 4 or greater (restitution and referral to police when appropriate)
4. Littering: Step 0-1
5. Misuse of Food: The act of consuming or handling food or drink in an inappropriate manner. Step 1 or greater.

E. PROTECTION OF THE PUBLIC SAFETY

1. Detonation of Firecrackers or other Explosive devices. Step 3 or greater (referral to police when appropriate)
2. False Alarms:
 - a). The act of initiating a fire alarm or initiating a report warning of a fire or other catastrophe without just cause. Step 6 or 7 (referral to police when appropriate)
 - b). Safety Threat (bomb, gun, etc). Step 7 (referral to police when appropriate)
3. Arson: The act of willfully and maliciously burning or attempting to burn, any part of any building or any property of the school or of its staff and students. Step 7 (referral to police when appropriate)
4. Improper Use of Motor Vehicles
 - a). Reckless Driving: Step 2 and possible loss of driving privileges. (referral to police when appropriate)
 - b). Unauthorized Driving: The act of the unauthorized use of a vehicle during the school day. Step 1 and possible loss of driving privileges.

- c). Parking in an unauthorized area. Step 0-1 (vehicle may be towed at owner's expense)
- 5. Possession of Weapons: The act of having a weapon on their person or locker. Step 6 or greater (referral to police when appropriate)

F. ALCOHOL, TOBACCO AND DRUGS

- 1. Alcohol and Drugs (including THC devices)
 - a). Possession: Step 6 or greater (referral to police when appropriate)
 - b). Selling or Transmitting: Step 6 or greater (referral to police when appropriate)
 - c). Noticeably under the influence: Step 6 or greater (referral to police when appropriate)
 - d). Observed use: Step 6 or greater (referral to police when appropriate)
 - e). After 3 times of possession or usage involving administration and police, student will go directly to Step 7.
- 2. Tobacco/Electronic Vape Devices
 - a). Possession: Step 4 or greater (referral to police when appropriate)
 - b). Use: The act of using or attempting to use. Step 6 (referral to police when appropriate)

G. OTHER DISCIPLINARY INFRACTIONS

- 1. Repeated or serious Classroom Disruption: Step 0-2
- 2. Disruption of meeting or Assembly: Step 2 and possible expulsion from activity.
- 3. Cheating: The act of stealing a text, tampering with grade book, copying work, etc. Step 2 and/or a 0 on the assignment.
- 4. Forgery: The act, written or spoken, of misrepresenting the truth. Step 2
- 5. Electronic Devices: The use of radios, CD players, cell phones, MP3 players or other electronic devices during the school day. Step 1-2 and/or possibly confiscated. See "Electronic Devices"
- 6. Being in an Unauthorized area: Step 1-2
- 7. Being an Accessory to a School Violation: Step 1 (step assignment at the principal's discretion depending upon offense and level of involvement)
- 8. Abusive or Offensive Language: The act of using such language in the presence of a staff member and/or students, including written notes and published materials, as well as verbal. Step 2 and possible referral to police for disorderly conduct.
- 9. Necking, Embracing or Similar Improper and/or Disruptive Behavior. Step 0-2
- 10. Gang Behavior: See "Gangs and Gang Related Behavior" Step 3 or higher.
- 11. Inappropriate Dress and Attire: The act of wearing clothing that is a distraction in school or detrimental to the health, safety or reputation of the student or school (i.e. sunglasses indoors, short shorts, visible underwear, hats, bandanas, or indecent style of clothes)
 - a). Clothing, medallions, pins, or jewelry with suggestive double meanings, sexual innuendos, suggestive pictures, gang symbols, racial or gender slurs, vulgar or obscene language, or promoting drugs, tobacco, or alcohol are not permissible.

Consequences for inappropriate dress

- 1. Student will call home for a parent to bring appropriate clothing, or be sent home to change. If the parent is unreachable or the student refuses to change the student will be placed on in-school suspension the remainder of the day in addition to any detention time.
- 2. Step 2-3

Clothing that is inappropriate for school or school activities will not be worn and the decision of the teacher or administration will determine the appropriateness of dress and appearance.

H. HARASSMENT

Harassment is unwanted behavior that interferes with your life. It limits and denies the rights of students to study, work, and play in the school setting. Harassment makes people feel badly. Everyone has a right to be harassment free and the Abbotsford staff feels strongly that all students should feel safe at school.

- Sexual harassment is unwanted comments or behavior of a sexual nature.
- Racial harassment is unwanted comment regarding a person's ethnicity.
- Verbal harassment is unwanted verbal comments, which makes a person feel bad or unsafe.
- Physical harassment is unwanted behavior of a physical nature.
- Intimidation is unwanted threats to cause harm.

What can you do about harassment?

1. Say stop!!
2. Tell someone. Talk to a teacher, counselor, or administrator.
3. Keep records. Record what happened, dates, times, places, and witnesses.

Any form of harassment is wrong and will not be tolerated at Abbotsford Middle & Senior High School. Harassment complaints are investigated and consequences can include:

- Step 0-4 (repeated offenses can/will move a student up steps beyond 4)
- Parent contact
- Police referral

GANGS & GANG RELATED BEHAVIOR

The School District of Abbotsford will not tolerate gang-related behavior in the school, on school property, on buses, or at school-sponsored events. Gang behavior creates an atmosphere where unlawful acts or violations of school regulations may occur. Such behavior intended to initiate, advocate, or promote activities which threaten the safety or well being of persons or property is harmful to the educational process and school environment and interferes with the mission of the school district.

A “gang” is an ongoing organized association of three or more persons, whether formal or informal, which has a common name or common signs, colors or symbols, and members or associates who individually or collectively engage in, or have engaged in criminal activity.

The following gang-related behaviors are prohibited in school buildings, school buses, and at school-sponsored activities:

1. The presence of jewelry, accessories, manner of grooming, or apparel which implies membership, affiliation, or sympathy with a gang.
2. Displaying gang marking or slogans on personal property, clothing, or on the person themselves.
3. Uses of gang-related hand signs or signals.
4. Possessing literature that indicates gang membership.
5. Antisocial or criminal activities which disrupt school or school-sponsored activities
6. Committing a crime.
7. Initiations, hazing, and intimidation.
8. Tagging or graffiti

If the administration verifies a student’s involvement in gang activities, the parent or guardian will be informed in writing and by phone as well as the appropriate law enforcement agency.

Violation of this policy will subject students to appropriate disciplinary action which may include suspension or expulsion.

SUSPENSION AND EXPULSION

Board Policy 5610 - Suspension and Expulsion authorizes the use of suspension and/or expulsion as follows:

A. Suspension

1. Duration and Grounds for Suspension

The Principal or a person designated by the Principal may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days or ten (10) consecutive school days if the student is eligible for special education services under Chapter 115, Wis. Stats., if the suspension is reasonably justified and based upon any of the following misconduct:

- a. Noncompliance with school or Board rules;
- b. Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- c. Conduct by the student while at school or while under the supervision of a school authority that endangers the property, health or safety of others;
- d. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of others at school or under the supervision of a school authority;

- e. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of any employee or Board member of the School District in which the student is enrolled.
- f. Under paragraphs c, d, and e above, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The District Administrator, or any Principal or teacher designated by the District Administrator shall suspend a student if the student possessed a firearm while at school or while under the supervision of a school authority.

The suspension period applies to "school days." Thus, a suspension period does not include weekend days or vacation days.

2. Suspension Procedure

Prior to being suspended, on the day of the alleged infraction or as soon thereafter as is practicable, the student will be advised orally or in writing of the reason for the proposed suspension and given an opportunity to explain their conduct.

The Principal, within their discretion, may also inform the student's parents or guardian of the reason for the proposed suspension prior to suspending the student.

3. Notice of Suspension

The parent or guardian of a suspended minor student shall be given prompt written notice of the suspension and the reason for the suspension by mail and by sending a copy of the notice home with the student. Oral notice may also be given to the student's parent or guardian; however, it will be confirmed in writing.

4. Sending a Student Home on the day of the Suspension

Generally, the student should remain in school on the day of the suspension until school is dismissed for the day. Except as provided below, if the situation requires that the student be removed from the premises before school is dismissed, the Principal shall attempt to contact the student's parent or guardian to request that the parent/guardian pick up the student. If the parent/guardian is unable to pick up the student, the student should remain under the school's supervision until school is dismissed, or in the event law enforcement is involved, under law enforcement supervision.

5. Opportunity to Complete School Work

A suspended student shall not be denied the opportunity to take any quarterly, semester or grading period examinations or to complete coursework missed during the suspension period. Such work shall be completed pursuant to the procedures established by the Board.

6. Reference to the Suspension in the Student's Record

The student's suspension from school shall be entered in the student's record as required by the rules adopted by the Board concerning the content of student records.

The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator or designee, who shall be someone other than a Principal, administrator or teacher in the suspended student's school, to discuss removing reference to the suspension from the student's records. The decision made by the District Administrator or designee is final.

Reference to the suspension in the student's school record shall be removed if the administrator finds that:

- The student was suspended unfairly or unjustly;
- The suspension was inappropriate, given the nature of the alleged offense; or

- The student suffered undue consequences or penalties as a result of the suspension.

The administrator, shall make a finding within fifteen (15) days of the conference.

7. Co-Curricular or Extra-Curricular Participation

A student's participation in co-curricular or extra-curricular activities during a suspension shall be determined on a case-by-case basis.

B. Expulsion

1. Grounds for Expulsion

The Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and it finds that the student:

- Repeatedly refused or neglected to obey the rules established by the School District;
- Knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- Engaged in conduct while at school or while under the supervision of a school authority that endangered the property, health or safety of others;
- Engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or School Board member of the School District in which the student is enrolled; or
- Was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion.

Under this section, conduct that endangers a person or property includes threatening the health or safety of a person or threatening to damage property.

2. Expulsion for Bringing a Firearm to School

The Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or while at school or while under the supervision of a school authority, possessed a firearm, unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

3. Expulsion Hearing

Prior to expelling a student, the Board shall provide the student with a hearing. Prior written notice of the expulsion hearing must be sent separately both to the student and their parent(s) or guardian(s) if the student is a minor; otherwise just to the student. The notice will comply with the requirements of State law.

The student, or the student's parent if the student is a minor, has the right to request a closed hearing or the Board may choose to close the hearing. The student and, if the student is a minor, the student's parent or guardian may be represented at the hearing by counsel.

4. Expulsion Order

The Board shall reduce its decision to writing in the form of a written order. If expulsion is ordered, the order must state the length of time that the student is to be expelled. The order should also state specific findings of fact and conclusions of law in support of the decision.

5. Student Records

The student's expulsion from school shall be entered in the student's record as required by the rules adopted by the Board concerning the content of student records.

DISCIPLINE OF DISABLED STUDENTS

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

SEARCH AND SEIZURE

Search of a student and their possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others or as otherwise permitted by law.

Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The School District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desk, or other school property as to prevent examination by a school official.

All computers located in classrooms, labs and offices of the School District are the School District's property and are to be used by students, where appropriate, for educational purposes. The School District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the School computer system, network, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the School District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. A student's refusal to permit such access may be grounds for disciplinary action.

No strip searches will be conducted by any employee of the School District, but may be conducted by law enforcement officials, if deemed necessary.

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever a staff member or chaperone has individualized reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the student refuses to take the test, the Principal will inform the student that refusal to participate implies admission of guilt leading to disciplinary action consistent with this handbook.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. (Board Policy 5771 - Search and Seizure)

STUDENT RIGHT OF EXPRESSION

Our school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
1. is obscene to minors, libelous, indecent, or vulgar;
 2. advertises any product or service not permitted to minors by law;
 3. intends to be insulting or harassing;
 4. intends to incite fighting or presents a likelihood of disrupting school or a school event; or
 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Principal twenty-four (24) hours prior to display.

Distribution or display by any student of prohibited nonschool-sponsored material or in violation of the school's approval process will be halted, and the student(s) involved will be subject to disciplinary action.

Distribution or display by any student of prohibited nonschool-sponsored material or in violation of the school's approval process will be halted, and the student(s) involved will be subject to disciplinary action.

STUDENT DRESS AND APPEARANCE

The school recognizes that each student's mode of dress and appearance is a manifestation of personal style and individual preference and that students do possess certain individual rights, including the right to engage in expressive speech.

The school will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

The school has established appropriate dress and appearance guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes.

Accordingly, the school prohibits student dress or appearance practices that:

- A. present a hazard to the health or safety of the student or to others in the school, including by way of communicating threats of harm or depictions of harmful conduct directed at others, including depictions are that reasonably likely to or are intended to incite violence against or hatred towards others;
- B. interfere with school work, create disorder, or cause or is likely to cause a material and substantial disruption to the educational program, -

- C. promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities;
- D. violate the District's anti-harassment policies by depicting images or messages that
- E. represent or promote discrimination or harassment on the basis of one or more protected classifications;
- F. depict or promote obscenity, pornography, or otherwise depict or describe sexual activity;
- G. cause excessive wear or damage to school property;
- H. prevent the student from achieving their own educational objectives because of blocked vision or restricted movement.

Such guidelines shall also apply to the dress requirements for members of the athletic teams, bands, and other school groups when representing the school at a public event. A uniform or specific dress requirement may be enforced for students when representing the school.

In enforcing the dress code, the following procedures shall be used:

- A. the principal shall serve as the initial arbiter of student dress and appearance in their building;
- B. before taking action to enforce dress code requirements, including by requiring that a student remove, cover, or otherwise conceal the items or depiction at issue, the principal shall determine whether the items constitutes protected speech in so far as the item independently makes a statement of a discernible nature to the observer by depiction, words, or combination of the two that does not require separate explanation.

Expressive dress may not be protected speech if it involves:

- A. Obscenity
- B. Language or depictions intended to incite violence or foment hatred of others.

Dress that is otherwise protected speech may still be prohibited if it is likely to cause a substantial disruption to the educational environment. This may include dress that includes the use of vulgarity, discriminatory language including racial or ethnic slurs, negative stereotypes, violence, or other communication when the clear intent is to invoke strong reactions in observers so as to impair the ability of teachers and/or students to engage in educational pursuit.

No protected speech may be prohibited on the basis of disagreement by school officials with the specific point of view expressed if the topic is otherwise permitted (e.g. permitting depictions of support for one political party, but prohibiting depictions of support for the other).

Students who violate the foregoing rules will not be admitted to class and may be subject to additional consequences.

If the clothing cannot be removed or concealed, the student may be sent home after contact is made with the student's parent/guardian. (Board Policy 5511 – Dress and Appearance)

STUDENT SUGGESTIONS AND COMPLAINTS

The school is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, the student should feel free to offer them. Written suggestions may be presented directly to the Principal.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the Principal.

STUDENT DUE PROCESS RIGHTS

The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines:

A. Students subject to suspension:

The suspended student, and if a minor, the parent of the suspended minor student shall be given prompt notice of the suspension and the reason for the suspension. The student or the student's parents may within five (5) school days following the beginning of the suspension, have a conference with an Administrator. This conference will serve as the opportunity for the student to respond to the charges against the student. If the Administrator finds that the student was suspended unfairly or unjustly or that the student suffered undue consequences as the result of suspension, the student's record shall be expunged. (Board Policy 5610 - Suspension and Expulsion)

B. Students subject to expulsion:

Prior to expelling a student, the Board must hold a hearing. A student and their parent must be given written notice of the intention to expel and the reasons therefore, at least five (5) days prior to the date of the hearing. The hearing is the opportunity for the student and their parent to appear with a representative or legal counsel before the Board to answer the charges. The Board will keep written minutes of the hearing. The hearing will be closed. The student and/or their parent may appeal the expulsion consistent with 120.13, Wis. Stats. (Board Policy 5610 - Suspension and Expulsion)

SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

Bus transportation is provided for all eligible students. The bus schedule and route is available by contacting Burnett Transit at 715-659-4391.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the Principal stating the reason for the request and the duration of the change and the Principal approves. (Board Policy 8600 - Transportation)

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

Previous to loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone;
- stay off the road at all times while walking to and waiting for the bus;
- line up single file off the roadway to enter;
- wait until the bus is completely stopped before moving forward to enter;
- refrain from crossing a highway until the bus driver signals it is safe;
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

During the trip

Each student shall:

- remain seated while the bus is in motion;
- keep head, hands, arms, and legs inside the bus at all times;
- not litter in the bus or throw anything from the bus;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other bus riders;
- not eat, play games or play cards, etc.;
- not tamper with the bus or any of its equipment.

Leaving the bus

Each student shall:

- remain seated until the bus has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless the driver has proper authorization from school officials.

CAMERAS ON SCHOOL BUSES

The Board has authorized the installation of video and audio surveillance equipment and District buses for the purpose of enhancing student safety and wellbeing

If a student is reported to have misbehaved on a bus and their actions were recorded on the bus camera, the recording will be submitted to the Principal and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with State and Federal law. (Board Policy 8600 - Transportation)

PENALTIES FOR INFRACTIONS

A student who engages in misconduct on a bus shall be subject to discipline and may be deprived of the privilege of riding on the bus.

SELF-TRANSPORTATION TO SCHOOL

Motor Vehicles

Parking on school property is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

If a student's parking permit is suspended or revoked, no fees will be refunded. Failure to comply with these administrative guidelines may result in loss of privileges and/or disciplinary actions for the student.

The following rules shall apply.

Students may only bring onto District property vehicles that are owned by the student or vehicles for which the student has express permission to operate.

At no time may a student enter another vehicle without the owner's or driver's consent.

- Students shall complete the Student Vehicle Form which is available in the School office and provide:
- driver's license;
- insurance certificate; registration.
- Vehicles are to be operated on designated roadways and parking lots only. Drivers are prohibited from driving or parking on any natural areas of District property without the consent of the Principal.
- The student must obtain a permit from the high school office.

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.

When the school provides transportation, students shall not drive to school-sponsored activities unless written permission is granted by their parents and approved by the Principal.

No other students are allowed to be driven to a school-sponsored activity by the approved student driver without a note from parents of passenger students granting permission and approval by the Principal.

Students who drive to school are required to park their cars in areas designated (see Student Parking) for that purpose. No students are allowed to park in front of the building. The use of motorized vehicles during noon hour is not permitted unless you have the permission of the principal. The principal may request keys for cars or other motorized vehicles to be checked in at the office. All vehicles must be registered with the office. A "Parking Permit" tag to be hung on the rearview mirror will be issued once the office receives the required paperwork.

Personal Transportation Devices

Because of the clear and present danger of accidents in traffic, inherent to riding personal transportation devices, it shall be the policy of the Board to prohibit the use of personal transportation devices except bicycles by students on campus for purposes of travel to and from school.