

**School District of Onalaska
Middle School
Family and Student Handbook
2026-2027**



Onalaska Middle School

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FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your family 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 School 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 you and your family's 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 building administrator who you will find listed on the cover of this 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 School District. If any of the policies or administrative guidelines referenced herein is revised after August 15th, 2025 the language in the most current policy or administrative guideline prevails. The current policies are available on the District's website.

School District of Onalaska

MISSION STATEMENT

Working together to ensure high levels of learning for all.

VISION

A model school district in service of students, staff, and community.

To continue as an exemplary district, we must have a clear sense of our vision for the future. Accountability to this vision comes through collective commitments made by the Board of Education, employees, students, families and the community. We recognize that our effectiveness will have a significant impact on:

- Student engagement, growth and achievement
- Family and community engagement
- Finance, facilities and operations stewardship
- Staff recruitment, development and retention

VALUES

Belonging - Ensuring that all are accepted, embraced, and valued as members of a cohesive community

Engagement - Fostering a positive, student centered culture

Continuous Improvement - Pursuing excellence through goal setting, feedback, reflection and growth

Collaboration - Empowering one another to work interdependently to achieve common goals

Integrity - Acting in an ethical manner with humility, honesty and transparency

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ACADEMICS

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”).

ACADEMIC HONESTY

All schoolwork must represent the efforts of the individual student unless it is an organized cooperative activity assigned by a teacher. Any form of academic dishonesty is prohibited. A progression of academic and/or behavioral consequences may be imposed for violation of this policy.

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

ACCESS TO THE BUILDING

Student safety is our number one priority as we strive to provide an ideal learning environment for them. As a result of district-wide safety planning, all exterior doors at each school will be locked. Camera/intercom systems have been installed at our school’s main entrance, allowing visitors to push a button to communicate the reason for the visit with school office staff, who can then remotely unlock the outside door. After visitors enter the school through the main office, they will be asked to provide state-issued identification, sign-in through the school’s sign-in system, and will be given a visitor sticker when approved. If your business extends beyond just basic drop off or pick up and/or your visit extends beyond the main office please see the “VISITORS” section of this handbook.

ALLERGIES

Life threatening allergies are serious problems. We have a “no latex” policy in our district. This means latex balloons are **NOT** allowed in the building at any time.

ANIMALS IN SCHOOL

As per district policy 8390, prior approval of the building administrator must be obtained before animals are brought to school. In brief, the animal visit must directly relate to the school curriculum and proper notification of the visit must take place to ensure the health of students and staff with allergies.

Students, parents/guardians, 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*.

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 educational purpose as determined by the building administrator.

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.

ATTENDANCE

Please contact the school office to report your child's absence:

Email: omsoffice@onalaskaschools.com

Phone: 608-783-5366

Wisconsin public schools all abide by the same attendance laws (118.15). Please refer to district Policy 5200 for further guidance. Regular school attendance is directly linked to academic and future job success. We want to work together to ensure accurate and consistent school attendance, and we will communicate with you and your child when attendance—excused or unexcused—is concerning. You also have daily access to attendance through the student information system. If you have any questions, feel free to contact the school office or your building administrator.

In the event of a student absence, the following is a breakdown of the three major categories and the codes that are used in student information system to distinguish them:

Category #1 – Excused Absences

Parent/Guardian Excuse

This is when a parent/guardian calls or writes a note to excuse a student from school.

Parents/guardians are permitted up to 10 parent/guardian excused days per school year:

Middle/High Schools - 10 days are calculated by adding up the number of hours missed. Below is a list of the most common attendance codes when a parent/guardian excuses their child from class

- ILL=a parent/guardian feels-their child is too ill to attend or stay in school
- PER=for personal reasons a student is not in attendance (e.g. running late, out of town, visiting someone in the hospital)
- VAC=vacation
- FNL=a parent/guardian excuses their child for a funeral

A warning letter will be issued when a student reaches the 5-days parent/guardian excused. Parents/Guardians will also receive written notification once all 10 parent/guardian-excused days are exhausted, and future absences without a medical excuse will be considered unexcused.

Medically Excused

This is when a student has visited a medical provider. Once written documentation of the visit is provided, the parent/guardian-excused day code is changed to one of the following and does not apply toward the 10 parent/guardian excused days:

- MED= student is ill and a physician indicates the day or range of days that the-student should stay home
- APT= Student went to an appointment (doctor, dentist ortho, counselor) but has not yet provided a medical excuse. Once a student brings an appointment slip to the front desk with date and time of appointment, it will be changed to MED and will not count against parent/guardian days.
- HEA=student went to our school health office and the nurse/health paraprofessional has determined that the student needs to lie down in the health office or go home.

Parent/Guardian will receive a call from the health office if your child is too ill to stay at school.

Category #2 – Unexcused Morning Tardies

After 5 Unexcused Morning Tardies/Semester - Excessive Tardy Warning Letter will be issued.

After 10 Unexcused Morning Tardies/Semester -Issue Truancy Warning Letter. A Parent/Guardian Meeting will be set up.

Each Successive Morning Unexcused Tardy for Rest of Semester - Every five (5) unexcused tardies equals a half-day unexcused absence

Category #3 – Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. If any of the ten (10) available parent/guardian-excused absences are available, unexcused absences may be administratively converted to parent/guardian excused until they are exhausted.

Truant

This is when a student has been absent and the period(s)/day(s) have not been excused in any way or all 10 allowable parent/guardian days have been used. If this occurs, the parent/guardian will receive an automated call the day of the unverified absence.

- TRU=truant; absences that cannot be excused in any way or no parent/guardian-excused days remain

“A student is considered truant if is absent without an acceptable excuse for all or part of one or more days during which school is he/she held. A student qualifies to be habitually truant when he/she is absent without an acceptable excuse for all or part of five or more days in a school semester.” (Wisconsin State Statute 118.16)

Students who are considered habitually truant will receive written notification requesting a meeting with school personnel and be referred to the school resource officer for possible citation.

The following table details an absence description that accounts for truancy and may lead to habitual truancy per State Statute 118.15. Habitual Truant means a pupil who is absent from school without an acceptable excuse for part or all of five (5) or more school days on which school is held during a school semester. Middle school attendance is tracked on a period basis with eight (8) periods being equivalent to one full day. Each truant absence will be followed by the corresponding School Action. Law Enforcement Action will be considered as noted.

ABSENCE DESCRIPTION	SCHOOL ACTION	LAW ENFORCEMENT ACTION
First 8 unexcused class periods (equivalent to one full-day) AFTER 10 parent/guardian excused absences	Issue First Truancy Notice (by personal contact, email, or phone call then by 1st	Consideration for issuing Simple Truancy One Citation and/or Contributing to Truancy Citation

	class mail) Warning sent after 4 unexcused periods 118.16(2)(c)	
Next 8 unexcused class periods (equivalent to one full-day) AFTER 10 parent/guardian excused absences	Issue Second Truancy Notice and schedule face-to-face meeting or phone call with parent/guardian	Consideration for issuing Simple Truancy Two Citation and/or Contributing to Truancy
Next 8 unexcused class periods (equivalent to one full-day) AFTER 10 parent/guardian excused absences	Issue Third Truancy Notice	Consideration for issuing Simple Truancy Three Citation and/or Contributing to Truancy
Next 8 unexcused class periods (equivalent to one full-day) AFTER 10 parent/guardian excused absences	Issue Fourth Truancy Notice	
Next 8 unexcused class periods (equivalent to one full-day) AFTER 10 parent/guardian excused absences	Issue Notice of Habitual Truancy (by certified mail and set up meeting with parent/guardian) 118.16 (2) (cg) 3	A habitual Truancy Citation may be issued and/or a Systems of Care referral to La Crosse County

School action and consideration for any Law Enforcement Action may occur up to two weeks after the actual truancy days/periods to allow students and/or parents/guardians to have the opportunity to clear up any unexcused absence(s).

Medical Excuse Request - Consideration for sending a medical excuse request will be used after 10 days of absence or equivalent periods, unless there are extenuating circumstances.

All truancy notices must contain a copy of State Statute 118.15.

Open Enrollment

If the District has made a determination that a non-resident student attending the District under the Open Enrollment Program is habitually truant from the District during either semester of the current school year, the District may prohibit the student from attending in the succeeding semester or school year, after complying with the requirements of PI 36.09(2).

BILINGUAL STUDENTS/MULTILINGUAL 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 Multilingual Learners (MLs). 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)*

To inquire about programs and services for bilingual students and/or English Learners, a parent/guardian should contact:

Lish Olson
Executive Director of Instructional Services
School District of Onalaska
608-781-9700
237 2nd Avenue South
Onalaska, WI 54650
olson.lalisha@onalaskaschools.com

BULLYING, HAZING, and HARASSMENT

Bullying (*Board Policy 5517.01*), hazing (*Board Policy 5516*), and harassment (*Board Policy 5517*) are never allowed in the School District of Onalaska. Refer to the board policies referenced for more information.

BULLYING

Bullying is defined as a series of negative and/or violent repetitive actions between individual students or groups of students. Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity, gender expression, gender nonconformity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status. Bullying may involve verbal, physical, online (cyberbullying) and/or indirect behavior.

HAZING

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.

ANTI-HARASSMENT

It is also the policy (*Board 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 right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on membership in a Protected Classification defined in Board Policy 2260 - Nondiscrimination and Access to Equal Educational or other protected characteristics as well as place of residence within School District boundaries, or social or economic background. Harassment also includes “hate speech” directed against a student—the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s).

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.

NOTICE AND STATEMENT OF NONDISCRIMINATION ON THE BASIS OF SEX

The Board of the School District of Onalaska does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

To report information about conduct that may constitute sex discrimination or to make a complaint of sex discrimination under Title IX, please contact the District's Title IX Coordinator.

The District's Title IX Coordinator is:

Jennifer Gimmer

Executive Director of Student Services

237 2nd Ave South

Onalaska, WI 54650

titleix@onalaskaschools.com

608-783-4610

The Board's nondiscrimination policy and grievance procedures can be found on the School District of Onalaska's [website](http://www.onalaskaschools.com) (www.onalaskaschools.com) under Annual Notices and [Board Policy 2260](#).

Inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights ("OCR"), or both. Contact information for OCR is available here: [Contact OCR](#)

BUSING

Busing is provided to eligible families based on their home address. Questions concerning eligibility should be directed to the Director of Transportation or Administrative Assistant. Bus agreements must be completed annually in order to ride the bus. Additional information can be found on the District website at

<https://www.onalaskaschools.com/departments/transportation/general-information>.

CAMERAS ON BUSES:

The Board has authorized the installation of cameras on school buses for purposes of monitoring student behavior.

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 building administrator 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*)

BUS RIDER RULES:

Each pupil who is provided transportation services by the school district is expected to obey the rules established by the school board for the safety and welfare of all pupils. Behavior on

the school bus should be comparable to the type of behavior required in the classroom, including adhering to the Electronic Devices guidelines. Unacceptable behavior shall result in disciplinary action by school authorities. Such action may include a conference with the family and, if necessary, suspension of the bus rider privilege. In an attempt to ensure student safety, buses are equipped with audio/video recording systems.

General Behavior

- Be considerate of others on the bus and use good language at all times.
- Follow the instructions of the bus driver or chaperone.
- Board and leave the bus at the designated bus stop and ride on the bus to which you are assigned.
- Any request for an exception to this rule must be made by the parent/guardian to the Director of Transportation, who in turn may grant the request and notify the driver.
- All riders must have a bus agreement on file at the district office and carry their current bus pass to ride.
- If a student is riding home with an SDO student on another route, the student must have a bus pass to board the bus. Bus passes can be obtained from the main office by having a parent/guardian call the morning the pass is needed.

Co-Curricular Activities, Field Trips, etc.

- All bus rules apply to each student who rides a school bus at any time or for any reason during the school day.
- A student who rides a school bus to an activity or event must return on that bus unless authorized to do otherwise according to school rules.

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/guardians.

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 materials, textbooks, and for damage to School District buildings or facilities. Therefore, if a student damages or loses school property, the student or their parents/guardians may 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)

CELL PHONES OR PERSONAL COMMUNICATION DEVICES (PCDs)

Students may use PCDs before and after school, during after-school activities (e.g., extra-curricular activities), or at school-related functions that occur outside of the regular school day. 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 their school assigned lockers, or other location as designated by administration.

Exceptions where student use of PCDs may be allowed during the school day include:

- A. **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.

B. 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.

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

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.

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 administrator are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

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.

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.

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. Any other situation or concerns involving personal communication devices will be addressed on a case by case basis under the discretion of the building administrator.

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*)

Communicating via District-approved communications platforms

When using PCDs to communicate with Board members, staff and/or volunteers, students must use District-approved communication platforms.

When students communicate with staff, volunteers, or Board members using PCDs, discussions must be appropriate, professional, and related to legitimate school purposes. These communications shall occur only when absolutely necessary. Appropriate content includes:

- A. Instructional communication (assignments, coursework, academic support);
- B. School-related activities (clubs, athletics, events, field trips, rehearsals);
- C. Scheduling or logistical information related to classes or school programs;
- D. Pedagogical assistance related to school participation (clarifying expectations, reminders, or academic assistance); and,
- E. Safety or emergency communication when necessary;

CLASSROOM PLACEMENT PROCEDURES

Per Board Policy 5120, building administrators and teachers have a responsibility for providing balance within each classroom, considering such factors as class size, students' ability levels, gender, special education needs, Multilingual Learners needs, and other considerations that benefit all students. Families are welcome to share pertinent information about their child in an effort for teachers and administrators to better understand him/her. Requests for child placement into specific classrooms will not be accepted, except in extenuating circumstances per administration approval.

DAILY SCHEDULE

Please refer to the daily schedule from your school building. For your child's safety, your child should not arrive at school before the adults begin their supervision. Students should only enter the school through the office if they arrive after the final bell.

Early Dismissal Time and No School Days

Please refer to the District Calendar for scheduled early dismissal and no school days. Please be aware of these dates in advance of their occurrence so you and your child have a plan in place for pick-up and after school care.

Visit the website for the School District Calendar: <https://www.onalaskaschools.com/district/calendar>

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 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)

DRUG PREVENTION

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

Drugs include, but are not limited to:

- all dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- all derivatives of hemp: this includes Delta-8-THC, Delta-9-THC, Delta-10-THC, Delta-11-THC, THC-0, and all other forms that cause psychosis; in all forms of delivery (i.e., inhalation, ingestion, injection, etc.);
- 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";
- anabolic steroids;
- misuse of over-the-counter drugs or medications;
- any other illegal substance so designated and prohibited by law.

The use, possession, concealment, or distribution of any drug and any drug-paraphernalia at any time on District property or at any District-related event is prohibited.

Violations are subject to the Student Code of Conduct for disciplinary action.

TOBACCO/NICOTINE USE

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 twenty-one (21) 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 to possess, use, consume, display, promote, 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. (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 a nicotine addiction and the student complies with Board Policy 5330 - Administration of Medication/Emergency Care.

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.

EMERGENCY DRILLS

The school has a comprehensive School Safety Plan (Board Policy 8420 – School Safety) that includes specifications on how students and staff will respond in a variety of emergency situations.

The school complies with all safety laws and will conduct drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers, who are responsible for a safe, prompt, and orderly response.

Emergency drills are conducted monthly and could consist of any of the following:



Hold is followed by the Directive: **"In Your Room or Area"** and is the protocol used when hallways need to be kept clear of occupants.



Secure is followed by the Directive: **"Get Inside. Lock Outside Doors"** and is the protocol used to safeguard people within the building.



Lockdown is followed by **"Locks, Lights, Out of Sight"** and is the protocol used to secure individual rooms and keep occupants quiet and in place.



Evacuate may be followed by a location, and is used to move people from one location to a different location in or out of the building.



Shelter and state the **Hazard** and **Safety Strategy** for group and self protection.

FAMILY-TEACHER-STUDENT CONFERENCES

We welcome the opportunity to talk with you about your child at any time. Formal Family-Teacher-Student Conferences are scheduled twice a year. Families will receive information from each school on how to schedule their conferences. Additional conferences will be scheduled as needed at either the request of the family or the teacher. Please refer to the District Calendar for dates and times of Conferences.

HEALTH SERVICES

The health service office is located within the main school office. It is staffed by a full-time health paraprofessional who is under the direction of our district registered nurses.

Students who become ill or get injured should report to the health office for assessment. Students should not call or text parents/guardians directly. Parents/guardians are called by the health paraprofessional when a student is ill or injured at school.

ILLNESS/INJURY AT SCHOOL

When students become ill or are injured at school they will report to the health room. Families will be contacted before students are sent home because of illness. Emergency Medical Services will be called in case of emergency. It is very important for families to notify the school office when there is a change in phone numbers, address, employer, or emergency contacts.

The School District believes that school personnel have certain responsibilities in case of accidents, illness, concussions, or sudden 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/guardians, and the filing of accident reports.

INSTRUCTIONAL TECHNOLOGIES ACCEPTABLE USE POLICY (AUP), CHROMEBOOK INSURANCE AND OTHER SCHOOL ISSUED DEVICES

Students will be asked to review the Online Acceptable Use Policy at the beginning of each year with their parents/guardians. Before a student is allowed access to the Internet, the parent/guardian and the student must sign the Acceptable Use Consent Form on the enrollment form. Non-adherence of which may result in loss of access and/or appropriate disciplinary and/or legal action. Violations of the AUP are deemed as violations of school behavioral expectations, and disciplinary actions will result. Access to IT resources is a privilege and not a right. Please refer to Policy 7540.03 for more information.

School District of Onalaska Information and Technology Vision Statement: Through the use of instructional technology resources, staff development, up-to-date infrastructure and innovative learning strategies we will increase student achievement, empower students/staff with 21st century skills and prepare our students for a global, competitive society.

To realize our vision, the School District of Onalaska (SDO) provides a variety of instructional technology (IT) resources including but not limited to: computers and mobile devices, wired and wireless Internet connections, Google Apps for Education, student email for communication within the SDO, and Moodle online learning management software. Students and staff may also, at times, use their own personal technology devices for educational purposes consistent with our Bring Your Own Device (BYOD) policies. It is

incumbent upon all members of the school community to use technology responsibly, ethically, respectfully, and legally.

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 and no user shall have any expectation of privacy regarding such materials.

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. Staff members are prohibited from engaging students in non-educational or non-co-curricular social media and online networking media (see also Policy 7544), except for appropriate academic, co-curricular, and/or professional uses only.

SDO GUIDELINES FOR USE OF INSTRUCTIONAL TECHNOLOGIES

- IT resources and Internet access are available in the School District of Onalaska for the purposes of educational communication and research and for administrative organizational purposes. Students are expected to access online resources using the SDO's filtered Internet connection while at school whether they use district-owned or their own devices. Communications via IT resources are often public in nature and general school rules for behavior and communications apply. It is expected that users act responsibly, ethically, respectfully, and legally at all times while using any instructional technologies.
- Students should be aware that the use of the network, Internet, and/or e-mail is not guaranteed to be private. Network administrators will have access to all user accounts and may review files to maintain system integrity and ensure responsible system use. Students should not expect that files stored on District servers will be private. Messages relating to or in support of illegal activities will be reported to the authorities.
- Students are encouraged to report inappropriate sites, communications, or IT usage they encounter without fear of penalty.
- The premise that all individuals are authors and distributors of content is an underlying basis of 21st Century Learning. District and school use of IT resources to distribute intellectual property, images, videos and information shall be related to school curriculum and instruction, school-authorized activities, and other information relating to school and district goals. It is our intent that such broadcasts and publications be educationally relevant to the goals of the school district while providing for the safety and security of all students and staff.

CYBERBULLYING

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

CHROMEBOOK INSURANCE

The School District of Onalaska offers an optional insurance plan to cover Chromebook damage. The cost is \$25 per Chromebook for the 2026-27 school year.

- The insurance plan does not cover negligence, misuse, abuse, theft or loss including: Damage that is deemed intentional (camera removed from

Chromebook, screen not attached to the body of the device, keys removed from the keyboard, etc.)

- Loss/theft of charger
- Loss/theft of the Chromebook

The SDO Insurance is renewed annually and is in effect from the first day of school until the first day of the next school year. Insurance must be purchased at the time of registration for the upcoming school year (or when the student enrolls). If the optional Chromebook Insurance is not purchased, the student's family will be 100% liable for all damage.

What if I cannot afford the Chromebook Insurance?

The SDO is able to waive the cost of the Chromebook Insurance for families who have submitted documentation and been approved for free or reduced meals for the 2026-27 school year. If needed, contact School Nutrition at 608-783-6251 or schoolnutrition@onalaskaschools.com, for a Free and Reduced Food Service application.

The first time an insured Chromebook requires service in a school year, there will be no charge. Additional service on an insured Chromebook will be charged on a sliding scale. The second service will result in a charge equal to 50% of the repair cost and the third instance will cost the full rate for the repair. See chart below.

Cost to Repair Chromebooks

	Insured (1st instance)	Uninsured, lost, or intentionally damaged
Insurance (optional)	\$25	\$0
Keyboards and keys	\$0	\$140
Touchscreen	\$0	\$245
Chromebook Case Assembly	\$0	\$100
Speakers/ Camera	\$0	\$100
Protective Case	\$0	\$50
Headset Jack	\$0	\$100
Replacement of a Lost Touchscreen Chromebook	\$600	\$600
Lost or damaged charging block	\$50	\$50
Loss of protective case	\$50	\$50
Repair of device deemed damaged due to negligence	100% of cost of repair	100% of cost of repair

Misuse, Abuse, Neglect

The student is responsible for maintaining a 100% working Chromebook at all times. The student must

ensure that the Chromebook is not damaged by following the guidelines above.

If the Chromebook is lost, stolen, or damaged, parents/guardians should immediately report the loss or damage to the LMC at the Middle or High School.

The SDO reserves the right to charge the student and parent/guardian the full cost for repair or replacement when damage occurs due to negligence as determined by administration and IT services department after an inspection of the device.

If a student's Chromebook is intentionally damaged by negligent lack of care, the student will be issued a loaner (if available) until the family has paid for the resulting damage.

INCLEMENT WEATHER

During inclement weather, our students will be kept indoors. Inclement weather includes such weather conditions as rain, wet snow, lightning, below zero temperatures (including wind chill), poor air quality, and extreme heat. In the event of extreme heat, building administrators will consult with the district nurses and medical advisor about any needed cancellations and modifications of student activities. In the event of inclement weather before school, students will be allowed to enter the building when supervision begins and will be supervised in the building until classes start. During lunch recesses, students are supervised in the gym.

Guidelines for inclement weather:

- Cold weather: if the “feels like” temperature is BELOW zero degrees, students stay indoors (weather.gov).
- Hot weather: if the heat index is ABOVE 100 degrees, students stay indoors (cdc.gov).
- Lightning: if lightning has struck within 10 miles of the location, students stay indoors for at least 30 minutes (lightningmaps.org).
- Air quality: if the air quality index is 150 or ABOVE, students stay indoors (airnow.gov).

On days when the weather might indicate the necessity to close school, please watch or listen to local radio and TV stations. Announcements of closing or starting school later will be made via these stations. Additionally, the school district and/or individual school will send information via electronic communication.

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

LIBRARY MEDIA CENTER (LMC)

The LMC will be open from 7:35 am until 3:00 pm each day. Extended hours are available upon request. All students visit the LMC for a 20-25 minute block of time during their ELA class weekly. Books may be checked out for a period of three weeks and renewed for an additional three weeks. Students are responsible for all materials they check out of the LMC.

LOST AND FOUND

Lost and Found items are on display throughout the year and if not claimed, are washed and given to families in need periodically. Lost items that are not clothing can be claimed in the office.

MEALS

Nutribreak

Nutribreak will be available at designated times throughout the school day. A la carte items may be available at this time.

Lunch

We encourage families to participate in the school lunch program. Children may opt to bring lunch from home. The lunch schedule varies by grade. A la carte items may be available at this time.

Applications for Free and/or Reduced Price Meals

All families are encouraged to complete an application for Free or Reduced meals, found on the district website. Application is important to allow those that qualify to receive meals at a free or reduced rate. Additionally, completing the application allows the district to maximize state and federal funding. The application for Free and/or Reduced Price Meals can be found at:

<https://www.onalaskaschools.com/departments/school-nutrition/free-and-reduced-lunch>

Menus

Menus for breakfast and lunch can be found on our District Nutrition Website:

<https://www.onalaskaschools.com/departments/school-nutrition/menus>

Individual Student Accounts

Your payments are deposited into individual student accounts; these accounts are used for breakfast, lunch and a la carte milk. The 4-digit code your student uses for the lunch line is their code for payment.

Paying into Individual Student Accounts

ONLINE – The online payment system, MyPaymentsPlus, allows payments from your checking account or credit card. Go to www.mypaymentsplus.com for more information.

CHECK OR CASH – We accept payments in cash or check. Please write your student's account number on your check, or write it on a slip of paper to send with your cash. You may send the money to any school, and it will be applied to the account you specify.

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

In accordance with Federal civil rights laws 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, audiotope, American Sign Language, etc), should contact the responsible State or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

MEDICATION POLICY

Families should contact the school about students who require medication during the school day. A Parent Consent form and the Physician's Order form signed by the medical care provider are required for prescription medication to be given. For non-prescriptions, only the Parent Consent form is required. Both of these forms are to be turned in to the school office. A new form is needed each school year. All medications brought to the office must be in the original container. Parents/guardians may elect to authorize standing orders. This can be completed during registration or by completing the form from the health office.

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

The Board is committed to providing an equal educational opportunity for all students in the District.

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, the traits of sex, (including gender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities.

It is the policy of The School District of Onalaska that no person may be denied admission to any public school or be denied participation in, be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's traits of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services. Parents/guardians who have questions should contact Dr. Ben Burns at 608-783-5366.

Please refer to policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity for further information.

PHYSICAL EDUCATION DRESS AND PARTICIPATION

Dress: It is important that students are dressed appropriately for PE class, including being prepared for weather conditions when outside. Students are encouraged to wear clothing suitable for activity or bring a change of clothes that are suitable. PE teachers will communicate what is suitable and what is not in their course syllabus, and as needed on a case by case basis, depending upon the specific activity. Students who are not wearing clothing suitable for PE activities may be asked to change.

Participation: When a student is temporarily unable to participate in P.E. or any other class due to illness or injury, they may be excused upon receipt of a written note from a parent/guardian for a period not to exceed three days. The teaching staff will arrange for alternative activities for the student. A written statement from the medical care provider confirming the student's condition and need for restriction or exclusion from class is required to excuse a student for more than three days. The medical care provider's request should indicate the duration of the restriction.

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)

PROCESS FOR ADDRESSING CONCERNS

According to Policy 9130 (Public Requests, Suggestions, or Complaints), any individual(s), having a legitimate interest in the staff, programs and operations of this District shall have the right to present a request, suggestion, or complaint to the District and the Board. At the same time, the Board reserves the right to protect District staff and students from harassment, disclosure of confidential information, and other violations of the staff or student's rights. It is the intent of this policy to provide a process for considering and addressing public requests, suggestions, or complaints in an efficient, reasonable, and equitable manner.

When individuals have concerns about school, they are asked to first contact the school employee who is nearest to the situation and can address the concern. If they have further concerns or the issue has not been resolved, they should then contact the building administrator for assistance. If the matter is still unresolved, they are advised to contact the superintendent of schools.

PROGRAM OR CURRICULUM MODIFICATIONS

The District recognizes that the regular school program may not be appropriate for all students and that some may need program or curriculum modifications to successfully meet the academic goals and/or graduation requirements. Requests for program or curriculum modifications should be made to the Director of Instructional Services. For more information please see Policy 2451 - Program of Curriculum Modifications.

PROMOTION AND RETENTION

The personal, social, physical, and educational growth of children will vary and they should be placed in the educational setting most appropriate to their needs at the various stages of their growth. It is our policy that each student be moved forward in a continuous pattern of achievement and growth appropriate for each student's development.

A student will be promoted to the succeeding grade level when the student has demonstrated sufficient growth to permit the student to move ahead in the educational program of the next grade;

In accordance with Policy 5410, a student shall be promoted from 8th to 9th grade taking into consideration the following criteria:

- Current level of achievement
- Potential for success at the next grade level
- Emotional, physical, social maturity

The building administrator, after consultation with the problem solving team, shall determine whether a student has satisfied the criteria in this policy. Final decisions on student promotion, placement or retention rest with the building administrator.

REPORT CARDS/ PROGRESS REPORTS/ONLINE ACCESS

Report cards are available online to parents/guardians one to two weeks after the end of each quarter. If you need assistance accessing your child's report card, please contact the OMS office at omsoffice@onalaskaschools.com or 608-783-5366.

Progress Reports are issued to students receiving Ds or Fs mid-quarter. The progress report shows both positive performance and areas that need improvement before the end of the quarter. Progress reports are only an indication of how the student is doing at the time of mailing. They do not become part of the student's permanent record.

At any time parents/guardians can access a student's grades via the Student Information System found on our website.

SEARCHES OF SCHOOL AND PERSONAL PROPERTY

School Property

School lockers are the property of the school district and are provided for the convenience of students. Each student will be assigned a locker by the first day of school. At no time does the School District of Onalaska relinquish its exclusive control of lockers, or storage cubbies.

In order to maintain a proper educational environment and assure the safety of all students, the school retains the right to conduct both announced and unannounced locker searches with or without the use of canines by district personnel or members of the police department. Discovery of illegal materials may result in suspension and/or referral to appropriate authorities.

Students are welcome to decorate the insides of their lockers in any manner that does not deface nor permanently damage the locker. It is the responsibility of each student to remove any and all decorations from their own locker before the end of the school year.

Student Person and Possessions

The Board recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion that the search will turn up evidence that the student has violated or is violating either a particular law or a particular rule of the school. Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

In a situation in which a search of a student's person or possessions is appropriate, school administrators may contact the school resource officer to conduct the search under the administrator's direction.

SECTION 504/ADA COMPLAINT

Any person who believes that the 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:

Lish Olson
Executive Director of Instructional Services

School District of Onalaska
608-781-9700
237 2nd Avenue South
Onalaska, WI 54650
olson.lalisha@onalaskaschools.com

Jennifer Gimmer
Executive Director of Student Services
School District of Onalaska
608-781-9700
237 2nd Avenue South
Onalaska, WI 54650
gimmer.jennifer@onalaskaschools.com

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)

STAFF-STUDENT BOUNDARY VIOLATION

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. 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). Any student who experiences or witnesses unapproved communication by a school employee or volunteer must report it immediately to a building administrator.

- 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

STUDENT BEHAVIORAL EXPECTATIONS AND GUIDELINES

We are committed to providing a safe and orderly environment for our students as research shows this is critical to student achievement. Our focus is to build character and help students engage in their educational experience with respect, integrity, and self control. Staff members explicitly teach the behavioral expectations at the beginning of the year, and throughout the year. Behavioral interventions mirror our academic intervention system in that they increase in intensity in response to the magnitude and frequency of the behavior itself.

School District of Onalaska, Discipline Philosophy Statement:

The School District of Onalaska adheres to a K-12 student discipline philosophy that establishes and maintains learning environments designed to facilitate student growth and to teach decision-making. The District recognizes that differences exist among students (age, grade level, etc.) and, consequently, disciplinary standards and the enforcement of those standards may vary from building to building. At each level, the discipline code should be based upon the common K-12 philosophy, which is reflected in the following beliefs:

- Students have the right to safe learning environments.
- Students have the right to be treated with respect and are expected to treat others accordingly.
- We believe that students do the best that they can with the skills and resources available to them.
- We believe that challenging behavior does not come from a place of malice or harmful intent and that interventions aimed at helping students should be proactive and aimed at enhancing skills, communication, and relationships.
- Effective discipline strategies are collaborative, hold students accountable for their actions and encourage them to make appropriate choices.
- Consequences for behavior need to be fair and appropriate.
- Consistency among staff is important in implementing successful building discipline plans.
- Families play an integral role in the management of their child's behavior.

Research indicates that a safe and orderly school environment creates a place where students learn more effectively. Your child's teacher(s) will cover these responsibilities with your child during the first week of school and will review them throughout the year.

Response To Unexpected Behavior

In order to maintain an environment of academic and behavioral excellence, students at school are expected to follow school rules/expectations. Response from school staff to unexpected behavior shall be determined and enforced by appropriate school personnel.

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.

STUDENT DRESS AND APPEARANCE

The Board recognizes that each student's mode of dress and appearance is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their families to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Accordingly, the District Administrator shall establish such appearance guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or appearance practices which:

- Present a hazard to the health or safety of the student himself/herself or to others in the school, including by way of communicating threats of harm or depictions of harmful conduct directed at others; or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities.
- Interfere with school work, create disorder, or disrupt the educational program;
- Cause excessive wear or damage to school property;
- Prevent the student from achieving their own educational objectives because of blocked vision or restricted movement.
- Shoes must be worn at all times in the building and on school grounds.

Such guidelines shall also apply to the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event. Where appropriate, a uniform or specific dress requirement shall be used for students when representing the District as described.

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

- The building administrator shall serve as the initial arbiter of student dress and appearance in their building;
- Before taking action to enforce dress code requirements, including by requiring that a student remove, cover, or otherwise conceal the item or depiction at issue, the building administrator shall determine whether the item 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:

- Obscenity
- Language or depictions intended to incite violence or foment hatred of others
- Phrases of dual meaning.

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

Students may be required to change into appropriate clothing. If students do not have extra clothing to wear, the school will offer a change of clothes in order to avoid being sent home. With staff, student, and/or family support regarding the use of good sense for appropriate attire for school, all attempts to resolve issues will be made to avoid missing learning opportunities.

Backpacks are to be kept in student lockers unless specified otherwise in a health plan/504.

STUDENT RECORDS

The maintenance of all student records is in compliance with both State and Federal laws, which governs access to and confidentiality of student records. Please contact the building administrator if you want to see your child/children's records.

Student Records and Directory Information

The Board designates as student "directory information":

- a student's name;
- date and place of birth;
- photograph;
- participation in officially-recognized activities and sports;
- height and/or weight, if a member of an athletic team;
- degrees and awards received;
- name of the school most recently previously attended.

Parents/Guardians and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within fourteen (14) days after receipt of the Superintendent's annual public notice or enrollment of the student into the District if such enrollment occurs after the annual public notice.

Parents/Guardians and eligible students have the right: 1) to deny the release of such information; 2) to inspect, review, and obtain copies of student records; 3) to request the amendment of the student's school records (and how to make the request) if they believe the records are inaccurate or misleading; 4) to consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent; and 5) to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

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

STUDENT RELEASE

When students leave school early, they will be sent to the office to be picked up. The authorized adult or family member may be asked to present identification when they sign the child out. In this way, we can best monitor who is picking up the child and note the time they leave.

STUDENT'S RIGHTS 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 school guidelines

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.

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

STUDENT WELLNESS

The District has an established student wellness initiative which focuses on the positive connection between a student's health and well-being and their ability to learn. For more information please see Policy 8510 Student Wellness.

Students should only be eating food during designated times unless otherwise outlined in a student health plan, or with administrator approval. Food delivery by an outside entity is prohibited. A parent/guardian, however, can pick up their student to go out for lunch, with the understanding that the student will be back for the student's next class period after lunch on time. Gum is not permitted anytime during school hours unless specified in a signed note from a healthcare professional, or with administrator approval.

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/guardian involvement in this procedure is generally required. More importantly, the school encourages parents/guardians to be active participants. To inquire about Special Education programs and services, a parent/guardian should contact:

Jennifer Gimmer
Executive Director of Student Services
School District of Onalaska
608-781-9700
237 2nd Avenue South
Onalaska, WI 54650
gimmer.jennifer@onalaskaschools.com

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. (*Board Policy 2460 – Programs for Students with Disabilities*)

SUSPENSION AND EXPULSION

The Board of Education recognizes that exclusion from educational programs of the School District, by suspension or expulsion, is a substantial sanction and that such action must comply with the student's due process rights (*Board Policy 5610 – Suspension And Expulsion*)

In-School Suspensions

- In-school suspensions may be served in the office or an appropriate alternative setting.
- Parents/guardians will be notified of an in-school suspension through a phone call from the administrator.
- Students are not permitted to participate in or attend any school co-curricular activity on the day of their suspension.

Out-Of-School Suspensions

- Out-of-School Suspensions are determined by the building administrators. The length of time (not to exceed five days per statute) will depend on the severity or frequency of the incident.
- Parents/guardians will be informed of the out-of-school suspension by a phone call from a school administrator, and a mailed written notice.
- The student and their parent/guardian will be required to have a meeting with a building administrator prior to being re-admitted into school.
- Students suspended out of school are allowed to make up work or exams they missed. However, students are not permitted to attend or participate in any school activity on the day(s) out of school.

Expulsion

- The building administrator may recommend expulsion for any student whose misconduct and/or violation of school or district policies is serious enough to warrant such a sanction.
- The District makes the decisions about a student expulsion at an impartial hearing.
- The District recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

Due Process

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures. (*Board Policy 5611–Due Process*)

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/guardian 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/guardians may within five (5) school days following the beginning of the suspension, have a conference with the Superintendent. This conference will serve as the opportunity for the student to respond to the charges against him/her. 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.
- B. Students subject to expulsion:
Prior to expelling a student, the Board must hold a hearing. A student and his/her

parent/guardian 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 his/her parent/guardian 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 his/her parent/guardian may appeal the expulsion consistent with Chapter 120.13, Wis. Stats.

TESTING/ASSESSMENT

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

VACATIONS

Family vacations are considered a part of a parent/guardian's ability to excuse their child for up to 10 days in a school year. Vacations that cause a student to exceed their 10 parent/guardian excused days may be school excused, at the discretion of the school administrator, if there is an obvious educational benefit for the student. Please contact the building administrator in writing, with the dates your child will be absent due to the vacation.

VIDEO AND AUDIO SURVEILLANCE

The Board has authorized the use of video and audio 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*)

VISITORS

Visitors, particularly parents/guardians, are welcome at the school. Visitors must enter the school through the main office and provide a state-issued identification, sign-in through the schools sign-in system, and will be given a visitors' sticker when approved. 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 need prior approval from administration and are subject to reasonable restrictions and limits. Students may not bring visitors to school without first obtaining written permission from the building administrator. (*Board Policy 7440 – Facility Security and Policy 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.

VOLUNTEERS

The District supports community involvement as an integral part of the educational goals of the school district. The district shall conduct criminal background checks on all volunteers who will be working directly with and/or have access to students. Background checks will be conducted

prior to the first time the individual volunteers work with the students and the district reserves the right to conduct additional background checks periodically thereafter. Volunteers are expected to follow the directions of school personnel and must adhere to all district and school policies while they are volunteering. Failure to do so may result in the inability to volunteer in the future.

WEAPONS

The Board of Education 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 (*Board Policy 5772 - Weapons*)

Any student who has reason to believe that a person has or will violate this policy shall report to school staff 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.