



# *Student Handbook*

## *2023-24*

School District of New Auburn

704 N. East Street  
P.O. Box 110  
New Auburn, WI 54757  
[www.newauburn.k12.wi.us](http://www.newauburn.k12.wi.us)

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Welcome to the New Auburn School District. All the members of the staff are pleased to have you as a student, and will do our best to help make your experience here as productive and successful as possible while aiding you on your own educational path.



~ The New Auburn Staff

**CONTACT INFORMATION**

**Administrative Office : 715-237-2202**

**Principal's Office : 715-237-2505**

<b>POSITION</b>	<b>STAFF</b>	<b>EXT.</b>
Superintendent/High School Principal	Jim Reif	531
PK-8 Principal	Kayla Westrich	106
Athletic Director	Karson Rihn	336
Special Education Director	Jenn Eckert	110
District/Elementary Administrative Assistant	Amber Curavo	105
MS/HS/AD Administrative Assistant	Michele Crooker	530
Financial Director	Carrie Johnson	107

**BOARD OF EDUCATION**

President	Lindy Reimer
Vice President	Tim Trowbridge
Clerk	Louise Cody
Treasurer	Shannon Berg
Member	Nick Jones

**Please see the district website for current staff contacts.**

Student Handbook and Student Code of Conduct Adopted: July 17, 2023

**2023-2024 NEW AUBURN SCHOOL DISTRICT CALENDAR**

2023-2024 NEW AUBURN SCHOOL DISTRICT CALENDAR																
Student Days/Contract Days 5/9	August						September						20/20			
August 1 to 18th Floating In-Service Days August 8: PK-5, & Specials Curriculum Day August 9: MS & HS Curriculum Day Note: Only one day is mandatory August 15, 16 New Teacher In-Service August 21-23 Teacher In-Service August 24 4K - 12 Open House 11:00-7:00 August 28 4K-12 1st Day 8:05-3:25	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	September 4 Labor Day - No School	
			1	2	3	4	5							1	2	
	6	7	8	9	10	11	12	3	4	5	6	7	8	9		
	13	14	15	16	17	18	19	10	11	12	13	14	15	16		
	20	21	22	23	24	25	26	17	18	19	20	21	22	23		
	27	28	29	30	31			24	25	26	27	28	29	30		
20/21	October						November						17/17			
October 13 1st Trimester Mid Term October 19 Early Dismissal 8:05-12:00 October 19 PT Conferences 12:30-7:30 October 20 No School October 23 Teacher In-Service 7:45-3:30 Students No School	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	November 17 End of 1st Trimester November 17 Early Dismissal 8:05-12:00 November 17 Teacher Grading 12:30-3:30 November 20-24 Thanksgiving Break November 27 Start of 2nd Trimester	
											1	2	3	4		
	1	2	3	4	5	6	7	5	6	7	8	9	10	11		
	8	9	10	11	12	13	14	12	13	14	15	16	17	18		
	15	16	17	18	19	20	21	19	20	21	22	23	24	25		
	22	23	24	25	26	27	28	26	27	28	29	30				
	29	30	31													
16/16	December						January						20/21			
December 25-29 Holiday Break - No School	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	January 1 Holiday Break - No School January 2 School Resumes January 19 2nd Trimester Mid Term January 26 Teacher Inservice 7:45-3:30 Students No School January 29 No School - Possible Snow make up day	
						1	2		1	2	3	4	5	6		
	3	4	5	6	7	8	9	7	8	9	10	11	12	13		
	10	11	12	13	14	15	16	14	15	16	17	18	19	20		
	17	18	19	20	21	22	23	21	22	23	24	25	26	27		
	24	25	26	27	28	29	30	28	29	30	31					
	31															
19/20	February						March						16/16			
February 16 Teacher Inservice 7:45-3:30 Students No School February 19 No School - Possible Snow make up day	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	March 1 End of 2nd Trimester March 1 Early Dismissal 8:05-12:00 March 1 Teacher Grading 12:30-3:30 March 4 Start of 3rd Trimester March 14 Academic Night March 25-29 Spring Break - No School March 31 Easter	
					1	2	3						1	2		
	4	5	6	7	8	9	10	3	4	5	6	7	8	9		
	11	12	13	14	15	16	17	10	11	12	13	14	15	16		
	18	19	20	21	22	23	24	17	18	19	20	21	22	23		
	25	26	27	28	29			24	25	26	27	28	29	30		
								31								
21/21	April						May						22/22			
April 19 3rd Trimester Mid Term April 26 No School - Possible Snow make up day	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	May 24 Graduation 7:00 pm May 27 Memorial Day - No School May 31 Last Day of School May 31 Early Dismissal 8:05-12:00 May 31 Teacher grading 12:30 to 3:30	
		1	2	3	4	5	6				1	2	3	4		
	7	8	9	10	11	12	13	5	6	7	8	9	10	11		
	14	15	16	17	18	19	20	12	13	14	15	16	17	18		
	21	22	23	24	25	26	27	19	20	21	22	23	24	25		
	28	29	30					26	27	28	29	30	31			
0/2	June						Color Key									
June 3 & 4 - Last of Floating Teacher Work Day Must work 2 entire year Summer School will be June 3rd to June 14th	Sun	Mon	Tue	Wed	Thu	Fri	Sat	4K-12 Open House 11:00-7:00								
							1	No School							If needed teacher meeting 3:30	
	2	3	4	5	6	7	8	Reserved Snow Make-up Day (No school unless announced in advance)								
	9	10	11	12	13	14	15	Students AM/Teachers Only PM: Student Early Dismissal								
	16	17	18	19	20	21	22	Start of Trimester							End of Trimester Mid Term	
#58 1st Trimester #60 2nd Trimester #58 3rd Trimester #176 Total Student Days	23	24	25	26	27	28	29	New Teacher In-Service							176 Student Days 7 In-Service Days (Inc Aug 8/9) 1 Stay late for PTC/Academic Night (2x 4 hours) 2 Floating In-Service Days	
	30							Teacher In-Service							186 Total Contract Days	
								Floating Teacher Work Days								

Revised 5/23

<https://docs.google.com/spreadsheets/d/1qKhfk3aDrsSiywzoRe2yeTKS2JcYVaJPWLEX3P6uPH0/edit?usp=sharing>

## **SCHOOL DISTRICT PROFILE**

The New Auburn School District serves a 4K-12 student population, of approximately 320 students.

### **Vision**

Building an educationally progressive and connected community.

### **Mission**

Growing individuals to positively influence today and tomorrow's society.

### **School Colors**

Navy Blue and Old Gold

### **School Mascot**

Trojan

### **School Song**

Hail to you, New Auburn,  
Loyal we will ever be.

Hail to you, New Auburn,  
Marching on to victory.

(rah, rah, rah)

Loyal Trojans ever more,  
Watch us as we raise our score.

Hail to you, New Auburn,  
We're going to win this game!

## PREAMBLE

Students' exercise of rights and privileges in the school setting depends upon their age, maturity, and the standards of the community. No right is absolute. Every right has its limitations. One basic limitation is this: the freedom of an individual or group to exercise rights ceases when that exercise unduly infringes upon the rights of others. Since the legitimate rights of individuals may be incompatible, it is necessary to recognize that rights must be balanced to protect as many persons as possible. Teachers, staff and students should promote tolerance for the view and opinion of others, as well as for the rights of an individual to form and hold different opinions and beliefs.

All students have the right to an education. Disciplinary measures that deprive them of this right should be used only when necessary. Students' behavior that disrupts learning of others, involves substantial disorder, or invades the rights of others will not be tolerated. The administration of this Code will be done in accordance with the due process.

The Code has two procedures for dealing with problems that may arise. The first is a grievance procedure, which gives the right to appeal by a student who believes the Code has been incorrectly applied. The second procedure permits the rules of the Code to be amended. The two procedures recognize that none of us is infallible and that we can profit from our experience under the Code.

## CODE OF STUDENT RIGHTS

### **All students have a right:**

- To equal educational opportunities.
- To be free from assault, intimidation, and bullying.
- To utilize school facilities and programs, according to established school regulations and procedures.
- To hold property free from theft and damage.
- To expect courteous behavior from other students and school personnel.
- To determine their own dress, as long as it is not distracting, inappropriate or indecent.
- To seek and obtain help regarding personal problems from school staff members.
- With written permission of the Principal/Administrator to solicit contributions or collect funds.
- To display, distribute, or sell any items with the permission of the Administration.
- To hold peaceful rallies or demonstrations subject to the approval of the Administration.
- To form, hold, and express opinions and beliefs so long as the expression does not disrupt the normal operation of the school.
- To freedom from unauthorized search of their personal property, locker or desk, except in cases of emergency, prior notification, or a possibility of unlawful items.
- To establish an elective student council.
- To have access to all the rules which they are subject to.  
[www.newauburn.k12.wi.us/students/forms-students.cfm](http://www.newauburn.k12.wi.us/students/forms-students.cfm)
- To due process in the application of the Student Code.
- To appeal an application of the Code through the grievance procedure.

## **PARENTAL NOTIFICATION OF NON-DISCRIMINATION POLICY**

It is the policy of the New Auburn School District, pursuant to s. 118.13, WI Stats., and PI 9, that no person, on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability, may be denied admission to school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, selection of instructional and library materials, awards, scholarships, recreational, or other programs. This policy also prohibits discrimination under related federal statutes. Including Title VI of the Civil Rights Act of 1964 (race and national origin), Title IX of the Educational Amendments of 1972 (sex), and Section 504 of the Rehabilitation Act of 1973 (handicap). It shall be the responsibility of the District Administrator to examine existing policies and develop new policies where needed to ensure that the New Auburn School District does not discriminate pursuant to federal and state law. The District Administrator shall ensure that an employee is designated annually to receive complaints filed under s. 18.13, WI. Stats. PI 9 Wis. Admin. Code, Title IX of the Education Amendments, and Section 504 of the Rehabilitation Act of 1973. That employee shall assure adoption of complaint procedure to resolve complaints alleging violation of these laws, assure that an evaluation of the district's compliance with s. 118.13, WI Statutes, is completed every five years under PI 9, Wis. Admin. Code and submit Form PI-1197 to the Department of Public Instruction annually.

### **DEFINITIONS OF TERMS**

**Immediate Action:** This is the initial verbal or written reprimand, detention, restricted privileges, probationary, attendance, or other reasonable measures commensurate with the offense imposed by teachers, administration, or other school district personnel.

**Restrictive Privilege:** This is the denial of such privileges as student's activities, extra-curricular events, or use of school facilities. This is not an exhaustive list.

**Suspension:** This is the temporary denial by the school administration of the student's right to attend class or school. It may be "In School" or "Out of School"

**Student:** A student is defined as a person enrolled in the New Auburn School District.

**Student Council:** This is the elective student government established by the student body.

**Due Process:** Due process shall be accorded to all students during administration of the Code.

This means the student must:

- Have had the opportunity to inform themselves of the provisions of the Code or of other school regulation procedures.
- Be informed of provisions allegedly violated.
- Be given a sufficient opportunity to give their version of the alleged violation, to call witnesses and/or legal representation.
- Not be judged by a person whose mind is already made up.

**Expulsion:** Expulsion is the termination of a student's right to attend school by the board of education. A student may be expelled only after a hearing before the board of education. The duration of any expulsion and a date for its review will be specified. During the expulsion process the student is entitled to the full protection of due process, including the right to legal counsel.

**Probation:** Probation is the holding off of other action as long as the student meets specified conditions worked out between the student and school personnel. Duration of the probationary attendance period must be stated.

**Grievance:** A claim alleging that one or more provisions of this code have been wrongfully interpreted and applied.

## GENERAL INFORMATION

**Lost and Found:** Articles lost or found should be reported/taken to the office. The elementary hall, typically, has a bin with missing items left behind by elementary students. Please check when missing items.

**Textbooks:** Textbooks are owned by the school district and loaned to students. Damage to or loss of a book will be billed to the student. Students are encouraged to put covers on textbooks. Additionally Chromebooks must be used and protected per administration direction.

**Telephone:** The office telephone is a business telephone and is to be used by students only with permission from the office staff.

**Protection of Personal Possessions:** Students are urged to be extremely careful with personal articles. Large sums of money, jewelry, or other valuables should not be brought to school. Each student is to safeguard their books and all other possessions. Books and other items should be marked in the designated area with the student's name. If necessary, a student should seek assistance from the office for securing anything extremely valuable.

**Physical Education:** *Middle School and High School* students are required to wear a "physical education uniform" during their physical education class. This means clothing suitable for physical education. For example, t-shirts, shorts; clothing that is different from the clothes worn during the rest of the day. Non-marking shoes are also required. Please put the student's name on all clothing including shoes. Combination locks may be obtained from the school for free. A fine will be imposed if a lock is not returned at the end of the year. *Elementary* students will wear their daily school clothes and non-marking shoes for their physical education class.

**Excuse From Physical Activities:** If a student is to be excused from physical activities, they must present an excuse from a parent or physician to the appropriate instructor. Parent requests are usually honored for three days; thereafter, a physician's note may be required.

**Fire Drills:** Fire drills will be held periodically during the school year. There will be a definite route assigned to each room of the building. Teachers will inform students of the route from each room. Every person in the building shall leave immediately in an orderly fashion at the sound of the alarm. When the alarm sounds, students are to walk briskly (do not run) in single file from the room and close the door. The first person through the door will hold or fasten it open. The last person to leave the building will close the door. Students are to move away from the building to make room for those following. All people shall be 50 feet from the building to be considered clear. Students should remain in their groups and return to the building when told to. Regard fire drills with an attitude of utmost importance and seriousness. Be quiet and orderly at all times.

**Active Intruder Drills:** Working with local law enforcement agencies, primarily the Barron Co. Sheriff's Department, the administration shall organize training and drills involving active intruders. At all times the drills will be announced as drill and appropriate for each grade level. They may at times include evacuation drills.

**Tornado Drills:** All students will be informed of what to do if they are in a tornado warning or actual tornado. All students are to walk briskly (do not run) to their safe place, remain calm, quiet and follow the directions given by their teachers or other staff members.

- **Safety Position:** When assembled in your safe place, kneel down, put your face down, cover your head with your hands, and stay in that position until all clear is given.
- **Outdoors:** With no shelter available, lie flat in a nearby ditch and shield head with arms.
- **School Bus:** When a tornado is approaching the children should be escorted to a nearby ditch or ravine and made to lay face down, hands over head. They should be far enough away so the bus cannot topple on them.



## SEARCHES

### **Lockers and Desks :**

Although student lockers and desks are considered property and ownership of the New Auburn School District, the district expects students to assume full responsibility for the security of their lockers. At no time does the New Auburn School District relinquish its exclusive control of lockers and desks.

School authorities for any reason may conduct periodic general inspections of lockers and desks and contents at any time, without notice, without student consent, and without a search warrant. Searches are authorized in the district for the purpose of maintaining order and discipline in the schools and to protect the safety and welfare of students and school personnel. Among the reasons are suspicions of concealing alcohol, drugs, material of a disruptive nature, weapons, explosive devices, suspected stolen property, material in violation of law or board policies, or other items which pose a danger to health and/or safety. This policy includes school searches using dogs to check for controlled substances as determined by administration.

Locker and desk searches are to be conducted by the building principal or a designated appropriate staff member. The administrator or designated staff member shall be in the company of another member of the staff as an adult witness. School officials may seize any item that they deem dangerous or illegal during the search.

Reasonable searches among the personal belongings of the student contained within the locker may be conducted where there are reasonable grounds to believe that the search will provide evidence that the student has violated or is violating the law or school rules. Any items that are seized during the search will be safeguarded until the appropriate authorities have made determination for disposition of the items. The adult student or the parent(s)/guardian of a minor student shall be notified of items removed.

An administrator accompanied by an adult witness of the student and/or a police officer may conduct a search of a students' person, purse, duffel bag or similar articles if the search is based on reasonable suspicion, based on personal observation or reliable information from a third party, that the student has dangerous or illegal items or substance in his/her possession.

Such a search may occur only if there is inadequate time based on the nature of the situation to contact the police. School authorities should remain sensitive so as not to invade the privacy of students any more than necessary to achieve the purpose of the search. School officials will document the results of the search. The adult student or the parent(s)/guardian of a minor student shall be notified of items removed.

There may be times when the school district may want assistance from outside agency personnel such as law enforcement officials or fire department personnel, etc. School authorities are allowed to designate such persons as agents to conduct a locker or desk search if performed at the request of, and in connection with, school investigations. Strip searches are illegal and will not be condoned by the school district at any time. If the nature of the problem is so serious or severe that this type of search is to be considered, law enforcement agencies will be contacted immediately.

### **Vehicles:**

Motor vehicles parked in the school parking lot are subject to the same search procedures as lockers, etc. explained earlier in this handbook. When students park their vehicle in the school parking lot, a student consents to having their vehicle searched if there are reasonable grounds to believe that the search will provide evidence that the student has violated or is violating the law or school rules.

There may be times when the school district may want assistance from outside agency personnel such as law enforcement officials (including the use of K9 units), or fire department personnel, etc. School authorities are allowed to designate such persons as agents to conduct a vehicle search if performed at the request of , and in connection with, school investigations.

**Vehicles continued:**

Any search that reveals illegal materials of any kind may result in consequences up to and including expulsion. If a situation warrants the involvement of law enforcement personnel, a student may be detained and/or disciplined while the situation is being resolved.

If a student refuses to comply with the administrator’s search, it may be considered an admission of guilt and may result in consequences up to and including expulsion.

**VISITORS – PARENTS AND STUDENTS**

Parents are always welcome, please be sure to check in at the district or high school office to receive a “visitor’s pass”. You will be asked to sign in and sign out when you enter and leave the building. When a parent/guardian picks up a child outside of normal pick-up times, they must do so by going to the office and having staff call the student to the office. Students are strongly discouraged from bringing guests to school, but a student may request special permission from the administration to have a student guest. This does not include after school activities, where guests in good standing are welcomed.

**SCHOOL CLOSING OR DELAYED STARTING**

Inclement weather or emergency conditions may cause school closings or a delayed start. Special radio broadcasts on one of the following stations will provide closing or delayed start information as appropriate.

WEAU TV-13	iHeart Media Radio Stations
FOX TV 25/48	WQOW TV-18

**\*Unless informed otherwise, school will begin at 10:10 am on a delayed start date.**

Our Infinite Campus system is available to notify a parent/guardian via phone. For more information on this program, please contact one of the Administrative offices. **DO NOT RELY ON THIS SYSTEM ONLY.** This program could be disabled due to weather conditions or unpreventable circumstances. Be sure to check the television and radio stations periodically for any updates. Please keep your information on Infinite Campus up to date.

**TEACHING STAFF AND SUPPORT STAFF**

See District Website for updated staff list: [www.newauburn.k12.wi.us](http://www.newauburn.k12.wi.us)

**BUILDING HOURS**

Middle School and High School students may enter the building through the Main Entrance or East Parking Lot doors. Elementary students should enter the building at the Main Entrance. If there is inclement weather students may wait in the entryway until 7:45 am. **All students are to leave the school immediately after the final bell, unless they are involved in an after school activity or meeting with a staff member. Any students in the building after hours must have adult supervision.**

## Schedules

Normal Schedule	Late Start	MS Gr (8)	MS Gr (7)	MS Gr (6)	HS	Normal Schedule	Late Start	Ele. Sched	Time
8:10-8:53 (43)	10:00-10:30	PE/H	Exploratory	PE/H	1	8:05-9:15 (70)	10:00-10:47 (47)		
8:56-9:38 (42)	10:33 - 11:03	Exploratory	PE/H	Band/Choir/INTERV	2	9:18-10:23 (65)	10:50 - 11:37 (47)		
9:41-10:23 (42)	11:06 - 11:36	Band/Choir/INTERV	Band/Choir/INTERV	Exploratory					
10:26-11:31 (65)	11:40 - 12:27	Core 1	Core 1	Core 1	3	10:26-11:31 (65)	11:40 - 12:27 (47)	Lunch	Normal: 10:50-11:30 Late: 11:30-12:25
11:31-12:01 (30)	12:27 - 12:57	Lunch	Lunch	Lunch	Resource	11:34-11:52 (18)	12:30 - 1:00 (30)		
12:04-1:09 (65)	1:00 - 1:47	Core 2	Core 2	Core 2	Lunch	11:52-12:22 (30)	1:00 - 1:30 (30)		
					Resource	12:25-1:09 (44)	1:33- 1:47 (14)		
1:12-2:17 (65)	1:50 - 2:37	Core 3	Core 3	Core 3	4	1:12-2:17 (65)	1:50 - 2:37 (47)	Specials K-2	1:55-2:35
2:20-3:25 (65)	2:40 - 3:27	Core 4	Core 4	Core 4	5	2:20-3:25 (65)	2:40 -3:27 (47)	Specials 3-5	2:40-3:20

### SCHEDULE

**High School Activity Day Schedule:** Activity periods will be scheduled during the resource. Activity sponsors are to request a meeting at least 2 days prior to the meeting so that conflicts can be worked out. An activity schedule may run only for the allotted time.

#### **Elementary Lunch/Recess:**

Grade Level	Lunch	Recess
K-2	10:55-11:20	11:17-11:41
3-5	11:17-11:41	10:55-11:20

## STUDENT ACCOUNTABILITY

Student's whereabouts must be known during assigned periods. Students must be in class or assigned areas except during passing periods.

**Anonymity – Student refusal to Identify Self:** School personnel have the right to know the identity of all persons in the building. Students must identify themselves upon request of school personnel or duly assigned personnel to remain in the building. Consequence is likely to result in a suspension.

**Class Period Attendance:** Students are to be under the supervision of qualified personnel while at school. Students who absent themselves from their supervising teacher create their own problems and are considered to have committed a serious offense.

Students absent from class for an approved reason must present the teacher with a pass to explain the absence. Detention or school suspension will result when students are absent from class for an unexcused reason. Parents will be notified of all skips.

**Tardiness to Class:** Tardiness is a serious disruptive influence on the educational process of the classroom. Students are expected to be in their classes on time except for legitimate reasons. All unexcused tardiness will be reported on the student's permanent record. Time missed due to tardiness will be made up at the discretion of the administration/teacher. Individual teachers will be responsible for handling unexcused tardiness to their class. If a student is detained by a teacher so that the student is late for the next class, the student will be given a pass from the detaining teacher explaining the reason for the tardiness.

**Middle School and High School Students:** No tardy passes will be written by the high school office except for students who arrive late to school. All late arrivals must report to the high school office for a tardy slip before going to class. Students are required to keep their tardy or admit slip and present it to their teacher.

**Elementary Students:** Students who are tardy should check in at the administrative office.

**Middle School and High School Students Early Dismissal:** Students wishing to be dismissed early must present a note from a parent/guardian to the high school office prior to the first class period. If approved, the office will issue a request form for early dismissal to the student. This sheet must be signed by the teachers of all the classes to be missed and returned to the middle/high school office, before leaving. All Middle School and High School students leaving school for any reason during **normal hours of operation are to sign out in the high school office before leaving.** This is necessary even when parents call for the student. In case of an emergency, parents should call the high school office and request modification of the student's required attendance schedule. Students not signing out or those failing to follow the rules governing early dismissal will be considered in violation of the school code. **Students may not sign out another student.**

**Elementary Students Early Dismissal:** Students leaving early need parental permission, preferably in writing, and are to sign out in the administrative office.

**Students Leaving School Grounds:** After a student arrives at the school, they are not to leave the school grounds (except for juniors and seniors with open campus privileges) during the school day, until school is dismissed at the end of the day. Permission for students to leave the school grounds may be granted only by the principal/administrator. Permission will not be granted unless the student presents a parental request.

## OPEN CAMPUS

Only students that are of junior and senior status are eligible for the district's resource and lunch time open campus privilege. Open Campus privileges may be revoked at any time for disciplinary reasons. All students wishing to obtain Open Campus privilege must file the appropriate paperwork with the high school office, before privileges will be awarded. Juniors and seniors must return and be in the school building before the first bell rings for the next class period, being tardy from open campus will result in loss of this privilege.

**Requirements:**

- All grades are a B or better. (Or approval of principal)
- No unexcused tardy.
- No major office discipline referrals (ODRs)
- No unexcused absence.

All students must sign out in the high school office. The requirements will be based on current data, and students who have met the requirement will be listed on the sign out sheet. This list is generated after each mid-term and end of term.

Students who take students with them who have not earned this privilege including underclassmen, or who bring back food for others will forfeit their own privilege

First Offense	Two week loss of privilege letter from student explaining what they did wrong
Second Offense	Three week loss of privilege, one week of lunch detention, letter of explanation
Third Offense	Meeting with parents, possible suspension, minimum 6 week loss of privilege

**NOTE:** Administration reserves the right to adjust the days of open campus lunch to best accommodate the educational needs of the students at the end of each trimester.

Eligible juniors and seniors, will be released Thursday and Friday at the end of the first resource period and must return for the start of 4th period.

**AGE OF MAJORITY IMPLICATIONS FOR SECONDARY SCHOOL STUDENTS**

Students wishing to have 18 year old privileges should have their parents contact the high school office in writing requesting a contract for student emancipation. When students reach age 18, they are afforded all rights, privileges and responsibilities of an adult. The adult as a student is part of the school society and participates as all other students in shaping the school environment. Therefore, in order to preserve the common good of the school community it is necessary that they too accept the responsibilities of adhering to the rules and regulations that have been established by the Board of Education for all students so that the school may continue to function in an educationally sound manner.

Students are not exempt from complying with a reasonable rule or policy enacted by the board of education, administration or faculty because they have reached the age of majority. By statute, school boards are authorized to make rules pertaining to student conduct, or to delegate this rule making function to the district's administrators or teachers. School rules made under the authority of these statutes are binding on pupils regardless of age. The student code prohibits students from the use of alcoholic beverages, drugs, smoking, or being under the influence of the same within the school building or on a school district owned site. These rules apply to bus transportation for regular school attendance, extracurricular activities and field trips.

The age of majority does not have any effect on the age of compulsory attendance. Students beyond the age of majority should be made aware that they will be held responsible and accountable for any and all actions in the same manner as any other adult. Students upon reaching the age of majority and wanting to assume full responsibility for their report cards, attendance and other school related procedures and activities, shall notify the high school principal in writing of their desire.

**Political Activities:** The professional staff will carry out procedures to encourage students as they reach the age of majority to register and vote. The professional staff will cooperate with appropriate election officials to accomplish maximum voter registration.

Students may hold a peaceful rally or demonstration, with administration permission, that does not interfere with the conduct of activities normally carried on in the school building or on school grounds. Students may not participate in acts made unlawful by WI Statutes, such as misconduct on public grounds, disorderly conduct, and unlawful assembly.

### **ATTENDANCE POLICY AND SCHOOL ADMISSIONS**

It shall be the responsibility of the parent/guardian of each child/student of legal age entering the school district to complete official registration forms prior to assignment to a grade or schedule of classes. Parents/guardians of students transferring from other school systems are required to provide a transcript of academic accomplishments at the previous school, or the address from which this information may be secured. Parents who are enrolling their child/children in the school district from a home-based private educational program or private school shall be required to provide any available academic information. The entering student(s) may be required to take appropriate academic tests to assist in making a placement.

Parents/guardians of students admitted to the elementary and secondary schools shall present immunization records as required by law. Students are encouraged to have a complete physical prior to entering school.

Students on an Individual Attendance Contract should refer to that document for specifics related to their attendance. All children between the ages of 6 and 18 years of age except as provided by law and the policies herein, shall attend school regularly during the full period and hours that school is in session until the end of the school term, quarter, or trimester of the school year. Each student must be enrolled in a class or participate in an activity approved by the school board during each class period of the day.

A pupil's employment during school hours may be approved if the employment is part of/or related to the pupil's instructional program; or if the employment is approved as an accommodation for a pupil with exceptional educational interests, needs or requirements.

#### **General Attendance:**

Student's whereabouts must be known during assigned periods. Students must be in class or assigned areas except during passing periods.

If a student is going to be absent, a parent/guardian must notify the school as to the cause of a student's absence by telephoning the school at **715-237-2505 or 715-237-2202, Ext. 530 (MS/HS) or 105 (elementary) on the day of the absence.**

Per Wisconsin Statute 118, parents can excuse their child from school for a maximum of all or part of 10 days per year. This does include properly documented medical, court, or funeral appointments. A note from a legal authority **must** be turned into the office for these days to be excluded from the 10 day limit.

Students who are absent from school are not allowed to participate in any extracurricular activities; unless the absence is due to medical, court, or funerals as a reason, and appropriate documentation is provided. Under unique circumstances the principal may grant an exception. At no time will a suspended student be allowed to participate in extracurricular activities including attending as a fan.

#### **Truancy:**

Students absent from school without a valid (legal) excuse shall be considered truant under state truancy laws. Consequences and notification of legal authorities could result. Wisconsin State Statute 118 states that a child who is unexcused from school for five or more days (all or part) is considered "habitually truant". The school will

work with the appropriate law enforcement agency to ensure the student is attending school and reserves the right to refer students and/or parents/guardians to law enforcement as necessary.

**School Attendance and Course Work:** Students being absent will need to coordinate with the teacher to make up work that was missed. If the work is not made up by the date agreed to, the student will receive “F’s” for the work that was not completed. During the make-up session, teachers will counsel students and assist them with completing make up work.

Under normal circumstances, students who have been absent are allowed the number of days absent plus one to complete missing work. Under unusual circumstances (including concussions) exceptions will be made on an individual student and class basis. Arrangements with each teacher will be the students’ responsibility and they may seek help from administration as needed after first working with the teacher. The administration will have final say in what course work is excused and set due dates.

**NOTE: If in attendance, students must complete work following the expectations set forth in the class syllabus.**

Suspended students will be allowed to make up missed work. Teachers will supply all needed information to assure the student remains current in the course of study. Examinations covering study completed before the suspension, unit, quarterly, trimester or year-end tests will not be denied to the student so long as they are taken within the time limit. Credit will be given for this work. Students will be expected to make arrangements with the teachers and they may seek help from administration as needed after first working with the teacher.

**Attendance Notification:** Parents and/or guardians will be notified of the student’s attendance when five class/day/absences have been recorded.

**Seniors:** Any member of the senior class, missing more than 5 days in a trimester or 10 days a year, for any non-medical or court reason, could be subject to consequences such as; but not limited to, missing the senior trip and/or commencement ceremony. This does not include school sponsored events, or college visits.

#### **PERMISSION OF PARENT/GUARDIAN EXCUSED ABSENCES**

Elementary and secondary students are permitted to be absent from school ten days a year for the following reasons:

**Personal Illness:** Students affected with common childhood communicable diseases (i.e. chickenpox, measles, etc.) will be reviewed and potentially excluded from the minimum attendance requirement during the communicable stages of the disease. A physician’s statement attesting to the illness may be required or verification of the illness by the county public health nurse may be required. Each student’s case will be evaluated on an individual basis. Other student maladies will require a physician’s statement for exclusion from the attendance policy and each case will again be evaluated on an individual basis. Parents should follow the normal absence call in procedures.

**Medical and Dental:** Doctor’s appointments, surgery, hospital stays, testing, etc., which cannot be scheduled outside of the school day. (These do not count towards the 10 days **if documented.**)

**Legal:** Court appearances, lawyer’s appointments, etc. (These do not count towards the 10 days **if documented.**)

**Parent/Guardian Authorized Absence:** Any student excused in writing by their parent or guardian, before an absence, (a minimum of 24 hours prior to the absence) will be excused from school attendance for no more than ten (10) days per year. A reason for the absence is required. All work must be made up as stated under the school attendance and course work heading. Absences of this type not pre-arranged will be unexcused.

**Attendance Policy Exemptions:** Exclusion from the minimum attendance requirement will be granted as specified for communicable diseases and family emergencies. Excused absences are granted as stipulated in the policy. School sponsored activities requiring students to miss school or class are excluded from the attendance requirements.

**Family Vacation:** Family vacations will **not** be exempt from the attendance policy. The following conditions must be met: a three day minimum notification is required, middle school and high school students will be required to complete a request form for excused absences, form requiring the signature of the student, teachers and parent prior to submission to the high school office for approval.

**Excessive Absences:** The attendance office may identify a student's absenteeism as excessive in their judgment, typically at all or part of 10 days. If this happens, parents may be required to provide medical/court verification.

**Appeal Process:** Any exception to the above policies and/or objections to the administration of the above policies, after personal consultation with the principal may be appealed to the administrator. Such appeal must be in writing, fully stating facts, objects, arguments and remedies. After a personal conference to attempt resolution of the matter, the administrator shall provide a written answer to the appellant. If the administrator's conference and answer do not resolve the matter, a written appeal may be made to the board of education, which shall hear the matter in open session (unless confidentiality is essential and lawful) and render a final decision.

### **DRESS AND APPEARANCE**

Guidelines for dress and grooming are for the purpose of promoting discipline, maintaining order, securing the safety of students and providing a healthy environment conducive to academic purposes. Students are reminded that we have a dress code in the New Auburn School District that encourages students to take pride in their appearance.

- Shoes must be worn at all times.
- Hats and hoods are allowed grade 6-12 as long as they do not cause distractions or interfere with learning.
- Inappropriate language, graphics displaying drugs, alcohol, tobacco products, sexual innuendo, or other offensive printing on clothing is not allowed.
- Clothes that are too tight, expose the body inappropriately, constitute a health or safety hazard, or are a significant distraction to the learning of others are not acceptable.
- Clothing that exposes bare midriffs, shows undergarments (excluding brassiere straps), and/or sleepwear is not permitted. Examples of such clothing include, but are not limited to: tank tops, shirts with the sides cut open, short shorts/skirts, biking shorts, **swimwear**, low-cut tops, shirts with the sides ripped excessively, and excessively torn clothing.
- **Homecoming and Prom are semi-formal events, and a button-up shirt, and nice clean pants (no holes) or a dress/skirt is required. Anyone who comes dressed in sweatshirts, shorts, ripped jeans, etc. will be denied entry.**

The dress code applies to all school activities before, during and after school. Examples: sporting events, prom, dances, etc. An exception may be granted for athletes participating on a school team wearing a school uniform. Examples: basketball, volleyball, baseball, softball, track jerseys, and hats. The principal shall be the sole arbiter of student dress and grooming. In responding to concerns that arise, actions may include, but are not limited to the following: individual counseling with students, the student may be asked to change clothing either at school or at home before returning to school, and/or meeting with parents.

Continued failure to meet the dress code expectations may result in disciplinary action for the student, up to and including suspension. The administration has final interpretation of all dress code issues.

### **ELECTRONIC COMMUNICATION DEVICES**

Cell phone and electronic device use is strictly prohibited at school with the following exceptions:

- The use of district owned Chromebooks or similar devices for academic purposes.



- Students in grades 6-12 may use phones prior to the start of the school day or after the completion of the school day. Students may also use their phones during passing time and their designated lunch time in the assigned areas only.
- Exceptions may be made in an individual classroom for educational purposes.
- Devices should not be used during assemblies or special gatherings unless used in the participation of the event.

PreK-5<sup>th</sup> grade students are not allowed to have cell phones unless special permission is received from an administrator.

Electronic devices include, but are not limited to, cell phones, iPods, MP3 players, gaming devices, cameras, recording devices, tablets, laptops, electronic readers, cellular watches such as iWatch etc.

**Electronic devices of any kind are never to be used in locker rooms or restrooms, this will typically be a suspension level offense and law enforcement will be contacted.**

Any student possessing an electronic device shall be responsible for its care. At no time shall the district be responsible for preventing theft, loss or damage to any electronic device.

Coaches and bus drivers may have separate or individual expectations for after school events.

Students can always be reached, in an emergency, by calling school directly **715-237-2202** or **715-237-2505**.

Possession or use of an electronic device may not, in any way, disrupt the educational process in the school district, endanger the health or safety of the student or anyone else, invade the rights of others at school, or involve illegal or prohibited conduct of any kind. The principal/administrator shall be the arbiter involving the use or misuse of an electronic device. Violations of this policy may result in disciplinary action against the student, up to and including suspension. **Refusal to turn the phone into the administration likely results in suspension!!**

**Cell Phone/Electronic Device Disciplinary Actions**

<b>1<sup>st</sup> offense</b>	Reteaching of expectations by administration likely to include lunch detention
<b>2<sup>nd</sup> offense</b>	Phone is stored in the office and returned to the student at the end of the day.
<b>3<sup>rd</sup> offense</b>	Phone is stored in the office and returned to a parent/guardian when they are able to pick it up from the office.
<b>4<sup>th</sup> offense</b>	Phone must be stored in the office each day for one week (5 school days) .

**\*Subsequent offenses may result in stronger consequences, up to and including suspension.**

**TRANSPORTATION**

**Bicycles:** Students riding bicycles to school should follow safety rules and regulations. All bicycles should be walked once on school property and parked in the racks. It is recommended that students lock their bikes. Students should stay clear of the bike racks after parking bicycles. Bicycles should not be brought to school if ice and snow are present on the roads. No bicycles are to be used in the playground area or ridden during school hours or recess. Students unable to follow these expectations may be required to no longer ride their bike on school grounds.

**Skateboards, Rollerblades, Etc.:** The use of skateboards, rollerblades and similar devices is forbidden during school hours on school property.

**Walking:** Students who walk to school should use extreme caution in crossing streets and walking on ice and snow. Students should restrict themselves to the painted area designated for walking along East Street, when traveling to and from school.

## BUS EXPECTATIONS

It is expected that students follow our guidelines of being respectful, responsible, and productive while riding a district school bus.

Setting	Be Respectful	Be Responsible	Be Productive
All Areas	<ul style="list-style-type: none"> <li>● Use polite language</li> <li>● Be courteous and kind.</li> </ul>	<ul style="list-style-type: none"> <li>● Keep hands and feet to yourself.</li> <li>● Keep it clean.</li> <li>● Report dangerous behavior.</li> </ul>	<ul style="list-style-type: none"> <li>● Stay on task.</li> <li>● Use time wisely.</li> </ul>
Buses	<ul style="list-style-type: none"> <li>● Use quiet voice.</li> <li>● Make room for peers.</li> <li>● Use polite language.</li> <li>● Follow all directions of the bus driver.</li> <li>● Keep hands and feet to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>● Follow bus rules.</li> <li>● Pick up after yourself.</li> <li>● Be on time.</li> <li>● Stay seated.</li> <li>● Keep aisles clear.</li> </ul>	<ul style="list-style-type: none"> <li>● Go directly to your seat.</li> <li>● Seat to seat, back to back.</li> </ul>

\*It should also be understood that any failure to meet expectations or other misbehavior involving violence, or the threat of violence, illegal activity, and unsafe or improper behavior as determined by bus rules and administration may result in consequences up to and including suspension or revocation of ability to ride the bus to school for a period of time. Administration will assign seats to students as needed to ensure the safety of all bus riders.

**Serious Offenses:** Acts of violence against a person or property, insubordinate actions or any other action that constitutes a major safety hazard, immediate suspension of bus riding privilege and/or suspension from school may result and parents will be notified.

Students wishing to ride a bus other than their regularly assigned bus or wishing to get on or off at a different stop must have a parent note requesting this. The note must be initialed by office personnel and returned to the student who will present the note to the bus driver. We will attempt to honor all such requests, when adequate space is available. Please be advised that some of our buses run at near maximum capacity and state law forbids movement of a bus if occupancy is over the maximum number allowed. All students riding district transportation to school are to attend all scheduled classes. Drops at places other than the district school are not allowed.

**Loading/Unloading of Buses:** Please respect the flashing lights and stop sign on the bus. Do not pass the bus until the lights have been turned off and the stop sign has been pulled back to the bus. After and before school, please do not drive past the buses or pick up your child in the bus area. When dropping off or picking up elementary children before or after school, please use the **East Street** driveway.

**Transportation to and from School Sponsored Activities:** School district board policy requires that all students engaging in school activities ride district arranged or provided transportation to and from said activities. Under exceptional and very limited circumstances, parents or legal guardians may transport their own children to and from activities with twenty-four (24) hour notice and prior approval by coach and administrator. Students may also, under very limited circumstances, drive their car with no other riders when requested by a parent/legal guardian **in writing** and approved by the principal/administrator, twenty-four (24) hours prior to the activity. Parents or legal guardians **must** meet with the coach or advisor after the conclusion of the activity and sign out only their child/children, to exclude them from the school sponsored transportation home.

The district may drop off students at their place of residence upon the return trip from a school sponsored event. The student's residence must be directly along the return bus route. Students must have approval from the

administration and written parental permission prior to the event. Bus drivers, advisors, staff, and coaches reserve the right to deny this privilege.

When a parent requests that their child be transported from an event by a non-family member, this request must be **in writing**, 24 hours prior to the event. The “Parent / Guardian Transportation Release Form” must be on file in the HS office.

### **MOTOR VEHICLES**

**Important:** Persons driving vehicles to school must be concerned with the safety and well-being of others on, near, or adjacent to the school grounds. Speeding over **5 miles per hour** or on school property and reckless driving increases the probability of accident and injury to the driver and/or others. Students should be especially careful when driving in the school parking lot. It is a privilege to bring a motorized vehicle onto school property. Students are responsible for observing all safety rules, and regulations. Motor vehicles parked in the school parking lot are subject to the same search procedures as lockers, etc. which is explained earlier in this handbook. The Barron County Sheriff’s Office may be contacted for any unsafe or illegal driving issues.

Community residents and teachers are to report vehicle violations immediately to the principal. Drivers violating the established rules will be forbidden to park on school premises as determined by the principal.

#### **Rules for Operating a Motor Vehicle on School Property:**

- All student vehicles must be registered with the principal’s office. Registration forms are available from the office upon request. Parental permission must be granted and insurance verified before a student is allowed to bring a motor vehicle to school.
- During the school day, no student is to get into a vehicle unless he/she has open campus privileges, or a permission from the high school office.
- Drivers must proceed with caution through the school parking lot, on streets, and on roads adjacent to the school grounds where pedestrians may be walking. The speed limit in the school parking lot is **5 miles per hour**.
- Vehicles must be properly maintained for safety purposes, must not display offensive signs, and audio systems are to be kept at a reasonable level as determined by the principal.
- When entering or leaving school, student drivers should use the Highway M driveway. Students should park within the white lines in their designated numbered spot in the East lot.
- Any violations of the parking lot regulations will result in a suspension of parking lot and/or open campus privileges for a period of time, to be determined by the principal.

#### **Motor Vehicle Violation Disciplinary Actions:**

1 <sup>st</sup> offense	If minor behavior, reteaching of expectations by administration may include lunch restriction.
2 <sup>nd</sup> offense	If minor behavior, suspension of privilege for one week.
3 <sup>rd</sup> offense	If minor behavior, suspension of privilege for one month.

If behavior is major, either by severity of the violation or the result of accumulation of 3 minors in less than 30 days, an additional 30 days of privilege suspension will occur.

Subsequent offenses may result in stronger consequences, up to and including permanent denial of privileges and/or suspension from school. Parents will be notified.

### **CO-CURRICULAR ACTIVITIES**

All students are encouraged to participate in co-curricular activities. Students planning to participate in school activities on school days are required to be in school that day. Students interested in forming new clubs or activities must submit a petition to the principal.

## STUDENT ORGANIZATIONS

**Classes:** Each class, grades 6-12, shall formally organize to conduct class business, social or fundraising events. Class meetings will be held as required to conduct business.

**Art Club:** This club is formed to enhance one's love of art, and afford students the opportunity to become more involved in the study of art. Field trips are scheduled to galleries, art shows, art collections, etc.

**Future Business Leaders of America (F.B.L.A.):** The F.B.L.A. is a student organization engaging in activities which will prepare the student for careers in business.

**FFA:** A national organization studying vocational agriculture. We are affiliated with the national organization. Our students participate in field trips, public speaking, athletics, farm projects and social functions.

**International Club:** The International Club is organized to enhance a person's enjoyment of foreign countries and their languages. Student activities are held, fundraising is conducted and a good time is had by all.

**MS and HS Forensics:** Individual and group forensics presentations are prepared and presented in competitive situations at various locations.

**Lakeland Conference Honor Society:** Juniors and seniors are invited to fill out an Honor Society application upon meeting the grade level, enrollment and GPA requirements (3.5 or B average). The student's application is then scored by a 5 panel faculty council. Members are selected for meeting high standards of scholarship, service, leadership, character and their exemplary contributions to the school and the community. Some of the events that the honor society members are involved with are: hosting the American Red Cross Blood Drive at the New Auburn School, roadside cleanup on a 2 mile section of Highway 40, and completing 10 additional hours of community service. To maintain current membership and to avoid discipline and dismissal, honor members must not fall below the standards, must maintain their academic standing, take an active role in service and leadership to community and school, and have no violations of law or school code.

**New Auburn Frozen Trojans:** This organization allows students (9-12) to participate in ice fishing competitions.

**New Auburn Letter Club:** This club is made up of students who have participated in athletics and have earned a varsity letter.

**Skills USA:** Technology skills competition designed to improve students abilities in the areas of woodworking, welding, etc.

**Student Council:** The student council serves as the representative body of student opinion, as an organizer of student activities, and also serves in an advisory capacity in matters of student interest. All students are invited to be part of the student council if they meet requirements. Each class (6-12) will elect up to three officers.

**Yearbook:** All students may participate in this organization responsible for the yearbook publication.

## CLASS/STUDENT ACTIVITIES AND FUND MANAGEMENT

The administration shall assign advisors for supervision of all extra-curricular activities. Students who violate school and/or activity rules shall be subject to disciplinary action. Statute 120.12(1) provides for the board of education to have "possession, care, control, and management of the property and affairs of the district". Therefore, Wisconsin school boards may determine how class or club funds shall be handled or managed. All funds raised or expended under school sponsorship, or by authority of school, are subject to board control.

All money collected by students or faculty members, during the school year, will be deposited and channeled through the school's activity account. This activity account money will be dispersed under the direction of the principal. School activity/class funds will be expended only for the benefit of the organization, class, and school or as recommended by the class officers acting in accordance with the school district's normal procedures. For example, funds may be used for school approved class trips, social events, school programs or for gifts donated to the school. Limitations on fund disbursement will be imposed as needed to prevent waste or use of funds for students, faculty or individual gain. Procedures questions should be directed to the building administrative assistant.

All funds shall be deposited in interest bearing accounts and the interest shall be paid to the school district treasury from such funds. These interest earnings shall be credited to the club account by the superintendent or his designee. All funds collected by a class or club organization will be deposited daily with the high school secretary.

**Fundraising:** Fundraising activities conducted by student groups must be approved by administration prior to the beginning of a promotional campaign, sales or solicitation of goods, services or monetary considerations.

Fundraising projects may be approved if there is an apparent or established need to hold a fundraising event and there is a sufficient commitment by an organization/advisor, to complete a fundraising project. The product or service being offered must be of good quality, is priced appropriately, is conducted during a short time frame and a good return is realized by the sponsoring organization. Fundraising activities requiring purchase of goods or commitment of funds, prior to the beginning, the sale of goods is discouraged.

**Expenditures or Purchases:** Purchases must be processed through the existing purchase order process. Funds may be used to purchase equipment, supplies, materials or services, if previously approved by the administration or prior to reception or encumbering of an account. Expenditures for special activities shall require a 2/3 majority vote by the organization members, approval of the advisor and the administration. Activity advisors are responsible for contacting vendors for goods and services.

**Collection of Funds:** Individual students may not solicit contributions or collect funds for any purpose from students or school personnel on school property, at school sponsored functions, or on school transportation, unless they have permission from the principal/administrator.

**Dissolution of a Club or Organization:** If a club or organization is dissolved or inactive for a number of years, the principal/administrator may transfer the remaining funds, credited to that organization, to another activity account.

**Class Officer Election:** If more than two people run for a position, there will be a preliminary vote for all candidates. The results of this preliminary election will determine the TWO candidates who will be voted upon in a final election with the winner determined by popular vote. In the case of the President, the second place person in the final election becomes Vice-President. Elections will take place in the order of: President, Treasurer, and Secretary. Candidates cannot hold more than one office, but can run for more than one office.

### **COUNSELING PROGRAM AND STUDENT SERVICES**

The school district shall maintain a guidance and counseling program which will serve all students and help them with emotional, educational, career, civic, and social development. The program will be developmental in nature. Its success shall not be attributed to any one person.

The principal and counseling department are responsible for the screening of all new students, the maintenance of student records, the testing program and student scheduling. The counseling program shall be evaluated periodically.

## Programs and Services:

- Counseling services for all students.
- Testing services and advice concerning tests and testing programs in which students and faculty members may be interested.
- Consultant services to students and faculty members with respect to students and student problems within the classroom, school, home and community.
- Maintenance of the student record center.
- Acquisition, control, dissemination and deposition of all permanent records.
- Scheduling and changing class for all students.
- Consultation and participation in curriculum development and improvement.
- Participation in community relations and activities and affairs of the school.
- Counseling and assistance with job placement for graduates and other students.
- Providing information about available scholarships and awards.
- Chairing the scholarship selection committee and establish procedures for selection of scholarship or awards recipients, which is consistent with district goals and objectives.
- Assist with identification and placement of students in the “at risk” program.
- Assist both parents and teachers in conference when necessary, and provide statistical information which is relevant to the conference.

Selecting a course of study is probably the single most important decision a student makes in high school. Consequently, guidance given to a student on a course of study is one of the most important functions of the school counselor. The department can provide information relative to student questions about course selection and other concerns with the future in mind. Such information might include: interpretation of aptitude and interest profiles, discussion of test results and their future outlook, and providing information about admissions requirements for college, trade, and tech schools.

- Students are not allowed to take two core high school courses at the same time without prior approval of the principal who will consult with the counselor and the subject area teacher to determine if it is educationally appropriate for the student and if they have a high chance of success (B or higher) in both courses.

## STUDENT EVALUATION

Student’s achievement and performance will be evaluated through oral participation, written tests performance, written homework, exams, etc. Students are graded on a proficiency scale OR letter grade and percentile basis. High School teachers have been asked to evaluate students and render grades within the appropriate framework set forth below. Middle School and High School teachers will communicate which grading system will be utilized within their course. Note High School Teachers will be converting Standards Based marks to a percentage for transcript reporting.

**Note:** The 2023-24 school year will be a transition year where some courses are graded traditionally, and some courses will be graded on a standards based grading format. All evidence indicates that standards based grading provides better feedback to students and parents that improves student learning. As always, if you have any questions about your grade, discuss it with your teacher and if you are not satisfied with the answer please contact the principal.

<b>Actual Grades</b>	<b>Interpretation</b>	<b>Grade Point</b>	<b>% Grade</b>
<b>A</b>	<b>Outstanding</b>	<b>4</b>	<b>90-100</b>
<b>B</b>	<b>Above Average</b>	<b>3</b>	<b>80-89</b>
<b>C</b>	<b>Average</b>	<b>2</b>	<b>70-79</b>
<b>D</b>	<b>Below Average</b>	<b>1</b>	<b>60-69</b>
<b>F</b>	<b>Failing</b>	<b>0</b>	<b>0-59</b>

S	Satisfactory-Not Computed on GPA	-	-
I	Incomplete	-	-
U	Unsatisfactory	-	-
<b>College Credited Classes</b>	<b>Interpretation</b>	<b>Grade Point</b>	<b>% Grade</b>
A	Outstanding	5	Determined by University
B	Above Average	4	Determined by University
C and Below	Determination of University	3 or below	Determined by University

As we continually strive to grow as a school and improve our students' learning we are moving towards a Standards Based Grading system that will provide more detailed feedback to parents and students. The following proficiency scales are baseline guides describing the standard scoring system. Teachers will have more specific scales for their content area. Accommodations and modifications will be applied as needed per teacher discretion.

**Elementary School**

<b>Elementary Standards Based Grading Proficiency Scale</b>		
Advanced	4	Student can confidently complete the standard and create examples and/or teach their peers.
Proficient	3	Student can confidently complete the standard independently and accurately showcasing skills and knowledge of the standard.
Progressing	2	Student is moving towards developing the skills and knowledge necessary for becoming proficient in this standard.
Emergent	1	Student is in the initial stages of developing the skills and knowledge necessary for becoming proficient in this standard. Significant growth is needed in this area.
No Evidence	NE	Student has not shown any level of proficiency of the assessed standard.

**Middle School & High School**

<b>High School Standards Based Grading Proficiency Scale</b>
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Exceeds Expectations	4	Student can confidently complete the standard with minimal to no standard errors and can verbalize, explain, or create examples to teach their peers. (Procedural Fluency & Conceptual Understanding)
Proficient	3	Student can confidently complete the standard independently with few errors. (Procedural Fluency)
Progressing	2	Student requires support from the teacher, collaborative team (peers), or resources to complete higher level skills and processes of the identified standard.
Emergent	1	Student requires support from the teacher to complete the beginning elements of the identified standard.
No Evidence	NE	Student has not shown any level of proficiency of the assessed standard. The assessment was left incomplete or missing.

High School Conversion Scale			
**Decaying Average			
A	4.00 to 3.7	C	2.46 to 2.24
A-	3.69 to 3.4	C-	2.23 to 2.00
B+	3.39 to 3.17	D+	1.99 to 1.77
B	3.16 to 2.94	D	1.76 to 1.54
B-	2.93 to 2.70	D-	1.53 to 1.30
C+	2.69 to 2.47	F	1.29 & Below

\*\*To calculate the conversion to a GPA reported percentage the *Decaying Average* will be utilized. Decaying average calculates the grade as the average of all scores entered with the most recent score weighing more heavily.

**Standards that have not been assessed on report cards have a blank**



Grades are available online through the Infinite Campus program. Parents having questions about grades or other concerns are urged to call the teacher first, then if necessary the principal. Conferences with staff can be arranged to discuss concerns or questions at any time during the school year. Grades are available online through the Infinite Campus program. Parents having questions about grades or other concerns are urged to call the teacher first, then if necessary the principal. Conferences with staff can be arranged to discuss concerns or questions at any time during the school year.

**Incompletes:** Incompletes will be recorded on grade cards when students are unable to complete work because of illness or other reasons. All incompletes must be cleared two weeks after completion of the grading period. Incompletes will not be given the final trimester. All course work must be completed on or before the last day of school unless previously arranged with the teacher and approved by administration for extenuating circumstances (ex: surgery, death in the family, etc).

**Progress Reports 6-12:** Grades are available on Infinite Campus. Mid-term grades will be calculated at the halfway point of each trimester and will be used to determine eligibility for athletic and co-curricular programs per WIAA regulations. Teachers will notify parents whenever a student is having difficulty with class work.

**Progress Reports PK-5:** Progress reports are sent out halfway through the marking period and are designed to advise parents of a student's progress. Teachers are encouraged to notify parents whenever a student is having difficulty with class work.

#### **Student Open House:**

Each fall, the school year will kick off with an open house from 11 am to 7 pm. Parents are strongly encouraged to come to school with their child. Kindergarten to 5th grade will schedule individual appointments to introduce their students to the classroom.

#### **Parent-Teacher Conferences:**

Parent-Teacher conferences are scheduled in October after the first mid-term. These conferences are held to give parents and teachers an opportunity to discuss a student's academic progress/success or a host of other issues. Additional information about Parent-Teacher conferences may be viewed on the official school website, school calendar, or by special notice form the school. A parent may contact a teacher to discuss a student's progress or lack of progress at any time. Parents may also log in to Infinite Campus (IC) from their home computer to check on their student's grades, missing assignments, days absent, etc. Information on how to use the IC program is available from the office.

#### **Academic Night:**

Each spring the school will put on an evening Academic Night to showcase student work. Parents are encouraged to attend. If necessary parents are encouraged to schedule one on one conferences with teachers if needed.

**Testing Program:** The testing program in the school district shall be designed to yield information on student ability and achievement. Professional staff members are expected to use the test results as an aid in the evaluation of individual students and as a tool in designing instructional programs to prompt student success. The testing program has three main goals: to screen academic performances of individual students at various grade levels, to compare various elements of the New Auburn academic program to national norms, and to determine individual interest areas of students.

In circumstances where student performance reflects developmental lags or difficulties with learning or relationships, testing is done to determine achievement levels, academic needs or to assess emotional or psychological development. In most instances these evaluations are done through the IEP process with special education staff involved in making programming and placement decisions.

**Annual Performance Disclosure Schedule: Required by State Law**

Reading: 3<sup>rd</sup>-8<sup>th</sup> grade  
 Mathematics: 3<sup>rd</sup>-8<sup>th</sup> grade  
 Language Arts: 3<sup>rd</sup>-8<sup>th</sup> grade  
 Kindergarten Basic Skills

All Juniors take the ACT which is used by some postsecondary institutions as an entrance criteria.  
 Grades K-12: locally developed criterion referenced tests in nearly all subject areas.

The district assists in coordinating access for students interested in taking college entrance examinations such as the ACT. High school students may also participate in aptitude tests such as the ASVAB to assist in decisions pertaining to potential career choices. These opportunities are coordinated through the district school counselor.

**Administered Tests:**

Class	FB	FE	SRI	WRC	ACT	PALS	Other
K	x					x	
1	x					x	From C Boehm Test
2	x					x	
3	x	x		x			
4	x	x	x				
5	x	x	x				
6	x	x	x				
7	x	x					
8	x	x					
9	x	x			x		ACT Aspire
10	x	x			x		ASVAB (optional) ACT Aspire
11	x				x		Merit Scholarship Test (optional)
12	x				optional		ASVAB (optional) Compass/TABE (optional)

FB: FastBridge Assessment  
 FE: Forward Exam  
 SRI: Scholastic Reading Inventory  
 WRC: Wisconsin Reading Comprehension Test  
 ACT: American College Testing  
 SAT: SCHOLASTIC Aptitude Test  
 PALS: Phonological Awareness Literacy Screener

**GRADUATION REQUIREMENTS**

**Twenty-five** credits are required for graduation. Courses and credit requirements within this total are below.

**English: 4 credits**

**Science: 3 credits**

- Science 9 (required)
- Biology (required)
- Physics (elective)
- Chemistry (elective)
- Environmental Science (elective)

**Social Studies: 3 credits**

- Civics (9th – required)
- U.S. History (11<sup>th</sup> – required)
- Economics (required)

**Mathematics: 3 credits** At NO time may two math classes be taken concurrently.

- Algebra (recommended)
- Geometry (recommended)
- Algebra II (recommended)
- Consumer Mathematics
- Pre-Calculus
- Calculus

**Physical Education/Health: 2 credits**

- PE 9: .5 credit
- PE 10: .5 credit
- PE11: .5 credit
- Health: .5 credit

**Electives: 10 credits**

- Agriculture
- Foreign Language
- World History
- Art
- Industrial Arts Technology
- Band
- Choir
- Business Education
- Writing
- English
- Team Sports
- Weight Training

**Community Service Requirement**

The board of education believes that a well-rounded student must demonstrate the ability and desire to contribute to their community. Each student shall be required to perform a minimum of twenty (20) hours of volunteer community service and have those hours pre-approved, verified, and documented by school administration. Students transferring in are required to do 5 hours of community service per year in attendance (Any time over 1 trimester counts as a full year). Students failing to complete twenty (20) hours of community service will be ineligible to graduate.

Each student must complete this responsibility under the guidance and supervision of their parents/guardians. All hours approved for community service must be completed in a timely manner and receive proper validation at the completion of the approved work and may not be done for family members.

Students shall be responsible for establishing their own community service timeline to complete these hours prior to their graduation date, and be responsible for documenting the number of hours they have completed and recorded in their student records. Forms available in the counseling office. **Hours only count if the proper paperwork is completed.**

**Early College Credit Program:**

The statute allows Wisconsin public and private high school students to take one or more courses at an institution of higher education for high school and/or college credit. Under this section, "institution of higher education" means an institution with the University of Wisconsin System, a tribally controlled college, or a private, nonprofit institution of higher education located in the state of Wisconsin. For a more detailed understanding of the changes from Youth Options to Early College Credit, please review the statute for the Early College Credit Program.

The New Auburn School District restricts the public school shared costs to eighteen credits only. Any credits taken by a student beyond eighteen (18) shall be the sole responsibility of the student/family.

Students wishing to participate in this program must complete their course registration process through the appropriate high school staff. **Students who receive lower than a C in a course may be required to repay the cost of the course to the district. Additional students will be prohibited from taking additional courses until they have paid for the original course.**

### **On-line and Edgenuity Policy**

The mission of New Auburn high school is to provide an engaging positive learning environment to allow students to grow to their full potential. In order to offer the flexibility students need to best follow their individual educational needs, New Auburn offers a variety of types of courses including in person courses, dual credit courses (on and off campus), and Edgenuity courses.

1. Students are required to take in person courses if offered on campus
2. All dual credit courses must be approved by the counseling office
3. Edgenuity courses will only be used for elective courses or at the direction of the counseling office. Required courses will only be offered on Edgenuity under special circumstances approved by the counselor.
4. Students and their parents are responsible for all fees if the student receives lower than a C in any course, and no new courses will be offered until these fees are paid.

Students may appeal the counselor's decision to the principal. The principal has final say in what course is to be taken.

### **Course Completion:**

- All courses are either one or two trimesters long. (See student resource for more information). If a student enrolls in a two trimester course they are required to complete **both** trimesters.
- Dropping a trimester long class will result in a loss of credit and a grade of an "F".
- Requests for dropping a class will be considered on an individual basis and will require approval by the principal. Exceptional circumstances must exist before approval will be granted. A failing grade does not necessarily indicate exceptional circumstances. Students removed from class for acts of misbehavior will not receive credit.
- Students may change class no later than five days after commencement of the grading period.
- Driver Education is a summer school course only, and is accompanied by the behind the wheel portion during the regular school year.

The basic intent of the high school guidance department is to ensure that female and male students are not prevented, by sex bias or stereotyping in counselor behavior or counseling instruments or materials, from selecting courses or programs of study, on the basis of their own individual abilities, interests and goals.

### **Work Based Learning**

1. This program is open to students who have attained senior-level status. Juniors will be considered on a case-by-case basis and will need approval from the counselor and principal.
2. Work release DOES NOT carry over from one trimester to the next. Approval must be granted each trimester by the counselor to be placed on the student's schedule. **The student must complete a work release contract for each trimester or receive an exemption from the counselor.**
3. They shall be employed by the firm, company, organization or person as indicated on the contract.
4. The student employee will maintain **passing grades** in all classes. Failure to satisfy class requirements will result in revocation of this employment authorization.
5. It will be the responsibility of the student employee to secure any work permit, physical examination, etc. and obtain authorized signatures on the contract.

6. The student employee must be able to provide proper documentation (i.e official paystubs) at minimum 3 times per trimester, to verify hours worked. Students MAY NOT be paid in cash.
7. The student employee must maintain frequent and timely communication with the program director to ensure they are meeting all requirements of the program. (Check email, listen to announcements, etc.)
8. The contract must be signed by the counselor and principal for approval and returned to the program director for filing before the release from classes and employment may occur.
9. The student cannot quit their job or change their employer without conferring with the program director and principal and filing a new contract.
10. The student must report to work each day unless excused by the employer or for a school sponsored activity. If the student is not working on a regular basis, they must report to school to take additional classes.
11. The student cannot report to work if they stay home from school due to illness or any reason that does not have prior approval of the high school principal. If you miss more than 5 days of school/work based learning per trimester you cannot participate in this program.
12. Transportation to and from the place of employment is the responsibility of the student and parent.
13. If the student is suspended from school the work privilege is also suspended. For example: if a student receives an out of school suspension, they are NOT ALLOWED to report to work during that school day.
14. The student will receive 0.5 credits per trimester per period with a maximum of 4 credits total during the student's high school career, unless an exception is made by the principal.
15. This class is pass/fail only. Failure to turn in required paperwork to the program director will result in a fail and further participation in work based learning will be prohibited.
16. It is the employer's responsibility to provide a safe working environment with proper supervision and insurance.
17. It is the employer's responsibility to inform New Auburn High School of the student employee's work habits and progress on the job.
18. New Auburn Schools reserves the right to exclude a business due to illegal or unsafe practices as reported by state or county agencies, including direct knowledge of school officials.
19. Students are allowed to have two hours of work release per day. Under extenuating circumstances, seniors may seek approval for 3 periods per day if they are working in their career fields. The principal must approve this special circumstance and at no time will they be allowed to miss more than 3 periods per day.

### **RETENTION, COURSES AND GRADE REQUIREMENTS**

High school students achieving unsatisfactory grades in required courses for either a trimester or a year must repeat said courses and achieve a passing grade.

Failed courses should be repeated the following trimester or year except in unusual circumstances or conflicts. Credit for failed or incomplete courses may be taken at district approved correspondence and/or online schools with prior permission from the administrator.

Middle school students failing to achieve a year's average satisfactory grade (the averaging of the four quarter grade base percentiles) in math, science, language arts, reading and social studies, or other required courses will repeat the failed course(s) either in the school or through a correspondence make-up course of study.

### **CHEATING AND PLAGIARISM**

Cheating and/or copying are not permitted. Students are responsible for doing their own work and to give credit where credit is due. Failure to do so is a serious offense. Students will be retaught the expectations and will be required to demonstrate their own knowledge of the material in a manner determined by the teacher for all significant assignments with the opportunity to receive credit for their work.

### **Consequences:**

<b>1<sup>st</sup> offense</b>	Notification of parents and lunch restriction or in school suspension
<b>2<sup>nd</sup> offense</b>	Conference with administration, parents, and student and additional consequences up to In School Suspension
<b>3<sup>rd</sup> offense</b>	Conference with administration, parents, and student. In School Suspension with possible removal from course with no credit.

### **STUDENT RECORDS**

Parents of students under 18 years of age may examine their student’s school record. Students over 18 years of age may examine their own records. Records belong to the school and a counselor or a principal/administrator must be present during the examination. Please call for an appointment.

**Pupil Records:** means all records relating to an individual pupil, maintained by the school, but does not include notes or records maintained for personal use by a teacher or another person who is required by the Department of Public Instruction to hold a certificate, license or permit. Records and notes are not available to others nor does it include records necessary for, and available only to persons involved in, the psychological treatment of pupils.

**Behavioral Records:** means those pupils records which include psychological tests, personality evaluations, records of conversations, any written statement relating specifically to an individual pupil’s behavior, tests relating specifically to achievement or measurement of ability, the pupil’s physical health records and any other pupil records which are not progress records.

**Progress Records:** means those pupil records which include the pupil’s grades, a statement of the courses the pupil has taken, the pupil’s attendance record and records of the pupil’s extracurricular activities.

### **CONFIDENTIALITY**

All student records are confidential, with the following exceptions:

- a) A pupil, or parent/guardian of a minor pupil, shall, upon written (email) request, be shown and/or provided with a copy of the pupil’s progress records.
- b) An adult pupil, or the parent/guardian of a minor pupil, upon request, may be shown, in the presence of a person qualified to explain and interpret their records and the pupil’s behavioral records. The adult pupil or parent/guardian, shall, upon request, be provided with a copy of their records.
- c) The judge of any court of this state or of the United States shall, upon request, be provided by the school district with a copy of all progress records of a pupil who is the subject of any proceeding in such court. Pupil records shall be provided to a court in response to a subpoena by parties to an action, for in camera inspection, to be used only for purposes of impeachment of any witness who has testified in the action. The court may turn said records or parts thereof over to parties in the action or their attorneys if said records would be relevant and material to a witness’s credibility or competency.
- d) A pupil’s records may be made available to persons, who hold a certificate, license or permit in the school in which the pupil attends as required by the Department of Public Instruction under S. 115.8 (7).
- e) Upon the written permission of an adult pupil, or the parent/guardian of a minor pupil, the school shall make available to a person named in the permission form, the pupil’s progress records or such portions of his behavioral records as determined by the person authorizing the release. The school board may provide the Department of Public Instruction or any public officer with any information required under Chapters 115-121. A student’s records may be used in suspension and expulsion proceedings and by the multidisciplinary team under Chapter 115 of the Statutes.

The principal shall have primary responsibility for maintaining the confidentiality of all student records kept at the school. All requests for inspection or for transfer to another school district should be directed to the principal or their qualified designee, who will then determine whether inspection or transference is permitted under this

policy. The principal or their qualified designee shall be present to interpret behavior records when inspection is made.

**Transfer of Records:** Records relating to a student shall be transferred to another school district upon receipt of written notice from an adult student or the parent/guardian of a minor student that the student intends to enroll in another district, or upon written notice from the other school district that the student has enrolled. Records will be sent directly to the new school district, at no time will they be given to parents.

**Right to Inspect Official Records:** Parents of students shall have the right to inspect and review any and all official records, files, and data directly related to their children. This will include all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system, and specifically including, but not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude, and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings, observations, and verified reports of serious or recurrent behavior patterns. When such records or data include information on more than one student, the parents of any student shall be entitled to receive, or be informed of, that part of such records or data pertaining to their child was requested. Such right to inspect and review shall be granted to a parent/guardian of a student within 45 days of receipt of written request for such inspection and review.

**Transcripts:** Students desiring transcripts of grades need to request so by completing the form on the district website. Transcripts cannot be made available upon demand, please plan ahead.

### **STUDENT AWARDS AND SCHOLARSHIPS**

Students in the school district shall be informed annually of any available scholarships and awards. Literature concerning available scholarships is posted in the school building and/or available through the school counselor. Criteria for school district awards and scholarships shall be developed within the school district goals and objectives.

### **HEALTH SERVICES**

Our health service office is located in the administration office. Health office hours are 7:30 am to 3:30 pm, daily. Students becoming ill or injured during the school day are to report to the health office after checking out with their scheduled assigned teacher or supervisor.

**Student Medication:** may be administered when required by a doctor. Administrative paperwork must be completed and on file with the health aide.

Students who are unable to continue regular school attendance will be counseled as to educational alternatives available to them. With a physician's certification, these requests for homebound instruction shall be submitted in writing to the administration.

Parents will be notified of an injury or illness as warranted. If the parent cannot be reached, the procedures noted on the student emergency form will be followed. Ill or injured students will not be sent home unless a parent/guardian is contacted or other arrangements are made. Middle school and high school students who are sent home are to check out in the high school office. Elementary students are to check out of the administrator's office. Accident investigation reports will be filed by the supervising staff members with the health aide when student injuries occur.

### **ACCIDENT INSURANCE**

All students are covered by the First Agency, Inc. First Agency, Inc. will, in most cases, cover the cost of injuries not covered by parents' insurance. There will be a \$100 deductible for each claim submitted. In all cases, the parents' insurance is the first and primary carrier. First Agency, Inc. will be the secondary insurance and will cover students

at school sponsored activities and while under school supervision. First Agency, Inc. will not cover costs of injuries resulting from fighting and other inappropriate behavior.

### **LUNCH PROGRAM**

Students in the school district shall have an opportunity to participate in school lunch, breakfast and milk programs. These programs shall be administered by the district administrator, or designee, in accordance with established guidelines.

All **elementary students** are to eat in the cafeteria. An elementary student finished with lunch should return their trays, utensils and waste to the proper area and return to their lunch table until dismissed to return to their classroom or recess.

**Middle school and high school students** are to eat in the cafeteria or predetermined classroom with the teachers permission. When leaving the cafeteria, return trays, utensils and waste to the appropriate areas. Middle school and high school students are allowed to sit in the commons or play in the gym, at their designated time, before or after lunch. Loitering in corridors, lavatories, or classrooms is disruptive to others in class, therefore loitering is not allowed. **No food or drinks are allowed in the gym during lunch time.** Note: High school students are allowed to eat in classrooms with the permission of the teacher given that they are responsible and clean up their mess including their trays.

Food service prices shall be established by the board annually. In accordance with federal guidelines, the district shall offer free and reduced price for food services, to students who qualify.

**Lunch Money:** Students may put money into their lunch account by E-funds, or by placing it in an envelope and taking it to either school office, or giving it to the person at the meal computer cart in the lunchroom. Each student should maintain a positive balance in his or her lunch account. Students not maintaining a positive balance may be excluded from participating in the school lunch program.

### **LIBRARY AND INSTRUCTIONAL MATERIALS SELECTION**

The board is legally responsible for all matters relating to the operation of the school district. The responsibility for the selection of instructional materials, however, is delegated to the professionally trained certified personnel of the district. Selection of material may involve instructional media specialists, coaches, teachers, students, and administrators.

**Library:** Students and teachers are encouraged to use our library resources to the maximum. Please ask the librarian or aide(s) for help in finding books or using the library computers. A maximum of 3 books may be checked out at one time. Exceptions may occur at the librarian's discretion.

Library books may be checked out for 2 weeks. Books are to be returned promptly when due. Borrower fines are levied on overdue books. If a book is lost, a replacement fee is charged. Books, pamphlets, and magazines which have been signed out are to be returned to the drop box or the library desk. During the regular school day, a pass is issued before a middle school or high school students go to the library. Student passes are to be presented to the librarian. Students are to work quietly while in the library.

**Public Complaints about Instructional/Library Materials:** The board of education of the school district reserves to itself the final responsibility for all library and instructional materials used and curricula taught in the district schools. The board recognizes that without a free and vigorous exchange of ideas, learning and teaching cannot take place effectively.

When citizens have concerns about particular instructional materials, these concerns should be presented to the building principal in accordance with established procedures. If a citizen is not satisfied with the administrative decision regarding the instructional materials in question, they may submit the concern to the board in writing for consideration.



## **DISTRIBUTION OF PUBLICATIONS AND HANDBILLS PRODUCED BY STUDENTS**

School newspaper, yearbooks, literary magazines, and similar publications are encouraged as learning experiences. As such, they shall have qualified faculty advisors and shall strive to meet high publication standards. These publications shall reflect the judgment of the student editors, which carries the obligation to be governed by the standards of responsible journalism. It is essential that school newspapers provide opportunities for members of the student community to express a variety of viewpoints and opinions.

The school will encourage the expression of a variety of viewpoints and opinions. If the principal or administrator finds the publications may contain libelous or obscene language, will incite persons to illegal acts, or is grossly insulting to any group or individual, and also reasonably forecasts that its distribution to the students will substantially disrupt or materially interfere with school procedures, the principal/administration shall notify the advisors of the publication that its distribution may not be initiated or must be stopped and state the reasons.

## **SECURITY CAMERAS**

Students should refrain from tampering with school security cameras. The school's camera's primary purpose is to improve school security. The cameras may be used when feasible to manage student behavior or solve student crimes. Parents and students by law are not allowed to view the footage without a court order.

## **STUDENT CONDUCT**

Respect is the key to getting along with others. Therefore, everyone is expected to show respect for others at all times. Students are to refrain from verbally and physically abusing or harassing others. If a problem develops, try to work it out. If you cannot work it out, seek help immediately from the nearest adult.

All student behavior should be based on respect and consideration for the rights of others. Students have a responsibility to know and follow the rules and regulations of the school. Students shall conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the board in all district employees.

Students are expected to abide by the student handbook and code of conduct as outlined in this document, and as stated in the rules and regulations established by the principal/administration of the school. This applies to conduct on/adjacent to school premises, on school vehicles, and at school-related events.

All employees shall share responsibility for supervising the behavior of students and for seeing that they met the standards of the conduct established by the principal/administration. In enforcing rules for student conduct, staff members shall place particular emphasis upon educating students in the ability to act in an appropriate manner.

## **BEHAVIOR CLARIFICATION**

Behavior, or an action, which disrupts the learning environment or infringes upon the health, safety, and/or general welfare rights of others, breaches school policy. A student should move about the school in a safe manner during passing time, breaks, and/or lunch hour, as well as before and after school. Students will avoid horseplay, inappropriate displays of public affection, and/or physical contact games while in school.

A student should help keep the building clean and free from litter or trash. Eat or drink in designated areas only. Classrooms and the high school gym are not designated areas without staff approval.

Playground or school equipment should be used in accordance with designed use. A student may not throw snowballs, objects or do any physical activity which could cause injury to themselves or others. Students will refrain from using and displaying vulgar, lewd, obscene, or plainly offensive language.

During evening activities, students and spectators are to watch the event and render support for our classmates and teams. Wandering about the grounds/building or engaging in acts dangerous to one's self or others is not acceptable. Students are at school to attend the event and are expected to remain in the viewing area and

conduct themselves with respectful behavior. Students are not permitted to wander the hallways, or other areas, but are permitted to go to their locker to retrieve personal/school items.

### **STUDENT DISCIPLINE**

Sound disciplinary measures shall be maintained in the school district. All teachers shall ensure that proper student conduct is maintained in their classroom, in the halls, on school premises, on scheduled field trips, and at school-sponsored activities.

A positive restorative approach in the disciplinary measures shall be used, taking into account the dignity of the student, the seriousness of the infraction and the need for positive motivation of students.

Effective discipline within the student body is vital if a quality education is to be attained. Without good discipline, the school cannot function at the desired level of instructional efficiency. An appropriate atmosphere or climate for learning is everyone's responsibility both in and out of the classroom. The best ingredients for good discipline are "self-discipline" and cooperation. Examples of behaviors that are desired include: respect for the rights of others, respect for property, pride in one's work, achievement within the range of one's ability, grit during difficult situations, and exemplary personal standards of courtesy, decency, and honesty.

Students should arrive promptly to class and be prepared to participate by bringing books, pen, and paper to class. A student is expected to remain seated during class, follow directions and use appropriate protocol for class participation (raise hand, etc.). Students should not swear, provoke, nor harass others and should keep hands, feet and objects to themselves.

Occasionally, it becomes necessary for staff members to take action in order to elicit the cooperation of students. It is our objective that discipline throughout the school must be based on practices that are firm, fair, and consistent.

**Detention:** Detentions are held during lunch hour and are conducted every day, Monday through Friday. The purpose is to effect an improvement in the student's citizenship due to one or more of the following typical infractions of the school policies: chronic tardiness to school or class, failure to follow general rules and misbehaviors or insubordination. Students are detained to reteach behavior expectations and help them understand how their actions affect themselves and others. Detention shall take precedence over jobs, student activities or other commitments.

Parents will be notified of detentions scheduled for before or after school. Detentions may be served the same day they are assigned. Parents and/or students will be responsible for transportation home. Students failing to serve detentions as assigned are subject to additional detention time and/or suspension from school.

#### **Detention Rules:**

- Report to the assigned room on time and remain there until dismissed.
- Bring materials to study; include books, paper, pen or pencil.
- Take a seat assigned and wait for instructions.
- Students will not be permitted to leave the detention room without permission.
- Students may not participate in a school activity until detentions are served.
- No cell phones allowed.

**If there is a legitimate excuse for a student being absent from a detention, a parent/guardian must contact the school PRIOR to the absence.**

The detention program may cause inconvenience for students and some parents. It must be recognized, however, that willful misconduct by the student is the cause of both the detention and any resulting inconvenience to students and parents.

### **ADMINISTRATIVE DISCIPLINARY ACTION**

When a teacher is unable to adequately handle a behavior situation alone, they will contact the administration. Students violating provisions of this code are subject to the disciplinary action(s) listed below. Disciplinary action taken need not necessarily follow the order listed. The severity of the student's breach of behavior and repetitions of the act of behavior will have a bearing on the action(s) taken and will be at the discretion of administration. Notification of parents and/or suspension from classes or school and/or parent conference and/or referral to special school district personnel may be required for readmission.

For severe and/or repetitious acts, the student may be removed from school for special placement or expulsion. When appropriate, a student may be referred to the police department, district attorney's office or juvenile court.

**Restorative Conference:** Administration and student will meet and use restorative practice to examine the impact of the students behavior on the educational environment. This conference may include the teacher, other students, and/or the parents as needed on a case by case basis. There will often be a restorative consequence assigned to the student; for example: letter of apology, work to repair any damage (cleaning up after throwing food, etc), detention, a conference with those impacted etc. The goal of restorative practices is to have the student consider the consequences of their actions and make amends. It may be used in conjunction with all other disciplinary actions.

**Lunch Detention:** An office assigned detention will take place in the grade appropriate office and follow the rules laid out above.

**Suspension:** Students may be suspended from school for one to ten days for unacceptable behavior. Suspension may be either in-school or out-of-school. The student, appropriate teachers and the parents will be informed of suspension. Students on suspension may not attend nor participate in **any** school activity or be on school property, until reinstated. Parents are expected to counsel students on the incident and work toward improving their child's attitudes and behavior relating to the specific incident.

**In-School Suspension:** Students may be assigned to in-school suspension as a form of disciplinary action by the principal/administration. Students who receive in-school suspension will be required to bring study material and work to the room in which they are placed. Such suspension is the exclusion of a student from a portion or all of their regular classes. Students on in-school suspension are expected to work quietly and cooperatively in a self-contained work situation the entire day or for those periods of the day assigned. Failure to meet expected work assignments and follow instructions can result in further disciplinary action. Any student who refuses to behave or work while on in-school suspension shall be assigned an additional day for each day of such behavior or shall subject themselves to more severe disciplinary action.

**Out-of-School Suspension:** Out-of-school suspension means the exclusion of a student from school for a period of time, or until a specific set of conditions is met. Such actions will be taken by the school administration. Assignments will be provided so that the student may remain current. Any test or work missed that covered previous learning will be administered upon the students return and credit provided.

### **PERSONAL AND PROPERTY RIGHTS**

**Physical Threats, Extortion, and Violence:** Acts which disrupt or cause others to disrupt the operation of school or school sponsored functions are inappropriate. This includes all acts which WI Statutes define as crimes and which interfere with the operation of school or school sponsored functions, such as disorderly conduct, misconduct on public grounds, unlawful assembly, hazing, battery, extortion, etc. No student or group may restrict another persons' freedom to property utilize school facilities and programs.

Incidents of physical assault or severe verbal intimidation are not acceptable at school or at school sponsored functions. In addition to disciplinary actions by the school, law enforcement officials may be contacted to conduct an investigation. Acts of physical fighting and violence will result in suspension. This does not prevent a student from defending themselves from attack; however, they must immediately seek adult assistance when safe to do so

**Stealing, Destroying, or Defacing School Property:** This includes all acts of which WI Statutes define as crimes, such as theft, criminal damage to property and robbery. No person may steal, deface or destroy another person's private property or any public property. Students will be held responsible for replacement or reimbursement of defaced, destroyed or stolen property and possibly face suspension or expulsion. Incidents of this nature are referred to law enforcement.

Residents of the New Auburn School District have made a significant investment in our buses, buildings and grounds. In order to protect this investment, school and community officials will vigorously prosecute anyone caught damaging, defacing or trespassing on school property.

**Verbal Abuse and Harassment:** Swearing, defiance, inappropriate language and/or actions that are demeaning/threatening to others and/or disruptive to school operations will not be tolerated.

Courteous behavior is expected of all students. Obscene language or defiance of school personnel is not permitted. Students shall be expected to show consideration for fellow students, create a positive school atmosphere, and act in such a manner that will reflect favorably on the individual student and on the school.

As required by PI-9.03 (1) (b), the New Auburn School District shall not discriminate in standards and rules of behavior, including pupil harassment. "Pupil harassment" means behavior toward a pupil or pupils based, in whole, or in part, on sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability which substantially interferes with a pupil's school performance or creates an intimidating, hostile or offensive school environment.

**Bullying:** Bullying is defined as a deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being.

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, sexual orientation, physical attributes, physical or mental ability or disability, and social, economic, or family status. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing. Actions that take place off of school grounds, but impact the learning environment are the prerogative of administration to deal with; for example, social media posts made off school grounds that refer to school related activities.

Any reported bullying will be investigated promptly by the building principal. If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to reprimand, suspension, or possible expulsion.

**Gambling:** No gambling is permitted in school or at school sponsored functions. An exception to this rule is school fundraisers approved by the principal/administrator such as raffle tickets.

**Pornography/Lewd Media:** Possessing, showing, or viewing any nude, lewd, or lascivious images whether of actual people, or computer generated human likenesses is specifically prohibited. This is done to protect the students in the building. Classic art, biology, or health images are excluded from this prohibition. Violation of this policy will likely result in a suspension on the first offense and may include a referral to law enforcement.

## **ILLEGAL SUBSTANCES AND WEAPONS**

**Controlled Substances:** This is a summary and a general statement applicable to anything that the law regards as a controlled substance. It should be noted that the use or possession of look-alike products may result in the same consequence as the use of actual illegal substances due to the educational distraction they may cause. Examples of look-alike products include, but are not limited to, the following: jerky snuff and soda bottles or cans that mimic alcoholic beverages.

It is the policy of the New Auburn School District that the presence of any controlled substances, alcohol or weapons on the school premises is totally unacceptable. Therefore, if it is determined by normal investigation that any student, at any grade level, has or has had on their person or in their possession, any controlled substance, drug paraphernalia, paraphernalia which has any residue of controlled substances, any alcoholic substances or weapons on school property or at a school activity, they shall, upon the first offense, be suspended from school for a period of three school days. At this time, the parents of such a student shall be given oral or written notification of the suspension, the reason for the suspension, and the possible consequences of a second incident. Agencies the parents may refer to for assistance will also be provided. Upon the second offense, the student will be suspended and will be recommended to the board of education that the student be expelled for the remainder of the school year. If expelled, a petition for re-entry to school will be considered upon the successful completion of a drug or alcohol rehabilitation program.

**Smoking, Use or Possession of Tobacco and Similar Products:** Use of tobacco endangers health. State law prohibits use of tobacco products on school property. It is also a hazard to the safety of others in the school building. A student may not possess or use tobacco of any type while in the school building, on adjacent school grounds, or at school sponsored functions. This rule also applies to electronic cigarettes, or similar, and vaping materials, regardless of whether nicotine is/was present or not. Students and parents will be encouraged to participate in an educational program about tobacco and its effects. This includes vaping and other electronic devices. Note: a vape that includes THC will be considered a illegal drug offense.

**Possession or Use of Alcohol, Drugs, Chemicals:** The use or possession of illegal drugs is a health and safety hazard. No student may appear at any school or school sponsored function under the influence of illegal drugs or chemicals in their possession. This means the use or possession of alcohol, drugs, or chemicals which WI Statutes define as illegal for students to use. It also includes the possession or use of paraphernalia related to the use of such substances. These items are not to be in a student's possession while at school, on school property (including buses) or at school events (even if the event is not on school property). The principal/administrator is the arbiter in matters relating to the possession and/or use of alcohol, drugs, chemical substances or use of related paraphernalia at school, on school property, or at school events.

Students who violate this policy are subject to the following actions by the school: parental notification, suspension of three days or more (pending the consideration of expulsion), consideration of student for expulsion, referral to other agencies dealing with health, social conditions, or treatment of drug abuse, and other actions deemed appropriate. Police/sheriff will be notified in **all** cases.

**Weapons:** Firearms, guns of any type whatsoever, including air and gas powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, explosives, chemical weapons, etc., are not to be on school property at any time. It should be noted that the use or possession of look-alike weapons may result in the same consequences as the use or possession of actual weapons due to the educational distraction they may cause.

Students are to refrain from engaging in discussions about killing, bombs, or explosive devices at school or a related function. Any verbalization of the word bomb or related words will be deemed a valid threat and could result in disciplinary action up to and including expulsion.

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 authorized by the district. The term “weapon” includes any object which, in the manner in which it is used, intended to be used, or represented, as capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. The administrator is the arbiter of the weapons policy.

Students who violate this policy are subject to the following actions by the school: parental notification, suspension of three days or more (pending the consideration of expulsion), and consideration of student for expulsion, referral to other agencies dealing with health or social conditions, and other actions deemed appropriate. Police/sheriff will be notified in **all** cases.

**Weapons Exceptions:** Weapons under the control of law enforcement personnel and theatrical props used in appropriate settings and other items pre-approved by the principal/administration as part of a class or individual presentation under adult supervision may be brought to school. Working firearms and ammunition will never be approved as part of a presentation.

**Responsible Reporting:** Students who locate any illegal item listed above and immediately bring it to the closest adult or the office, or inform the staff, will be recognized as the responsible citizen they are and will not be subject to disciplinary action. This includes accidentally bringing a knife to school from prior work and turning it in immediately to a school staff member. Ex: using a knife to feed livestock in the morning, finding it in your pocket at school, and turning it into the office.

### **EQUAL EDUCATIONAL OPPORTUNITIES**

The school district is committed and dedicated to the task of providing the best education possible for every student in the district for as long as the student can benefit from attendance and the student’s conduct is compatible with the welfare of the entire student body.

Non-discrimination policies will be printed in the student handbook, course selection booklet, enrollment materials, and published annually in August to make students and parents aware of their rights.

Complaints regarding the interpretation or application of this policy shall be referred to the district administrator and processed in accordance with established procedures.

### **DISCRIMINATION AND COMPLAINT PROCEDURES**

If any person believes that the school district or any part of the school organization has inadequately applied the principles and/or regulations of title VI, Title IX or Section 504 or in some way discriminates on the basis of sex, race, national origin, ancestry, age, creed, pregnancy, parental or marital status, sexual orientation, or physical, learning, mental, or emotional disability, they may bring forward a complaint to the district administrator at the administration office, 704 N. East street, PO Box 110, New Auburn, WI 54757, or by telephone 715-237-2202, ext. 101.

**Informal Procedure:** A person who believes that they have a valid basis for complaint shall discuss the concern with the building principal who shall investigate the complaint and respond in writing within five (5) school/business days. If this reply is not acceptable to the complainant, they may initiate formal procedures according to the following.

#### **Formal Procedure:**

**Step 1:** A signed, written statement of the grievance shall be prepared by the complainant. This grievance shall be presented to the district administrator within five (5) school/business days of receipt of the written reply to the informal complaint. The administrator shall further investigate the matters of the grievance and reply in writing to the complainant within ten (10) school/business days.

**Step 2:** If the complainant wishes to appeal the decision of the administrator, they may submit a signed statement of appeal to the district administrator within five (5) school/business days after the receipt of the district administrator's response in step 1. The administrator shall meet with all parties involved, formulate a conclusion, and respond in writing to the appeal within ten (10) school/business days.

**Step 3:** If the complainant remains unsatisfied, they may appeal through a signed, written statement to the board of education within five (5) school/business days of their receipt of the district administrator's response to step 2. In an attempt to resolve the grievance, the board of education shall meet with the concerned parties at a meeting of the board within fifteen (15) school/business days of the receipt of such an appeal. A copy of the board's disposition of the appeal shall be sent by the board clerk to each concerned party within ten (10) school/business days of this meeting.

**Step 4:** If, at this point, the grievance has not been satisfactorily settled, further an additional appeal may be made within thirty (30) school/business days to the Department of Public Instruction, Equal Educational Opportunity Office, PO Box 7841, Madison, WI 53707. An appeal may be made to the office of Civil Rights, U.S. Department of Education, Washington, D.C. 20201

**Grievance Procedures – Special Education:** Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child with exceptional educational need shall be processed in accordance with established appeal procedures outlined in the district's special education handbook.

**Grievance Procedure – Federal Programs:** Discrimination complaints relating to programs specifically governed by federal law or regulation shall be deferred directly to the State Superintendent of Public Instruction, PO Box 7841, Madison, WI 53707.

**Distribution of Discrimination Grievance Procedures:** The adopted discrimination grievance procedures shall be distributed to students, parents, employees and others to inform them about the proper process of making a complaint. The information shall be published in student/parent/staff handbooks, in news articles before the start of school, and at other appropriate times, board policies posted in the staff lounge, guidance office, and course offering booklet.

### **MAINTENANCE OF GRIEVANCE RECORDS**

The district administrator shall keep records of all formal and informal complaints for the purpose of documenting compliance and past practices. The records shall include information on all levels of the complaint and any appeals. The records should include: the name of the complainant and their title or status, date the grievance was filed, specific allegation made and any corrective action requested by the grievant, name(s) of the respondents, levels of processing followed, and the resolution, date and decision making authority at each level, summary of facts and evidence presented by each party involved and a statement of the final resolution and the nature and date(s) of any corrective or remedial action taken.

**Review of Code:** As a statement of public policy, this code should be subject to regular review so that problems can be solved which from time to time may arise. Suggestions for amending the code's language shall be made by submitting them in writing to the principal/administrator. A committee composed of students and staff will meet as warranted.

**Scope of Code:** This code applies to all New Auburn School District students. The school may establish and publish regulations, or procedures which are consistent with the provisions of the code.

This student handbook and code of conduct were established according to the New Auburn School Board Policy and Extra-Curricular Athletic Code. Equal Opportunity Discrimination and Complaint Policy is published yearly. It also follows the rules of the following laws and state statutes. Wisconsin Statutes Sections: 115.28 (2), 115.80, 118.05 (1) (d), 118.12, 118.13, 118.14, 118.16, 118.16 (4) (b), 118.164, 118.258, 118.33 (1) (b), 118.35 (1) (b),

119.25, 120.10 (16), 120.12 (2), 120.13, 120.13 (1), 120.13 (5), 120.13 (6) (10), 120.13 (i), 121.02 (1) (g), 121.02 (1) (O), (r) (s), 121.02 (i) (h), 121.52 (2), 140.05

Administrative Codes: PI 8.01 (2) (h), PI 9, PI 9.03 (1), PI 9.03 (i)

Title VI, Civil Rights Act of 1964

Title IX, Education Amendments of 1972

Section 504, Rehabilitation Act of 1973



**School District of New Auburn  
Student Handbook  
Signature Page**

I, \_\_\_\_\_, acknowledge viewing a copy of the 2023-2024 New Auburn School District Student Handbook. I understand it is my responsibility to have reviewed this handbook with my parents. The handbook link on the school website can be referenced throughout the school year. The handbook link is: [www.newauburn.k12.wi.us/students/forms-students.cfm](http://www.newauburn.k12.wi.us/students/forms-students.cfm) Physical copies also are available in the office.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

The handbook link is: [www.newauburn.k12.wi.us/students/forms-students.cfm](http://www.newauburn.k12.wi.us/students/forms-students.cfm)

- Then click – Student Handbook