



# Student Handbook Code of Conduct

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)

## TABLE OF CONTENTS

Letter of Welcome	3
School Calendar	4
School Profile	5
Preamble	6
Code of Student Rights	6
Parental Notification of Non-Discrimination Policy	7
Definitions of Terms	7
General Information	8
Searches	9-10
Visitors	10
School Closing and Delayed Starts	10
Teachers and Support Staff	10-11
Middle School and High School Bell Schedule	11
Elementary Recess and Lunch	12
Student Accountability and Attendance	12-13
Open Campus	13
Age of Majority	13-14
Attendance Policy and School Admissions	14-15
Excused Absences	16-17
Dress and Appearance	17
Electronic Communication Devices	17-18
Transportation and Bus Expectations	18-19
Motor Vehicle	19-20
Co-Curricular Activities	20
Student Organizations	20-21
Class/Student Activities and Fund Management	21-22
Counseling Program and Student Services	22-23
Student Evaluation	23-24
Graduation Requirements	25-26
Retention, Courses, and Grade Requirements	27
Cheating and Plagiarism	27
Student Records and Confidentiality	27-28
Student Awards and Scholarships	28
Health Services	28-29
Accident Insurance	29
Lunch Program	29
Library and Instructional Materials Selection	29-30
Distribution of Publications and Handbills Produced by Students	30
Security Cameras	30
Student Conduct	30
Behavior Clarification and Student Discipline	30-32
Administrative Disciplinary Action	32
Personal and Property Rights	32-33
Illegal Substances and Weapons	33-35
Equal Educational Opportunities	35
Discrimination and Complaint Procedures	35-36
Maintenance of Grievance Records	36
Review and Scope of Code	36
Signature Page	37

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 you wish to make it.



**CONTACT INFORMATION**

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

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

<b>POSITION</b>	<b>STAFF</b>	<b>EXT.</b>
District Administrator	Scott Johnson	106
Principal	Ashley Mason	531
Administrative Assistant	Bonnie Halberg	108
High School Administrative Assistant	Michele Crooker	530
Receptionist	Louise Cody	105
Accountant	Jan Kunstmann	107

**BOARD OF EDUCATION**

President	Tim Trowbridge
Vice President	Tim Nelson
Clerk	Shannon Berg
Treasurer	Jennifer Robey
Member	McKinze Berg

## 2019-2020 NEW AUBURN SCHOOL DISTRICT CALENDAR

		August							September							
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
August 26 New Teacher In-Service August 27-29 Teacher In-Service August 28 Open House - Picture Day						1	2	3	1	2	3	4	5	6	7	September 2 Labor Day - No School September 3 1st Day K-12 September 4 1st Day 4K-A September 5 1st Day 4K-B September 9 Late Start
		4	5	6	7	8	9	10	8	9	10	11	12	13	14	
		11	12	13	14	15	16	17	15	16	17	18	19	20	21	
		18	19	20	21	22	23	24	22	23	24	25	26	27	28	
		25	26	27	28	29	30	31	29	30						
		October							November							
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
October 7 Late Start October 24 Students Present 8:10-12:00 October 24 FT Conferences 12:00-8:00 October 25 Teacher In-Service - No School				1	2	3	4	5						1	2	November 1 End of Quarter November 4 Late Start November 25-29 Thanksgiving Break - No School
		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	
		December							January							
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
December 2 Late Start December 23-Jan 1 Holiday Break - No School		1	2	3	4	5	6	7				1	2	3	4	January 1 Holiday Break - No School January 6 Late Start January 21 End of Quarter
		8	9	10	11	12	13	14	5	6	7	8	9	10	11	
		15	16	17	18	19	20	21	12	13	14	15	16	17	18	
		22	23	24	25	26	27	28	19	20	21	22	23	24	25	
		29	30	31					26	27	28	29	30	31		
		February							March							
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
February 3 Late Start February 27 Students Present 8:10-12:00 February 27 FT Conferences 12:00-8:00 February 28 Teacher In-Service - No School								1	1	2	3	4	5	6	7	March 2 Late Start March 23-27 Spring Break - No School March 31 End of Quarter
		2	3	4	5	6	7	8	8	9	10	11	12	13	14	
		9	10	11	12	13	14	15	15	16	17	18	19	20	21	
		16	17	18	19	20	21	22	22	23	24	25	26	27	28	
		23	24	25	26	27	28	29	29	30	31					
		April							May							
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
April 6 Late Start April 10 Easter Break - No School April 13 Teacher In-Service - No School					1	2	3	4						1	2	May 4 Late Start May 22 Graduation 7:00 pm May 25 Memorial Day - No School
		5	6	7	8	9	10	11	3	4	5	6	7	8	9	
		12	13	14	15	16	17	18	10	11	12	13	14	15	16	
		19	20	21	22	23	24	25	17	18	19	20	21	22	23	
		26	27	28	29	30			24	25	26	27	28	29	30	
		June							Color Key							
		Sun	Mon	Tue	Wed	Thu	Fri	Sat								
June 5 End of Quarter June 5 Last Day - 1:00 Dismissal June 8 Teacher In-Service - No School							5	6	Open House - Picture Day							
		7	8	9	10	11	12	13	New Teacher In-Service							
		14	15	16	17	18	19	20	Teacher In-Service							
		21	22	23	24	25	26	27	Start/End of School Year							
		28	29	30					No School							
								Late Start								
								Students AM/Family-Teacher Conferences PM								

## **SCHOOL DISTRICT PROFILE**

The New Auburn School District serves a 4K-12 student population, of approximately 330 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 Symbol**

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

All the members of a school community, parents, students and staff are members of a team working together to create an optimal learning environment, through the development of democratic ideals. To achieve this goal, the extremes of regimentation and authoritarianism on one hand and anarchy and irresponsibility on the other must be avoided.

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 or intimidation.
- 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 Principal/Administrator.
- To hold peaceful rallies or demonstrations subject to the approval of the Principal/Administrator.
- 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.
- 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.

**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 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.

**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.

**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-shirt, 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.

**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 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.
- **Gym Assembly:** Elementary staff will escort their class to the designated area in the elementary hall. Middle School and High School staff will hold students in gym until elementary has exited. Then, students will line up and walk in single file to the high school boys' and girls' locker rooms. The weight room may be used if a large capacity crowd is present.



## 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.

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 is 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 same sex 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 search 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.

### VISTORS – 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. Students are discouraged from bringing guests to school.

### 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 from approximately 6:30 to 8:30 am as appropriate.

WEAU and WAXX (Eau Claire)	WJMC (Rice Lake)
WMEQ (Menomonie)	WAQE (Rice Lake)
WEAQ (Eau Claire)	WWIB (Cornell)
Z100 (Eau Claire)	WLDY (Ladysmith)

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

“Alert Now” 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.

### TEACHING STAFF

K4 and Early Childhood	Sarah Javenkoski	MS Math/Science/Geography	Ethan Anderson
Kindergarten	Jill Bergh	MS ELA	Karissa Giller
Kindergarten	Julie McFaul	MS/HS Social Studies	Karson Rihn
Grade 1	Bonnie Baker	MS/HS Science	Brittany Powell
Grade 1	Jackie Quilling	HS Math	Breahan Lynch
Grade 2	Kristi Gotham	HS English	Dallas Rayburn
Grade 3	Liz Cruse	MS/HS Band	Rachell Huss
Grade 3	Jenna Shipman	Tech. Ed.	Brady Rinn-Foss
Grade 4	Keenan Dahl	MS/HS Spanish	Virginia Loew
Grade 4	Brittany Dressel	Agri. Science	Brenda Scheil
Grade 5	Cindy Guest	Business Education/AD	Nanette Goodman
Grade 5	Brittany Sonnenberg	MS/HS PE/Driver’s Education	Bill Peterson
Elementary Special Education	Katie Elmhorst	4K-12 PE/MS Health/ HS Health	Deb Davis
Title 1/IT	Jamie Plummer	K-12 Art	Kim Van Grunsven
Media Specialist	Tina Schultz	K-5 Music/MS Choir/HS Choir	Cheyane Merz
Speech	Becky Myers	MS Special Education	Rachell Farrell
4K-12 School Counselor	Jerrett Kowalski	HS Special Education	Kristine North

**SUPPORT STAFF**

Bus Driver	Robin Clough	Student Resources	Holly Brekken
Bus Driver	Arlyn Jerdet	Special Education Director	Lorna Margenau
Bus Driver	Kevin Meinen	School Psychologist	Dennis Gunnink
Food Service	Dawn Maresh	Health Aide	Louise Cody
Food Service	Amanda Schmidtfranz	Para Professional	Crystal Galetka
Head of Food Service	Karen Trowbridge	Para Professional	Linda Hermann
Custodian	Dalton Hinke	Para Professional	Mary Ann Omtvedt
Custodian	Brian McFaul	Para Professional	Janie Super
Maintenance Supervisor	Dennis Webb	Para Professional	Melissa Taylor
		Para Professional	Kathryn Wenaas

**\*Teacher and support staff telephone extensions are listed on the school website.**

**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 of the Main entrance until 8:00 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.**

**MIDDLE SCHOOL AND HIGH SCHOOL BELL SCHEDULE**

PERIODS	NORMAL TIME	PEP RALLY TIME	LATE START PERIODS	LATE START TIME
School Opens/Breakfast	7:55-8:07	7:55-8:07	School Opens	10:00-10:07
First Period	8:10-8:54	8:10-8:54	Student Goal Setting	10:10-10:25
Second Period	8:57-9:41	8:57-9:41	Resource	10:25-11:47
Third Period	9:44-10:28	9:44-10:28	Lunch	11:50-12:20
Fourth Period	10:31-11:15	10:31-11:15	First Period	12:23-12:43
Resource	11:18-11:48	11:18-11:48	Second Period	12:46-1:06
Lunch	11:50-12:20	11:50-12:20	Third Period	1:09-1:29
Fifth Period	12:24-1:08	12:24-1:08	Fourth Period	1:32-1:52
Sixth Period	1:11-1:55	1:11-1:55	Fifth Period	1:55-2:15
Seventh Period	1:58-2:42	1:58-2:42	Sixth Period	2:18-2:38
Eighth Period	2:45-3:29	2:45-3:29 (Pep Rally 3:00-3:29)	Seventh Period	2:41-3:01
Bus Dismissal	3:29-3:35	3:29-3:35	Eighth Period	3:04-3:24
			Locker Check-Ins	3:24-3:29

## SCHEDULE

**Late Start Dates:** Late Start is usually the first non-holiday Monday of each month, September through May, or as indicated on the official school district calendar, or by special notice.

**High School Activity Day Schedule:** Activity periods will be scheduled during Trojan Time. Activity sponsors are to request a meeting at least 5 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:**

<b>Grade Level</b>	<b>Lunch</b>	<b>Recess</b>
K	11:15-11:35	11:40-12:00
1	11:30-11:50	11:55-12:15
2	11:15-11:35	11:40-12:00
3	11:30-11:50	11:55-12:15
4	11:00-11:20	11:25-11:45
5	11:15-11:35	11:40-12:00

## **STUDENT ACCOUNTABILITY AND ATTENDANCE**

Student's whereabouts must be known during assigned periods. Students must be in class or assigned areas except during passing periods, or carry a hall pass.

It is the policy of the school district that the focus of the educational process must be the classroom situation. It is not suggested that this is the only learning situation that exists within the school for the child, but rather that this is the primary contact point in the teaching-learning situation. It is recognized of course that there are many legitimate reasons for student's being absent, illness, medical and dental appointments and family emergencies account for many absences. Unfortunately, many students also fail to attend classes because of reasons which are not legitimate or reasonable.

It is our feeling that any absences regardless of the reason, deprives the student of the opportunity to learn. While many assignments and class activities can be repeated, or duplicated, some classroom activities are impossible to replace.

While many student absences are unavoidable, it is hoped that parents share the concern of the school for the loss of educational opportunities which these absences represent. It is also hoped that parents will exert every effort to encourage students to attend classes regularly. Parents/Guardians are to 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. 104 on the day of the absence.

**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.

**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 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.

**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 written 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 hour.

#### **Requirements:**

- All grades are a B- or better.
- No unexcused tardy.
- No office discipline referrals (ODRs)
- No unexcused absence.

All students must sign out in the high school office. The requirements will be based on data from the previous day, and students who have met the requirement will be listed on the sign out sheet.

### **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. The administration and faculty will explore ways in which those students who have attained the age of majority can participate as full citizens in our society and to afford them the opportunity to exercise those privileges which are consistent with the general operation of the school and the welfare of students.

**Political Activities:** The professional staff will carry out procedures to encourage students as they reach 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 principal/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.

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.

Students beyond the age of majority electing to attend school in a district other than the residence of their parents, shall be subject to rules, regulations, and laws established by the state and local school district for the purposes of interscholastic athletic eligibility. WIAA regulations provide that a student whether an adult or not, is eligible for interscholastic competition only at the school in the district in which his or her parents are legal (physical) residents. He or she may be eligible without residency by parents in the same district after one calendar year of ineligibility. He or she may also participate in interscholastic activities due to a School of Choice decision using the rules and regulations of the WIAA as a guideline.

### **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 semester 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. Students absent from school without a valid (legal) excuse shall be considered truant under state truancy laws. Detention and notification of legal authorities could result.

Truancy shall be defined as any absence of part or all of one or more days from school during which the school district has not been notified of legal cause of such absence by the parent/guardian of the absent student and also intermittent attendance carried on for the purpose of defeating the intent of Wisconsin Statute 118.15. The school may request a written signed, dated statement stating the reason for the absence and time period covered by the absence. The board reserves the right to verify such statements and investigate the cause of each single absence.

Wisconsin Truancy Statute 118.16 also states, "Upon request of the legal attendance officer, a statement from the local health office or nurse or attending physician shall be permitted explaining the cause of the pupil's absence." Consequently, a parent may not keep a child out of school for other than legal reasons, and anyone filing a false statement under the truancy statute (118.16) is subject to a fine of not less than \$5.00 or more than \$50.00 or imprisoned more than three months or both.

Parents/guardians may also either be fined on the first offense of not more than \$500 or imprisoned for not more than 30 days or both may be assessed. The parent/guardian may be fined not more than \$1,000 or imprisonment for not more than 90 days, or both, for a second or subsequent offense. As required under Wisconsin State Law, a student shall be excused from school for the following reasons: physical or mental condition, obtaining religious instruction, permission of parent or guardian (limit 10 per year), religious holiday, suspension or expulsion, program or curriculum modification, high school equivalency-secured facilities and child at risk.

Any student who was absent for the following reasons, will not be allowed at any extra-curricular event on the same calendar day. Reasons including: in-school suspension, out-of-school suspension, and unexcused absence.

**School Attendance and Course Work:** Students being absent during a semester 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, all assignments and tests are to be made up within two days for all excused absences. Under unusual circumstances exceptions will be made on an individual student and class basis. Arrangements with each teacher will be the students' responsibility.

Suspended students will be allowed to make up work missed, but may receive reduced credit due to lack of participation, etc. 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, semester or year-end tests will not be denied 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.

**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 7.5 days in a semester or 15 days a year, for any 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.

## **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.

**Medical and Dental:** Doctor's appointments, surgery, hospital stays, testing and etc., which cannot be scheduled outside of the school day.

**Legal:** Court appearances, lawyer's appointments, etc.

**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. If this happens, parents may be required to provide medical verification.

**Make Up Work:** Make up work is the responsibility of the student. Students who have been absent are allowed two days to complete assignments. (Note: students have two days total – not two days for each day absent to make up work missed). In the case of a prolonged absence or illness, teachers may extend this time limit at their discretion. Any long term assignment or test which the student had been aware of prior to the absence will be due on the date of return to class. In many instances teachers may expect students to spend appropriate amounts of time after school in order to make up work that is missed. Students with excused, unexcused, and suspended absences will be given the assignments for work missed, so they can stay current. Students shall not be denied the opportunity to take any unit, quarterly, semester or grading period examinations. Tests and make up work may be completed during an after school session. No pupil shall be denied credit in a course or subject solely because of absences from school. Absences may be considered in combination with other factors as a basis for determining grades in a course or subject.

**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.
- Head coverings, including scarves and bandanas, and outerwear are allowed only when entering or exiting the school.
- Inappropriate language, graphics displaying drugs, alcohol, tobacco products, 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 distraction to others are not acceptable.
- Clothing that exposes bare midriffs, shows undergarments, and/or sleepwear is not permitted. Examples of such clothing include, but are not limited to: tank tops, short shorts/skirts, biking shorts, low-cut tops, and excessively torn clothing.

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 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 student, 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 against the student, up to and including suspension.

### **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 purpose.
- Students in grades 6-12 may use phones prior to the start of the school day (7:55-8:05 am) or after the completion of the school day (3:29 pm). 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, upon administrative approval.

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, etc.

Electronic devices of any kind are never to be used in locker rooms or restrooms.

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.

**Cell Phone/Electronic Device Disciplinary Actions**

<b>1<sup>st</sup> offense</b>	Phone is stored in the office and returned to the student at the end of the day.
<b>2<sup>nd</sup> offense</b>	Phone is stored in the office and returned to a parent/guardian when they are able to pick up from the office.
<b>3<sup>rd</sup> offense</b>	Phone must be stored in the office each day for one week (5 days) the phone is not allowed to be left at home, but must be stored in the office during the instructional day.

**\*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 at all times 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 PBIS guidelines of being respectful, responsible, and productive while riding a district school bus.

<b>Setting</b>	<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be Productive</b>
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 hand 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 PBIS 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.

**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 place 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 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. A certificate of insurance will be required for this request. 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.

### **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 and expect the unexpected to occur. 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 administration does not encourage students to drive motor vehicles to school. It is further recommended that students not ride as passengers with other students who drive motor vehicles to school. Community residents and teachers are to report vehicle violations immediately to the principal/administrator. Drivers violating the established rules will be forbidden to park on school premises as determined by the principal/administrator.

### **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 pass form the high school office with a parent permission form on file in 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 in quiet mode.

- 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/administrator.

**Motor Vehicle Violation Disciplinary Actions:**

1 <sup>st</sup> offense	If minor behavior, a verbal warning is issued.
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 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 expected to be in school that day. Students interested in forming new clubs or activities must submit a petition to the student council. If the council favors the petition, it is then submitted to the district administrator and the board of education for final approval. All formally recognized organizations will submit a copy of the organizations meeting minutes to the high school office no later than one day after the meeting.

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

**Skills USA**: Shop Club

**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 student council if they meet requirements. Each class (9-12) will elect up to three officers.

Middle School student council (6-8) will function the same way.

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

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

### **CLASS/STUDENT ACTIVITIES AND FUND MANAGEMENT**

Students are encouraged to participate in interscholastic athletics. Students who fail to meet the stated academic or conduct standards are subject to athletic code provisions. An extra-curricular activities program shall be offered to all students in the district. Participation in extra-curricular activities shall be in accordance with established school and activity rules. 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/administrator. 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.

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 the principal/administrator prior to the beginning of 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 good 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 fund 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.

**At the end of each fiscal year, the school auditor will audit the activity accounts.**

### **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 guidance department are responsible for the screening of all new students, the maintenance of student records, the testing program and student scheduling. The guidance 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 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 teacher 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.

### **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 letter grade and percentile basis. Teachers have been asked to evaluate students and render grades within the appropriate framework set forth below.

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

Each nine week term, report cards will be sent home with the student. Parents having questions about grades or other concerns are urged to call the school. 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 fourth quarter. All course work must be completed on or before the last day of school.

**Progress Reports:** Progress reports are sent out halfway through the nine week 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.

**Parent-Teacher Conferences:** Parent-Teacher conferences are scheduled twice during a school year once in late fall and again after the 1<sup>st</sup> of the year. 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 web site, school calendar, Trojan Talk 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.

**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:**

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

Grades K-12: locally developed criterion reference tests in nearly all subject areas.

The district assists in coordinating access for students interested in taking college entrance examinations such as the ACT or the SAT. High school students may also participate in aptitude test 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	SAT	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	optional		Merit Scholarship Test (optional)
12	x				optional	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



## GRAUDATION 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**

- 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
- Social and Emotional Health

### **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 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. Prior to performing any community service hours under this requirement, students and parents must complete an application requesting pre-approval for community service hours that meet the definition and safety regulations outlined by the school district. All hours approved for community service must be completed in a timely manner and receive proper validation at the completion of the approved work.

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.

Graduation requirements are as follows:

Class of 2020: 10 HOURS

Class of 2021: 15 hours

Class of 2022 and beyond: 20 hours

### **Early College Credit Program:**

The Youth Options statute was renamed the 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 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.

### **Semester and Year Long Courses:**

- All courses are either year or semester long. (See student resource for more information)
- Students may change semester classes at mid-year.
- Students will remain in yearlong classes for the duration.
- Dropping either a semester or yearlong class will result in a loss of a credit and a grade of an "F".
- Request 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 repeated acts of misbehavior will not receive credit.
- Students may change class no later than three 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.

## RETENTION, COURSES AND GRADE REQUIREMENTS

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

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

Middle school students failing to achieve a year averaged 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.

### Consequences:

<b>1<sup>st</sup> offense</b>	Notification of parents and a "0" credit for plagiarized work.
<b>2<sup>nd</sup> offense</b>	Same as 1 <sup>st</sup> offense, and also 1 day suspension from class.
<b>3<sup>rd</sup> offense</b>	Same as 1 <sup>st</sup> offense, and also 3 day suspension from school and a parent conference.

## 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 person involved in, the psychological treatment of pupils.

**Behavioral Records:** means those pupils records which include psychological test, 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 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.

**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 as pertains 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 in writing. 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 paper work 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 home bound 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 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. 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. **All students are required to remove their shoes when using the high school gym during lunch. No food or drinks is allowed in the gym or commons during lunch time.**

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 lunch room. 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 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 judgement 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 cameras primary purpose is to improve school security. The cameras may be used when feasible to manage student behavior or solve student crimes.

### **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 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. Water is the only beverage allowed in the classroom or gyms, as long as it is in a clear visible container and with specific permission by the teacher/administration.

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.

### **STUDENT DISCIPLINE**

Sound disciplinary measures shall be maintained in the school district. All teachers shall insure 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 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:** either after school, before school, or during lunch hour 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 counsel them in proper study habits and to make them more aware and concerned with general school policies. 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 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.
- Detentions are to be served a minimum of one each day until all are served.

**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 student 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 principal/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. 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.

**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 not to exceed ten days, 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 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. At a minimum, acts of physical fighting and violence will result in suspension.

**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 word 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.

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 fund raisers approved by the principal/administrator.

### **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 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.

**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 principal/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.

### **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 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 and Code of Conduct  
Signature Page**

I, \_\_\_\_\_, acknowledge viewing a copy of the 2019-2020 New Auburn School District Student Handbook and Code of Conduct. I understand it is my responsibility to have reviewed this handbook with my parents. The handbook link can be referenced throughout the school year.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

- Then click – Student Handbook and Code of Conduct