

# HUSTISFORD JR. /SR. HIGH SCHOOL STUDENT & PARENT HANDBOOK



## 2024 – 2025

### MISSION

The Hustisford School District is committed to empowering all students to learn the skill, acquire the knowledge, and develop the attitudes necessary for them to reach their full potential as citizens who can meet the challenges of a changing global society.

### NON-DISCRIMINATION POLICY

The Hustisford School District does not discriminate on the basis of age, race, color, sex, national origin, ancestry, religion, creed, pregnancy, marital or parental status, gender, sexual orientation (including transgender status, change of sex or gender identity), homelessness status, physical, emotional, or learning disability/handicap, in its curricular, career and technical education programs, co-curricular programs, student services, recreational or other programs and activities, or in admissions or access to programs or activities offered by the school district.

All career and technical education opportunities are offered on a nondiscriminatory basis and are open to all students in the Hustisford School District. These programs include offerings in business education, technical education, and family and consumer education.

The Hustisford School District will make reasonable accommodation of a student's sincerely held religious beliefs with regard to academic requirements. The Superintendent of Schools may be contacted regarding non-discrimination issues. He/she can be reached at: Superintendent of Schools, Hustisford School District, 845 South Lake Street, Hustisford, WI 53034 (920-349-8109). (School Board Policies - 1422, 2260, 3122, & 4122)

### DISCLAIMER STATEMENT

This handbook may not contain every situation/offense/action that may occur during a school year. The Hustisford School District reserves the right to employ strategies, solutions and take any necessary actions to ensure the health, safety, and well being of staff and students in the school district.

The Hustisford School District is an Equal Opportunity Employer

## TABLE OF CONTENTS

Bell Schedules	p. 3	<u>STUDENT/PARENT GENERAL INFORMATION</u>	p. 7 - 9
Graduation Requirements	p. 4	Locker Combinations	
<u>ACADEMICS</u>	p. 5	Medicine at School	
Academic Honesty		Military Recruiters	
Early Graduation		Motor Vehicle Regulations	
Graduation		Open Campus – Lunch Hour (12 <sup>th</sup> Grade)	
Honor Roll		Public Displays of Affection	
Human Growth and Development		School Closing	
Incomplete Grades		School Lunch Program	
National Honor Society (NHS)		School Performance Report	
Advanced Placement Exams (AP)		School Song	
Promotion/Retention		Search and Seizure	
Report Cards and Progress Reports		Selective Service Registration	
Senior Project		Skateboarding	
<u>ACTIVITIES</u>	p. 5 - 6	Student Records	
Field Trips		Student Religious Accommodations	
Participation in Activities		Student Signature Sheet	
Transportation for Activities		Student Valuables	
<u>ATTENDANCE</u>	p. 6	Textbooks/Workbooks	
Absences (Anticipated)		Visitors/Guests	
Absences (Excused)		<u>STUDENT CONDUCT</u>	p. 9 - 13
Absences (Excessive Excused)		Bomb Threats/Scares	
Attendance		Bus Conduct	
Attendance Expectations		Bus Behavior and Consequence Guidelines	
Habitual Truancy		Code of Classroom Conduct	
Tardiness		Complicity	
<u>GUIDANCE</u>	p. 6 - 7	Detentions	
Adding/dropping of classes		Suspensions	
Withdrawal/Transferring		Expulsions	
Start College Now		Sexual Harassment/Harassment of Students	
Youth Apprenticeship		Offenses/Actions	
<u>STUDENT/PARENT GENERAL INFORMATION</u>	p. 7 - 9	Bullying Policy	
Announcements		<u>SIGNATURE SHEET</u>	p. 15
Asbestos Management Notification			
Backpacks, Knapsacks, Shoulder Bags, and Purses			
Cell Phones / Electronic Devices			
Change of Address			
Class Officers			
Closed Campus (Grades 6 -11)			
Clothing/Dress			
Directory Date/Student Privacy			
Elector Registration Information			
Electronic (Non-Communication) Devices			
Fees			
Finals			
Food and Beverage			
Hall Passes			
Illness/Injury			
Device Insurance			
Latex Free Environment			
Locker/Desk Searches			

## BELL SCHEDULES

### DAILY SCHEDULE

7:30 First Bell

7:45 5 minute Bell

7:50-8:33—First Hour

8:36-9:19—Second Hour

9:22-10:05—Third Hour

10:08-10:51—Fourth Hour

10:53-11:22—MS LUNCH

10:53-11:36—HS Fifth Hour

11:24-12:07—MS Fifth Hour

11:38-12:07—HS LUNCH

12:10-12:53—Sixth Hour

12:56-1:39—Seventh Hour

1:42-2:25—Eighth Hour

2:28-3:09—Falcon Time

### **HOMEROOMS (Class Advisors in bold)**

6<sup>th</sup> Grade                **Mrs. Daley**

7<sup>TH</sup> Grade                **Ms. Gaetz**

8<sup>TH</sup> Grade                **Mrs. Maas**

9<sup>TH</sup> Grade

10<sup>TH</sup> Grade                **Ms. Anglemyer, Mr. Powers**

11<sup>TH</sup> Grade                **Ms. Pamperin, Mrs. Stewart**

12<sup>TH</sup> Grade                **Mrs. Schall, Mr Jacquart**

### EARLY RELEASE SCHEDULE

Early Release Day: Friday, May 30th, 2025

#### Jr. / Sr. High School Early Release Schedule

7:50-8:50            First Hour

8:50-9:50            Second Hour

9:50-10:50           Third Hour

10:50-11:57           Fourth Hour

## GRADUATION REQUIREMENTS

English	4.0 Credits	Health	0.5 Credit
Social Studies	3.0 Credits	Fiscal Literacy	0.5 Credit
Math	3.0 Credits	Careers	0.5 Credit
Science	3.0 Credits	Electives	9.5 Credits
Physical Education	2.0 Credits		Total = 26 Credits

## COURSE OFFERINGS BY CATEGORY

(\* Required Course; % Offered as Honors Course as well)

<u>ENGLISH</u> <b>4 Credits</b>		<u>MATH</u> <b>3 Credits</b>		<u>SOCIAL STUDIES</u> <b>3 Credits</b>	
English 9 * %	(1)	Pre-Algebra	(1)	US History *	(1)
English 10 * %	(1)	Algebra	(1)	Integrated Civics, Economics, Behavior Sciences *	(1)
English 11 * %	(1)	Geometry	(1)		
Advanced Composition *	(.5)	Algebra II	(1)	<u>Social Studies Electives</u>	
Or Composition 12 *		Pre-Calculus	(1)	<i>Sociology</i>	(.5)
<u>English Electives</u>		AP Calculus AB	(1)	<i>History of American Wars</i>	(.5)
<i>Creative Writing</i>	(.5)	Intermediate Algebra	(1)	<i>Contemporary Issues</i>	(.5)
<i>Dystopian Lit.</i>	(.5)	College Algebra	(1)	<i>AP Human Geography</i>	(1)
<i>Contemporary Lit.</i>	(.5)	Probability & Stats.	(1)	<i>AP Psychology</i>	(1)
				<i>Intro to Psychology</i>	(.5)
<u>SCIENCE</u> <b>3 Credits</b>		<u>FISCAL LITERACY*</u> <b>0.5 Credit</b>			
Biology *	(1)	Personal Finance *	(.5)		
Integrated Biology/Chemistry *	(1)				
<u>Science Electives</u>		<u>ACP</u> <b>0.5 Credit</b>			
<i>Chemistry</i>	(1)	HS Careers *	(.5)		
<i>Physics</i>	(1)				
<i>Human Anatomy and Physiology</i>	(1)				
<i>AP Biology</i>	(1)				
<i>Earth and Space Science</i>	(1)	<u>PHYSICAL EDUCATION*</u> <b>2 Credits</b>		<u>HEALTH</u> <b>0.5 Credit</b>	
<i>Ecology</i>	(1)	Physical Education	(.5)	Health 9 *	(.5)
<i>Stem</i>	(1)	Strength and Conditioning	(.5)	Health 2	(.5)
<i>Principles of sustainability</i>	(1)	Lifetime Recreation	(.5)	Medical Occupations	(.5)
<i>Intro to Genetics and Biotech</i>	(1)	Team Sports	(.5)		
		One-half credit of Physical Education is required and permitted to take each school year.			

## ELECTIVES **9.5 Credits**

<u>MUSIC</u> <b>Credits</b>		<u>ART</u> <b>Credits</b>		<u>FOREIGN LANGUAGE</u> <b>Credits</b>		<u>BUSINESS EDUCATION</u> <b>Credits</b>	
Band	(.5)	Drawing	(.5)	Spanish I	(1)	Personal Finance *	(.5)
Chorus	(.5)	Painting	(.5)	Spanish II	(1)	HS Careers *	(.5)
Musical Theater	(.5)	Ceramics 1	(.5)	Spanish III	(1)	Marketing Management	(.5)
Women's Choir	(.5)	Ceramics 2	(.5)	Spanish IV / V	(1)	Introduction to Business	(.5)
Music and Film	(.5)	Functional Art	(.5)	Spanish Culture	(.5)	Intro to Web Page Design	(.5)
Music Composition	(.5)	2D Mixed Media	(.5)	Hands-On Hispanic Culture	(.5)	Intro to Computer Programing	(.5)
		3D Mixed Media	(.5)			Entrepreneurship & Small Bus	(.5)
<u>TECHNOLOGY EDUCATION</u> <b>Credits</b>		Fiber Arts	(.5)	<u>AGRICULTURE</u> <b>Credits</b>		Computer Literacy	(.5)
Woods Technology 1 & 2	(.5) each	Digital Photo/Graph	(.5)	Animal Science	(.5)	Media Creations	(.5)
Metals Welding 1 & 2	(.5)			Animal production	(.5)		
Metals Machining	(.5)			Vet Science	(.5)		
Outdoor Power Repair	(.5)			Dairy Science	(.5)		
3D Modeling	(.5)			Plant Science	(.5)		
CAD/CAM	(.5)			WI Ag Commodities	(.5)		
Robotics	(.5)			Food Science	(.5)		
Small Engines	(.5)			Ag Business & Leadership	(.5)		
Makerspace 101	(.5)			Ag Industry Recognized Certificate	(.5)		
Husty Heavy Manufacturing (HHM)	(.5)						
Home & Auto Maintenance	(.5)						
Architecture Design	(.5)						

## OTHER REQUIREMENTS

- Students must carry a minimum of seven courses each semester unless approved by the building principal.
- Students must complete a Senior Project to graduate from Hustisford High School.

## HONORS DIPLOMA

Students meeting the following requirements are eligible to receive an honors diploma:

1. 28 credits
2. Minimum 3.5 cumulative GPA
3. 5 AP/Honors credits
4. Minimum 3.0 GPA for each semester of the senior year
5. No failing quarter or semester grades during the senior year
6. Thirty (30) hours of documented pre-approved community service outside of school during the student's junior and senior years. Senior Project hours can be included

Substitution of any required courses in order to accommodate students with exceptional education interest, needs, or requirements, or who are classified "at-risk" will need administrative approval and become a part of the student's permanent records.

## **ACADEMICS**

### **ACADEMIC HONESTY**

**Cheating:** Deliberately giving or receiving improper assistance as defined by the teacher assignments, projects or tests during class or outside of class.

**Plagiarism:** A piece of writing that has been copied from someone else and is presented as the student's own work.

The following list contains some of the consequences that may occur if the student is found to be in violation of the academic honesty policy: a zero may be given for assignment/test in question; the student may be placed on probation/disqualified from the National Honor Society; locally sponsored scholarship committees will be informed of violation; and the student may be required to re-do the assignment/test.

### **EARLY GRADUATION**

A student may apply for January graduation during the second semester of his/her junior year, no later than June 1.

An early graduation request form along with two letters, one written by the student and one written by the parents/guardians are required. Both of the letters shall indicate the reason(s) for the request, why they feel greater benefit would be derived from leaving school early, and the anticipated activity during that spring semester when the student is not in attendance.

### **GRADUATION**

Participation in the graduation ceremony is a privilege. All school obligations must be met by seniors prior to the ceremony in order to participate. Students must follow procedures as stated in Board Policy 5460. Students with excessive truancy may lose the privilege of participating in the ceremony.

Required attire for the graduation ceremony:

**Boys:** Long dress pants, white/light colored shirt with collar or light colored shirt and tie, socks and dress shoes.

**Girls:** Lightweight dress or blouse and skirt, or dress slacks/clothes. Dress shoes may be any height.

### **HONOR ROLL**

Students earning a 3.5 – 4.0 GPA will be placed on the high honor roll. Students earning a 3.0 – 3.499 GPA will be placed on the honor roll.

### **HUMAN GROWTH AND DEVELOPMENT**

The Hustisford School District's human growth and development curriculum is based on relevant portions of the Wisconsin Model Academic Standards for health education and provides current and accurate human growth and development information to meet the present needs of students.

Parents/legal guardians who desire additional information on the human growth and development program and would like to view the curriculum and other instructional materials prior to instruction may do so by contacting the building principal. Parents/legal guardians may exempt their child from all or part of this unit of instruction by filing a written request for exemption with the principal or classroom teacher. Appropriate alternative learning experiences will be provided.

### **INCOMPLETE GRADES**

A grade of incomplete (I) may be given at the discretion of the teacher because of unusual circumstances. For Quarters 1, 2, and 3 students will have ten school days to make up work. For Quarter 4 and the end of the 2<sup>nd</sup> semester, students will have one day to make up work.

### **NATIONAL HONOR SOCIETY (NHS)**

To be eligible for NHS, a student must maintain a cumulative GPA of 3.5 at the end of the sophomore year and all future semester cumulative grade reports. Other requirements include character, leadership, and service.

### **ADVANCED PLACEMENT EXAMS (A.P.)**

A student wishing to take the advanced placement exam must have an average of 80% or higher in the classroom grading in order for the District to pay for the exam. If a student is scoring below that benchmark a student may still take the advanced placement exam at their own expense.

### **PROMOTION/RETENTION (BOARD POLICY 5410)**

A student shall be placed at a grade level to which they are best adjusted academically. For some students, retention is an option based upon consideration of academic progress.

Academic factors to be considered are: standardized test results, including scores on the Wisconsin Forward Examination; performance on alternative assessments (portfolio's, projects, etc.); grades on report cards and unit tests; involvement with an academic tutoring program; acceptable performance in all subject areas (passing all courses at the end of 1<sup>st</sup> semester and end of the 3<sup>rd</sup> quarter with a minimum grade point average of 1.7 C-); Individual Educational Plan/Accommodation Plan criteria (when applicable); the results of exceptional needs testing or program placement (when applicable).

Parents/guardians of students considered for retention will have notification sent to them at the beginning of the 2<sup>nd</sup> semester of the current school year. Students being retained shall have notification sent to their parent/guardian by April 30. The decision to retain may be appealed within five work days.

### **REPORT CARDS AND PROGRESS REPORTS**

Report cards are issued after each quarter. Report cards will be given to students the week after each quarter ends. 4<sup>th</sup> quarter report cards will be mailed home to families. Parents will be able to access their child's attendance and grades/progress reports online.

### **SENIOR PROJECT**

Each senior at Hustisford High School is required to complete a Senior Project as part of their graduation requirements. All information regarding the Senior Project can be found on the District website.

**Senior Projects are:**

1. A project completed by each senior, consisting of a minimum of twenty hours outside of school.
2. A portfolio which documents hours, log entries, resumes, goals and results. The portfolio can also contain pictures or video.
3. A final presentation to a community committee.
4. Projects can come from a variety of areas.
5. A presentation along with a guidebook will be given to students and parents illustrating the requirements of the project. Handbooks are also available on the District website.
6. A completion requirement in order to participate in the Senior Class Trip.
7. Open campus privileges will be revoked until an accepted senior project proposal and portfolio is turned in after the assigned due date.
8. If a student does not have an accepted Senior Project Proposal by the October deadline date they will be ineligible for the Senior class trip.

## **ACTIVITIES**

### **FIELD TRIPS**

Field trips are considered an extension of the classroom. All rules and regulations regarding student and teacher behavior are applicable. Students may be excluded from trips for academic, attendance, and behavioral concerns. A signed permission slip shall be obtained from the parent/legal guardian of each participating student. All student fines or fees must be paid in order to be eligible to attend field trips that are not curriculum based. All Jr. / Sr. High students must be meeting The Falcon Way Academic/Behavior expectations in order to attend field trips. If a student has exceeded the allotted 10 days of absence, eligibility for field trips may be revoked.

### **PARTICIPATION IN ACTIVITIES**

Students participating in athletics are required to follow the Hustisford Athletic Code.

Students participating in non-athletic co-curricular activities must be in good standing with the school in order to be eligible to participate.

To maintain eligibility, participants in non-athletic co-curricular activities:

- Shall have no F's on a quarter or semester report card
- Shall not use or possess tobacco, alcohol, illegal drugs, or non-prescribed prescription drugs at any time
- Shall obey a code of ethics which is representative of the ideals, principles, and standards of the Hustisford School District

The period of ineligibility for a non-athletic participant that is not in good standing will be determined by the principal based on the type of activity or activities in which the student is involved.

## TRANSPORTATION FOR ACTIVITIES

All participants in activities/athletics must travel with the team to and from contests unless prior, written notice is given to the school by the student's parent/guardian and approval is granted. At no time shall a student be transported by another student. Further guidelines can be found in the Athletic Code Handbook.

## ATTENDANCE

### ABSENCES (ANTICIPATED - PREPLANNED)

Anticipated absences require students to bring a note from their parent/guardian to the office at least two days prior to the scheduled absence(s).

Students shall inform teachers of the anticipated absence by completing a pre-planned absence form. All arrangements for assignments/tests are the responsibility of the student before the absence and may be due upon return.

Anticipated absences are allowed for the following reasons: family trips, college visitations, driving tests, deer hunting, court appearances, family emergencies, job shadowing (not related to the Senior Project), and approved special circumstances.

### ABSENCES (EXCUSED)

Absences for acceptable reasons may be considered excused if the school is notified by the parent/legal guardian as soon as practical after the absence. These absences do count towards the total for semester or school year totals.

It is the responsibility of the student to make arrangements with individual teachers to make up any missed assignments, exams, or projects. Students have one day for every day absent to make up work upon returning to school.

### ABSENCES (EXCESSIVE EXCUSED)

Parent/guardian notification shall occur when a student accumulates an excessive number of excused absences (**10 per year**). A written statement from a physician may be required in situations where a pattern of excessive excused absences from school has occurred. Absences not accounted for appropriately may be considered unexcused, which can lead to habitual truancy.

## ATTENDANCE

The Board of Education encourages a strong partnership between the home, school and community. It recognizes a positive relationship between good school attendance and success in school and employment. If student learning and growth are to take place, parents/guardians, students and school personnel must recognize their responsibilities to assure regular attendance.

It is the responsibility of any person having under his/her control such a child to ensure regular attendance during the full period and hours that school is in session until the end of the quarter or semester of the school year in which the child becomes 18 years of age.

The principal or designee shall serve as the school attendance officer for each school building in the District. The school attendance officer shall deal with all matters relating to school attendance and truancy per Statutes 118.15 and 118.16. Students and parents are notified of their right to request the school board to provide the student with program or curriculum modifications as outlined in state statutes. Any such request shall be presented to the building principal.

It is the responsibility of the parent/guardian to notify the school of student absences in accordance with established District procedures. When students are absent from school, parents/guardians assume full responsibility for their activities. It is the responsibility of the principal or designee to determine whether the absence is acceptable (excused) or not acceptable (truant).

- Students age 18 and older shall follow the same attendance rules as other students and may sign themselves out for appointments and other reasons validated through the high school office only after a parental note is received in the office.
- Students may not sign out to go home early, to go to work, or for other non-valid excuses.
- All make-up work assignments are based upon a day for a day guideline. Long-term absences (10+ days) shall require the parent, teacher, and principal agreement for missed work.

## ATTENDANCE EXPECTATIONS

Students are expected to be in school every school day and attend all of their assigned classes. Students are to remain in the school building during the school day unless given authorization to leave through the high school office. Students who are tardy to school are to report immediately to the school office upon arrival.

Students needing to attend medical/dental appointments during the day must have written or phoned in parental permission to the school office and sign out before leaving the building. Students are required to bring official verification of their visit to the office upon their return to school. In order for the medical/dental appointment to not count against the allotted attendance days, notes must be turned in or faxed within 48 hours or 2 business days of the appointment. Medical/dental notes must be on official office letterhead. Parents are encouraged to schedule appointments outside of the school day if possible.

Students who become ill during the day must report to the office to call home. Students must sign out in the office and also need parent/guardian permission before leaving the building.

Students who are absent or tardy are to have a parent/guardian call the school office before 8:30 a.m. to notify the school.

\* An answering service is available from 3:45 p.m. to 7:15 a.m. daily by calling 920-349-3261.

## HABITUAL TRUANCY

Habitual truancy means a student is absent from school without a medical excuse under Wisconsin State Statute 118.15 for part or all of **5 (five)** or more days on which school is held during a semester. State law provides habitual truancy penalties.

Examples are:

1. A Truancy citation can be issued by the Hustisford Police Department.
2. The truant could be ordered to attend school.
3. The truant or parent, or both, could be assessed \$500.00 plus court costs and be imprisoned up to thirty days.
4. The truant's work permit could be suspended or revoked.
5. The truant may lose privileges such as: open campus, senior class trip, and the ability to participate in the graduation ceremony.

## TARDINESS

Tardiness means not being in the classroom at the end of the bell tone which starts the class period.

The individual teacher shall handle classroom tardiness. 3 (three) occurrences of being tardy to class will result in an after school 30 minute detention.

Students tardy to school at the beginning of the day 3 (three) unexcused times will result in an after school detention from 3:10 p.m. – 4:00 p.m. Each additional tardy after these three times will result in an additional detention.

## **GUIDANCE**

### ADDING/DROPPING OF CLASSES

Adds: Courses may be added up to three days after the first day of the new semester with counselor and principal approval provided the student capacity in the class has not been exceeded.

Drops: Courses may be dropped up to three days after the first day of the new semester with counselor and principal approval provided the student maintains a minimum of seven courses per semester.

Students withdrawing from a class after the three-day add-drop timeline shall withdraw with a Withdrawal/Failure. Schedules may be changed after the 3-day period only with the following: administrative approval, school counselor recommendation, student and parent request (which may include a parent conference with the student, teacher, and school counselor and principal.) Students anticipating a schedule change should arrange a time with their counselor during registration or during a study hall during the first three days of school.

### WITHDRAWAL/TRANSFERRING

A student, who desires to withdraw from school, including a transfer to another school, shall present a signed request from a parent/guardian. All textbooks, athletic

materials, musical instruments or other school equipment shall be returned and checked in to the issuing teacher at their respective classes. All fines and fees shall be paid in full before the student is able to officially withdraw from school. Student records may not be transferred until the withdrawal has been completed.

### **START COLLEGE NOW**

Any student meeting the eligibility requirements set forth by the state may participate in one or more courses at a Wisconsin technical college or institution of higher education. The guidelines established by the state and school board regarding Start College Now must be followed for students in this program. Possible approved courses would include those not comparable to those offered at Hustisford High School. Failure to drop the class on time or complete the class will result in the student pay the school district full restitution for the cost of the course and textbooks required. Books and other texts purchased by the school district are the property of Hustisford schools. Damage to these or other purchased materials shall be the responsibility of the student/parent/guardian. Students are responsible for transportation to and from the institution of higher learning. Students who fail Start College Now class or fail to complete a course shall be required to pay the school district full restitution for the costs of the course and textbooks required.

#### **Application deadlines:**

October 1<sup>st</sup> for second semester participation.

March 1<sup>st</sup> for first semester participation the following school year.

### **YOUTH APPRENTICESHIP (Work Based Learning)**

Youth Apprenticeship (YA) integrates school-based and local work-based learning. Participants must be enrolled in a related CTE course at the same time as the YA experience. A work-based mentor and a Youth Apprentice supervisor will work closely with the YA participant. Students must participate in grading reviews and observe school and company rules and requirements. After students successfully meet a requirement of 450 hours paid work experience and demonstrate proficiency in industry-established competencies, they will receive a recognized skills certificate of occupational proficiency from the State of Wisconsin. Summer work hours do count. Students who wish to be released early from school must be senior status, academic & behavior eligible, and obtain administrative approval.

Qualifications for YA include: junior/senior status, passing all classes, enrollment in 2 semesters of CTE courses with related technical instruction, supervision from a qualified and experienced work-site mentor, and parent and employer permission. High School credit shall be provided based upon a total of 450 hours per school year or an average of 12.5 hours of work per week and demonstration of proficiency in the required workplace competencies. Upon successful completion, students will receive a YA certificate indicating Occupational Proficiency above entry level.

#### **Youth Apprenticeship - Work Release:**

Students in grade 12 and in good standing with their Youth Apprenticeship placement may apply for work release. Students will only be allowed to miss two class periods at the beginning or end of the school day. All work release cases must complete the application that should be filled out by the student, their YA supervisor, cooperating teacher, school counselor, and school principal.

## **STUDENT/PARENT GENERAL INFORMATION**

### **ANNOUNCEMENTS**

Announcements will be posted daily on the bulletin board in the commons and electronically on the school district website and student email accounts.

### **ASBESTOS MANAGEMENT PLAN NOTIFICATION**

The district must annually make notice of the availability of the asbestos management plan and planned or in progress inspections, re-inspections, response actions, and post-response actions, including periodic inspection or surveillance activities.

### **BACKPACKS, NAPSACKS, SHOULDER BAGS, AND PURSES**

Backpacks and purses may be brought to school, but must remain in the student's locker during the school day.

### **CELL PHONES / ELECTRONIC DEVICES**

Students who bring cell phones or other communication devices to school are allowed to use them at the discretion of each classroom teacher. Failure to comply with classroom/school protocol may result in loss of their cell phone for the remainder of the class period. Failure to comply with the classroom teachers request will result in placing their cell phone in the main office for the remainder of the school day. After a

second violation, parents may be required to claim the device from the school office at the end of the school day. Students guilty of additional offenses may face further disciplinary action. Cell phones are permitted during lunch and before or after school but not for the intent to cyberbully or post unwanted photos. Cell phones are not allowed in locker rooms or bathrooms. Classroom Teachers will have a designated area for devices to be placed at the start of each class. Failure to respect classroom rules may result in the loss of the phone for the remainder of the class period or school day.

The office telephone is available to students for legitimate calls to home/parents during school hours. Parents should contact the school office with student concerns or communication needs.

### **CHANGE OF ADDRESS**

If there is a change of address or telephone number during the school year, please report it immediately to the school office.

### **CLASS OFFICERS**

Students in each grade will have the opportunity to run for class office at the beginning of the school year. A student election will be held each year.

### **CLOSED CAMPUS (GRADES 6-11)**

Students in grades 6, 7, 8, 9, 10, and 11 shall not leave school property during the school day. Exceptions are when a parent/legal guardian picks their child up for an appointment. No students should be in the parking lot during the day without permission from the high school office.

### **CLOTHING/DRESS**

Coats/jackets are not to be worn during the course of the normal school day. Those articles of clothing are to be kept in the student's locker. Hoods are not permitted to be worn up during the school day. Students must be wearing shoes with a hard sole during the school day.

The following clothing is unacceptable: clothing exposing undergarments, pants with chains, tops exposing a bare chest, shoulders, or stomach (halter-tops, spaghetti straps, tube tops, tank tops, sleeveless cut off t-shirts) high cut shorts and skirts, muscle shirts, indecency, obscenity, displaying or advertising alcohol, drugs, and tobacco.

Students violating the dress code will be expected to change into appropriate clothing immediately. The parent/guardian may be notified and the student may face disciplinary action.

### **DIRECTORY DATA/STUDENT PRIVACY**

Student directory data may be released to individuals or groups who request it in writing specifying the purpose for which the request is made (Board Policy 2416). Parents/guardians are allowed fourteen days from the date of annual publication to notify the district administrator that all or any part of the directory data may not be released without the prior consent.

Throughout the school year, students may be asked to complete surveys from government agencies or that are required by grants. When appropriate, parents will be notified of upcoming surveys and permission for participation will be sought.

Student photos taken in school or at school related events may be used for school publicity purposes in local newspapers and other media. Parents/guardians must notify the school in writing if they do not want their child's image included in these media releases.

### **ELECTOR REGISTRATION INFORMATION**

All students are encouraged to exercise their right to vote when they reach the legal voting age of 18 years. Elector registration information can be picked up in the high school guidance office or online at <http://www.eac.gov>.

### **FEES**

The Hustisford School District may charge student fees for certain activities, courses and services which may require additional parent/guardian funding. The district may assess charges when school property is damaged or lost (Board Policy 6152). All school fees and fines must be paid prior to attending field trips and dances. Failure to pay all Band fees from the prior year can result in not being able to sign up for the course the next year.

If a student registers for a virtual on-line course being offered through Start College

Now or the Wisconsin Virtual Academy and fails to complete the course or receive a passing grade they will be charged for the cost of the course in its entirety.

**FINALS**

Semester final assessments may be provided for students in grades 9 -12 within regularly scheduled school days at the end of each semester.

**FOOD AND BEVERAGE**

Students are not allowed to bring any food or beverages into the classroom other than a water bottle. In case of a medical need a Physician's note is required.

**HALL PASSES**

Each quarter, every student will receive three passes per class to leave the classroom as approved by their teacher. Students are to observe sign out procedures and other directives given by the teacher.

**ILLNESS/INJURY**

A student who is injured or becomes ill in school shall notify the teacher in charge. Under no circumstances shall a student leave school until his/her parent/legal guardian(s) have been informed and know that the student will be leaving.

If a student has a special medical problem, it is recommended that this information be given to the office. Report all injuries to the office or classroom teacher.

**DEVICE INSURANCE**

A family is able to purchase individual device coverage for their child's school owned Chromebook. The cost of this coverage will be available for purchase online. Families are strongly encouraged to purchase this policy for their child's computer. A policy will need to be taken out for each computer issued to students.

**LATEX FREE ENVIRONMENT**

The Hustisford Junior/Senior High School shall make every effort to keep our school latex free. Students with known allergies to latex are asked to report this to the office. Balloons sent or brought to school are to be of the Mylar type.

**LOCKER/DESK SEARCHES**

A student locker is provided by the school for the convenience of the student, to be used solely and exclusively for the storage of outer garments, footwear, and school-related materials, and no student shall use the locker/desk for any other purpose.

The locker assigned to a student is not the student's private property or under his/her exclusive possession and may be opened and inspected by school authorities at any time. Periodic general inspections of lockers/desks may be conducted by school administrators and/or school authorities for any reason at any time, without notice, without student consent and without a search warrant. In addition, the school district reserves the right to use canine units to search school lockers/desks and property. Any unauthorized item found in the locker/desk may be removed.

**LOCKER COMBINATIONS**

Students should not give their combinations to other students. The school is not responsible for items stolen from student's lockers.

**MEDICINE AT SCHOOL**

Medication shall be administered to students by their parents/legal guardians at home whenever possible. In all instances, where medication is to be administered in the school, the physician has the authority to oversee the administration of the medication.

The staff of the Hustisford School District shall not administer any medication whether prescribed or over the counter without authorization from the building administrators. Written and signed authorization by the parent/guardian shall be on file with the school district giving permission for the school district to administer medication (Board Policy 5330).

**MILITARY RECRUITERS**

The district shall comply with a secondary school student's or their parents' request that the student's name, addresses, and telephone listing is not released to military recruiters or institutions of higher education without prior written parental consent.

**MOTOR VEHICLE REGULATIONS**

Student vehicle parking in the high school lot will be by permit only. Permits will be issued from the high school office for a fee of \$50.00/year or \$25.00/semester

depending on issuance of license. Each permit is purchased for use of a single vehicle in the parking lot at one time. Families may indicate multiple vehicles for a single permit but only one vehicle can be in the parking lot at a time. Permits purchased by an individual may not be transferred to other individuals at any time.

The hanging permit will be hung on the rear view mirror with the identification number facing out. Students must park their vehicles in designated student parking areas and in the manner designated by school authorities. Students parking in unauthorized areas may be prohibited from bringing their vehicles to school. Parking spaces in the first row directly outside of the main entrance are reserved for visitors and staff. Students will not be permitted to loiter in their vehicles or in the parking lot during the school day. Students driving a motor vehicle to and from school, including the lunch hour will use the highway R entrance/exit to and from school. The exception may be for the students dropping off/picking up at John Hustis Elementary School.

Failure to drive in a safe manner and at designated parking lot speeds (15 mph) may result in disciplinary action that, depending on the seriousness of the action, may include contacting parents, the loss of parking privileges, and/or a referral to the police.

**OPEN CAMPUS - LUNCH HOUR (12<sup>th</sup> GRADE)**

The privilege of open campus is for 12<sup>th</sup> grade students only. Students who choose to violate school rules, are failing classes, are habitually truant (more than 5 days per semester), not meeting The Falcon Way Academic/Behavior expectations, do not timely serve detentions, use their vehicles recklessly, have not purchased a parking permit, have not turned in a Senior Project Proposal on time, or are considered not to be in good standing with the school shall forfeit the open campus privilege. Students may be restricted from leaving campus during inclement weather or as deemed appropriate. If a senior receives 3 behavior referrals, they will lose the open campus privilege for lunch. If student elects to use open campus privileges they must leave the school grounds during this period. Students are not allowed to be in the parking lot in their vehicles during this time.

**PUBLIC DISPLAY OF AFFECTION**

Students and staff have the right to be present in an environment which shows proper respect for relationships between others. Students should demonstrate healthy, interactive relationships with control and with a proper sense of time and place. Public displays of affection such as hugging, embracing, or kissing are inappropriate in the school environment.

**SCHOOL CLOSING**

Announcements regarding changes in the school day such as early dismissal, delayed opening, or closings due to weather/ driving conditions, will be made using the school districts messaging system. Closings can also be heard on the following radio and television stations:

WTMJ-AM	Milwaukee 620
WBEV-AM	Beaver Dam 1430
WTKM-AM	Hartford 1540
WKTI-FM	Milwaukee 94.5
WXRO-FM	Beaver Dam 95.3
WMDC-FM	Mayville 98.7
WKTM-FM	Hartford 104.9
WISC-TV 3	(CBS 3) - Madison
WTMJ-TV 4	(NBC 4) - Milwaukee
WITI-TV 6	(Fox 6) - Milwaukee
WISN-TV 12	(ABC 12) - Milwaukee
WMTV-TV 15	(NBC 15) - Madison

**SCHOOL BREAKFAST/LUNCH PROGRAM**

The Hustisford school lunch program provides well-balanced meals at reasonable prices. All food, including those items brought from home, must be eaten in the cafeteria. Students will have the option to purchase additional ala carte options through the breakfast/lunch program. Students will not be permitted to purchase ala carte items with a negative lunch account balance.

Cafeteria expectations:

1. Students will form an orderly lunch line. No cutting in line is allowed.
2. All food and beverages are to be consumed in the cafeteria.
3. All litter is to be placed in the trash receptacles.
4. All silverware/trays are to be returned to the dishwashing area.



### **SCHOOL PERFORMANCE REPORT**

Parents are advised of their right to request a school district performance report.

### **SCHOOL SONG** (Tune: Ohio State Song)

Here's a cheer for Hustisford – We're ever true to you.

We will fight for Hustisford – In everything we do

rah – rah – rah – Fight, fight, fight, fight

We'll never stall – Never let that team get the ball.

Hail, hail, the gang's all here – For it's Hustisford ever more.

Fight, team fight – Go team go . . . . .

Come on, come on, come on, team go.

### **SEARCH AND SEIZURE**

The school retains the right to conduct searches. A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the search will reveal evidence of violations of either the law or school rules. Among the reasons are: suspicion of concealing alcohol, drugs, disruptive material, dangerous weapons, contraband or other items, which pose a danger to health and safety of others. Various searches, including the use of canines, breathalyzers, and metal detectors, may be conducted on school property and/or at school activities. Discovery of illegal materials will result in legal referral and/or suspension, and/or expulsion procedures (Board Policy 5771).

### **SELECTIVE SERVICE REGISTRATION**

Almost all male U.S. citizens, and male aliens living in the U.S., who are 18 through 25, are required to register with Selective Service. Selective Service registration forms are available at any U.S. Post Office. Online registration is available at <http://www.sss.gov>. If you do not register, you could be prosecuted and fined up to \$250,000 and/or be put in jail for up to five years. Registration is also a requirement to qualify for Federal student aid, job training benefits, and most Federal employment.

### **SKATEBOARDING**

Skateboarding is not allowed in the school or on school grounds unless it is used for transportation to and from school.

### **STUDENT RECORDS**

Student records shall be maintained in the Hustisford School District to assist school personnel in providing appropriate educational experiences for each student in the district. Student records shall be available for inspection or release only with prior approval of the parent or adult student, except in situations where legal requirements specify release of records without such prior approval.

A parent who believes that the educational records collected, maintained or used are inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, may request the District to amend the records. The District will decide whether to amend the information within 45 days after receipt of the request.

Building principals shall have the primary responsibility for the collection, maintenance and dissemination of student records in accordance with state and federal laws and established procedures. The district will use reasonable methods to ensure access to those student educational records in which they have legitimate educational purposes.

All student records relating to a specific student shall be transferred to another school or school district upon receipt of written notice from an adult student, or the parent of a minor student, that the student intends to enroll in the other school or school district; upon written notice from the other school or school district that the student has enrolled; or, upon written notice from a court that legal custody of the student has been transferred to the Department of Health and Social Services for placement in a juvenile correctional facility. Records will be sent within five working days of receiving the written request.

The Board recognizes the need for confidentiality of student records. Therefore, the district shall maintain the confidentiality of student records at collection, storage, disclosure and destruction. Students and parents are advised of their right to file a complaint with the Family Policy and Regulations Office of the U.S. Department of Education in the event of alleged district non-compliance with FERPA requirements.

### **STUDENT RELIGIOUS ACCOMMODATIONS**

The Hustisford School District will provide reasonable accommodations for students with sincerely held religious beliefs as they relate to academic requirements. Requests regarding such accommodations must be addressed to the student's respective school principal.

If the requested accommodation is not made and an appeal is required regarding such a request, this appeal must be filed in writing to the district administrator. A decision will be provided regarding the appeal within ten (10) working days. If following the appeal, the accommodation is still unresolved, the matter may be appealed directly to the Board of Education. The board will address the unresolved accommodation request at its next regularly scheduled meeting.

### **STUDENT SIGNATURE SHEET**

A student signature sheet is located at the end of this handbook. Each Hustisford student shall sign the sheet after the student's homeroom teacher has reviewed the contents of the handbook. The signature acknowledges that the student was given the handbook, had a verbal explanation of its contents by the homeroom teacher, had an opportunity to ask questions, and understands the material contained within the handbook.

### **STUDENT VALUABLES**

Students, not the school, are responsible for their personal property. Do not leave valuable items and money in any school locker. When it is necessary to bring large and valuable items to school, students are encouraged to check these items into the office.

### **TEXTBOOKS/ WORKBOOKS/COMPUTERS**

Textbooks, workbooks, and computers are assigned to each student when applicable. Students shall be held responsible for their care. Any textbooks or computer lost or damaged are the responsibility of the student and/or parent/guardian.

### **VISITORS/GUESTS**

Parents and community members are welcome as visitors and are encouraged to visit the high school during the day. All guests must check in to the main office upon their arrival.

Student visitors who are planning to attend Hustisford Junior/Senior High School may attend a full day of classes.

Students wishing to bring non-Hustisford students to school dances must complete a visitor form according to the terms and guidelines set by the high school office. For homecoming and prom, completed visitor forms must be returned to the office by 3:30 p.m. on the Wednesday prior to the event.

Guests may be allowed to accompany a Hustisford student in order for the two students to attend a dance as a couple. Guests should not be attending if they are not participating as part of a couple with a Hustisford student. Guests should be no older than nineteen years old or more than one year out of high school. Guests may be denied for any reason.

## **STUDENT CONDUCT**

### **BOMB THREATS/SCARES**

Any student found guilty of maliciously or intentionally conveying, or causing to be conveyed, any threat or false information, knowing such to be false concerning an attempt or alleged attempt being made, or to be made, to destroy any property by means of explosives is guilty of a class E felony. Students who maliciously or intentionally activate a false fire alarm or turn in a bomb threat shall be disciplined according to established procedures. Discipline may result in a suspension or possible expulsion. Police will be involved for every incident.

### **BUS CONDUCT**

#### **(Includes Regular Bus Routes, Extra Curricular & Field Trips)**

**STUDENTS:** All students are responsible for their own behavior on the bus since their behavior could affect the safe operation of the bus. Misbehavior could result in the bus driver being distracted and subsequently could endanger the lives of all being transported. Behavior infractions are therefore reported by the bus driver and disciplinary action taken in accordance with the guidelines listed below.

**PARENTS:** Parents are requested to explain the importance of proper behavior on the bus. They are also expected to support disciplinary actions which become necessary to help their child change his/her inappropriate behavior which may jeopardize their bus riding privileges.

DRIVERS: The primary responsibility of the driver is to safely transport the students to and from school and school-related activities. While transporting students, the driver has the critical responsibility of maintaining discipline on the bus. The bus should be viewed by parents and students alike as an extension of the classroom. Therefore, the driver will report behavior infractions to the proper building principal on the proper forms provided for that purpose.

**BUS BEHAVIOR AND CONSEQUENCE GUIDELINES**

The types of behavior listed below cannot be tolerated on the bus. The behaviors are grouped as a guide to determine the seriousness of the offense, but neither list is meant to be all-inclusive. More serious misbehavior could result in harsher consequences. If the infraction is a violation of the law, the proper authorities may be notified. If the infraction results in property damage, restitution must be made, or a plan for restitution must be agreed upon, before riding privileges will be reinstated

**EXAMPLES OF MINOR INFRACTIONS:**

Spitting, profanity, out of seat, obstructing aisles, hanging out of windows, possession of inappropriate printed materials, teasing others on the bus, making loud noises.

**EXAMPLES OF MAJOR INFRACTIONS:**

Hitting/assault, fighting, pushing/shoving/tripping, vandalism, insubordination, use of fire/matches/lighters, throwing objects in the bus or out of the windows, stealing/taking another's personal property, possession or use of a weapon, alcohol, tobacco, or other illegal substances.

**Consequence Guidelines**

At any time, consequences for any offense may be lessened or increased based on the circumstances at hand.

**Minor Infractions**

- |                          |   |
|--------------------------|---|
| 1 <sup>st</sup> Offense: | A warning is given to the student or a possible bus suspension of up to three (3) school days.  |
| 2 <sup>nd</sup> Offense: | Bus suspension of three (3) school days.  |
| 3 <sup>rd</sup> Offense: | Bus suspension of ten (10) school days. The parent/guardian must confer with the appropriate building principal and bus company representative before riding privileges are reinstated. All succeeding minor offenses will be treated as major infractions. |

**Major Infractions**

- |                          |  |
|--------------------------|--|
| 1 <sup>st</sup> Offense: | Bus suspension of ten (10) school days.  |
| 2 <sup>nd</sup> Offense: | Bus suspension of one quarter (45 school days). The parent/guardian must confer with the appropriate building principal and bus company representative before riding privileges are reinstated.  |
| 3 <sup>rd</sup> Offense: | Bus suspension of one semester (90 school days). The parent/guardian must confer with the appropriate building principal and bus company representative before riding privileges are reinstated. |

A new school year does not necessarily mean that a student with prior infractions will start with a clean slate. The school will determine whether prior year incidents will be taken into account when addressing minor or major infractions.

**CODE OF CLASSROOM CONDUCT**

The Hustisford School District is committed to maintaining a favorable academic atmosphere. Teachers are expected to create a positive learning climate for students in their classrooms and to maintain proper order. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their lesson plans and students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the Board, administration and their classroom teachers. Parents should be aware of their children's activities, performance and behavior in school, and are asked to cooperate and consult with the school to prevent or address problems.

Student behavior that is dangerous, disruptive or unruly, or that interferes with the teacher's ability to teach effectively, will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined below. In addition, the student may be subject to disciplinary action in accordance with established Board policies and school rules. This code of classroom conduct applies to all students in grades 4K-12.

**School Academic/Behavior Expectation System ( The Falcon Way )**

The Jr./Sr. High School utilizes a system that incorporates academic and behavior expectations of all students. Students that routinely display respect and responsibility will be eligible to have additional privileges and participate in alternate activities. The Falcon Way emphasizes respect and responsibility for themselves, others, and the community environment.

**1. GROUND FOR DISCIPLINARY REMOVAL FROM CLASS.**

A student may be removed from class for conduct or behavior which (a) violates the district's policies regarding suspension or expulsion; (b) violates the behavioral rules and expectations set forth in the Student handbook; (c) is disruptive, dangerous or unruly; (d) otherwise interferes with the ability of the teacher to teach effectively; or (e) is incompatible with effective teaching and learning in the class.

Removal is a serious measure, and should not be imposed in an arbitrary, casual or inconsistent manner. Behavioral expectations are always more constructive, and more likely to be followed, where their terms are communicated as clearly as possible to students and staff. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every inappropriate circumstance, that would justify removal under this Code. A teacher's primary responsibility is to maintain an appropriate educational environment for the class as a whole. Therefore, notwithstanding the provisions of this Code, in every circumstance the teacher should exercise his or her best judgment in deciding whether it is appropriate to remove a student temporarily from class.

In ordinary circumstances and in practical terms, a teacher's decision to remove a student temporarily from class will stand. However, there may be circumstances when the building administrator may, exercising his or her discretion, overrule the teacher's decision to remove the student, and return the student to class.

- a) Behavior that violates the District's policies on suspension and expulsion

The District Policies regarding suspension and expulsion are set forth in the District Policy Book. It should be noted that the building administrators make decisions regarding suspension, and the District Administrator makes recommendations for expulsion. Thus, a teacher's decision to remove a student from class for behavior that violates the District's policies regarding suspension and expulsion may, but does not necessarily, mean that the student will also be suspended or expelled.

- b) Behavior that violates the behavioral rules and expectations in the Student Handbook

The Student Handbook contains behavioral expectations for the individual schools in the District. These rules and expectations are generally explained and discussed with the students near the beginning of each school year. Such discussions should include an explanation of this Code, and the District's policy regarding removal.

- c) Behavior which is disruptive, dangerous or unruly.

Notwithstanding any inconsistent or contrary provisions in the District's policies regarding suspension and expulsion, or in the Student Handbook, for the purposes of this Code, the following behavior, by way of example and without limitation, may be determined to be disruptive, dangerous or unruly so as to warrant removal from class:

- Inappropriate physical contact intended or likely to hurt, distract or annoy others, (e.g. hitting, biting, pushing, shoving, poking, pinching, or grabbing.)
- Inappropriate verbal conduct intended or likely to upset, distract or annoy others, (e.g. name calling, teasing or baiting.)
- Behavior that may constitute sexual or other harassment.
- Repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (e.g. lecture by teacher, response by other student, presentation by visitor) or during quiet (study) time.
- Throwing any object particularly one likely to cause harm or damage, (e.g. books, pencils, scissors.)
- Inciting other students to act inappropriately or to disobey the teacher or school or class rules, including without limitation, inciting others to walk out.
- Destroying the property of the school or another student.
- Loud, obnoxious, or outrageous behavior.

d) Behavior which interferes with the ability of the teacher to teach effectively. Students are required to cooperate with the teacher by listening attentively, obeying all instructions promptly and responding appropriately when called upon.

A student's non-compliance may, in turn, distract others either by setting a bad example or by diverting the class from the lesson to the student's inappropriate behavior. By way of example and without limitation, a student may be removed for behavior which constitutes:

- Open defiance of the teacher, manifesting in words, gestures, or other overt behavior, etc.
- Open disrespect of the teacher, manifesting in words, gestures, or other overt behavior, etc.
- Other behavior likely or intended to sabotage or undermine the instruction, etc.

e) Behavior which is inconsistent with class decorum and the ability of others to learn.

In addition, there may be grounds for removal for behavior which may not necessarily violate the provisions of (a) through (d) [above], but is inconsistent with basic classroom decorum. Such behavior may, in the determination of the teacher, warrant removal because of its interference with the ability of others to learn effectively. Such behavior may include, without limitation, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

## 2. OTHER NON-DISCIPLINARY REASONS FOR REMOVAL OF A STUDENT FROM CLASS.

In some cases, a teacher may believe that a student should be removed from the class, for the good of the student, and in the best interests of the class as a whole. Such reasons may, but need not, be disciplinary in nature, and include, for purposes of illustration and without limitation, irreconcilable personality differences or issues between the student and other students, or in rare circumstances, between the student and the teacher.

## 3. PERSONNEL WITH AUTHORITY TO REMOVE A STUDENT FROM CLASS.

Any student may be temporarily removed from class under this Code by a teacher of that class. For the purpose of this Code, "student" means any student enrolled in the District, exchange student, or student visitor to the District's schools.

Any student may be removed on a long-term basis from a class based upon the request of a teacher as upheld and implemented at the discretion of the building administrator.

For the purposes of this code, a "class" is any class, meeting or activity which students attend, or in which they participate while in school under the control or direction of the District. This definition of "class" includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, counseling groups, assemblies, study halls, lunch, or recess. "Class" also includes regularly scheduled District-sponsored extracurricular activities, either during or outside of school hours. Such activities include, by example and without limitation, *District sponsored* field trips, after-school clubs, and sporting activities.

A "teacher" is any certified instructor, counselor, nurse or administrator in the employ of the District. A "teacher of that class" means the regularly assigned teacher of the class, or any teacher assigned to teach, monitor, assist in or oversee the class. This definition includes, without limitation, any assigned substitute teacher, proctor, monitor, or group leader. Where there is more than one teacher in a class, any teacher may remove a student from that class, upon informing the other teacher(s) of his/her intent to do so. It is advisable, though not absolutely required, that all teachers of a class assent to the removal of the student.

A "building administrator" means a principal of a school, or other individual duly designated by the building administrator or District Administrator.

## 4. PROCEDURES TO BE FOLLOWED IN TEMPORARILY REMOVING A STUDENT FROM A CLASS.

Except where the behavior is extreme, a teacher should generally warn a student that continued misbehavior may lead to temporary removal from class. When the teacher determines that removal is appropriate, the teacher should take one of the following courses of action:

- a) Instruct the student to go to the main office for the period of removal. In such case, the teacher should notify the office.
- b) Obtain coverage for the class and escort the student to the main office.
- c) Seek assistance from the main office or other available staff. When assistance arrives, the teacher or the other adult should accompany the student to the main office.

When the student arrives at the main office, the building administrator or designee should give the student an opportunity to briefly explain the situation. If the building administrator or designee is not available immediately upon the student's arrival, the student should be taken to a removal area, and the administrator or designee should speak to the student as soon as reasonable thereafter. For the purposes of short term removal, it is not necessary to obtain witnesses or to otherwise verify the student's or teacher's accounts of the situation.

## 5. PLACEMENT OF STUDENTS PENDING AND DURING SHORT TERM REMOVAL FROM CLASS.

The "short-term removal area" is the area designated by the School Board approved student handbook. Students who are removed by their teachers must immediately and directly go, or be taken, to the main office. For the duration of the removal, the student shall stay in the short term removal area. At the discretion of the building administrator or designee, the student may instead be sent to another appropriate class, program or educational setting, provided the student is supervised in such alternative setting. The building administrator should also take steps to ensure that the students are supervised while in the short term removal area. In general, students should be required to do work of an academic nature while in the short term removal area. In no event should students' time in the removal area be recreation or other free time.

## 6. DURATION OF A SHORT TERM REMOVAL FROM CLASS.

Removal is a serious matter, and should not be taken lightly, either by the teacher or the student. In most cases, a student shall remain in the short term removal area for at least the duration of the class or activity from which she or he was removed. Prior to allowing the student to resume his/her normal schedule, the building administrator or designee shall speak to the student to determine whether the student is, or appears to be, ready and able to return to class without a recurrence of the behavior for which the student was removed. In the event it is not deemed appropriate to return the student to regular classes, the building administrator or designee shall either retain the student in short term removal, or, where necessary and appropriate shall take steps to have the student sent home.

## 7. PROCEDURES FOR LONG-TERM REMOVAL.

Long-term removal is an extremely serious step, which should not be undertaken hastily or for less than compelling reasons. Such a step could have profound consequences for the affected student and his or her class, as well as any new class or teacher to which the student may then be assigned. For these reasons, long-term removal should not ordinarily be considered or implemented except after a thorough consultation, including a thorough consideration of alternatives between the teacher(s) and the building administrator or designee. For the same reasons, long term removal should not ordinarily be considered on the basis of a single incident. Unlike short term removal, the ultimate decision regarding long-term removal rests with the building administrator.

Following consideration of the teacher's statement and any other information, the building administrator shall, in his/her discretion, take one of the following steps:

- a) Place the student in an alternative education program as defined by law.
- b) Place the student in another class in the school, or in another appropriate place in the school.
- c) Place the student in another instructional setting.
- d) Return the student to, or retain the student in, the class from which he or she was removed or proposed to be removed.

In any event, a student in long-term removal must continue to receive an educational program and services comparable to, though not necessarily identical with, those of the class from which he/she was removed. Such program need not be in the precise academic subject of the student's former class.

Long-term removal is an administrative decision not subject to a formal right of appeal. However, the parents of the student, and/or the student, shall have the right to meet with the building administrator and/or the teacher(s) who made the request for removal. Where possible, such meeting shall take place within three (3) business days of the request for a meeting. At the meeting, the building administrator shall inform the parents and/or student as fully as possible regarding the basis for the removal, the alternatives considered, and the basis for any decision. However, nothing in this Code

shall prevent the building administrator from implementing a removal to another class, placement or setting prior to any meeting, and notwithstanding the objection of the parent(s) or student.

#### 8. AMOUNT OF DISCRETION OR FLEXIBILITY DEEMED APPROPRIATE FOR INDIVIDUAL TEACHERS, ADMINISTRATORS, AND SCHOOLS.

It is expected that administrators and teachers will meet prior to the implementation of this Code to arrive at a consensus regarding how its provisions should be interpreted and applied. However, this Code, and the procedures regarding removal, are intended primarily as tools to assist teachers to maintain an appropriate educational environment in their classes. Therefore, different teachers may have somewhat different views and practices regarding removal of students from their classes, either long- or short-term.

Similarly, there are many, clear differences between the needs and practices of schools serving different grade levels. Just as there are different behavioral expectations for elementary and high school students, the standards for removal may well differ from one school, grade or class to the next.

Teachers and administrators of each school are encouraged to discuss their individual views, philosophies and practices regarding removal of students.

#### 9. HOW THE CODE IS APPLICABLE TO STUDENTS IDENTIFIED AS DISABLED UNDER THE *IDEA*. (Individuals with Disabilities in Education Act)

Some different rules and considerations apply for students identified as requiring special education services under the IDEA or Section 504\*. In particular, placement for such students is a decision of the student's IEP team, subject to stringent procedural safeguards, and cannot be made unilaterally by teachers or the administration. In addition, students covered by the IDEA may have a behavior plan, which will address (a) whether and to what extent the student should be expected to conform to the behavioral requirements applicable to non-disabled students; and (b) alternative consequences or procedures for addressing behavioral issues. It is highly advisable that all IEP teams address these issues, and this Code, at least annually, setting forth the consensus of the IEP team regarding behavioral expectations and consequences.

Notwithstanding these issues, students identified as requiring special education services under the IDEA or Section 504 may, in general, be temporarily removed from class under the same terms and conditions as non-disabled students.

For the reasons noted above, no change in placement for more than ten (10) school days may be made for a student with disabilities outside of the IEP process. This ten (10) day limit applies to in-school and out of school suspensions as well as days of removal.

\*Information regarding *IDEA* and/or Section 504 is available in the District office and school district website.

#### 10. COMMUNICATION OF THIS CODE TO PARENTS AND STUDENTS.

This policy is a regular part of the student handbook

LEGAL REF: Sections 118.164 Wisconsin Statutes 120.13(1)  
Chapter 115, Subchapter V  
PI 11, Wisconsin Administrative Code  
Individuals with Disabilities Education Act Amendments of 1997

#### COMPLICITY

Any student(s) that is judged in helping or aiding other students to violate school rules and regulations are subject to disciplinary measures.

#### DETENTIONS

Detentions will be assigned to students by teachers or the principal when appropriate. Students are expected to serve the detention at the place and time assigned by the teacher or principal. Students are prohibited to have an electronic device, food, or drink while serving. Students have 3 (three) days to serve their detention. Time will be added if detention is not served within the time frame.

Possible suspensions may occur if student fails to serve detention. The following are some common reasons for students receiving detentions. This list is not all inclusive: swearing, classroom disruption, talking, disrespect, insubordination, tardiness, non-compliance, hallway behavior.

#### SUSPENSIONS

A student may be suspended by the principal or district administrator for not more than a period of time authorized by law (1-5 days) if it is determined that the student is guilty of non-compliance with school rules and school board policies. (Board Policy 5610)

#### EXPULSIONS

The school board shall expel a student from school whenever it finds the student guilty of repeated refusal or neglect to obey the rules of the school or the school district, or finds that the student engaged in conduct outlined in state or federal law which requires a student's expulsion from school. (Board Policy 5610)

#### SEXUAL HARASSMENT/HARASSMENT OF STUDENTS

The Hustisford Board of Education supports a learning environment that is free of discrimination and harassment of any form. The Board derives its authority from Wisconsin statutes that allow School Boards to establish rules pertaining to the conduct of students to maintain a favorable academic atmosphere. It shall therefore be the policy of the Hustisford School District that students will not be permitted to engage in any form of sexual harassment or intimidation or harassment of any other kind toward other students or school employees.

"Sexual Harassment" means unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical conduct of a sexual nature" includes, but is not limited to the deliberate, repeated, making of unsolicited gestures or comments, or the deliberate, repeated display of offensive sexually graphic material. "Harassment of any other kind" means but is not limited to deliberate and repeated acts of aggression, bullying, verbally threatening language, or unwanted physical contact with another student.

Students who believe they have been subjected to sexual harassment or other forms of harassment by another student or an employee, or any parent/guardian who believes their student has been subjected to sexual harassment by another student or employee should report the incident to the building principal/designee. If a student or parent is not comfortable with making a complaint to the principal/designee, the complaint may be made to a teacher or counselor with the understanding that incidents must be reported for review and action by the administration.

Third party witnesses are strongly encouraged to report observed incidents of harassment to the administration. Every effort will be made when requested to maintain the confidentiality of witness identity unless the witness is requested to testify in a hearing.

The administration and staff will inform the students of the district that it will not tolerate sexual harassment or other forms of harassment in any form and will take necessary and appropriate action to eliminate it. All efforts will be made to inform students about harassment and to encourage more positive, caring, and constructive interpersonal relationships. Students will be informed of this policy annually and the complaint procedure will be made available to any student or parent/guardian wishing to file a complaint. (Board Policy 5517)

#### OFFENSES/ACTIONS

The following is a guide of offenses with possible actions to be taken. The school administrator has discretionary authority to use the actions contained herein for what is considered fair and reasonable to protect the health and safety of staff, students and others in the Hustisford School District.

1. Battery: A student causing bodily harm to another by an act done with intent to cause bodily harm to that person.
2. Disorderly Conduct: Students, who engage in violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct and tends to cause or provoke a disturbance is guilty of disorderly conduct.
3. Gambling: Whoever makes a bet, in which the parties agree that, dependent upon chance even though accompanied by some skill, one stands to win or lose something of value specified in the agreement.
4. Harassment: A student, who engages in repeated acts to intimidate a person by strikes, shoves, kicks, racist, homophobic, and sexual comments or behavior, or otherwise subjects the person to physical contact or threatens to do the same.
5. Hazing: No person may intentionally or recklessly engage in acts of forced activity that endangers the physical health or safety of a student for the purpose of intimidation or admission with any organization.

6. Negligent Operation of Vehicle/Parking: Any student who endangers another's safety by creating a situation or unreasonable risk, high probability of death or great bodily harm.
7. Obscenity: A student who imports, prints, advertises, sells, has in possession for sale, or publishes, exhibits, or transfers commercially, any lewd, obscene, or indecent written matter, picture, sound recording, or film, or who has in possession with intent to transfer to a person less than 18 years of age, any of the above materials, or whoever makes any lewd, obscene or indecent drawings or writings in school.
8. Possession of a Weapon/Ammunition: No person shall possess a weapon or look-a-like (e.g. guns, knives, and martial arts weapons) or any item intended to be used as a weapon in any school building or on school property.
9. Possession/Discharge of Fireworks/Ammunition: No person shall sell, use, possess, discharge or explode any fireworks in the school building or on school property.
10. Slander/libel: No person shall intentionally defame another, whether a student or a staff member. This involves anything which exposes hatred, contempt, ridicule, or disgrace in their line of work.
11. Vandalism: Any student who intentionally causes damage to the school building and/or school property.
12. Possession/use of Alcohol/Drugs: The use, possession, sale or intent to sell or transfer alcohol or other drugs, counterfeit drugs including so-called non-alcoholic beverages, prescription drugs not intended for the prescribed person and drug paraphernalia is prohibited. Having illegal drugs or chemicals in a student's system while at school or on school property or at a school-related activity on or away from campus is prohibited.
13. False Fire Alarm: No person shall intentionally pull the fire alarm other than for emergency reasons.
14. Thefts: No person shall remove school property or take another person's property while on school grounds or at a school sponsored activity without permission.
15. Possession of Tobacco/Vaping products: The use of tobacco / vaping products is prohibited on school property and/or at related school activities on or away from campus are prohibited.
16. Improper Display of Affection: Students must be aware of the perceptions created by inappropriate distracting, or disruptive displays of affection, which are deemed reasonable in a more private environment. Any willful and persistent displays of inappropriate behavior that interferes with the educational environment, will result in a disciplinary action.
17. Criminal Gang Activity: Section 895.77(2) of the Wisconsin State Statutes authorizes a school district to bring an action in circuit court for any expenditure of money by the district as the result of criminal gang activity. State Law defines "criminal gang activity" as the commission of, attempt to commit, or solicitation to commit a crime for the specific intent to promote, or assist, in any criminal conduct by gang members.

The actions and guidelines contained within the offense section are not all inclusive.

The following actions may be utilized to protect the health and safety of the staff and students of the Hustisford School District. A progressive discipline system will be used consisting of: verbal warnings and/or written warnings and/or notifications to parent/guardians and/or detention(s) and/or 1-5 day suspensions, and/or expulsion procedures.

The school administrator reserves the right to adjust the progressive discipline schedule due to the severity and nature of the student offense. Other actions may include restitution and/or parking privilege suspension/revocation, and/or work permit suspension/revocation, and/or loss of open campus privilege and/or legal referral.

## Hustisford School District Bullying Policy 5517.01

The Hustisford School District supports an educational environment that is free of bullying. It is the policy of the District that its students and employees will not be allowed to engage in any form of bullying toward students or employees.

### *Definition*

Bullying is intentional, unprovoked behavior without legitimate purpose that is intended to inflict physical, emotional, or mental suffering on another individual or groups of individuals. Bullying takes many forms, including, but not limited to, physical or verbal assaults, nonverbal or emotional threats or intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages. Bullying is a form of victimization and is not necessarily a result of or part of an ongoing conflict. Bullying can also be characterized by teasing, put-downs, name-calling, cruel rumors, false accusations, and hazing.

### *Prohibitions*

Bullying behavior by students and staff is prohibited whether it is of the nature of students(s) to student(s), staff member to staff member, staff member to student, or student to staff member. Bullying is prohibited at school, on school grounds, during school-sponsored activities, on school buses and at bus stops, or through the use of electronic, computer, or messaging devices (cyber bullying).

Student-to-student behaviors characterized as bullying per the adopted definition, provided it takes place at school, during a school-sponsored activity, on school buses, or through the use of school equipment in the case of cyber bullying are prohibited. Additionally, a student bullying an adult staff member, using the same criteria is prohibited.

### *Complaint Procedures*

It is considered the responsibility of all students and school staff members to report acts of bullying in any of the above-described situations to the building principal. Reports may be made in a confidential manner.

All such reports are to be taken seriously by the party designated by the policy to receive reports. The school staff or administrator will support students and coworkers making such reports and protect against any potential retaliation for making such a report.

An investigation to determine the facts will take place immediately or as soon as practicable, in order to verify the validity and seriousness of the report. Upon completion of the investigation, the school district will take appropriate action.

Filing a report in good faith will not reflect upon the individual's status, nor will it affect his or her grades or employment status by the district if the complainant is an adult staff member.

### *Consequences*

Where it is determined that students participated in bullying behavior in violation of the policy, the school district staff responsible for maintaining order and discipline may take disciplinary action including, but not limited to, warning, detention, suspension, expulsion, termination, and referral to law enforcement officials for possible legal action.

Employees found to have participated in bullying behavior, or having become aware that bullying was taking place and failed to report the behavior, are considered to be in violation of the prohibition expressed by the policy. They may be subject to disciplinary action consistent with the collective bargaining agreement or disciplinary action established by policy or practice.

### *Notification*

Notification to all parties subject to this policy defining and prohibiting bullying shall be made annually. A copy of this policy shall be included in each school's student/parent handbook and teacher handbook.

LEGAL REF: 2009 Wisconsin Act 309



STUDENT / PARENT SIGNATURE SHEET

My Falcon Time Teacher or Principal has reviewed the items in this handbook with me. I have had an opportunity to ask questions. I understand the rules and regulations contained within the Hustisford Jr./Sr. High School Student & Parent Handbook. I will also bring this handbook home for my parent/guardian to review.

\_\_\_\_\_  
NAME (Please Print)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

*All students must return this document in order to be eligible to use school accounts and computers.*